

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.

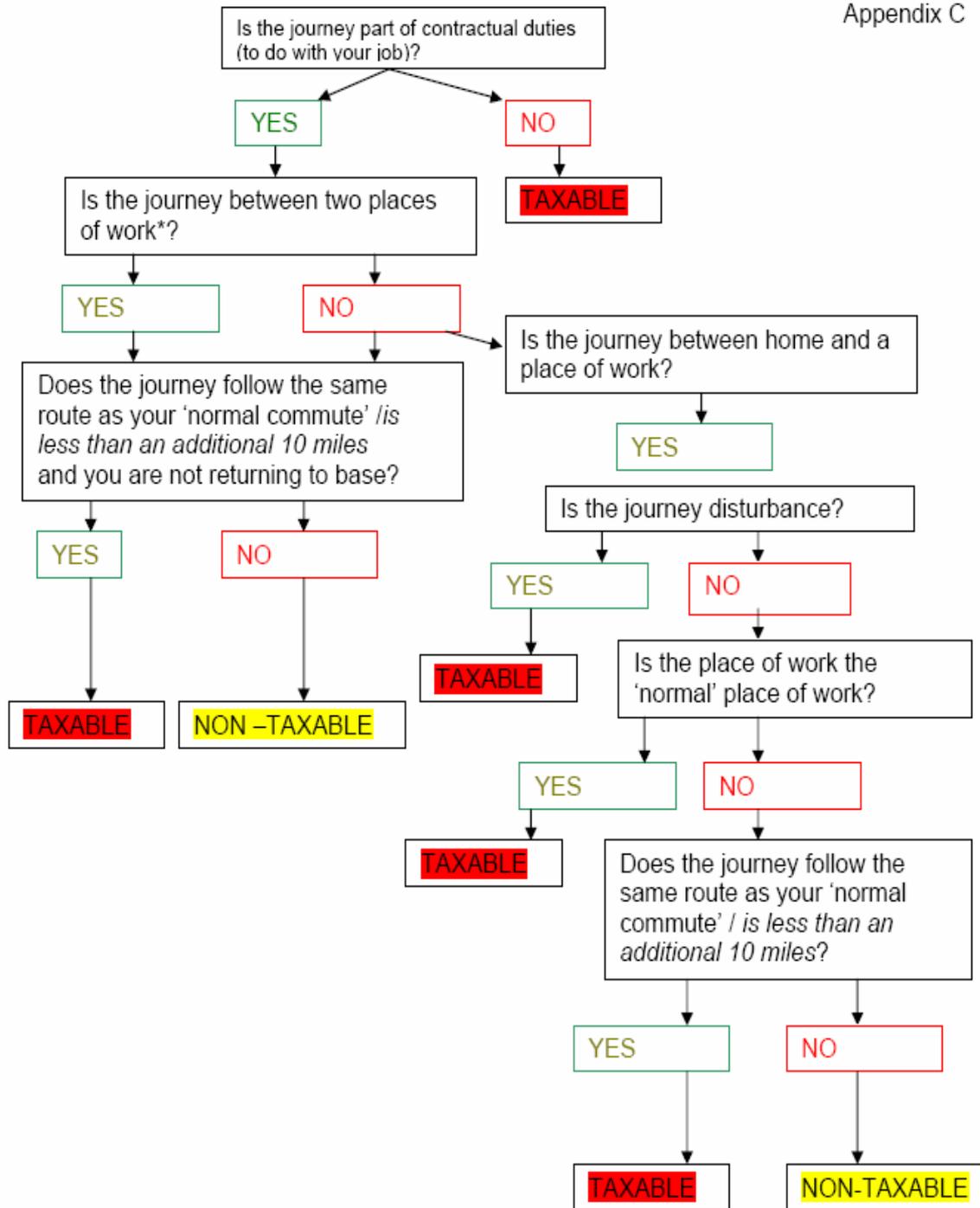
Abuse of the Scheme

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.