

# Pay Policy and Procedures



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## **1.0 Pay Policy Statement**

- 1.1 The Council is committed to the principle of equal pay for its employees and understands that equal pay between men and women is a legal right under both domestic and European Law.

## **2.0 Introduction**

- 2.1 The following policy and guidance explain the principles of remuneration and the benefits available to employees. This should be read in conjunction with the Standards Terms and Conditions of Employment together with the Contract of Employment.
- 2.2 All related documents referred to in this policy can be accessed through iTrent Employee Self Service or the Intranet.

## **3.0 Scope**

- 3.1 This policy and guidance note covers all employees of Chelmsford City Council. Part-time employees will have applied to them the terms and conditions of service comparable to full-time employees but on a pro-rata basis.
- 3.2 Temporary employees will receive pay and conditions of service equivalent to those of permanent employees.

## **4.0 Pay**

### **4.1. Payment of Salary**

- 4.1.1 Salaries are paid by credit transfer to a bank, building society or post office giro account on 23<sup>rd</sup> day of each month or, where this is a Saturday, Sunday or public holiday, the nearest working day before unless otherwise communicated e.g. a payment made on 23 January would be for the period 1<sup>st</sup> January – 31<sup>st</sup> January inclusive. Salary payments relate to the current month (pay period), but any claims for overtime, car allowances, and so on, will be paid the following month provided that they are submitted within the relevant deadlines. This means that employees are paid three weeks in arrears, one week in advance.

## **4.2. Normal Pay**

- 4.2.1 Normal pay includes all earnings that would be paid during a period of contractual working, but excludes any payments not made on a regular basis.
- 4.2.2 The normal pay of each employee will be based on the grade of the job they are contracted to perform on one of the scale points from the Council's pay line. Each grade consists of 1 or more spinal column points. Jobs with the same job evaluation score will be on the same grade (see Section 5 on Job Evaluation). New entrants will normally be placed at the bottom of the scale unless it can be demonstrated that they have had experience in the same role with the same level of responsibility in another organisation. There may be a requirement for a Market Supplement for some roles – please see Section 4.11 below. This will need to be agreed by Senior Management Team.
- 4.2.3 The salary will then be reviewed annually on the anniversary of the employee's start date and will move up to the next spinal column point on the salary scale until the employee reaches the top of the scale for that grade. If the employee is subject to capability or probationary procedures, then the increment will be withheld.
- 4.2.4 Pay scales will be reviewed annually. Negotiations with Unison will take place before this time and agreed proposals put forward to Cabinet for approval.

## **4.3. Pay Protection**

- 4.3.1 Where an employee is redeployed to a lower graded post on medical grounds a 6 month pay protection period will apply. The employee will be placed at the top of the scale applicable to the new role.
- 4.3.2 Where an employee is redeployed as part of a redundancy consultation and the role has been identified as suitable alternative employment and results in a reduction of salary there will be a protection period of 6 months. The employee will be placed at the top of the scale applicable to the new role.
- 4.3.3 Where an employee has their job re-graded due to a change in responsibilities and results in a lower grade being awarded the pay protection will be for 6 months. The employee will be placed at the top of the scale applicable to the new role.
- 4.3.4 Where an employee applies for and is appointed to a lower graded post which has not been identified by the Council as suitable alternative employment, there will be no protection of salary.

#### **4.4. Hours of Work**

- 4.4.1 The standard working week for full-time employees is 37 hours over 5 days. The working week is considered as Monday to Sunday. Part-time staff will be paid pro-rata based on a 37 hour week.
- 4.4.2 Some employees have local seasonal arrangements for hours, but this will equate to the same working hours per annum.
- 4.4.3 Some employees are employed on an annualised hours basis. They will be paid evenly for hours throughout the year. Any additional hours worked over the total annualised hours will be paid at plain time. If an employee leaves during the year, then they will be paid for any pro-rata additional hours that have been worked. If they owe the Council hours, these will be deducted from the final salary.
- 4.4 Managers should ensure that employees are taking their breaks in line with the Working Time Agreement.

#### **4.5 Contractual Overtime**

- 4.5.1 For some posts in the Council, there is an identified need to work more than 37 hours per week. Where this is identified, contractual overtime will be paid at time and a half.

