



# EMPLOYEE ALLOWANCES POLICY

**WLHP will provide this policy on request at no cost, in large print, in Braille, on tape or in another non written format.**



# Employee Allowances Policy

## 1. POLICY PURPOSE

The following policy outlines applicable allowances to all employees of West Lothian Housing Partnership (WLHP).

## 2. POLICY APPLICABILITY

This policy applies in respect of all WLHP employees.

## 3. POLICY PRINCIPLES

Employees should receive additional financial recognition when they carry out the more onerous duties of a higher graded position for a significant period of time. Employees should also receive allowances for expenses incurred when on business, training, using their own transport while on business, when relocation allowances apply, or in recognition of additional tasks undertaken which benefit WLHP.

## 4. FIRST AID ALLOWANCE

Employees who have a current approved First Aid Certificate and who are designated First Aid Officers, shall receive an allowance of £285.00 per annum. This does not apply to those employees who have, as a condition of employment, the need to hold such a certificate or have a basic awareness of first aid.

## 5. PERSONAL EXPENSES WHILE ON WLHP BUSINESS

The following are the maximum rates of allowances for the reimbursement of personal expenses actually and necessarily incurred by employees required to travel on WLHP business.

The rate for an absence overnight from the usual place of residence shall not exceed £82.53. However, where the employee has to spend an overnight absence in London or for the purpose of attending an annual conference of associations/bodies to which Part VI of the Local Government Act, 1948 applies, the rate may be increased by a supplementary allowance of £11.58. This rate shall be deemed to cover a continuous period of absence of 24 hours (the supplementary allowance of £11.58 is not payable in respect of overnight journeys). The following restrictions apply:-

- where train-sleeping accommodation is provided, the allowance payable for the night shall be reduced by one third;
- the allowance payable shall be reduced by an appropriate sum in respect of any meal provided free of charge for an employee, but paid for by WLHP, during the period to which the allowance relates;
- for an absence not involving an absence overnight, actual outlays reasonably incurred shall be payable;
- the allowance payable to an employee who chooses to travel by car rather than by public transport shall not exceed the amount of the allowance which would have been payable had public transport been used;
- an allowance of £199.00 per day (covering a period of 24 hours) shall be paid in respect of visits outwith the British Isles; subject to the provision that payments in excess of this figure can be made in special circumstances on the submission of a detailed claim, and with the authority of the special sub-committee appointed to deal with such claims.

## 6. SUBSISTENCE ALLOWANCES

Subsistence allowances will be payable to employees who are prevented by their duties from taking a meal at their home, administrative centre or establishment where they normally take their meals, and thereby incur additional expenditure. The employee may be required to provide proof of this expenditure. The allowance shall not be paid where a suitable meal is provided or where payment is made for in accordance with the provisions for "Personal Expenses".

In exceptional circumstances and where authorisation has been given in advance for the expenditure, additional expenses beyond the allowances detailed below shall be payable.

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Employees travelling by rail, who necessarily take a meal in the restaurant car, shall be reimbursed the actual cost of the standard meal(s).

The allowances set out below will also apply to employees working at their normal place of employment but outwith their normal working hours and who do not receive overtime payment. In these cases, the evening meal allowance will be payable if work continues after 2030 hrs. Tea and evening meal allowance will not both be paid in respect of the same evening's work, except on Saturday or Sunday.

Meal Allowances	
Breakfast	£5.08
Lunch	£6.99
Tea	£2.75
Evening Meal	£8.70

Note: Employees who are in any WLHP premises are not eligible for these allowances.

Employees who are only a short distance from the place where they normally take their meal should return to that place (unless the particular exigencies of the service dictate otherwise) and should not claim subsistence.

Employees who finish working overtime should not take a meal instead of travelling home to eat, as would be normal at the end of the working day.

### 7. TRAINING COURSE OUT-OF-POCKET EXPENSES

The recommended allowance in respect of necessary out-of-pocket expenses incurred at residential training courses shall be £3.63 per day. For courses lasting one week or more the allowance shall not normally exceed £14.55 per week; this provision is limited to 6 weeks in respect of any course and subject to review thereafter.

Where an employee has to arrive on a Sunday at a training establishment for a course of training lasting one week or more, an additional £3.63 for that day out-with the weekly limit of £14.55 shall be paid.

