



## **ALLOWANCES POLICY**

### **1 Introduction**

#### **Purpose**

- 1.1 The Council pays allowances for various duties and responsibilities that employees are required to undertake. The purpose of this policy is to clearly and simply set out the allowances that the Council recognises and the circumstances in which they are paid.
- 1.2 The payment of allowances is not contractual unless an employee's individual contract of employment specifically provides that it is.
- 1.3 Employees will be entitled to be paid the allowances described in this policy, at the current published rates, unless any alternative arrangements apply for example in the employee's contract of employment or in any local agreement.
- 1.4 Any subsequent variation of a local agreement, which provides for an alternative arrangement, will supersede the provisions of this Policy.
- 1.5 The rates at which the allowances are payable is published on the A-Z of the Council's intranet under 'Allowances'. Any variation to this will be specified under the relevant allowance in this Policy.
- 1.6 The level of all allowances payable will be kept under review and may be varied from time to time. Any variation will be published on the intranet under the 'Allowances' page.
- 1.7 The payment of allowances is subject to taxable deductions being made.

#### **Scope**

- 1.8 This Policy applies to all employees of the Council, except those employed in schools under the control of Governing Bodies, for whom procedures adopted by the Governing Body will apply. For the purpose of this policy, employees are as defined in section 230 of the Employment Rights Act 1996 or any substituting or amending legislation.
- 1.9 It is not normally expected that employees on Chief Officer or HMG grades would be entitled to the allowances specified in this Policy.

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1.10 The allowances covered in this Policy are as follows:

- Acting Up
- Area Community Participation
- Attendance
- Call Out
- Court Attendance
- Emergency Duty
- First Aid
- Market Supplements
- Night Duty
- Overtime
- Pay Protection
- Public Holidays
- Saturday and Sunday Working
- Shift Working
- Sleeping-In Duty
- Standby
- Travel
- Subsistence

## 2 Acting Up

- 2.1 Acting up allowances may be made to employees who temporarily undertake additional duties and responsibilities. This will arise when the employee takes on the full duties and responsibilities of an established higher graded post or where the employee takes on a significant proportion, though not the full range, of responsibilities of a more senior established post. In either case, the additional responsibilities must be carried out for a continuous period of four weeks or more before any allowance becomes payable.
- 2.2 The rate at which the acting up will be paid will depend on the circumstances of each case.
- 2.3 Approval for an Acting up Allowance should be made on the 'Acting Up' form, available on the HR Forms section of the Council's intranet.
- 2.4 Further information is available in the 'Acting Up Arrangements Policy' on the HR Policies page of the intranet.

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### **3 Area Community Participation Allowance**

- 3.1 An Area Community Participation allowance is payable to staff who are appointed to advise and support one of the five local area committees, and individual councillors, in the work of the area committee. This allowance will be reviewed annually.

### **4 Attendance Allowance**

- 4.1 An attendance allowance is payable to staff who are required to attend an outside venue to conduct marriage or civil partnership ceremonies.

### **5 Call Out**

- 5.1 A call-out allowance is payable when an employee is required to **attend**:
- their normal place of work or any other work location as directed by their manager or required by the service
  - For a minimum of one hour
  - Outside their normal working hours
- 5.2 An allowance of time and a third of the employee's hourly rate will be payable for the actual hours worked. A minimum of two hours' call out allowance will be paid.
- 5.3 Employees on HMG or Chief Officer grades are not entitled to call-out allowance but should claim TOIL instead.
- 5.4 Where appropriate (the use of an employee's vehicle to attend work) mileage claims can also be submitted.
- 5.5 The call-out rate will not be paid if the employee can respond to the situation by phone or email or by other means which does not necessitate them attending the workplace.

### **6 Court Attendance Rota**

- 6.1 Employees that are part of the court attendance rota, requiring attendance at court on a Saturday or Bank Holiday, or otherwise need to attend court, will receive an allowance.
- 6.2 Managers who are required to be available, to provide support, guidance and advice to the staff attending court and to sessional staff supervising community reparation sessions are entitled to an allowance.

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## **7 Emergency Duty**

- 7.1 This section sets out the circumstances in which emergency duty payments are payable. The rates for payment in each case are set out in the Allowances Rates.

### **Contingency Planning**

- 7.2 There are two situations in which emergency duty payments are made for work relating to contingency planning:
- (a) **Emergency Duty Officer**  
The Emergency Duty Officer payment is payable to employees who are part of the standby rota to respond to major emergency requests and co-ordinate Council operations. Each session on the standby rota is for 7 days and nights. If an employee is called out during this period of standby, they will not receive any other payments (including call out, overtime or mileage) in addition to the emergency duty officer payment.
  - (b) **Specialist advisors**  
As part of the emergency response provision there is an additional rota of specialist advisors, who provide advice and attend for work if necessary. Employees who are designated as specialist advisors receive an annual allowance, which is paid monthly. There are no additional payments for this role.

### **Gold Rota**

- 7.3 The Chief Executive is required to participate in a standby rota, known as the Gold Rota. The purpose of the rota is to ensure that a Chief Executive is available to coordinate a response for all London Boroughs if a large scale incident occurs that is likely to affect a number of Boroughs. The Chief Executive, and any staff from the contingency planning unit who need to provide support to the Chief Executive during this period, receive a standby payment for each week that they are scheduled on the Gold Rota. There are no additional payments.