#### **4.6 Other Additional Hours**

- 4.6.1 In order to promote a healthy work/life balance, the Council is committed to minimising the levels of overtime worked.
- 4.6.2 Where the position allows, employees can manage fluctuations in workload by adjusting their working pattern, in agreement with their manager in line with the Council's approach to flexible working. No additional hours will be made for credit hours worked outside of the normal working pattern where this is not a requirement of the role.
- 4.6.3 Where overtime payments are required, all non-contractual additional hours will be paid at plain time except where an employee is required to work for a sixth day in addition to their normal five day working week, when an enhanced rate of time and a half will apply. This will only apply to additional hours worked in an employee's substantive role and overtime worked in a different role will be paid at

plain rate for that role unless the employee has chosen to work this pattern under flexible working.

- 4.6.4 Employees who work 37 hours over four working days will also be entitled to the enhanced rate for additional hours worked on the 5<sup>th</sup> working day.
- 4.6.5 For part-time employees, an enhanced rate of time and a half will only apply when a sixth working day is worked in the substantive role. However, they must have worked 37 hours in the week in order to qualify.
- 4.6.6 Bank Holidays and annual leave count towards the working week.
- 4.6.7 Where employees work on Saturday or Sunday as part of their normal working week or through flexible working, there will be no enhancement to pay.
- 5.6.8 Claims for additional hours worked need to be made and authorised within 60 calendar days.

#### **4.7 Unsocial Hours**

- 4.7.1 Where an employee has to work between the hours of midnight until 6am they will receive an enhanced rate of time and a half for these hours.

#### **4.8 Shift Allowance**

- 4.8.1 Where an employee is required to work shifts covering a 24 hour period, they will receive a shift enhancement of 15%.

#### **4.9 Standby Payments**

- 4.9.1 Standby is normally worked in week blocks. Over the course of the week, logs are made of when an employee is either called out or taking a phone call and for how long. At the end of the week, if they have had no calls or callouts, they purely receive the standby payment. If they have had to work during this time the actual time worked is totaled up and paid at an enhanced rate of time and a half. If the employee has been called away from home a minimum of two hours is paid for each call-out.
- 4.9.2 The rate of pay for the work undertaken for standby is based on an evaluation of the duties required. This may be different to the employee's substantive role.
- 4.9.3 There are no additional payments for call-outs on Bank Holidays.

#### **4.10 Officer on Duty/Keyholder**

4.10.1 Where an officer on duty/keyholder is called out they will be paid for a minimum of two hours' work at an enhanced rate of time and a half at the rate of the evaluated duties. No other payments will be made.

#### **4.11 Market Supplement**

4.11.1 There may be occasions when the evaluated salary for a post fails to attract any suitable candidates and consideration will be given to increasing the salary by way of a market supplement. Managers will need to have tried to recruit at the evaluated level and will need to produce a report for the Senior Management Team with the salary details of similar jobs within the market.

4.11.2 Market supplements will be benchmarked against the salaries for similar jobs annually to ensure they are still required. This will be undertaken with the line manager in conjunction with HR. A report will be sent to Senior Management Team to approve the continuation of the market supplement.

4.11.3 Should this review result in the market supplement no longer being required, there will be a 3 month pay protection before withdrawal of the supplement.

#### **4.12 Acting Up**

4.12.1. An employee is said to be 'acting up' where they formally carry out all the duties and responsibilities of a higher graded post. The employee will be entitled to receive the difference between their own salary and the bottom of the scale for the post being covered.

#### **4.13 Additional Duties**

4.13.1 An employee is said to be doing 'additional duties' when they only do some of the duties of the higher graded post in addition to their own. A payment based on the percentage of the acting up will be made.

#### **4.14 Secondments**

4.14.1 An employee can be seconded to a different post for a period of time e.g. to cover maternity leave. They will receive the salary for that post starting at the bottom of the scale, if a higher graded post, and any of the other benefits associated with the post. If the post is at the same grade then current salary will be retained.



## **4.15 Honorarium Payments**

4.15.1 Honorarium Payments may be given for the following circumstances

- Covering part of the duties of a post at a higher level due to the absence of a more senior member of staff (e.g. sickness or secondment) for 4 weeks or more
- In recognition of taking on a special project or role. This work will need to be evaluated to assess suitable payment.

