



PERSONNEL COMMITTEE

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To: Councillors Morgan (Chair), Boldrin (Vice-Chair), Barkley, Poland, Shepherd, Snartt and Ward (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Personnel Committee to be held in Committee Room 1 - Council Offices on Monday, 9th September 2019 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

30th August 2019

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 3 - 9

To confirm as a correct record the minutes of the meetings held on 2nd April 2019, 13th June 2019 and 8th July 2019.
3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
4. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions were submitted.

5. JNCC APPOINTMENT OF COUNCILLORS 2019-20 10 - 16

A report of the Head of Strategic Support is attached.

6. APPOINTMENT TO PANELS 2019-20 17 - 19

A report of the Head of Strategic Support is attached.

7. MENOPAUSE GUIDANCE: ADVICE AND SUPPORT FOR EMPLOYEES AND MANAGERS, AND SUMMARY DOCUMENT 20 - 34

A report of the Head of Strategic Support is attached.

8. EQUAL PAY AUDIT 1ST APRIL 2018 TO 31ST MARCH 2019 35 - 39

A report of the Head of Strategic Support is attached.

9. TRAVEL, SUBSISTENCE AND OTHER ALLOWANCES GUIDE 40 - 63

A report of the Head of Strategic Support is attached.

10. UPDATE - MANAGING EMPLOYEE PERFORMANCE (NJC AND JNC EMPLOYEES)

A verbal update will be provided by the HR Manager as requested at the Committee's meeting on 3rd October 2018.

'that an update report be submitted to the Committee in 12 months' time, setting out how the revised Policy and Procedure has been implemented, in particular whether managers have been trained and supported and felt confident to implement the new arrangements and whether the Council's performance managing employee performance has improved' (min 12.2, 2018/19)

FUTURE MEETING DATES

Please note further meetings of the Committee for 2019-20 are scheduled as follows:

17th December 2019

24th March 2020

PERSONNEL COMMITTEE 2ND APRIL 2019

PRESENT: The Chair (Councillor Barkley)
The Vice Chair (Councillor Draycott)
Councillors Morgan, Poland, Shepherd and
Smidowicz

CBC HR Manager (Strategy)
Strategic Director of Corporate Services
Head of Strategic Support
Democratic Services Officer (NA)

APOLOGIES: Councillor Snartt

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

22. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 4th December 2018 was confirmed as a correct record and signed.

23. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

Councillor Poland declared a personal interest in relation to item 05 as he had a local government pension at his workplace.

24. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

25. LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS

A report of the Head of Strategic Support was submitted to gain approval of the Council's Pension Scheme Discretions (item 5 on the agenda filed with these minutes).

The HR Manager advised the Committee that the report had been submitted again as no formal agreement was made at the last meeting.

RESOLVED that the Personnel Committee formally agree the Council's Pension Scheme Discretions as attached at Appendix A.

Reason

Although the Committee had considered the proposals relating to the Council's Pension Scheme Discretions at the previous Personnel Committee meeting on 4th December 2018, a formal motion to agree the proposals was required to be recorded as it is necessary for the Council to provide information to the Pensions Services about which discretions they would want to be applied as soon as possible.

26. GUARANTEED INTERVIEW SCHEME - VETERANS, AND LEAVE ARRANGEMENTS RESERVE FORCES

A report of the Head of Strategic Support was submitted seeking the Committee's approval of the proposal to guarantee interviews for veterans and to agree amendments to the Leave Arrangements Policy relating to reservists (item 6 on the agenda filed with these minutes).

The Committee was in agreement of the scheme and was pleased that the Council was providing more opportunities for veterans.

RESOLVED

1. That the Manager's Guidance on Recruitment and Selection be amended to include giving feedback to any veterans applying for roles.
2. That the Personnel Committee agree to the implementation of a Guaranteed Interview Scheme for veterans and amendments to the Leave Arrangements Policy relating to reservists.

Reason

1. To provide a positive recruitment experience for veterans.
2. Veterans are more likely to be unemployed than civilians due to a range of barriers, predominantly in translating their skills, effectively mapping these to identify appropriate civilian jobs and creating competitive applications and interviews to make it through the recruitment process.

The Ministry of Defence have specified that a period of post operational leave should be built in prior to reservists returning to their workplace.

27. GENDER PAY GAP INFORMATION AND ACTION PLAN

A report of the Head of Strategic Support was submitted asking the Committee to note the Council's Gender Pay Gap Report based on the snapshot date of 31 March 2018 (item 7 on the agenda filed with these minutes).

The Committee was advised that since the last report had been provided the Council had improved its performance in relation to the gender pay gap. The Council was now employing a range of male and female apprentices and was attempting to ensure interview panels had a mix of male and female managers present to offer a balanced and more encouraging presence.

RESOLVED

1. that the Personnel Committee note the details of the Gender Pay Gap report and agree that the results are published on the Gov.UK site in accordance with reporting requirements, prior to 31st March 2019;
2. that the Personnel Committee also note and comment upon the action plan, attached at Appendix B.

Reasons

- 1&2. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 requires public sector employers with 250 or more employees on the snapshot date of 31st March each given year, to carry out gender pay analysis and reporting.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 24th June 2019 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Personnel Committee.

**PERSONNEL COMMITTEE
13TH JUNE 2019**

PRESENT: The Chair (Councillor Morgan)
The Vice Chair (Councillor Boldrin)
Councillors Barkley, Poland, Shepherd, Snartt and
Ward

Head of Strategic Support
Democratic Services Officer (NC)

APOLOGIES: none

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

1. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

2. ESTABLISHMENT OF A PANEL FOR THE APPOINTMENT OF THE HEAD OF PAID SERVICE

A report of the Head of Strategic Support was submitted to establish a Panel of Members for the appointment of the Head of Paid Service (Chief Executive), (item 3 on the agenda filed with these minutes).

In response to questions the Chair and Head of Strategic Support stated that:

- East Midlands Councils (EMC) HR would provide specialist training as part of their service to ensure the Panel understood the process and the requirements of the role.
- the report recommending the appointment of the Head of Paid Service to full Council would include a biography of the chosen candidate and how they met the requirements for the post.
- sharing the role with another council, interim appointments and fixed term contracts could be considered, but it was important to appoint the most appropriate person for the Borough Council's requirements
- the EMC HR Service would create a longlist of candidates and complete the shortlisting for the Panel's consideration and would ensure the Panel understood and agreed with the rationale for shortlisting candidates.
- the time scale was ambitious with the aim of completing the recruitment process before the summer holiday period, and to allow for any possible notice period for the successful candidate to leave their current employment.

- it would be important to arrange a Personal Development Review promptly after the successful candidate commenced employment: the Personnel Committee would be required to appoint a Panel to undertake this and training prior to the meeting would be arranged.

It was noted that an additional Personnel Committee would be required to consider the salary range of the Head of Paid Service post as the EMC HR Service had advised a review was required to ensure the salary package was competitive.

RESOLVED

1. that the following politically balanced Panel comprising 5 councillors be established to make recommendations to full Council on the appointment of a new Head of Paid Service:
 - Cllr Jonathan Morgan (Conservative)
 - Cllr Tom Barkley (Conservative)
 - Cllr Jane Hunt (Conservative)
 - Cllr Pauline Ranson (Conservative)
 - Cllr Jewel Miah (Labour)
2. that East Midlands Councils HR service be appointed to support the Panel and provide assistance during the recruitment and selection process.

Reasons

1. To comply with the requirements of the Constitution relating to the appointment of a Head of Paid Service following the current postholder's notification that he will be retiring.
2. To ensure that the Panel has suitable HR support and advice.

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PERSONNEL COMMITTEE
8TH JULY 2019

PRESENT: The Chair (Councillor Morgan)
The Vice Chair (Councillor Boldrin)
Councillors Barkley, Poland, Savage, Snartt and
Ward

Director of HR and Cllr Development (EMC)
HR Manager (EMC)

Head of Strategic Support
Democratic Services Officer (NC)

APOLOGIES: Councillor Shepherd

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

4. CHIEF EXECUTIVE (HEAD OF PAID SERVICE) - SALARY REVIEW

A report of the Head of Strategic Support was submitted regarding a review of the Chief Executive's salary (item 3 on the agenda filed with these minutes).

The Director of HR and Cllr Development (S. Maher) and HR Manager (L. Butterfill) from East Midlands Council (EMC) attended to assist with the consideration of the report.

The following matters were discussed:

- the benefits of the proposed graded salary range, why it was higher than the current Chief Executive's salary and the potential impact on other officers' salaries.
- whether there were other salary options to mitigate the differences between the graded salary range pay points and also the current Chief Executive's single pay point salary.
- the risk of continuing with a single pay point salary to the recruitment process and the Council as a whole.
- the additional costs of the proposed graded salary range including the on-costs of pension and NI, and how this could be met from the Council's budget.
- whether using population size alone was effective to benchmark appropriate salary ranges for chief executives.

- the kind of candidate that the Council wished to attract by offering a competitive salary based on a graded salary range and how this could be used to incentivise performance.
- the PDR process for the new Chief Executive and how their performance would be assessed with respect to the proposed graded salary range, including the process for agreeing the salary at full Council.

RESOLVED

1. That the current spot salary of £121,338 for any new appointment to the Chief Executive post be replaced with a graded salary range as follows, with annual progression being subject to satisfactory performance until the maximum grade point is reached:

Point 1: £125,000

Point 2: £130,000

Point 3: £135,000

Point 4: £140,000

2. That it be recommended to full Council for approval by way of an amendment to the Pay Policy Statement for 2019/20.

Reasons

1. To consider the recommendations arising from a salary benchmarking review undertaken by East Midlands Councils in light of the ongoing recruitment process for a new Chief Executive to ensure the salary on offer is competitive and attractive to potential candidates.
2. To comply with the requirements of section 39 of the Localism Act 2011.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 2nd September 2019 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Personnel Committee.

PERSONNEL COMMITTEE – 9TH SEPTEMBER 2019 Report of the Head of Strategic Support

Part A

ITEM 5 JOINT NEGOTIATING AND CONSULTATIVE COMMITTEE (JNCC) – APPOINTMENT OF COUNCILLORS 2019-20

Purpose of Report

To appoint councillor representatives to the Joint Negotiating and Consultative Committee (JNCC) for 2019/20.

Recommendation

That 4 councillors be appointed as representatives on the Joint Negotiating and Consultative Committee for 2019/20.

Reason

To enable the operation of the Joint Negotiating and Consultative Committee in accordance with its constitution and, therefore, negotiation and consultation to take place between the Council as an employer and its employees.