### **Building Control – Dangerous Structures**

- 7.4 During the Christmas period, a single member of staff is on standby to deal with any incidents that may arise. That employee will receive the Building Control Standby Allowance for each day that they are required to be on standby. If the employee is called out and required to attend for work whilst on standby, they will receive the Call Out Allowance.

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## **8 First Aid**

- 8.1 The Council will pay a first aid allowance to those employees who have been appropriately trained as a First Aider, hold a valid certificate in 'First Aid at Work' and are named on the Council's list of first aiders (published on the intranet).
- 8.2 Further information regarding First Aiders is available in the Health & Safety Manual.

## **9 Market Supplements**

- 9.1 Market Supplements may be payable to assist with the recruitment and retention of staff when it can be shown that the grade for a particular job or group of jobs, as determined by job evaluation, is significantly below local or regional rates of pay and this is affecting our ability to recruit and retain good staff.
- 9.2 Market Supplements are not contractual.
- 9.3 Further information is available in the Council's Market Supplements Policy.

## **10 Night Duty**

- 10.1 Employees<sup>1</sup> who work at night as part of their normal working week are entitled to receive an enhancement of pay for hours worked between 10pm and 6am only. For permanent staff employed before 1 April 2012, the rate remains payable from 8pm.

## **11 Overtime**

- 11.1 Employees who are required to work additional hours beyond the full time working week of 36 hours will receive the overtime rate for the extra hours worked.
- 11.2 The overtime rates are set out in an agreed collective agreement reached with the trade unions.
- 11.3 Part time employees are entitled to claim overtime only when the full time hours for the post have been exceeded. Payment for additional hours worked is paid at plain rate until 36 hours have been worked.
- 11.4 Further information regarding the payment of overtime is set out in the 'Overtime Procedure Note'.

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<sup>1</sup> This only applies to employees whose grade is spinal column point 28 or below

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## **12 Pay Protection**

- 12.1 An employee who is being redeployed into a post which is up to two grades lower than their previous post will be entitled to have their pay protected for a period of one year.
- 12.2 Further details can be found in the Redundancy and Redeployment Policy.

## **13 Public Holidays**

- 13.1 Employees<sup>2</sup> required to work on a public holiday will receive double pay for all hours worked on that day. In addition, at a later date, time off with pay shall be allowed as follows:

Time worked less than half the normal working hours on that day	half day
Time worked more than half the normal Working hours on that day	full day

## **14 Saturday and Sunday Working**

- 14.1 Employees<sup>2</sup> who are required to work on Saturday and/or Sunday as part of their normal working week are entitled to an enhancement of pay based on the following:
- |                  |  |
|------------------|--|
| Saturday working | Time and a half  |
| Sunday working   | Time and a half where basic pay at or above point spinal column point 11 |
|                  | Double time where basic pay below spinal column point 11                 |
- 14.2 Weekend working payments will only be paid for weekends actually worked. They will not be paid if staff are rostered to work the weekend but do not work e.g. due to sickness absence or holiday.

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<sup>2</sup> Employees whose post is at spinal column point 28 and below

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## **15 Shift Working**

- 15.1 An allowance is payable to employees contractually required to undertake shift work.

## **16 Sleeping-In Duty**

- 16.1 Employees who are required to sleep in at a work premises are entitled to receive a Sleeping-In Allowance. This covers the requirement to sleep in and up to 30 minutes' call out per night, after which the employee should claim overtime (see section 9 for actual hours worked).

## **17 Standby**

- 17.1 A standby allowance is payable to employees who are required to be available for work, outside of their normal working hours and away from the Council premises, to respond to incidents / emergency situations.
- 17.2 An employee who is on standby must be fit for duty and must be within 1 hour's travel of the work location which they may be required to attend.
- 17.3 The length of each session of standby will vary depending on operational needs. Employees will be informed of the session period in which they are required to be available.
- 17.4 The standby allowance recognises that all staff are equally "inconvenienced" irrespective of their grade or position in the organisation.
- 17.5 Managers should review and control the numbers of staff in each team on standby according to the needs of the service.
- 17.6 If staff, that are on standby, are required to attend work to deal with an incident / emergency, the call out allowance is also payable.

## **18 Subsistence**

- 18.1 The Council does not subsidise meals for any employees and therefore claims for subsistence will not normally be met. If, in exceptional circumstances, the Chief Officer decides that subsistence payments are payable, this will be at the rate set out on the intranet under

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'Subsistence Rate'. Further information on subsistence is available in the Staff Travel Policy.

- 18.2 Claims for subsistence should be made on the Expenses Claim form, on the HR Forms page of the intranet.

## **19 Travel Allowances**

- 19.1 Employees, who are required to travel for work purposes, are entitled to reimbursement at the rates adopted by the Council for car mileage allowance, motorcycle allowance, cycle allowance and public transport costs. Further information regarding travel allowances is available in the Staff Travel Policy.
- 19.2 Claims should be submitted on the Expenses Claim Form on the HR Forms site.
- 19.3 For cycle allowance claims, employees should use the Cycle Allowance form on the HR Forms page.

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