4.15.2 All requests for rewarding honorarium payments will be made to the Director of Service and Human Resources to ensure consistency in application.

4.15.3 Honorarium payments cannot be authorised in the following circumstances:

- Good performance within the postholder's normal job or role
- Additional work or cover at the same grading level
- Work undertaken by teams or groups (each individual case must be assessed on its own merits)
- Duties undertaken for less than 4 weeks

4.15.4 All honorarium payments are discretionary and there is no entitlement to a higher salary.

4.15.5 Where an employee is covering part of the duties of a more senior post, the honorarium will be calculated on the percentage of the duties being carried out.

4.15.6 Where an employee in receipt of an acting up payment or an honorarium payment is absent from work due to sickness for periods of over 2 weeks, the payment will cease.

4.15.7 Approval

- The authority to approve honoraria payments is delegated directly to the Directors of Service in consultation with Human Resources to ensure consistency of application. Delegated authority is limited to £3,000 payable in any one financial year (to any one member of staff) either as a lump sum or as an ongoing monthly payment. Similarly, honoraria payments cannot be approved on an ongoing basis for more than one year to any one member of staff.
- The total cost must be contained within the Service Area salary budget.

- Payments over £3,000 per financial year and payments lasting more than one year must be referred to the Director of Connected Chelmsford for review.

#### **4.16 Special Responsibility Allowance**

4.16.1 A special responsibility allowance is payable to the Monitoring Officer and Section 151 Officer.

#### **4.17 Other Pay**

4.17.1 Information on Occupational sick pay, maternity, paternity, parental leave can be found in the following policies:

- Entitlement to Time Off
- Shared Parental Leave

#### **4.18 Pay Advances**

4.18.1 In exceptional circumstances, consideration will be given to providing a pay advance for financial hardship. The Line Manager needs to provide written reasons for the advance, and this must be signed off by the Service Director.

4.18.2 The total amount advanced cannot exceed the number of days worked in the month and this will be reduced to take into account tax and national insurance liabilities.

4.18.3 Pay advances cannot be paid within 10 working days of the pay date.

#### **4.19 Payslips**

4.19.1 Payslips are available monthly to all employees on Employee Self Service and it is the employee's responsibility to check these each payday and notify Payroll immediately if an error is discovered.

## 5.0 Pension

- 5.1 Details of the Local Government Pension Scheme (LGPS) are available from the Essex Pension Scheme website <https://www.essexpensionfund.co.uk/>. Both the employee and the Council contribute to the scheme. Chelmsford City Council's scheme is administered by Essex County Council.
- 5.2 Employees who are members of the LGPS will continue to be included in the Local Government Pension Scheme (LGPS) unless Human Resources are notified to the contrary.
- 5.3 Employees who are not members of the LGPS will continue to be excluded from the Scheme. If an employee wishes to join, they will need to apply for membership. An employee will automatically be enrolled in the pension scheme if they meet the rules for Auto-Enrolment.
- 5.4 A new employee can usually transfer a previous pension into the scheme within the first year of employment only, other than in exceptional circumstances.
- 5.5 For pension purposes, the normal retirement age for men and women, is of the State Pension age but there are provisions to retire earlier from 55 with a reduction in your pension. Employees can also request flexible retirement from aged 55 although this is not guaranteed as it will depend on the cost to the Council and the needs of the Service.
- 5.7 Further information regarding pensions can be found in the Planning for Retirement Policy.

## 6.0 Annual Leave

### 6.1 Entitlement

- 6.1.1 Employee annual leave is based on the grade of the role and the length of continual service in Local Government. Entitlements can be found in the Contract of Employment and the Terms and Conditions. The leave year runs from 1 April to 31 March.
- 6.1.2 Where an employee is acting up in a post i.e. carrying out all the duties of the post, they will be entitled to the annual leave equal with the grade of that post for the duration of the acting up period.
- 6.1.3 If, on termination of employment, an employee has taken more annual leave than they were entitled to, the Council will recover payment for that excess from the

employee's final salary. If there are insufficient funds to do this, then the employee will be invoiced for the amount owing.

- 6.1.4 Any outstanding annual leave should be taken before leaving, however if this is not practicable for the Service then this will be paid.