Policy Justification and Previous Decisions

The responsibilities of the Personnel Committee include the making of councillor appointments to the Joint Negotiating and Consultative Committee.

Implementation Timetable including Future Decisions

Once decided by the Committee, the appointments for 2019/20 will come into immediate effect.

Report Implications

The following implications have been identified for this report:

Financial Implications

None identified.

Risk Management

There are no specific risks associated with this decision.

Background Papers: None

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Part B

Background

1. The Joint Negotiating and Consultative Committee's functions are set out in its constitution, attached as an appendix to this report. This constitution states that the management side of the Committee shall include 4 councillors, to be confirmed annually.
2. A politically balanced approach would comprise 3 Conservative councillors and 1 Labour councillor, although there is no requirement for political balance in this case.
3. For the 2018-19 council year, the representatives appointed were Councillors Barkley, Draycott, Morgan and Poland.

Appendix

Constitution of the Joint Negotiating and Consultative Committee.

CONSTITUTION OF THE JOINT NEGOTIATING AND CONSULTATIVE COMMITTEE

1. TITLE

- 1.1 The Committee shall be known as the Charnwood Borough Council Joint Negotiating and Consultative Committee (JNCC).

2. OBJECTIVE

- 2.1 To establish a workable and effective arrangement for good employee relations, for the avoidance of any misunderstanding and for the promotion of joint participation in all matters of common interest and concern on a genuine consultative and negotiating basis at Council level, as outlined in Clauses 7.3 and 7.4 of the Recognition and Procedural Agreement.

3. MEETINGS

- 3.1 Meetings of the JNCC shall be held quarterly, or by agreement.
- 3.2 Special meetings may be called by a written request to the Secretary from at least half the members of either side. Such meetings must be convened within 21 days, unless the side requesting the meeting agrees otherwise. Agendas and supporting paperwork should be provided in accordance with the provisions below unless otherwise agreed by the majority of JNCC members.

4. PRINCIPLES

- 4.1 The JNCC is authorised to undertake consultation and negotiation on all matters specified in Clauses 7.3 and 7.4 of the Recognition and Procedural Agreement.
- 4.2 JNCC will make recommendations to the appropriate Council body in relation to the terms and conditions and training and development of local government employees.
- 4.3 JNCC will undertake other functions assigned to it from appropriate Council bodies.
- 4.4 No issues in relation to specific individual cases shall be within the scope of JNCC.
- 4.5 Working groups or subcommittees can be constituted by a majority vote of JNCC.
- 4.6 Between meetings JNCC can commission further work from the Chair, Vice-chair or working groups/subcommittees.

5. REPRESENTATION

- 5.1 There shall be a Management Side and a Joint Trade Union Side.
- 5.2 The Management Side shall consist of 4 elected members and up to 4 senior managers of Charnwood Borough Council.
- 5.3 The Union Side shall consist of up to 8 elected representatives of the recognised trade unions who shall also be Council employees or appropriate paid officials. The number from each union shall be determined by the Union Side but shall reflect the approximate numbers of their members. Each recognised union will have a minimum of one seat.
- 5.4 If, for any reason, a particular union does not wish to participate in JNCC for a period, the vacancies may be appropriately taken up by other recognised unions. It will be for the union side to determine who takes up the vacancies.
- 5.5 If a JNCC member ceases to be an employee or paid Trade Union official (as appropriate) the member will no longer be eligible to participate in JNCC. The vacancy will be filled by the appropriate side.
- 5.6 Each side shall confirm the names of its representatives on an annual basis and inform the other immediately of any changes in the interim period.
- 5.7 Each side shall make every effort to ensure that its nominated representatives attend each meeting but substitution will be permitted on both sides where it cannot be avoided.
- 5.8 Both sides will be entitled to have advisors in attendance who will have speaking rights.
- 5.9 Meetings shall be deemed to be quorate if 3 members of each side are present. However, if less members of a side are present, that side may agree that the meeting shall be deemed to be quorate.

6. Chair

- 6.1 A Chair and a Vice-chair shall be appointed by the JNCC at their first meeting of each Council Year.
- 6.2 The Chair and Vice-chair shall be held in alternate years by a member of the management side and the union side unless the Committee agree otherwise.
- 6.3 In the absence of both the Chair and the Vice-chair, a Chair for the meeting will be appointed by the side holding the Chair.

7. OFFICERS

7.1 The Secretary for JNCC will be the Head of Strategic Support or other appropriate Council Officer.

7.2 Other officers shall attend JNCC as invited.

8. ADMINISTRATION

8.1 The JNCC Secretary will be responsible for arranging the meetings or to delegate this task to an appropriate other Council officer.

8.2 Either side should inform the Secretary of any agenda items and provide any supporting papers at least five working days before the final agenda is issued.

8.3 The JNCC Secretary will be responsible for preparing and issuing the final agenda and any supporting paperwork 10 working days before the meeting.

8.4 If the deadline for agenda items cannot be met, issues can be raised through the standing agenda item AOB (Any Other Business). Issues can be discussed if the majority of JNCC members present are in agreement.

8.5 The JNCC Secretary will ensure that minutes are taken and circulated. Minutes shall be subject to the agreement of the Committee and will be signed by the Chair of the meeting at which they are agreed.

9. STATUS OF RESOLUTIONS

9.1 Subject to section 9.4, agreements of the JNCC shall be binding on both sides so long as they have been the subject of consultation or negotiation and endorsement at a full meeting of the JNCC.

9.2 Agreements should be noted in the minutes of the meeting.

9.3 Where agreements constitute “collective agreements” or “local agreements” separate documents will be drawn up by the Secretary and signed by the Chair of the meeting where the agreement was reached.

9.4 Where required, agreements of the JNCC will not come into effect until ratified by the appropriate Council decision making body (e.g. full Council, Personnel Committee, or Cabinet).

10. COMMUNICATIONS

10.1 Either side can propose communication or consultation with the workforce on any issue raised at JNCC. Where agreement for wider

communication or consultation is reached this should be recorded in the minutes of the meeting.

10.2 As appropriate, members of the Trade Union Side shall be afforded reasonable facilities to visit and communicate with all workplaces and staff.

10.3 It is expected that as far as possible communication with staff will be by Joint Statements although this does not preclude either side from issuing their own communications.

11. DISPUTES

11.1 Where there is a breakdown/deadlock in respect of a matter under negotiation, both viewpoints will be presented to Personnel Committee for consideration.

11.2 Disputes should be resolved in line with the provisions set out in clause 9 of the Recognition Agreement.

PERSONNEL COMMITTEE – 9TH SEPTEMBER 2019 Report of the Head of Strategic Support

Part A

ITEM 6 APPOINTMENTS TO PANELS 2019-20

Purpose of Report

To consider appointments to Panels for 2019-20.

Recommendation

That Panels comprising 5 councillors be appointed for the Council year 2019-20 in respect of the following:

- a) To determine appeals by a JNC Officer against dismissal.
- b) To determine all other employment related appeals for JNC staff which are provided for in the Council's procedures.
- c) To make recommendations to Council on the appointment or dismissal of the Head of Paid Service.
- d) To make appointments to Chief Officer and Statutory Officer posts excluding the Head of Paid Service.
- e) To undertake the Chief Executive's Performance and Development Review.

Reason

Section 5.5 (e) of the Council's Constitution (Roles of decision taking Committees) states that the Personnel Committee will appoint Panels comprising 5 councillors (with a quorum of 3) for these functions. Appointing Panels to undertake these functions at the beginning of the Council year will prevent the need for a meeting of the Committee for the sole purpose of appointing a Panel and enable the functions to be dealt with in a timely manner.

Policy Justification and Previous Decisions

The responsibilities of the Personnel Committee include the appointment of Panels for the purposes set out.

Implementation Timetable including Future Decisions

Once decided by the Committee, the appointments will come into immediate effect for 2019 -20.

Report Implications

The following implications have been identified for this report:

Financial Implications

None identified.

Risk Management

There are no specific risks associated with this decision.

Background Papers: None

Officer to contact: Nicky Conway
Democratic Services Officer
(01509) 634787
nicky.conway@charnwood.gov.uk

Part B

Background

1. A 5 member Panel which reflects the political balance of the Council, will comprise 4 Conservative councillors and 1 Labour councillor.
2. In 2014/15, the Committee decided to appoint a single Panel for all of the functions set out in the recommendation. Alternatively, the Committee might wish to appoint Panels for some or all of the functions stated, only as they are needed in 2019 20.
3. In 2018-19 the Committee resolved to appoint Barkley, Draycott, Morgan Poland and Snartt for a Panel in respect of the functions stated in the recommendation.
4. When the Committee appoints the Panel members, there is no requirement that Panel membership be drawn solely from that of the Personnel Committee but it is usual for this to be the case.
5. The Council's Constitution states that councillors should not participate in Personnel Committee and Panel meetings unless they have attended appropriate training on relevant personnel matters prescribed by the Head of Strategic Support.
6. The panel established to undertake the Chief Executive's Performance and Development Review will also undertake the probation review meetings for the new Chief Executive, who's employment with the Council commences on 23rd September 2019.
7. The Council's probation policy specifies that the first review meeting should take place approximately 2 months after appointment, and that the final review meeting should be held approximately 5 months after appointment. Once the Committee has appointed the Panel, Democratic Services will arrange for the 2 probation review meetings to be scheduled and for appropriate training to be provided to the members of the panel.

PERSONNEL COMMITTEE – 9TH SEPTEMBER 2019 Report of the Head of Strategic Support

Part A

ITEM 7 MENOPAUSE GUIDANCE: ADVICE AND SUPPORT FOR EMPLOYEES AND MANAGERS AND SUMMARY DOCUMENT

Purpose of Report

To gain the approval of the Personnel Committee for the introduction of a Guidance document about the Menopause and related summary document.

Recommendation

That the Personnel Committee formally accept the Menopause Guidance document attached as Annex A and the summary document attached as Annex B.

Reason

The Menopause Guidance and summary document provide clear and detailed and advise on best practice to help support managers and employees in relation to menopause.

Policy Justification and Previous Decisions

The guidance documents were submitted to SMT as an information item on 27th March 2019. The documents were also discussed at JMTUM on 18th July 2019.

Implementation Timetable including Future Decisions

Following approval by Personnel Committee, it is recommended that the Menopause Guidance and summary document be published on the Council's intranet.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications arising from this decision.

Risk Management

There are no immediate financial implications arising from this decision.