### 8. TRAVELLING FACILITIES

Travelling facilities shall be provided for employees on WLHP business as follows:-

- for travel on a journey of up to 50 miles – second class railway vouchers;
- for travel on a journey in excess of 50 miles – first class railway vouchers;
- in addition, payments may be made, not exceeding expenditure actually incurred, on reservation of seats, deposit or portorage of luggage and on sleeping accommodation engaged by the employee for an overnight journey (subject to reduction by one third of any subsistence allowance payable for that night).

Alternatively, an employee to whom the first class rate of travel applies may travel by private car rather than by public transport and may (at the employee's preference) be paid either:

- first class rail fare (ordinary or cheap day as appropriate) plus 25% for each official passenger carried up to 4;

or

- 16 pence per mile plus 3 pence per mile for each passenger carried up to 4, together with any expenditure on tolls, ferries and parking fees.

An employee to whom second-class rate of travel applies may travel by private car rather than by public transport, the payment to be the cost of second-class rail fare (ordinary or cheap day as appropriate) plus 50% in respect of each official passenger up to 4.

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Employees may be entitled to travel by air, the manager being authorised to make payment of an amount not exceeding the standard class fare for travel by regular air service and to determine the period in respect of which subsistence allowance is payable for journeys by air. Any deviation from standard class must be authorised, in advance, by the appropriate committee of WLHP.

### **9. RESPONSIBILITY PAYMENT ALLOWANCES**

If an employee is required to carry out temporary duties of a higher graded position than his/her own grade (other than due to sickness absence or holiday leave), WLHP shall grant an additional allowance. This will take effect after 1 week for 4 weekly paid employees.

For employees covering for sickness absence, additional allowances can take effect after 4 weeks.

Employees whose grade includes financial recognition for the temporary performance of higher graded duties will not be eligible for the payment of Responsibility Payment allowances, unless there are exceptional circumstances.

Where the employee is undertaking 100% of the duties of the higher graded post, the amount of the allowance payable to the employee shall be the difference between the employee's actual remuneration and lowest spinal column point of the higher graded position. Where the employee is already on the lowest spinal column point for the higher graded position, then the allowance will be based on the placing on the scale which the employee would secure if he/she received promotion to the higher graded post.

Where the employee is undertaking less than 100% of the duties of the higher graded post, the amount of the allowance payable to the employee shall be determined by considering:-

- the extent of the additional duties and responsibilities;
- the salary scale of the post;
- the period for which the duties and responsibilities will be undertaken.

Where two or more employees share the duties, and/or the responsibilities of a higher graded post, the maximum amount to be paid, in total, shall be the difference between each employee's actual remuneration and the placing on the scale which the employees would secure if they received promotion to the higher graded post; divided by the number of employees to whom the allowance is made.

Employees will continue to receive such allowances while on annual leave unless the higher graded postholder returns or the duties are undertaken by another employee.

Authorised overtime worked by employees undertaking 100% of the duties and responsibilities of the higher graded post shall be calculated using the allowance.

Authorised overtime worked by employees undertaking less than 100% of the duties and responsibilities of the higher graded post shall be calculated excluding the allowance.

An employee in receipt of such an allowance, who is absent due to sickness, will not be entitled to be paid the allowance during the period of absence.

The allowance will be calculated on an annual basis and paid 4 weekly, except in cases where there is difficulty in ascertaining the extent of additional duties and responsibilities prior to the ending of the arrangement.

Apart from an increased remuneration resulting from the application of this provision, no change is made otherwise in the general conditions of an employee temporarily undertaking the duties of a higher graded position.

### **10. CAR, MOTOR CYCLE AND CYCLE ALLOWANCES**

#### **10.1. Car Allowances**

Employees authorised by WLHP to use their own car for official business shall receive the following allowances.

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Annual Mileage (All Engine Capacities)	Rate per Mile
Up to 1000	66 pence
Next 7500	54 pence
After 8500	16 pence
Passenger Mileage	3 pence
Outwith WLHP operating boundary	45 pence
Home	16 pence

Employees who use their own car to travel to a work location other than their normal work location directly from their home address to carry out work for WLHP will be paid 16 pence per mile.