## **6.2 Buying Annual Leave**

- 6.2.1 Employees are invited to buy, through salary sacrifice, additional leave up to a maximum of 74 hours per annum (pro-rata for part-time).
- 6.2.2 There are two windows in which to apply each year: 1 – 25 March and 1 – 25 September. All additional leave 'bought' for extra time off will reduce the employee's total salary according to the amount of time bought. **Note: If you apply in March and buy the full 74 hours or the equivalent for part-timers, you cannot then apply for additional hours in September of the same annual leave year.**
- 6.2.3 Employees who choose to buy leave in March will have the cost of the bought leave spread equally over 12 months from April to March and their monthly salary will be reduced each month until the bought leave has been paid in full.
- 6.2.4 Employees who choose to buy leave in September will have the cost of the bought leave spread equally over 6 months from October to March and their monthly salary will be reduced each month until the bought leave has been paid in full.
- 6.2.5 All applications must be made using the Buying Additional Leave Application form which is available when the relevant window is open. This form needs to be completed in full and signed by the employee and the Service/Line Manager and received by Human Resources no later than the 25 March or 25 September of each annual leave year. Any late forms received after these dates will not be processed until the next window. Once agreed and the payment started this cannot be cancelled.
- 6.2.6 Buying annual leave does not affect the current holiday carry-over allowance of 37 hours or the equivalent pro-rata amount for part-time employees per annum.
- 6.2.7 Although the benefits of the scheme are open to all staff the decision to accept the application is at Service Manager discretion, as all requests will need to be balanced with the needs and affordability of the service. The following will need to be considered by management when deciding on a request:

- If cover is required for an employee's annual leave, is this likely to be achieved?
- Is the employee on probation or a fixed term contract?
- Will the employee's workload be adversely affected, resulting in an employee having to work paid overtime?

6.2.8 All requests will be considered on a case by case basis, and some requests may have to be refused for operational reasons. Employees will not be able to claim paid overtime during the annual leave year if this is as a result of them being unable to complete their normal duties due to this additional leave and Managers should monitor this. The exception to this is where it is requested by their Manager or part of contractual arrangements e.g. Saturday catch-up in Operational Services.

6.2.9 If an employee has bought leave and resigns from the Council part way through the year, any remaining unpaid payments will be taken from the employee's final salary. If the final salary is below the outstanding amount, the employee will be invoiced for the remaining balance.

### **6.3 Buying back lost Pension for members of the LGPS**

6.3.1 If an employee contributes to the LGPS and has bought additional annual leave under a salary sacrifice arrangement their pensionable pay for that year will be reduced. The employee has the option to buy back any lost pensionable pay.

6.3.2 The LGPS 2014 has a scheme called Additional Pension Contributions (APC) which covers the amount of pension lost during periods of unpaid authorised leave of absence which also includes buying additional annual leave. The employee will need to obtain a quote and complete an application form if they wish to go ahead and buy back lost pension.

6.3.3 The employee will have 30 days from the date of the confirmation letter received by Human Resources to obtain a quote and apply for an APC to buy back lost pension, If this is done within the 30 days the Council will meet 2/3rds of the cost of the APC, but if this is received outside of the 30 days the employee will meet the whole cost of the lost pension.

6.3.4 Examples of checking the value of holiday are in Appendix Two.

## 7.0 Reimbursement of Expenditure

All expenditure should be considered carefully and thought given to ensure that the most cost effective option is chosen to ensure the best use of Council resources.

### 7.1 Subsistence

7.1.1 Subsistence allowances are payable when employees incur additional expenditure on meals because they have been unable to follow their normal meal arrangements whilst out on business. Details of the rates are in Appendix Three.

7.1.2 Examples where an employee may need to incur expenditure on meals are:

- Attendance at external training courses and seminars where meals and refreshments are not provided
- Site visits or meetings at other organisations
- Travelling to locations as part of official duties

7.1.3 All subsistence claims must be supported by receipts. It is the responsibility of the claimant and Authorising Officer to ensure that the relevant VAT receipts are attached to claim forms. However, in very exceptional circumstances the Service Director or appropriate Senior Manager may authorise expenditure where receipts are not attached.

7.1.4 Once an entitlement to claim subsistence has been agreed the claim may be made for the total amount of the expenditure incurred, up to the Council's allowance. There are separate allowances in respect of the total time of the qualifying journey.