Background Papers: None

Annexes: Annex A – Menopause Guidance, Advice and Support for Employees and Managers

Annex B – Menopause Guidance: Summary Document

Officer to contact: Adrian Ward
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Part B

Background

1. The introduction of guidance on menopause was discussed and reviewed at the Equalities Working Group. The Menopause Guidance - Advice and Support for Employees and Managers and the Menopause Guidance: Summary Document were based on a document produced by Leicestershire County Council. The Menopause Guidance documents were further developed by the Corporate Improvement and Policy Officer for Charnwood Borough Council following discussions at the Equalities Working Group.
2. The guidance document and summary document were issued to SMT on 14th March 2019 as an information item, to enable them to note the proposed Menopause Guidance documents. The documents were also discussed at JMTUM on 18th July 2019.
3. The intention of the guidance is to:
 - Create an environment where staff can openly and supportively talk about menopause;
 - Help everyone to gain a greater understanding of what menopause is and the impact this can have on individuals;
 - Inform managers about the potential symptoms of menopause and how they can support women in the workplace;
 - Ensure that women suffering with menopause symptoms feel confident to ask for support and any reasonable adjustments they require, so that they can continue to succeed in the workplace;
 - Assure women that Charnwood Borough Council is a responsible employer, committed to reasonably supporting their needs during the menopause.
4. The guidance is clear and detailed and advises on best practice to help support managers and employees in relation to menopause.
5. In addition, it outlines further support, advice and links that are helpful for providing further support for anyone requiring information on menopause.
6. The Council also has a Menopause Support Group who can provide one-one-support, confidentially if needed, to any member of staff (man or woman).

**Menopause Guidance
Advice and Support for Employees and Managers**

Contents

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Purpose

Charnwood Borough Council is committed to providing a supportive working environment for all staff and, as an inclusive employer, feels that the subject of menopause should not be viewed as ‘taboo’ or ‘hidden’. It is important for everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment. This is not just an issue for women, men should be aware too.

The changing age of the UK’s workforce means that between 75-80% of menopausal women are in work. Research shows that most of these women are reluctant to discuss menopause-related health problems with their line manager, nor ask for the support or adjustments that they may need.

Through this Menopause Guidance document, the Council aims to:

- a) Create an environment where staff can openly and conformably engage in discussions about menopause.
- b) Ensure everyone understands what menopause is and can confidently discuss the subject, as appropriate.
- c) Inform managers about the potential symptoms of menopause, and how they can support women at work.
- d) Ensure that women experiencing menopause symptoms feel confident to ask for support and any reasonable adjustments they require, so that they can continue to succeed in the workplace.
- e) Assure women that Charnwood Borough Council is a responsible employer, committed to supporting their needs during menopause.

What is Menopause?

Menopause is a natural part of every woman's life. It isn't always an easy transition, but with the right support it can be much better. Whilst every woman does not experience symptoms, supporting those who do will improve their experience at work.

- **Menopause** is defined as a biological stage in a woman's life that occurs when she stops menstruating and reaches the end of her natural reproductive life. Usually it is defined as having occurred when a woman has not had a period for twelve consecutive months (for women reaching menopause naturally). The average age for a woman to reach menopause is 51, however it can be earlier or later than this due to surgery, illness or other reasons. Around 10 in 100 women experience the menopause before 40 years of age.
- **Perimenopause** is the time leading up to menopause when a woman may experience changes, e.g. irregular periods or other menopausal symptoms. This can be years before menopause.
- **Postmenopause** is the time after menopause has occurred, starting when a woman has not had a period for 12 consecutive months.

Symptoms of Menopause

It is important to note that not every woman will notice every symptom, or even need help or support. However, 75% of women do experience some symptoms and 25% could be classed as severe.

Most women will experience menopausal symptoms. Some of these can be quite severe and have a significant impact on your everyday activities. Menopausal symptoms can begin months or even years before your periods stop and last around four years after your last period, although some women experience them for much longer.

In some cases, Menopause can also increase a woman's risk of developing long term health risks, such as weak bones (osteoporosis), raised cholesterol and heart disease. In severe cases, the symptoms may have such an adverse impact that they may meet the legal definition of a disability.

Common symptoms can include:

- Hot flushes
- Heavy/ light periods
- Headaches
- Poor concentration
- Panic attacks
- Difficulty sleeping/ night sweats
- Low mood/ mood swings
- Loss of confidence
- Anxiety

The above is not an exhaustive list and women may experience other symptoms to those shown.

Guidance for Managers

It is recognised that every woman is different, and it is therefore not feasible to set out a structured set of specific guidelines for managers to follow.

It is important that all managers are ready and willing to have open discussions about menopause, appreciating the personal nature of the conversations and treat any discussion sensitively and professionally. Managers may find it helpful to use the Confidential Discussion Template (see *Appendix A*) when having a one-to-one discussion with a member of the team, if it helps.

As a manager, when having a one-to-one discussion with a member of the team about these issues, please ensure that you:

- Allow adequate time to have the conversation.
- Find an appropriate room that is confidential.
- Consider how the symptoms listed in this guidance may be impacting on the employee.
- Encourage them to speak openly and honestly.
- Suggest ways in which they can be supported (i.e. reasonable adjustments).
- Agree actions and how to implement them. Ensure that this record is treated as confidential and is stored securely.
- Ensure all agreed adjustments are implemented without delay.
- Agree if other members of the team should be informed and by whom.
- Signpost to other sources of support e.g. GP, Employee Wellbeing Service, support groups, etc. (see *Page 7 for more information*).
- Ensure that designated time is allowed for a follow up meeting. Do not rely on quick queries during chance encounters in the corridor, toilet areas or breakout areas etc.

Where adjustments are unsuccessful, or if symptoms are proving more problematic it may be necessary to:

- Discuss a referral to Occupational Health for further advice.
- Refer the employee to Occupational Health.
- Review Occupational Health advice, and implement any recommendations, where reasonably practical.

- Update the action plan and continue to review.

Guidance for Employees

Symptoms can manifest both physically and psychologically and support for women could be considered as detailed below (please note, this is not an exhaustive list). The type of support required will depend on you as an individual and will need a discussion between yourself and your manager. Some options for support could include the following:

Hot flushes

- Request temperature control for the work area, such as a fan on your desk (where possible a USB connected desk fan to ensure environmentally friendly) or moving near a window or away from a heat source.
- Easy access to drinking water.
- Be allowed to adapt prescribed uniform e.g. by removing a jacket.
- Have access to a rest room for breaks if your work involves long periods of standing or sitting, or a quiet area if severe hot flushes need managing.

Heavy/light periods

- Have permanent access to toilet facilities
- Request an extra uniform
- Ensure storage space available for a change of clothing i.e. pedestal under desk

Headaches

- Have access to fresh drinking water
- Have a quiet space to work (where reasonable to the job role)
- Have noise reducing headphones to wear in open offices
- Have time out to take medication if needed

Difficulty sleeping

- Ask to be considered for flexible working via the Flexible Working Policy, particularly if you are suffering from lack of sleep. You can find the policy [here](#).

Low mood/ mood swings

- Agree time out from others when required without needing to ask for permission
- Identify a Buddy to talk to
- Identify a time out space to be able to go and 'clear your head'
- Contact AMICA (Confidential Employee Support) on: 0116 254 4538 or contact via the [online form](#)

Loss of confidence

- Have regular quarterly reviews and one-to-ones
- Have regular protected time with your manager to discuss any issues

- Have agreed protected time to catch up with work

Poor concentration

- Discuss if there are times of the day when your concentration is better or worse and adjust working pattern accordingly (where reasonable/ appropriate to the job role)
- Review task allocation and workload
- Be provided with books for lists, note board or other memory- assisting equipment
- Reduce interruptions
- Have agreement in place in an open office so that you are not disturbed
- Have agreed protected time to catch up with work

Anxiety

- Request counselling services provided by AMICA or through Occupational Health
- Identify a Buddy to talk to
- Be able to have time away from work to undertake relaxation techniques
- Undertake mindfulness exercises such as breathing exercises, gentle exercise (go for a walk)

Panic attacks

- Agree time out from others when required without needing to ask for permission
- Identify a Buddy
- Be able to have time away from their work to undertake relaxation techniques
- Undertake mindfulness exercises such as breathing exercises, gentle exercise (go for a walk)

Visiting the GP

Employees may find it helpful to keep a record of symptoms including the relevant dates, frequency and the impact they are having. If the symptoms are troubling or are being experienced under the age of 45 then advice should be sought from a GP.

It would be good to discuss with your manager if you have visited your GP, and the next step suggested, particularly if the areas of difficulty are sleeping, panic attacks or anxiety.

If you have visited your GP and are being supported by them, it may be useful at this point to undertake an Occupational Health appointment as they can give specific advice regarding the workplace. A GP can offer treatments and suggest lifestyle changes if there are severe menopausal symptoms that interfere with day-to-day life. This can cover a range of options such as Hormone Replacement Therapy (HRT), or simply eating a balanced diet and exercise regularly. [Health tools- NHS Choices.](#)

Menopause Support Group (Hot Stuff)

Some employees may find talking about their symptoms or just talking about how they are feeling, may help. The Council's Menopause Support Group (Hot Stuff) could be helpful or alternatively, talking to a Menopause Buddy (*see page 6 for further information*) could provide one-to-one support. These options are also available for male employees who wish to speak about a member of their family, a friend or a colleague.

Menopause 'Buddies'

These are members of staff who currently come along to the Menopause Support Group. They are happy to provide one-one-support, confidentially if needed, to any member of staff- man or woman.

If you would like to speak to someone, please contact equality@charnwood.gov.uk.

How to talk to the GP about Menopause

If you are suffering from menopausal symptoms to the point and it is getting in the way of enjoying your life, it's time to talk to the doctor.

Below are some helpful, straightforward tips to help you get the best from your appointment:

- 1. Don't wait** - It's all too common for women to feel they must simply 'put up' with menopausal symptoms as part of life, but if they are affecting you then there are things that you can do, and support is available.
- 2. Prepare for your appointment** - it's easier for your doctor to understand what is going on if you provide them with all the information. It may sound obvious, but blood tests to say where you are on the menopause transition are not always available or accurate, plus your hormones can fluctuate daily during this time. Your doctor will be thinking about what to recommend for you based on your symptoms. You may find it useful to visit the [NICE Guidelines](#) to support your preparation.
- 3. Keep a list of your symptoms** - your menstrual cycle, hot flushes how you are feeling, and any changes you have noticed. Write them down and take them to your appointment. Your doctor will thank you for it and it's more likely that together you will find the right solution faster. Also, if you have any preference about how you manage your symptoms tell them that too e.g. if you would like to try Hormone Replacement Therapy (HRT) or not.
- 4. Ask the receptionist which doctor is best to talk to about the menopause** - they are often the font of all knowledge at a surgery and can help you find

the best person to speak to- it might not be your usual GP, as a different GP may have had special training in the subject.

