

<Insert your Address>

Date: <Insert Date>

Dear <Insert Manager's Name>

Re: Blackpool Council's removal of my Essential Car User (ECU) allowance

I wish to inform you that I will not be using my car for Council business in response to the removal of the contractual essential car user allowance.

As a casual car user, I am not contractually obliged to provide a vehicle to use on council business, as advised by the Council.

I am also informing you that I will not provide my own funds for travelling on Council business, whether refundable, claimable or otherwise. UNISON has stated that it is the Council's responsibility to provide transportation at no cost to myself, as they must provide the facilities to enable me to carry out my role. The Expenses Policy only applies to expenses that have already been incurred and need to be reimbursed. I will not be paying in advance for alternative transport.

UNISON have stated that no disciplinary, performance management or other actions should be taken by Blackpool Council in relation to my refusal to provide my own transport. If any such action is instigated, I will have the full support of UNISON.

Yours sincerely