



Allowances Guidance

Human Resources Guidance

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Application	<p>The allowances do not apply to:</p> <ul style="list-style-type: none"> • Group Directors and Directors • Staff employed on Soulbury terms and conditions • Youth workers on JNC for Youth and Community Workers terms and conditions • Teachers
This document replaces:	

Introduction

The implementation of the Pay and Grading Review in 2010 allowed for a review of the Council's allowances. This ensured that:

- Principles of equality have been applied
- Allowances reflect the current market and business needs
- Allowances are consistently applied

This guidance details the allowances and arrangements for reimbursement.

What is an allowance?

An allowance is a payment made to staff by the Council that is not part of the basic contracted salary. Allowances are subject to taxation rules provided by the Inland Revenue and some are pensionable.

Car allowances

If an employee uses their own car on business use they will be reimbursed at the casual car user rate.

Motorbike Allowance

Staff using their own motorbike for work purposes can claim mileage.

Bicycle Allowance

Staff who use a bicycle whilst carrying out official work duties can receive a bicycle allowance.

Please refer to the Council's Travel and Subsistence Policy for further information.

Overtime

Overtime will only be paid for hours worked in excess of 37 hours per week and when authorised by the line manager. Overtime payments are the exception rather than the norm.

- Staff in grade M and below will be eligible to claim overtime payments.
- Staff in grade N and above are not eligible to claim overtime unless there are exceptional circumstances e.g. due to operational reasons. In these cases the authorisation of the Group Director is required.

Overtime rates are:

- Monday to Sunday – time and a half hourly rate of basic pay
- For eligible staff, unsociable hours worked Monday – Saturday, between 10pm and 6am and anytime on a Sunday – time and a half enhanced hourly rate (please refer to the section on unsociable hours to see who is eligible and what enhanced rates apply)
- Public and extra statutory holidays is double hourly rate of basic pay or plain time and time off in lieu for hours worked.

Public Holidays

If you are required to work on a public holiday you will receive double hourly rate of basic pay or plain time and time off in lieu for hours worked.

Discretionary Day

If you are required to work on the Council's discretionary day then you will have a time of in lieu for hours worked (there are no additional payments for working on a discretionary day).

Unsocial Hours – Enhanced Rates

From 1 April 2011, the following enhanced rates are to be paid only to NJC graded staff (grades J-N). An enhanced rate will only be paid for hours actually worked on Mondays to Saturday in respect of late evenings, nights and early mornings (i.e. hours worked between 10:00pm and 6:00am) and for any hours worked on a Sunday.

- The hourly enhancement rate will be 7% of base pay for staff in roles graded J, K and L.
- The hourly enhancement rate will be 4% of base pay for staff in roles graded M and N.

The enhanced rate will only be paid for the hours or part-hours actually worked (i.e. if a shift cuts across the times when unsocial hours kick in, then they will only get those hours or part hours that fit within the unsocial hours timeframes).

If an employee is on holiday or off sick, they will not receive the enhanced rate as it is not paid as a permanent element of pay. The enhanced rate is not pensionable.

If unsocial hours are worked as overtime, then overtime will be calculated on the enhanced rate (i.e. base pay x unsocial hours enhancement of 4% or 7% rate).

To claim the enhanced rate employees will need to complete a claim form, authorised by their manager and submit to payroll. Claims will be made monthly in arrears.

Stand-by

An employee contractually required to be available on standby will receive a stand-by allowance. The allowance compensates for the inconvenience and limitations this imposes on them and is paid on the basis the employee is available to work if called upon. The allowance is for the period of time they are available to be called out.

The following rates apply

- Monday to Friday - £8.27 per day (£41.35 for a 5 day week)
- Saturday and Sundays – £24.80 (£49.60 if required to be on standby on Saturday and Sunday)
- Staff in grade M and below will be eligible to claim for standby payments.

- There may be exceptional circumstances where staff in grades higher than M are required to be on standby. In these cases Group Director authorisation is required.

When staff are required to attend work during their stand-by it should be claimed as follows:

- If called out between 6am and 8pm and within normal working hours (up to 37 hours) paid at plain time. If over 37 hours this would be overtime.
- If called out between 8pm and 6am and is claimed over and above normal working hours per week (i.e. 37 hours have been worked) claimed at overtime at time and half
- If called out between 8pm and 6am and works less than 37 hours per week claimed at overtime at time and third.