5. **Ask for a longer appointment** - If you do not think the standard appointment will be long enough then see if you can book a double appointment, quite a lot of surgeries will allow this.
6. **Don't be afraid to ask for a second opinion** - if you do not feel that you have received the help you need, ask to speak to someone else. Do not be put off, you know how you are feeling and how it's affecting you.
7. **Ask if there is a Menopause clinic in your area** - Occasionally, there are regional clinics specifically devoted to menopause. If there is one in your area and you think this will be helpful, ask for a referral.
8. **Take a friend or partner with you** - Your friend or partner will know how the symptoms are affecting you, they could support you at the appointment and find out how they can support you.

What to expect from your doctor:

They should	They should not
<p>✓ Talk about your lifestyle, how to manage symptoms and long-term health</p>	<p>✗ Put it down to 'that time of life'. Yes, menopause is a natural stage but please do not feel that means you should have to put up with every symptom without help.</p>
<p>✓ Provide advice on Hormone Replacement Therapy (HRT) and other non-medical options</p>	<p>✗ Say that they don't prescribe HRT. It is up to you what you want to try and for them to say whether it could be right for you, depending on your medical history.</p>
<p>✓ Talk to you about safety and effectiveness of any treatment</p>	<p>✗ Impose unnecessary time restrictions e.g. they will only prescribe this once or for a year or two. This is an ongoing conversation and if your symptoms persist, you will need help to manage them.</p>

How can menopause symptoms be managed?

Not all women will require assistance to help alleviate their symptoms however where this is not the case, there are a number of treatment options available including:

- Medical options such as Hormone Replacement Therapy (HRT) - tablets, skin patches, gels and implants that relieve menopausal symptoms by replacing oestrogen. If HRT isn't suitable, other medications may be prescribed.
- Lifestyle changes such as eating a healthy, balanced diet, exercising regularly, stopping smoking, reducing alcohol and caffeine consumption, managing stress and having sufficient calcium and vitamin D. Employees should consider how their actions may be impacting on their symptoms (e.g. drinking alcohol may increase the likelihood of hot sweats and disturbed sleep, etc.);
- Complementary and herbal remedies such as St John's Wort, Milk Thistle, Sage and Red Clover. Advice should be sought from a [medical herbalist](#) before trying any of these remedies;
- Cognitive Behavioural Therapy (CBT) - a talking therapy that can help with low mood and anxiety;
- Self-help measures such as getting plenty of rest, acupuncture, aromatherapy, reflexology, talking to others about what they are experiencing, and practising relaxation techniques such as yoga, tai chi or mindfulness.

GP's can refer individuals to a menopause specialist if their symptoms don't improve after trying treatment or if the individual is unable to take HRT.

Further support, advice & links

AMICA Employee Support (confidential telephone helpline): 0116 254 4538 (open 365 days a year from 8.30am to 8.30pm) or contact via the [online form](#)

CBC Wellbeing Site: Workplace support to improve your wellbeing.
<http://intranet.charnwood.local/Wellbeing@Work/SitePages/Home.aspx>

Charnwood Walking Maps: To support your physical and mental wellbeing.
<https://www.charnwood.gov.uk/pages/walkingforhealth>

Charnwood Adult Sport Activities: To support your physical and mental wellbeing.
https://www.charnwood.gov.uk/pages/adult_sports

Government Report: researched by the University of Leicester School of Business.
<https://www.gov.uk/government/publications/menopause-transition-effects-onwomens-economic-participation>

Henpicked: This provides an overview of menopause. You can find out more at <https://henpicked.net/>

Information on hysterectomy: This provides an insight into surgically induced menopause as a result of having a hysterectomy. You can find out more at <https://www.hysterectomy-association.org.uk>

Menopause Matters: An independent website providing up-to-date, accurate information about the menopause. <https://www.menopausematters.co.uk/>

Menopause Information: This provides an overview of menopause. You can find out more at <https://www.rcog.org.uk/en/patients/menopause/>

National Institute of Medical Herbalists: This provides advice on herbal remedies <http://www.nimh.org.uk/>

NHS: <https://www.nhs.uk/video/Pages/early-menopause.aspx>

<https://www.nhs.uk/conditions/menopause/>

<https://www.nhs.uk/Livewell/menopause/Pages/Menopausehome.aspx>

NICE guidelines: Impartial menopause information from National Institute for health and care excellence <https://www.nice.org.uk/guidance/ng23/ifp/chapter/Menopause>

Premature Ovarian Insufficiency (POI): POI Information and support on very early menopause. You can find out more at <https://www.daisynetwork.org.uk>

Both you and your creditor have a duty to try and sort out the case without going to court. If you get a default notice or a letter before action, you should make every effort to reach an agreement with your creditor to pay back what you owe.

Write 'Letter before claim' at the start of your letter to show this is a formal letter.

If you're complaining about faulty goods, you can [use our template to write your letter before claim](#).

Your letter should include:

- your name and address
- a summary of what's happened
- what you want the person or business to do about it
- how much money you want - like the cost of repair or a replacement - and how you've calculated that amount
- a deadline for reply - usually 14 days
- that you'll start court proceedings if you don't get a reply

You should also say that you and the defendant should both follow the court's rules on what to do. It's a good idea to [check the court rules](#).

Say: 'I refer you to the Practice Direction on pre-action conduct under the Civil Procedure Rules, and in particular to paragraphs 13-16 which set out the sanctions the court may impose if you fail to comply with the Practice Direction.'

If you haven't already tried alternative dispute resolution, you should say you're willing to try it. [Find out more about alternative dispute resolution](#).

Keep a copy of the letter and ask the Post Office for proof of postage - you might need to show when you sent your letter.

The other person or business should reply to your claim within 14 days. It could be up to 90 days if the matter is very complicated.

If they don't agree with your claim, they should say:

- the reasons why and which facts they don't agree with
- if they're making a claim of their own (a 'counterclaim')

If the other person or business makes a counterclaim, check the facts they're relying on and make a note of anything you disagree with. Also try to find evidence to prove they're wrong. For example, if you told your landlord about repairs but they ignored you and claim you damaged your home, find proof of when you told them.

Confidential Discussion Template

Employee:
Manager:
Date of meeting:

Summary of Discussion
Agreed Actions/ Adjustments

Date of review meeting (if needed):
Signed (Employee):
Signed (Manager):

Menopause Guidance: Summary Document

Charnwood Borough Council is committed to providing a supportive working environment for all staff and, as an inclusive employer, feels that the subject of menopause should not be viewed as 'taboo' or 'hidden'. It is important for everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment. This is not just an issue for women, men should be aware too.

Menopause (including Perimenopause and Postmenopause) is a natural part of every woman's life. It isn't always an easy transition, but with the right support it can be much better. Most women will experience menopausal symptoms, of some sort. Some of these can be quite severe and have a significant impact on everyday activities. They can begin months or even years before periods stop and last around four years after the last period, although some women experience them for much longer. Common symptoms can include (but not exhaustive to) hot flushes; heavy/light periods; headaches; poor concentration; panic attacks; difficulty sleeping/ night sweats; low mood/ mood swings; loss of confidence and anxiety.

Symptoms can manifest both physically and psychologically. The type of support required will depend on different individuals and may need a discussion between yourself and your manager and/ or your GP. If you are suffering from menopausal symptoms to the point and it is getting in the way of enjoying your life, it's time to talk to the doctor. The guidance document aims to provide some helpful, straightforward tips to help you get the best from your appointment and what to expect from your doctor.

It is important to note that not every woman will notice every symptom, or even need help or support, but whilst every woman does not experience symptoms, supporting those who do will improve their experience at work. It is also essential that all managers are ready and willing to have open discussions about menopause, appreciating the personal nature of the conversations and treat any discussion sensitively and professionally. Managers may find it helpful to use the Confidential Discussion Template (included within the guidance document) when having a one-to-one discussion with a member of the team, if it helps.

There are members of staff who currently come along to the Menopause Support Group. They are happy to provide one-one-support, confidentially if needed, to any member of staff (man or woman). If you would like to speak to someone, please contact equality@charnwood.gov.uk. Additionally, there is a range of advice and support out there - more information on this can be found in the full guidance document.

PERSONNEL COMMITTEE – 9TH SEPTEMBER 2019 Report of the Head of Strategic Support

Part A

ITEM 8 EQUAL PAY AUDIT 1ST APRIL 2018 to 31ST MARCH 2019

Purpose of Report

The purpose of this report is to provide Personnel Committee with information regarding the outcome of an Equal Pay Audit which was carried out on the Council's workforce employed during the period 1st April 2018 to 31st March 2019.

Recommendation

That the conclusions and recommendations of the Equal Pay Audit as set out in Part B of this report be noted.

Reason

The Equalities Act 2010 includes an Equality Duty which requires public sector employers to publish employment data, and the National Agreement covering Local Government Services (the "Green Book") requires councils to undertake equal pay audits; which are considered to be best practice for employers wishing to develop the whole of their workforce, regardless of gender.

In addition the Council has an Equality and Diversity Work Plan identifying that an Equal Pay Audit is required.

Policy Justification and Previous Decisions

SMT approved the Equal Pay Audit at its meeting on 19th June 2019 and it was discussed at JMTUM on 18th July 2019.

Equal Pay Audits have been carried out for the period 1st April 2011 to 31st March 2012 and 1st April 2014 and 31st March 2015.

Implementation Timetable including Future Decisions

The recommendations from the Equal Pay Audit will be implemented following agreement by Personnel Committee.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications arising from this decision.

Risk Management

The risks outlined within this report are highlighted in Part B below.

Background Papers: None

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Part B

Background

1. The Equalities Act 2010 includes an Equality Duty which requires public sector employers to publish employment data, and the National Agreement covering Local Government Services (the “Green Book”) requires councils to undertake equal pay audits; which are considered to be best practice for employers wishing to develop the whole of their workforce, regardless of gender. In addition the Council has an Equality and Diversity Work Plan identifying that an Equal Pay Audit is required.
2. The Council's first Equal Pay Audit was completed for the period 2011/12. Following the first audit the Council’s pay scale structure was reviewed and to reduce the long pay scale at Scale 1. The amendment resulted in there being 2 incremental points within Scale 1 and a further 2 incremental points within Scale 2. The principles of the Living Wage were also adopted in 2013. However, no commitment was made to adopt the Living Wage year on year. Instead it was agreed that increases would be in line with the National Pay Award.
3. The second Equal Pay Audit was completed for the period 2014/15 which resulted in a review of standby and call out arrangements and revised policy, review of pay protection arrangements and a review of identified posts to ensure consistency of grade.
4. SMT commissioned Leicestershire County Council’s HR Service to undertake this audit for the year commencing 1st April 2018 to 31st March 2019.