Employees authorised by WLHP to use their own car for official business that are required to travel to carry out work and, as a consequence, have to travel outwith WLHP's normal operating boundaries will be paid 45p per mile. For work carried out within the normal operating boundaries, normal mileage allowances will apply.

Employees who are not authorised by WLHP to use their own car for official business but choose to so will be paid 16 pence per mile irrespective of how many miles they claim for and whether the journey takes them outwith normal operating boundaries.

Claims, once authorised by a line manager, should be submitted on the official forms to Payroll and allowances are paid 4 weekly. Details regarding the entitlement to claim mileage allowance are provided on the reverse of the form.

Where the car is used for a journey for which a rail warrant would normally be issued, the allowance payable shall be limited to that outlined in the travelling facilities section.

The period over which the allowances are paid shall be from 1 April to the following 31 March.

The employee's insurance policy, which can be either "fully comprehensive" or "third party fire and theft", must contain a clause indemnifying WLHP against all third party claims (including those concerning passengers) where the car is used on official business.

All parking fees will be reimbursed in respect of authorised business.

### 10.2 Motor Cycle Allowances

Employees who have been properly authorised, in advance, to use a motor cycle when travelling on WLHP business will be paid 24 pence per mile.

Claims, once authorised by a line manager, should be submitted on the official forms to Payroll and allowances are paid 4 weekly. Details regarding the entitlement to claim mileage allowance are provided on the reverse of the form.

### 10.3 Cycle Allowance

Employees who are authorised to use their bicycles for travel on official business are eligible to claim a bicycle mileage allowance.

The cycle mileage rate payable under the scheme will be 31pence per mile.

Payment of the cycle mileage allowance will apply only to journeys undertaken on official business within normal WLHP operating boundaries and claims, once authorised by a line manager, should be submitted on the official forms to Payroll and allowances are paid 4 weekly. Details regarding the entitlement to claim mileage allowance are provided on the reverse of the form.

Employees are required to make arrangements to ensure that they are adequately covered under their Household Insurance policy or some other Bicycle Insurance arrangements. Evidence of these arrangements is required prior to authorisation being given.

Employees wishing to use their bicycle for official business travel must sign a declaration verifying that they will observe the appropriate safety conditions.

It is for an employee's manager, taking accounts of the needs of the service, to determine where, for operational reasons, it is/is not practical to use a bicycle for official business travel.

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### 10.4 Driving Licence And Insurance Checks

WLHP reserves the right to inspect the driving licence of employees who are required to drive WLHP vehicles. It also reserves the right to inspect the driving licence and/or Motor Insurance Certificate of employees who use their own vehicles on official business.

Regular checks will be made of driving licences and Motor Insurance Certificates of appropriate employees within their locality. In respect of new appointments, the checks will be carried out at interview.

### 11. RE-SETTLEMENT ALLOWANCES

Payment of Re-settlement Allowances is subject to the following conditions:-

The employee's manager must consider that the employee is compelled to move house as a direct result of becoming employed by WLHP. The manager, prior to any claim being submitted, will confirm this in writing.

Employees must sign an undertaking to remain in WLHP's employment for a period of 2 years from the date of appointment or repay the amount in full.

Employees shall pay the full expenses in the first instance. They should thereafter submit all receipts, tender documents and necessary information for approval by the manager. Completed claim forms with all the appropriate documentation should be forwarded to the Employee Relations Leader for authorisation before reimbursement.

The total allowance payable is subject to a limit of £7,155. Claims must be submitted within 2 years of taking up appointment. Claims outwith this time period will be considered by the manager and the Employee Relations Leader in exceptional circumstances only.

Any payment made to the employee's family/partner relating to relocation expenses must be declared on the claim form and a proportion may be deductible from the total claim payable by WLHP.

Allowances payable to Job Sharers taking up an appointment are subject to the same conditions.

The following categories of allowances are payable subject to the conditions detailed under each category:-

#### 11.1. Removal Allowance

Employees must obtain at least 3 competitive written tenders. The allowance payable is based on the lowest of such tenders and will include actual expenses incurred inclusive of insurance, VAT and storage charges. The employee may, however, select an alternative contractor and pay the difference in cost between this and the lowest tender. In the case of an employee moving from overseas the quotations and allowances payable shall be from the nearest point of entry to West Lothian Housing Partnership, from the departure point, into the UK.

