

SCHEDULE 4

Travel, Subsistence and Portage for Outside Work (Clause 8)

The following provisions will apply in respect of Outside Work covered under clause 8 of this agreement:

For the avoidance of doubt, 'Outside Work' means UK work outside of the M25.

1. Travel

Wherever possible, the Company will provide and pay for transportation for the Musician.

- 1.1 Where the Musician is required to travel within the Home Counties and alternative transport is not provided and paid for by the Company, the Musician shall be paid a sum equivalent to the lowest standard class return rail fare available on the day the schedule is sent to the Orchestra, and up to 4 days after, and advertised to the public for the relevant journey. For the avoidance of doubt no subsistence is paid unless outside the M25.
- 1.2 Where the Musician is required to travel outside the Home Counties, where alternative transport is not provided and paid for by the Company, the Musician shall be paid £0.21 per mile from the London Coliseum to the destination and the return journey. Essential tolls will be covered by the Company on production of relevant original receipts.
- 1.3 Where alternative transport is provided and paid for by the Company, non-playing hours will be scheduled and credited to the Musician. Any Musician who wishes to use his or her own transport will do so at their own expense.
- 1.4 The time the Musician is required to spend outside the Home Counties (Berkshire, Buckinghamshire, Essex, Hertfordshire, Kent and Surrey) will be scheduled as On-Call Hours and count towards the Annual Contracted Hours. On call hours will be calculated either:
 - (a) from the time of the first call – departure of coach or train – to the scheduled time of return to the London Coliseum, or:
 - (b) on tour by using the concept of a "moving base". A moving base is defined as a place of temporary stay on tour which becomes, by payment of overnight subsistence or provision of accommodation, the Musician's temporary base location for the following 24 hours. For each non-working day on tour, at a moving base, 3 hours will be credited against the Musicians Annual Contracted Hours. Captive Sundays and Bank Holidays on tour will be counted as worked days for annual and sub-season totals.
- 1.5 Where a musician uses public transport and, due to the early start of late finish of a call, or any other exceptional reason, public transport is unavailable, a taxi fare will be reimbursed by the company up to and including the Home Counties. For the avoidance of doubt, ENO management will usually book the taxi, permission needs to be granted if a musicians books directly. All taxis must be shared with other musicians who live nearby where possible.
- 1.6 Travel by coach shall not exceed 250 miles during any period of twenty-four hours.

- 1.7 In cases of dispute, the shortest recommended AA mileage shall be taken as the authority for distances.
- 1.8 In cases of dispute, the non-playing hours allocated for travel will be the shortest time by either road or Rail.

2. Subsistence Allowances

- 2.1 Where the Musician is required to travel between Zone 3 and the M 25 no subsistence is paid.
- 2.2 Where the Musician is required to travel to Outside Work outside the M25 after 1300, a single subsistence allowance of **£12.95** shall be paid, where a meal is not provided by the Company.
- 2.3 Where the Musician is required to travel to Outside Work outside the M25 before 1300, a subsistence allowance of **£22.51** shall be paid, where meals are not provided by the Company.
- 2.4 When food is provided for a whole day this will include at least one hot main meal.
- 2.5 For foreign tours, a separate allowance will be agreed prior to the tour.
- 2.6 For Baylis work between Zone 3 and the M25, travel and subsistence will be discussed between the committee and ENO management.
- 2.7 Overnight Stay

Where an overnight stay is scheduled, the Company shall where possible source and provide the Musician with overnight accommodation of not less than three-star or equivalent grade, with breakfast, in single room accommodation as available and if required by the Musician. Such accommodation shall be within easy reach of the performance venue. In the event that such suitable accommodation is unavailable, the Company shall provide transfer transport to the nearest suitable hotel.

(i) If an option is available for a Musician to choose to opt-out of the accommodation provided by the Company, they will receive a reimbursement of the actual cost of their accommodation upon production of a receipt. This will be up to a maximum of the cost of the hotel accommodation provided by the Company.

(ii) If an option is available for a Musician to choose to opt-out of the accommodation provided by the Company and chooses to stay with friends/family, or stays at an alternative hotel and cannot provide a receipt, a sum of £22.51 will be paid.

(iii) For the avoidance of doubt, if two Musicians choose to share a room in the hotel provided by the Company, it is assumed that one Musician has opted to stay with friends / family, and, as such a sum of £22.51 will be paid as outlined in 2.4(ii), to be divided equally between the two Musicians.

An overnight stay will always be provided where, otherwise, travel by land would exceed 250 miles or return to the London Coliseum would be after 2:00am.

2.8 Late Return

(a) In the event that the Company wishes to schedule a return to the London Coliseum after midnight the Company must agree with the Orchestra (a majority of the Musicians who would be affected by such late return) to determine whether to schedule an overnight stay or a late return.

(b) In the event that the Musicians agree to a scheduled time of return to London Coliseum between midnight and 2am or the actual (but not scheduled) return is between midnight and 2am, the following additional payments shall be made by the Company:

- (i) Return between midnight and 12.30am: £5.25
- (ii) Return between 12.30am and 1.00am: £10.50
- (iii) Return between 1.00am and 2.00am: £15.75

(c) The following day will be scheduled in the normal way subject to the provision of 2.5(b).

2.9 Early Calls

When the Musician is required to travel to Outside Work before 8.30am, and/or to be present at a performance or rehearsal before 8.30am, an early call payment shall be made, calculated at the rate of **£3.50 per half hour** or part thereof, subject to a **minimum of £7.00** for all necessary travelling or working time prior to 8.30am.

If the Musician's departure time from the London Coliseum is defined as being before 6.00am, the early call payment shall be replaced by an overnight stay payment.

3. **Porterage**

3.1 Where the Company does not arrange to transport the following listed instruments from London Coliseum to places of Outside Work the Musician shall be paid porterage payments for transporting each listed instrument as follows:

Group A Payment **£20.10 (£25.25 payable within London Congestion Charge Zone)**

Double Bass
Electric Guitar + Amp
Electric Bass Guitar + Amp

Group B Payment **£16.50**

Bass Saxophone
Contra Bassoon
Tuba

Group C Payment **£12.40**

Baritone Saxophone
Trombone plus one other brass instrument
French horn plus one other brass instrument
2 Saxophones
Cello

2 Guitars and no amp

Group D: Porterage rates for these instruments are subject to individual

negotiation:

Harp

Percussion instruments

Timpani

Organ

Electronic keyboards

Kit Drums

- 3.2 A full porterage payment shall be due for each day of Outside Work except where the Musician chooses to leave his/her instruments in situ overnight at a Outside Work venue which has been used for the final call of the day, and which is also to be used for the first call of the following day. In this latter case, one porterage payment shall not be paid for each night during which the instrument is left at the venue. The venue concerned must be secure.
- 3.3 The payments under paragraphs 3.1 and 3.2 of this Schedule do not apply when the Company makes arrangements to transport the instruments, unless the Musician is required to bring the instruments to a pick-up point nominated by the Company, in which latter case porterage payments shall be due in full.
- 3.4 In cases where air travel within the UK is provided by the Company, and it is agreed between the Company and the Musician that special arrangements are necessary for the safe transportation of instruments listed in paragraph 3.1 of this Schedule, any additional costs in respect of transportation of these instruments will be covered by the Company.