Outcome

5. The purpose of the audit was to scrutinise the Council’s compliance with various legal requirements and to detect any areas of discrepancy within the Council’s pay policies, practices and systems.
6. The audit has:
 - gathered and scrutinised pay data across all pay scales, including gross pay, basic pay, and a number of allowances;
 - excluded data where information is incomplete, or where data makes it impossible to analyse without significant further investigation, for example:
 - Employees who had not completed a full year of service during the audit period;
 - Posts that had not been the subject of job evaluation;
 - Employees who had no recorded full time equivalent (fte) value.
 - found no evidence of sex, ethnicity or age-based pay discrepancies in the areas tested.

7. The conclusions of the audit are as follows:-

- Preliminary examination of the data suggested that there may be sex, ethnicity or age-based differentials in pay where certain allowances are paid. Further examination suggests that there appears to be no evidence of direct or indirect discrimination and that the differentials highlighted are related to the requirements of the post, not discrimination towards the post holder.
- The implementation of the Hay Job Evaluation system across jobs within the Council has ensured that there should now be no significant sex, ethnicity or age-based discrepancies in basic pay.

Recommendations

8. The recommendations following this audit are to:-

- give further consideration to the 17% of the workforce whose additional payments are between 5% and 10% over salary. Additionally, to the 10% of the workforce whose additional payments are 10% or above over salary.

The additional pay and allowances that were taken into consideration for the purpose of this audit were:

- Additional Working/overtime/public holiday payments/unsocial hours payments;
- Standby and call out payments;
- Honorarium payments
- Security payments;
- Essential car user lump sum;
- Market supplements;
- Additional job payments (First Aid, Emergency Response, Interpretation, Broadband, Asbestos, Needle Removal, Phone Rental, Tool Money)

The allowances given that were the greatest in terms of cost were:

- Essential car user allowance
- Additional hours
- Standby
- it was identified in the last equal pay audit that some job descriptions within Repairs and Maintenance in Landlord Services were incomplete. Whilst some job descriptions have been reviewed since the last audit, work remains outstanding on some job descriptions. It is recommended that the job profiles be completed in full for this service area and a review is undertaken of Skills Groups job profiles and grades.
- continually review any Market Supplement payments awarded to those identified as having additional payments above 10% for a duration in excess of the principles of the policy.

- SMT requested a review of Essential Car User allowance to ensure there is no equality impact.

PERSONNEL COMMITTEE – 9TH SEPTEMBER 2019

Report of the Head of Strategic Support

Part A

ITEM 9 TRAVEL, SUBSISTENCE AND OTHER ALLOWANCES GUIDE

Purpose of Report

To gain Personnel Committee approval of the proposed amendments and options relating to the Travel, Subsistence and Other Allowances Guide, and in addition broadband and telephone allowances.

Recommendation

That the Personnel Committee formally agree revisions to the Travel, Subsistence and Other Allowances Guide as attached at Annex A, to telephone allowances and broadband, and the Home Working policy as attached at Annex B.

Reason

To ensure that the process and allowances outlined within the policy are reasonable and up to date, it is necessary for a review to be undertaken on this guidance document and the broadband and telephone allowances.

Policy Justification and Previous Decisions

The Travel, Subsistence and Other Allowances Guide was last agreed at Personnel Committee on 4th November 2014. Following an internal audit the findings outlined that a review needed to be undertaken to ensure the guidance is clear and the rates are appropriate.

A review of broadband and telephone allowances was also undertaken to establish the relevance and transparency of paying these allowances.

Implementation Timetable including Future Decisions

Following approval by Personnel Committee, it is recommended that the revised Travel, Subsistence and Other Allowances Guide be published on the intranet and the current policy be deleted. It is further recommended that the homeworking policy be amended to delete broadband allowances and that consultation commences to remove this allowance and telephone allowances for those in receipt of this payment.

Report Implications

The following implications have been identified for this report

Financial Implications

There are no immediate financial implications arising from this decision.

Risk Management

There are no specific risks associated with this decision.

Background Papers: None

Annexes: Annex A – Travel, Subsistence and Allowances Guide
Annex B – Homeworking Policy

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Part B

Background

1. The Travel, Subsistence and Other Allowances Guide was revised and agreed at Personnel Committee on 4th November 2014.
2. An audit on expenses was undertaken by the internal Audit team earlier in the year, with the findings outlined in a report in August 2018. One of the recommendations of that report was that the Travel, Subsistence and Other Allowances Guide be reviewed to ensure guidance is clear and rates are appropriate.
3. In order to meet this requirement, the policy has been reviewed. Additionally the allowances for Broadband as part of the Homeworking Policy and Telephone Allowance have been reviewed.
4. The payroll section has commented on the proposed amendments to the Travel, Subsistence and Other Allowances Guide and provided guidance in relation to relevant HMRC rates.
5. The proposed amendments are as outlined:
 - a) The section on Meal and Related Allowances has been updated in line with HMRC regulations.
 - b) Other allowances have been increased by 2.2% in line with the Retail Price Index (RPI) as at October 2018.
 - c) It has been noted that the eye test rate of £20 is below the current market value. A review of opticians within Loughborough (Boots, Vision Express and Specsavers) has concluded that the standard eye test is now £25. It is therefore proposed to increase the eye test rate to that amount.
 - d) Remove the entitlement to claim broadband allowance for existing employees and amend the Homeworking policy accordingly.
 - e) Remove telephone allowance for 2 employees in receipt of this amount.
 - f) The process regarding claims has been altered to ensure consistency across the Council and the requirements of HMRC regulations are met. Employees with i-Trent access must now process a claim through i-Trent and attach the scanned receipt and any supporting documents for management approval.

Current HR Policies

6. The Council's current Travel, Subsistence and Other Allowances Guide was agreed at Personnel Committee on 4th November 2014.

Options

7. To update the section on Meal and Related Allowances in line with HMRC requirements.

The current policy outlines NJC rates for breakfast, lunch, tea and dinner. There have been no updates from the NJC for several years on subsistence rates leaving these figures out of date.

The current NJC rates outlined within the policy are:

Breakfast £6.70

Lunch £9.70

Tea £3.80

Dinner £11.70

It is proposed to amend these rates to tie in with current HMRC rates. This will ensure up to date rates are set to ensure compliance by the Council with clearly defined rules and regulations. The proposed rates are set out in the attached Travel, Subsistence and Other Allowances Guide.

8. Apply an increase of 2.2% in line with the Retail Price Index (RPI) for relevant allowances

The majority of other allowances in the policy have been increased by 2.2% in line with the RPI as at October 2018. These include DSE glasses, interpretation services, emergency planning allowances and first aid.

The rates outlined within the policy have not been reviewed since the last policy update in 2014. To increase in line with the Retail Price Index (RPI) and round up to the nearest 10p gives a measurable system to review the figures. It is recommended that these figures are reviewed in October each year.

9. Increase the eye test rate in line with market value

It is proposed that the current eye test rate should be increased in line with market value. The current rate of £20 is below the market value following research within Loughborough (Boots, Vision Express and Specsavers). It was concluded that the standard eye test is now £25 on average. It is therefore proposed to increase the eye test rate to this amount.

10. Remove the entitlement to claim broadband allowance

Broadband allowance was introduced at the implementation of the original homeworking policy. There are eleven existing employees currently in receipt of this allowance.

The approach to broadband allowance is currently inconsistent, with a minority of employees who work from home in receipt of the payment. The

proposal to remove this allowance will ensure that a consistent and fair approach is applied to all employees. It should also be noted that home working is ordinarily applied on a voluntary basis.

It is proposed that the homeworking policy be amended to reflect the decision that no employees will be entitled to claim broadband allowance

A due process would be followed to withdraw the broadband allowance for those employees that currently claim. Overall the removal of this allowance will ensure consistency and fairness across the Council for all employees.

11. Remove the entitlement to claim telephone allowance

Telephone allowance is a historic arrangement that has gradually been withdrawn from some groups of employees who have been given works mobile phones instead.

Three employees are currently in receipt of a telephone allowance at a rate of £10.36 per month. The manager of that service area confirmed that this is a historic arrangement. There is no business need to continue the arrangement. The employees in receipt of this allowance are not on call, do not need to be provided with a work mobile and are office based.

It is proposed that this allowance is removed following due process.

Additional Information

12. Employees with i-Trent access must now process a claim through i-Trent and attach the scanned receipt and any supporting documents for management approval. Those without access to i-Trent will need to follow the previous paper based process.

Consultation

13. The Travel, Subsistence and Other Allowances Guide was agreed at the SMT meeting on 27th February 2019. JMTUM agreed the majority of the Travel, Subsistence and Other Allowances guide at its meeting on 2nd April 2019. However, Unison and GMB did not, at that point, agree to the removal of broadband and telephone allowance and therefore any amendments to the Travel, Subsistence and Other Allowances Guide were put on hold to allow for a period of consultation with members.
14. The Trade Unions were given until the 29th April 2019 to formally consult with their members. On 26th April 2019 GMB confirmed their agreement to the proposed amendments and Unison confirmed their agreement on 1st May 2019.



Travel, Subsistence and Other Allowances Guide Including i-expenses

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Scope

This document applies to all employees of Charnwood Borough Council employed under the Joint Negotiating Committee for Local Government Services (JNC), National Joint Council for Local Government Services (NJC) and Joint Negotiating Committee for Local Authority Craft and Associated Employees (Craft).

Purpose

The purpose of this document is to provide managers and employees with guidance in relation to business travel, mileage claims and meal and other allowances claims to establish a clear process and ensure consistency in the approach taken across the Council.

PART 1: Authorised Business Travel

Managers may authorise an employee to use their own car on official Council business when travel by public transport would be inefficient in terms of time, cost or convenience.

Reimbursement for Authorised Business Travel

Employees who have carried out authorised journeys in the course of their duties may be eligible to make a claim. Travel between an employees home, or any other place that is not a workplace, and their normal place of work is not excluded and expenditure must not be claimed for this. Claims relate to expenditure incurred for:

- mileage or public transport fares from their designated work base for travel to/from/between other work locations, client, and training venues
- necessary visits en route from home to/from work incurring mileage in excess of their normal home/work commute journey see section [Mileage in excess of normal commute journey](#)
- [car parking](#) necessarily incurred in the course of the visit
- [subsistence](#) in accordance with the provisions of this document, and
- [miscellaneous](#) expenses as outlined in this document.