#### 11.2 Legal Fees Etc Buying And Selling Or Breaking Of Tenancy Agreements

##### 11.2.1 *Sale of Former Residence*

Allowances payable will include the actual costs of agency fees, mortgage redemption fees and advertising costs associated with the sale of the former residence.

OR

##### 11.2.2 *Breaking of Tenancy Agreement*

Payment of actual costs involved in breaking of a tenancy agreement on former residence.

##### 11.2.3 *Purchasing of Property*

Allowances will include the actual costs of legal fees, mortgage fees, survey fees (both successful and unsuccessful) and stamp duty associated with the purchase of the new residence.

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### 11.3 Disturbance and/or Settling In Allowance

Allowances will include actual costs of incidental expenses connected with moving home (alteration or replacement of curtains, fixtures and fittings; relaying of floor coverings; conversion and installation of electrical appliances, etc). The claim payable will be subject to a limit of £1,431 (20% of the total claim ceiling).

### 11.4 Lodging Allowance

Payable as a measure of temporary assistance to an employee who is unable to sell his/her former residence or arrange rental of that property and is therefore forced to maintain 2 residences.

Upon the employee signing an undertaking that they are not receiving any rental income on their former property and are actively trying to sell that property WLHP shall grant the following:

For the first 8 weeks:-

- Reimbursement of reasonable expenses.

Thereafter for a period not exceeding a further 31 weeks:-

- An allowance of £96.74 per week, the position to be reviewed at the end of the period by the employee's manager.

### 11.5. Exceptional Hardship

Individual cases of special hardship, which are difficult to deal with specifically under the relocation scheme, may be referred to the Employee Relations Leader who in consultation with the manager will have authority to decide on such matters. Completed claims forms should be submitted to the Employee Relations Leader for approval.

## 12. EXCESS TRAVELLING EXPENSES

Excess travelling expenses shall be paid to employees whose place of employment is changed as a result of re-organisation of WLHP or a department within WLHP, or by other similar circumstances beyond their control.

Managers must be satisfied, in all cases, that the expenditure incurred by an employee in connection with the change, is necessary expenditure on travelling to the new place of employment.

Where it is agreed that an employee is incurring additional travelling expenses, he/she shall be paid an allowance equal to the difference between the cost of travelling:-

- From home to new place of work; and
- From home to former place of work.

The allowance shall be taxable and shall be paid for a period of 4 years based on either:-

- Second class train and/or bus fares;

or

- Where the employee is an authorised car user or whether public transport is not available, car mileage allowance in respect of the additional mileage involved in changing the place of employment. The amount of mileage will be based on the mileage rate payable to employees travelling on WLHP business.

The allowance payable to an employee who travels by car shall not exceed the amount of the allowance which would have been payable had public transport been used.

Excess travelling expenses are only payable where the difference between the cost of travelling (both ways) from home to the new place of employment and from home to the old place of employment is greater than £2.91 per week.

Weekly excess travelling expenses will be aggregated on an annual basis and proportionately reimbursed less 12.5% in respect of holidays, in the normal salary. Arrangements will be made for the payment of the allowance to be suspended during other periods of extended absence. It is not possible to be definitive in terms of the length of



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absence which will constitute "extended" and each case should be judged on its own merits having regard to particular circumstances, e.g. use of travel season ticket etc. However, for practical purposes absences, of less than one week should be disregarded.

Where an employee is compulsorily transferred to a new place of permanent employment during the 4 years for which excess travelling expenses are reimbursed the excess expenses will be reviewed. If this results in an increased allowance, the full revised allowance will be paid for the remaining balance of the 4 year period. The excess above the former excess will be paid until the end of the 4 years from the second move only if this figure is greater than £2.84 per week. If the amount is unchanged or reduced, the arrangement will apply for the remaining balance of the 4 years only.

If the employee voluntarily moves home nearer the place of new employment during the period in which the excess travelling expenses are being paid, the amount of reimbursement will be required to be recalculated. If the move of home is to a location further from the new place of employment an increase in excess travelling expenses will not be paid.

Where an employee voluntarily moves job/gains promotion excess travelling expenses will cease.

All claims for reimbursement of excess travelling expenses or increases thereof must be authorised by the Senior Manager within 12 weeks of taking up the duty of the new place of employment or fares being increased.