Accommodation Allowance

Sheltered Housing – Staff Employed before 1 July 2010

Protection, on the existing accommodation allowance until no longer employed as a Resident Sheltered Housing Officer. Resident Officers to be responsible for their own Council Tax and are not entitled to standby or phone allowances. If required to attend site out of normal working hours, time off in lieu will apply

Sheltered Housing – Staff Employed From 1 July 2010

Staff will be appointed on basic salary with entitlement for standby payment and entitled to time off in lieu or overtime if required to attend on site.

Residential Neighbourhood Wardens– Staff Employed Before 1 July 2010

Protection on 100% accommodation and service charge will apply whilst remain in their existing post.

Non resident Neighbourhood Wardens – Staff Employed Before 1 July 2010

Protection on existing accommodation arrangements at their current rates until 31 March 2011. Standby related to the designated block will cease from 1 July 2010 and instead participate in the main Neighbourhood Warden out of hours service.

Non resident Neighbourhood Wardens – Staff Employed From 1 July 2010

Appointed on basic salary with entitlement for standby payment and entitled to time in lieu or overtime if required to attend on site as part of the main Neighbourhood Warden out of hours service.

Residential Caretaker (DMJ) – Staff Employed Before 1 July 2010

Protect existing allowances at 80% rate.

First-Aid Allowance

Directors will determine the number of appointed first aiders required in their directorate. Employees who hold a current first aid certificate and required by their Director to provide first aid cover at work will be paid an allowance when it is not part of their role. The allowance at 1 April 2010 is £200 per annum paid monthly in salary. To receive this allowance the director needs to complete an Employee Details Amendment Form (link below) and send to Payroll Services.

<http://oneswindon/HR%20Forms/Employment%20Details%20Amendment%20Form%20EDA1.doc>

Relocation Allowance

The aim of the scheme is to provide financial recompense to employees who need to move their main residence to take up an appointment with Swindon Borough Council. This scheme does not cover the purchase of a second property.

The scheme includes:

- 100% of removal costs, plus storage for up to 6 months, based on the lower of two quotes. DIY removals will attract vehicle hire and fuel costs.
- If temporary accommodation is required, a maximum payment of £165 per week, for up to 6 months.
- Weekly travel home costs for up to 6 months
- Legal and estate agents' fees including stamp duty
- Up to £750 for adaptations in the home
- Limit of £8,000 for relocation expenses

For further information please refer to Relocation Policy

[http://oneswindon/WorkingatSBC/policiesandguidance/\(No%20Suggestions\)/relocationpolicy/Pages/default.aspx](http://oneswindon/WorkingatSBC/policiesandguidance/(No%20Suggestions)/relocationpolicy/Pages/default.aspx)

Lettings Allowance

School caretakers can be paid a lettings allowance to recompense for room preparation. Please refer to Appendix A for the current rates. This allowance will be paid instead of an unsociable hours payment.

Dependents Care Allowance

Staff can receive an allowance of £9.25 per hour if they are required to work outside of normal working hours and have to pay for a carer. Please refer to Dependents Care Allowance Guidance on the Council's intranet [http://oneswindon/WorkingatSBC/policiesandguidance/\(No%20Suggestions\)/dependantscareallowance/Pages/default.aspx](http://oneswindon/WorkingatSBC/policiesandguidance/(No%20Suggestions)/dependantscareallowance/Pages/default.aspx)

All allowances are paid via payroll and must be claimed on the appropriate form and signed by an authorised signatory. Allowances will be reviewed on an annual basis and updates communicated to staff.

Appendix A – Lettings Allowances

LETTINGS ALLOWANCES FOR SCHOOL CARETAKERS
- 1 APRIL 2009 - 31 MARCH 2010

Number of Rooms	Monday - Friday (before 2300)	Monday - Friday (after 2300) Saturdays, Sunday & extra statutory holidays
	1 April 2009 - 31 March 2010	1 April 2009 - 31 March 2010
1 or 2	£12.80	£25.63
3 - 5	£16.01	£32.04
6 - 9	£19.23	£38.42
10 - 14	£22.41	£44.84
15 - 20	£25.63	£51.26
21-27	£28.82	£57.66