The most cost-effective and/or time-efficient route and modes of travel should be used. Wherever possible, colleagues should arrange to travel together if they are attending the same event.

Travel by Car - in most cases the shortest route will be the most cost effective. Occasionally a longer route may be quicker as the time taken to travel the route is considerably less.

Travel by Public Transport – for some longer journeys the option to use public transport may be considered. Employees should agree with their Manager the most cost-effective option.

Managers are responsible for checking and formally certifying that the business travel has been necessary, is reasonable in the circumstances and reflects service requirements.

The NJC car allowance rates are applicable to those claiming mileage rates for car usage. Further information on rates can be obtained from the Payroll section.

The mileage rates applicable to motorcycle and bicycle use are in accordance with HMRC mileage and fuel allowances and are available by [clicking here](#).

Bicycles

The Council has adopted an environmental charter which declares a positive attitude towards cycling. It gives positive encouragement to employees to consider whether and how they can use a bicycle in the course of their official business as well as cycling to and from work. The following arrangements relate to those employees using a bicycle on official business mileage.

The bicycle arrangements are available for all employees who travel on Council business, whether designated as essential or casual car users.

A mileage allowance will be paid at current HMRC bicycle allowance rate for use of bicycles on Council business, subject to the approval of management in the case of individual journeys. Management approval is to ensure that a balance is achieved between the advantage of using a bicycle and the disadvantage of additional travel time on longer journeys. Use of a bicycle is an alternative to use of a car for such journeys and will therefore not affect payment of essential user lump sum allowances where applicable.

Claims for bicycle mileage should be made separately from claims for car mileage by using the car allowance claim documentation clearly marked CYCLE ALLOWANCE.

Details of the Arrangement

Where odometers are not fitted, claims should be for a fair estimate of the mileage. In approving individual journeys and verifying claims, managers must rely on common sense, random checking and mutual trust to maintain a fair and positive approach to the scheme.

Employees are reminded to adhere to the principles of Health and Safety.

Employees claiming bicycle allowance are required to have third party public liability insurance for business use.

Bicycle storage facilities are available at Southfields Annexe for Southfields, and Town Hall based employees.

All private vehicle users

Vehicle insurance – private vehicles

Employees using a private vehicle for work purposes must ensure their insurance policy covers them for appropriate business use. When submitting a travel claim the individual is confirming that the insurance policy covers use on business and indemnifies the Council against third party claims. Under the [Essential and Casual Car Users' Documentation: Guidance for Managers](#), claimants are required to present their driving licence, insurance certificate(s), MOT and vehicle registration document(s) for inspection on an annual basis.

Driving Licence Upgrade

Employees whose job requires driving Council-owned vehicles who may need to upgrade their driving licences for specific operational reasons may be reimbursed the cost of the upgrade and/or the associated medical examination costs.

Dual purpose vehicles

Where a Director certifies that an employee must have a dual purpose vehicle to allow them to carry goods/equipment in the course of their duties, the Council will reimburse the additional cost of the appropriate excise licence over and above the normal licence rate for a similar private vehicle.

PART 2: Claiming Travel Expenses

Appendix 2 gives step by step guidance to the process of submitting claims for business travel expenses.

Employees with i-Trent Access

i-Trent is available to all employees who have a current CBC logon.

All such CBC employees must use the i-Trent system to submit details of their claim and attach scanned VAT fuel receipts. The claim will need to be approved by management. Paper claims will not be processed and will be returned for the employee to submit via i-Trent which may result in delays in payment.

Employees who are **new starters** to the Council and it is their **first** mileage claim, or have changed their vehicle since their last i-Trent claim, **MUST** complete the Car Parking e-form before they make their claim. Essential car users should submit their vehicle details when they commence employment through the new starter process. In lieu of the eform being available, if the employee needs to provide details of a change of car they should email the details to the HR Administration Team.

Employees without i-Trent Access

Employees without i-Trent access should submit the paper claim form. Expense claims must be completed in full; incomplete forms will not be processed and will be returned to the employee which may result in delays to payment. Please note however that there is only one form for all vehicle users.

PLEASE NOTE: For paper based claims, only **ONE** month can be claimed on each form.

What can employees claim?

An employee should claim the most cost-effective and time-efficient routes. All claims should be incurred wholly, exclusively and necessarily in the course of Council duties.

Travel by Car - in most cases the shortest route will be the most cost effective. Occasionally a longer route may be quicker as the time taken to travel the route is considerably less.

Travel by Public Transport – for some longer journeys the option to use public transport may be considered. Employees should agree with their Manager the most cost-effective option.

Meals and other allowances are covered in [Part 3](#) of this document

Mileage in excess of normal commute journey

Mileage expenses are not payable for the normal commute journey between home and the regular workplace.

Following HMRC guidelines, tax relief is available for the full cost of journeys from home to work to a temporary workplace, providing that the journey involves at least 10 extra miles on top of the normal home to work mileage. In this case, normal home to work mileage will not be deducted before payment. If the mileage is less than 10 miles more, home to work mileage will be deducted.

Example 1 – Visiting a client before going to regular workplace

If the journey to your regular workplace (permanent base) requires a visit(s) before reaching your regular workplace, the mileage claimable is the total journey from home to the workplace *less* the normal commute journey mileage.

(Normal commute journey from home to regular workplace = 11 miles)

Journey from home to client's home etc. = 6 miles

Journey from client's home to regular workplace = 7 miles

Total journey (actual mileage) 13 miles – normal commute journey 11 miles = 2 miles entered as claimed mileage.

Example 2 – Leaving your workplace and visiting a client before home

If the journey from your regular workplace (permanent base) requires a visit(s) before reaching your home, the mileage claimable is the total journey from the workplace to home *less* the normal commute journey mileage.

(Normal commute journey from regular workplace to home = 11 miles)

Journey from regular workplace to client's home = 12 miles

Journey from client's home to your home = 7 miles

Total journey (actual mileage) 19 miles - normal commute journey 11 miles = 8 miles entered as claimed mileage.

Example 3 - Visiting client's and returning home without going to regular workplace

On a day when you will not be going to your regular workplace (permanent base) as you are visiting a number of clients and then returning home, the mileage claimable is the total journey *less* the daily commute journey mileage.

(Normal commute journey from home to regular workplace = 11 miles plus

Normal commute journey from regular workplace to home = 11 miles. Daily commute journey = 22 miles)

Journey from home multiple client's homes = 64 miles

As the mileage is over 10 miles or more, the claim will be for the full 64 miles.

Reimbursement of Passenger Mileage

A passenger rate allowance may be paid, when an employee carries another employee in their car or van on business travel. The rates for passengers are determined by the HMRC.

Employees with more than one base/workplace

Employees who regularly attend more than one permanent workplace are not entitled to claim official mileage between home and any of their permanent workplaces.

Employees who are home based

Employees with a contract of employment that states they are home based are not automatically entitled to claim official mileage from and to home. This can only be arranged with the agreement of the Inspector of Taxes. Employees who consider that they

are in this category should contact the Payroll Section **prior** to any formal arrangement commencing.

Recall to Work

Where an employee is required to return from home to their normal workplace they are entitled to claim taxable mileage in the following circumstances:

- an emergency
- attend a meeting
- required to attend their normal workplace on a day when they would not normally attend work

These mileage expenses are subject to tax irrespective of what time of day the journey was undertaken.

Training courses - mileage

Mileage incurred when attending training courses should be claimed as 'normal' business mileage.

Wherever possible, employees attending the same event as other colleagues should travel together in the interests of the environment, alleviating parking problems and minimising travel costs.

Qualification Training

Expenses incurred travelling to and from a 'qualification' training course are recoverable if the employee leaves within 2 years of completing the course. Managers are responsible for monitoring and recording such recoverable expenses for individual members of their staff group and must notify the Payroll Section of the amount to be recovered when the employment terminates.

Public transport

Claims must be submitted through iTrent with associated receipts scanned to the system for management authorisation. Employees without access to i-trent should complete paper forms and forward to the Payroll Section. Details of each journey should be recorded separately.

Employees will be reimbursed travel at standard class rate.

Travel out of the County

Employees should use public transport where this is the more cost and/or time efficient option. Wherever possible, to minimise cost, employees should book advance tickets.

Where an employee is given approval to use their own vehicle, business mileage can be claimed in the normal way. Generally public transport fares only may be claimed for journeys which extend beyond the County boundary, even though an employee uses their car.

Mileage payments for use of the employee's own vehicle will be made if:-

- (i) the destination is inaccessible by public transport or the times of public transport are demonstrably inconvenient; or
- (ii) the employee is accompanied by another employee or Member and the passenger(s) does not claim travelling expenses

Car parking fees and related other receipts

Payment for car parking will be made to car users on official Council business, if free parking is not available and costs are incurred whilst visiting a location which is not an employee's normal place of work.

Claims for parking and other miscellaneous expenses must be submitted via iTrent and receipts scanned to the system. The claim will need to be approved by management. Employees without access to iTrent should complete paper forms and forward to the Payroll Section after validation from the manager.

Out of date claims

Claims over three months old will not be paid unless there are extenuating circumstances for the delay in submission; pressure of work is not an extenuating circumstance. The last date for claims to be submitted to Payroll is the 15th of each month.

VAT Fuel Receipts

All mileage claims must be accompanied by a VAT receipt for sufficient fuel to cover the total mileage claimed. Receipts must be dated before the first date for which the mileage is claimed. Claims not accompanied by a valid VAT receipt will not be processed. It is the responsibility of the (certifying) line manager to ensure that VAT receipts are provided prior to the certification/approval of the travel claim form. The VAT fuel receipt must be scanned to iTrent and retained on the system. Managers do not need to keep hard copies of the receipt. Employees without access to iTrent should complete paper forms and forward to the Payroll Section after validation from the manager.

Overpayments

The Council undertakes to give reasonable notice and to comply with Part II of the Employment Rights Act 1996 in the deduction of money owed by you to the Council, including any overpayments. The Council reserves the right to deduct any monies which have been overpaid to you directly from your salary.

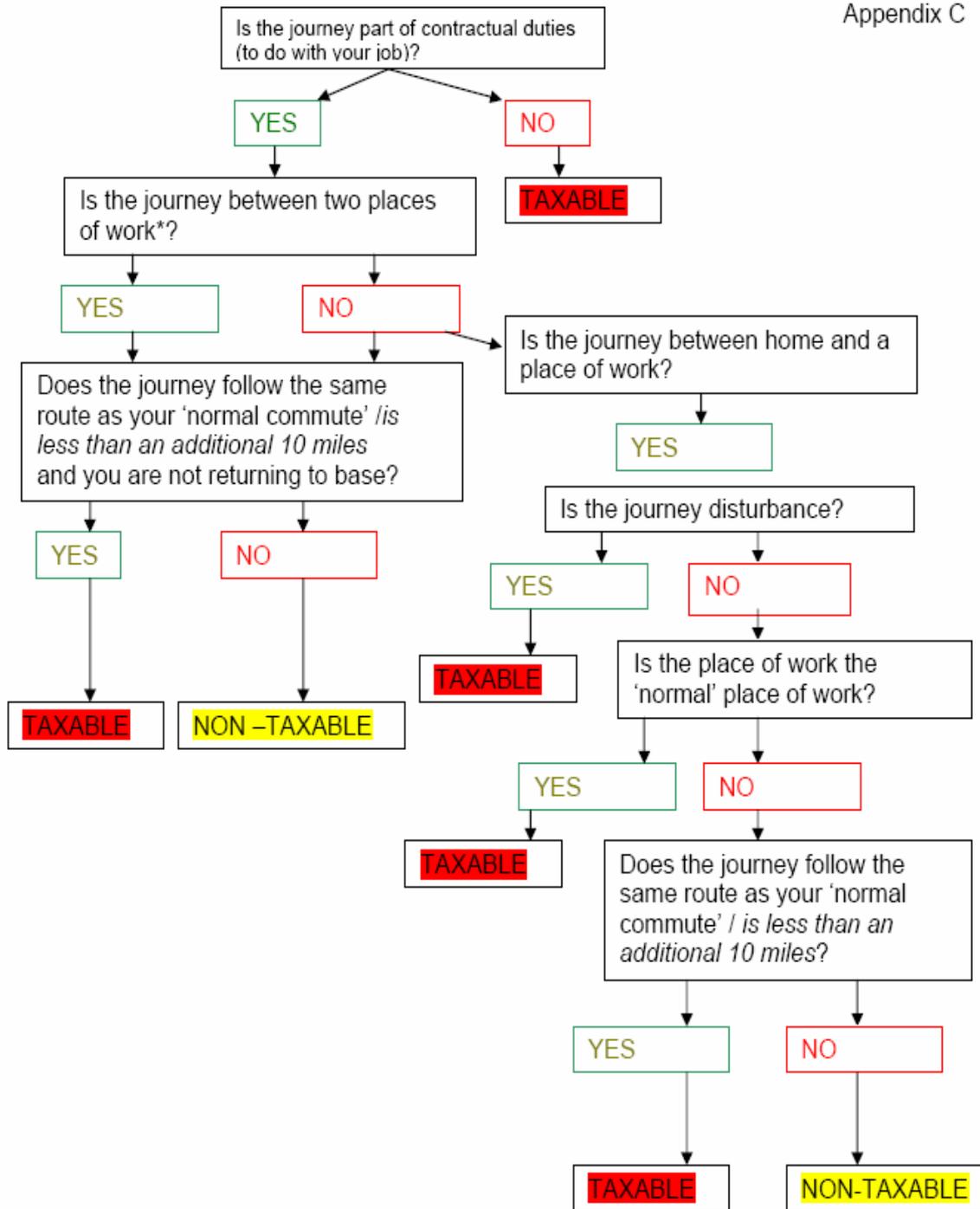
Abuse of the Scheme

Abuses of the scheme may lead in some instances to formal disciplinary/performance management action being taken against the employee.

APPENDIX 1

Flow chart – Is mileage taxable?

Appendix C



- If you are entitled to claim mileage for a journey this chart should assist in determining whether it is non-taxable i.e. 'official' or taxable.
- Employees who attend an alternative work location or client's home etc for official business reasons en route to/from the normal workplace may claim mileage in accordance with [Mileage in excess of normal commute journey](#) .
- These rules only apply where no local dispensations have been agreed by the Inland Revenue, eg where they have been notified that their work is classed as travelling appointments/area based'.

If your line manager rejects your claim, you will receive an email alert notifying you of this outcome from i-Trent.

PART 3: Meal and Other Allowances

Claims for meals are covered by the arrangements detailed in Appendix 3

Meal and Related Allowances

In exceptional circumstances, the reasonable and necessary cost of a meal/snack and beverages incurred by an employee whilst undertaking travel in the course of their duties may be claimed. The travel must occupy the whole or a substantial part of a working day, in excess of 5 hours, encompassing the normal breaks. Only actual receipted expenditure will be reimbursed up to the maximum applicable rate:

<u>Travel time</u>	<u>Description of meal allowance</u>	<u>Maximum total</u>	<u>Maximum total if travel is still ongoing at 8pm</u>
5 hours of more	Up to £5	£5	£15
10 hours of more	Up to £10	£10	£20
15 hours or more and ongoing at 8pm	Up to £10	£25	£25

The Council considers that **only in exceptional circumstances** is it *necessary* for an employee to incur additional expense. It is almost always possible to make arrangements to avoid this.

Employees' should only claim for agreed, necessary and appropriate individual expenses. Employees' may include a non-alcoholic drink within the appropriate meal allowance. Drinks will only be reimbursed when included with a meal. The Council will not refund the cost of an alcoholic drink. The cost of this should be met directly by the employee.

The Council will not reimburse any additional costs that have not been outlined within Part 3 of this policy, unless agreement has been made with the Director, or in the case of Directors the Chief Executive, prior to the cost being incurred.

Overnight Allowances

General

Employees who are required to make an overnight stay whilst performing their official duties will be eligible to claim an allowance for bed and breakfast at a budget standard of hotel offering appropriate and average hotel rates. Agreement for the rate should be obtained in advance from the Director to determine that the expenses are reasonable.

It will be necessary to produce evidence of expenditure in support of claims for overnight allowance. This will also enable VAT to be recovered.

The Council will not reimburse any additional costs that have not been outlined above, unless agreement has been made with the Director prior to the cost being incurred.

Overseas Travel

Employees who are required to travel abroad are reimbursed actual reasonable subsistence costs as determined by the Director, or in the case of a Director the Chief Executive, in consultation with the employee concerned.

Claiming Expenses and Receipts

Employees with i-Trent access should process a claim through i-Trent and attach the scanned receipt to the system, for approval by management. Employees without i-Trent access should gain their managers authorisation to the claim. Managers must then send original receipts to payroll.

The following types of receipts are acceptable for a claim for reimbursement:

- (i) Receipts should show the date on which the expenditure was incurred.
- (ii) The name of the establishment where the expenditure was incurred should preferably be printed or 'stamped' on the receipt but, if necessary, may be self-written by the claimant.
- (iii) Receipts should show some indication of what has been purchased, not simply the term 'goods'.
- (iv) The **actual expenditure** incurred should, of course, be evident.

Totally self-written receipts (including the use of standardised receipt books), and receipts for drinks other than those purchased as part of an employee's meal are not acceptable.

It is acknowledged that there will be instances when it will be difficult to obtain proof of expenditure. The requirement to produce receipts may be waived after careful consideration of the individual circumstances, but it is anticipated that a waiver will occur only on rare occasions.

Miscellaneous Allowances

Professional Fees

Where it is essential that an employee has professional membership of the relevant institute to perform the duties of their post, professional fees may be paid subject to management agreement.

Eye Tests for Display Screen Equipment Users

Before making an appointment with an optician, all employees are reminded that they must be certified by their line manager as a habitual user of Display Screen Equipment (DSE). A DSE user form is available on-line or on the intranet in the HR document library. The line manager signs this form confirming their member of staff is a DSE user.

Who are defined as DSE users?

- Normally use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily;
- Have to transfer information quickly to or from the display screen equipment;
- Needs to apply a high level of attention and concentration; or are highly dependent on DSE to do the job or have little choice about using them, or need special training or skills to use the equipment.

Any employee who is regarded as a Display Screen Equipment user is entitled to a free eye test up to the value of £250.00* upon the production of a receipt. You may attend any optician of your choice. You should pay for your eye test and submit a claim through expenses via i-Trent.

The optician should state when the employee's eyes should be re-tested under the regulations.

NB. Employers are not responsible for examinations for eye complaints that are not related to DSE work. Re-tests required under the Display Screen Equipment Regulations are normally carried out at intervals of 2 years. However, re-testing can be carried out more frequently than this where the optician recommends in writing that a re-test is required because the user is suffering from an eye complaint that affects their use of DSE or because the user is experiencing visual difficulties that may reasonably be considered to be related to the display screen work. For example, symptoms such as eyestrain or focusing difficulties.

Any employees required to purchase a pair of glasses for use ONLY whilst operating DSE may claim back the expense incurred up to the value of £4344.50* upon the production of the receipt. The expense incurred for corrective glasses can only be claimed back where the optician has provided a written report clearly stating corrective glasses are required for DSE work ONLY.

* These prices are correct as at July 2014.

Essential User Allowance

Shared Use of One Vehicle

To be eligible for essential car user allowance, the Council will need to determine that the post meets the requirements of paragraph 6.2 in the National Agreement on Pay and Conditions of Service (green book) outlined below.

Essential users are those whose duties are of such a nature that it is essential for them to have a motor car at their disposal whenever required. If the employee uses a private car in carrying out those official duties then they shall be entitled to receive the lump sum allowance and appropriate mileage rates.

In the event that more than one employee with essential car user status use a single car, and that car is not available at all times to each of those employees, then only one person would be entitled to be paid the essential car user allowance as they do not all meet the criteria set out at 6.2 above. The person receiving the allowance would ordinarily be the registered owner of the car.

Car off The Road

Where a car is not in use as a result of either mechanical defect or the absence of the officer through illness: -

Green Book - Pr 3 Paragraph 6.3

(i) The lump sum payments should be paid for the remainder of the month in which the car first went out of use, and for a further three months thereafter. For the following three months, payment should be made at the rate of 50% of the lump sum payment.

(ii) During the period when a car is "off the road" for repairs, out-of-pocket expenses in respect of travel by other forms of transport should be borne by the employing Authority.

Interpretation

1. The Council will pay reasonable out-of-pocket expenses in respect of travel by other forms of transport.

2. Where a car is out of use owing to an accident or mechanical breakdown (but not servicing) the Authority will pay 5/7ths of each week's cost of hiring a car similar to that owned by the officer concerned. Where the officer concerned is on leave or otherwise absent from work, each week's cost borne by the Council will be reduced by 1/7th for each day (1/14th for each half day) on which the officer is absent.

3. The cost will only be borne by the Authority where the vehicle is being repaired by an accredited garage or workshop.

4. The Strategic Director and Head of Service will review the position after the following period of time has elapsed. For accident damaged vehicles, at the end of the month following the month in which the accident occurred. For breakdowns at the end of the week following the week in which the breakdown occurred.

5. This review will determine whether any delay in repairing the vehicle has occurred, if it is a justified delay and whether the Council should continue to contribute towards the hire of a car.

6. Where the Council has contributed to the hire of a car arising from an accident, every effort should be made by the officer concerned, if necessary supported by the Council's Legal Section, to recover the cost of hiring from the owners or insurers of any other vehicle(s) involved.

7. Before approving the hire of any vehicle the officer concerned must submit two quotations to their Strategic Director, who will approve the lower quotation. In addition, an estimate of the time the officer's car is likely to be off the road should be supplied.

8. The Head of Service should notify the Strategic Director of the action taken and forward certified bills for payment to the Director of Resources.

9. The cost of hiring a vehicle will be debited to the section car allowance budget.

10. Any officer who is unhappy with the decisions affecting their particular circumstances may follow the agreed grievance procedure.

Interpretation Services

A pool of employees with language skills has been established that could be called upon to act as interpreters. Employees who participate will receive a retainer allowance of ~~£400~~ £102.20 per annum, plus a minimum of £6.20 for each half hour session acting as an interpreter.

First Aid

The Authority is required to have a number of trained first aiders within the workplace. Employees who have been nominated by their Head of Service and hold a current first aid certificate will be entitled to receive payment for undertaking this role. ~~Details of this payment can be obtained from Payroll.~~ The first aid allowance is £98.40 per annum (£8.20 per month). A list of current first aiders is displayed on internal notice boards along with contact points.

Emergency Planning

Monthly Payment

This is a payment made to all those who have volunteered to respond to emergencies under the Act and is proposed at ~~£96.24~~ £98.40 per annum (~~£8.02~~ £8.20 per month). This payment is made per contractual hours to all those who have volunteered to respond. This is the same rate paid to employees who operate as First Aiders. The payment would increase in line with that for First Aiders. Car/subsistence allowances would be paid to cover any training attended.

Call out Payment

This payment would be made to those who respond to the initial emergency call-out. The task required would be to set up a Relief Centre and receive people requiring this service. Volunteers would be paid an allowance in line with the payment to those who staff Poll Stations and would rise in line with the payments for election duties (plus car/subsistence allowance).

Staffing Relief Centres/Administrative Support

A payment of ~~£54.00~~ £55.20 per shift worked (plus car/subsistence allowances) for those (employees and non-employees) who staff relief centres following the initial call out period and for those who provide administrative support.

Specialised Clothing and Equipment

Specialist and protective clothing, corporate uniform and safety or specialist equipment, which must have the Council's logo where applicable, must not be claimed through expenses. The provision of these items should be with line management agreement through a purchase order.

Home Working Policy

Introduction

Charnwood Borough Council recognises that flexible working has an important role to play in sustaining and improving service delivery and the need to balance employees work and family life and environmental factors.

Home working agreements will be entered into on a voluntary basis between the employee and their manager.

This policy sets out how flexible working can be applied in a structured way. All requests made in accordance with this policy will receive full consideration by managers. While Charnwood seeks to support alternative ways of working, all decisions as to their appropriateness will be made in the light of the operational requirements of the Council, the impact on customer service, the needs of other employees and the practicability of the revised working arrangements.

Home working and flexible working from home is working at home rather than at the normal place of work. It could mean working permanently from home, working on a set pattern of days in a week, a fortnight or in a month on a formally agreed basis, or it could involve an employee working at home for occasional days/part days on an informal basis but with management approval.

Definitions

- Home Working - is considered to be where an employee works permanently from home.
- Flexible Working from Home - is where an employee spends part of his or her time at home and part of his or her time at the work site.

For simplicity all these forms of working will in future be referred to as home working.

Scope

The policy and procedure potentially applies to all employees. However, it is recognised that not all posts or individuals will be suitable for this type of working. Managers will initially assess those posts which are likely to be suitable for home working.

Eligibility

It is not possible to give a definitive list of occupations suitable for home working. However, certain job characteristics lend themselves to home based working. The characteristics of these jobs are:

- Where a high degree of written rather than manual work is undertaken.
- Where there are clearly defined areas of individual work e.g. project work, research, report writing and policy analysis.
- Work where the location is unimportant.
- Work that does not require frequent personal input from other people.

- The work undertaken has measurable outcomes.

The characteristics of employees who are likely to cope with home working are as follows:

- Self motivated and able to work without direct supervision
- Able to complete work to scheduled deadlines
- Possess good time management skills
- Able to cope with reduced social contact and isolation
- Able to balance the needs of family and working life.
- Managers' Responsibilities

Managers' Responsibilities

Managers have the following responsibilities in respect of home working to ensure that:

- The job is suitable for home working.
- Employees clearly understand the arrangements for home working.
- There is no adverse effect on service delivery.
- There is no adverse impact will this have on other team members.
- The applicant has the right personal qualities to cope with home working.
- The home site is suitable and a health and safety risk assessment has been undertaken.
- Steps are taken to agree effective communication and involvement links e.g. attendance at team meetings.
- An effective management process is in place to monitor, supervise and evaluated home working arrangements.
- Home working employees are not disadvantaged e.g. in terms of training and development and promotion opportunities.
- The arrangement is cost effective and any additional costs justifiable.
- Appropriate information and communication technology is provided.
- The requirements of the Working Time Regulations are complied with and employees are not working excessive hours.

Employees' Responsibilities

Employees have the following responsibilities in respect of home working to ensure that:

- Suitable and sufficient time is set aside for work responsibilities and arrangements made for minimal home related disturbance.
- Reasonable care will be taken to ensure the safety and security of equipment.
- A suitable room and furniture are provided and the working environment maintained to the agreed health and safety standards.
- Sufficient support is arranged for any dependent care.
- Any equipment supplied by the Council should be used primarily for work related purposes and in accordance with the Council's existing policies on private use.
- There are suitable security arrangements for confidential Council information. Only encrypted USB devices approved and issued by ICS should be used as a means of data transfer.

- Security of information is considered before logging on to public-access wi-fi networks when working on Council business.
- Whilst working from home the Council's code of conduct is adhered to.
- Contact is made with the manager when support or guidance is required.

Terms and Conditions

The terms and conditions and policies that apply to employees working from home will primarily be unchanged from those they received when working in the work place. Any changes e.g. changed hours of work, will be agreed and included in the home working agreement.

Employees working from home will be eligible to receive travel expenses and/or car allowance in accordance with the criteria for all other employees.

Health and Safety

While working at home both the employee and the council are subject to the provisions of the Health and Safety at Work Act etc 1974. The Council must, as far as is reasonably practical, ensure the employee's health, safety and welfare at work.

A home working health and safety questionnaire will be completed by employees whose applications for home working are approved. In addition, a home assessment will be carried out for a percentage of applicants (approximately 10%). If, after following the assessment, there are health and safety issues that cannot be satisfactorily resolved; this could result in the refusal of the application to work from home. The employee and the manager will retain a copy of the completed assessment as part of the home working agreement.

Any changes, such as the movement of any equipment, must be reported to the manager as this may necessitate a review of the risk assessment. If a work related accident occurs whilst the employee is working from home, this must be reported in accordance with the usual procedures.

Work Location

The proposed work site should be adequate for both practical working and in terms of health and safety. Ideally, employees should have a separate room or area which would be sufficient in terms of accommodating all necessary furniture and equipment and which is free from interruptions by family and friends.

Taxation

It is not anticipated that there are any personal or council tax implications for employees as a result of working from home. However, employees may wish to contact the Inland Revenue or their local council to confirm their individual circumstances.

Broadband allowances will be paid at a 'net' figure meaning that the amount claimed will be that taken home, Charnwood Borough Council will ensure that tax/NI implications do not affect the take home value of the allowance.

Insurance

Items of equipment belonging to the council are covered by the Council's insurance arrangements whilst this is in the employee's home. This equipment needs to be specifically identified. Employees should notify their home insurers of the nature and extent of the use of home for work purposes as this may have an effect on their cover and on insurance premiums. The Council will not contribute towards additional home insurance costs unless home working has been initiated by the Council or agreed as part of a reasonable adjustment package under the Disability Discrimination Act.

Employees working at or from home are covered by the Council's Employer Liability Scheme. However, employees have a duty to take reasonable care within their own working environment.

Additional Costs

The cost of the additional information and communication technology including a lap top, broadband access, postage and stationery will be provided by the council. Applications will be agreed on a case by case basis at the discretion of the employees' Manager/Head of Service and only approved where there is deemed to be an appropriate business case.

Upon submission of a specific broadband bill (or a bill with the broadband element itemised), broadband allowances can be claimed based on the specific cost of the broadband shown on the bill, capped at a maximum of £17.99 per month. Where an employee's broadband connection comes as part of a package and the broadband element is not detailed separately on the bill, at the Manager's/Head of Service's discretion, a broadband allowance may be claimed at a flat rate of £5.00 per month

Other costs including additional energy costs and furniture will be borne by the employee.

Travel Costs

During home working, mileage will be payable on business journeys from home to work site subject to this not exceeding the mileage that would have been incurred to these sites from the normal office base. All arrangements must comply with the Car Allowance Scheme.

Operation of the Scheme

An application will be completed by employees requesting home working. All home working applications must be considered and where appropriate authorised by the

Manager or Head of Service. Where home working is considered appropriate a Home Working Agreement will be prepared together with an amended contract of employment.

If either the post or the individual is not considered suitable for home working, the reasons for this will be explained to the individual and recorded on the home working application form. Employees will be required to demonstrate that they do not have dependent care responsibilities within their stated working hours.

A reapplication to the scheme is required on an annual basis and sooner if the employee's job changes or if the cost of the broadband changes for the employee.

Home Working Agreement

The home working agreement will cover:

- the working arrangements i.e. time spent at home
- equipment requirements
- health and safety risk assessment
- contact arrangements
- any agreed changes to terms and conditions

Termination of Home Working Agreement

Either party may terminate the agreement by giving one months notice in writing. However, the parties may agree a shorter period by mutual consent. The Council reserves the right to withdraw the scheme immediately and at any time should an abuse of the scheme be identified. Any abuse of this policy and procedure will also be subject to the usual disciplinary actions.

Any equipment provided by the Council during the home working arrangements must be returned to the Council with immediate effect upon the termination of the arrangement or if the employee leaves the council.