Note: A qualifying journey is travel that must be in the performance of duties or to a temporary workplace, on a journey that is not substantially ordinary commuting. The employee should be absent from the normal workplace for a continuous period in excess of five, ten or fifteen hours. The employee should have incurred a cost on a meal (food and drink) after starting the journey.

7.1.5 Expenditure on alcohol included with the subsistence claims will not be authorised.

7.1.6 In exceptional circumstances e.g. accompanying an elected Member on official business, meeting senior managers of other organisations or on overseas visits where an appropriate standard of meal is not reasonably available within the

allowance, additional allowance may be authorised. The Service Director will consult with Human Resources in these circumstances.

7.1.7 Service charges itemised on receipts are claimable subject to the limit but discretionary tips are not reimbursable in any circumstance.

7.1.8 The accepted time periods applicable to the payment of subsistence allowances are:

- An employee's total duration of qualifying travel exceeds 5 or more hours  
or
- An employee's total duration of qualifying travel exceeds 10 or more hours  
or
- An employee's total duration of qualifying travel exceeds 15 or more hours  
and is ongoing at 8pm

## **7.2 Accommodation**

7.2.1 In all circumstances where possible, accommodation should be booked in advance of it being required. The employee should take into consideration the cost of their accommodation and any other factors that have financial implications e.g. distance from business venue.

7.2.2 In booking accommodation, employees should in all available occasions, utilise a member of staff with a Council Credit or Procurement Card. This will ensure that the employee does not incur any unnecessary costs and will also allow the cost to be allocated to the correct expenditure code.

7.2.3 In exceptional circumstances where the employee is unable to book accommodation in advance or book using a Council Credit Card or Procurement Card, then the claim must be supported by appropriate VAT receipts.

## **7.3 Car Parking**

7.3.1 In claiming for car parking the guidance set out in 7.2 should also be followed. Many long stay car parks have the option of advance booking and / or discounts for pre booking. Car parking claims can also be supported by car park tickets as well as receipts.

## **7.4 Travel**

- 7.4.1 When travelling on Council Business consideration should be given to the most appropriate form of travelling. Before claiming business mileage where long journeys are undertaken, employees should discuss with their Manager and agree on the cheapest route/option. For example, if there is a large group then train tickets may work out considerably more than hiring a minibus taxi.
- 7.4.2 As with Accommodation and Car Parking (see 7.2, 7.3), in all possible situations the travel should be booked in advance and with the use of a Council Credit Card or Procurement Card. All claims made where this is not possible, should be supported by receipts.
- 7.4.3 Employees will be reimbursed for mileage driven for business purposes. Details can be found in the Driving Policy.

## **7.5 Equipment**

- 7.5.1 Small claims for equipment purchased for business use can also be claimed. These purchases should be made using a Council Credit Card or Procurement card where possible, and with the agreement of the Service Director (or other senior officer where appropriate). Any claims made, where an employee has purchased this with their own money should be supported with receipts before any reimbursement can be made.

## **7.6 DBS Checks**

- 7.6.1 Employees can claim for any charges levied by the DBS for Basic checks or the Update service that the Council request for recruitment or rechecks for their own position on proof of payment.

## **8.0 Job Evaluation**

### **8.1 General**

- 8.1.1 Chelmsford City Council has adopted the Hay Job Evaluation Scheme which is a means of establishing systematically the relative values of different jobs. The Scheme has been used to determine the grades of all posts within the Council and will be used for new posts as they arise. It is the only mechanism within the Council for determining the grading of posts. Responsibility for administering and co-ordinating the Job Evaluation Scheme rests with the Human Resources Services



Manager. A panel of trained evaluators from both Human Resources and UNISON will evaluate all roles.

- 8.1.2 A job can only be considered for re-evaluation where there has been a significant change to the responsibilities and accountabilities of the post. The Manager will need to advise where these have come from as another post may be affected resulting in a decrease in the applicable grade of that post. If the evaluation results in an increase in grade this will become effective from the 1<sup>st</sup> of the month that the request was submitted. If this results in a decrease a pay protection will be payable for 6 months.

## **8.2 Job Evaluation Appeal Process**

- 8.2.1 If an employee disagrees with the job evaluation of their post, they will be able to appeal. A copy of the appeal proforma and the process for appealing is available on the Intranet.

## Appendix One

The value of additional holiday will be based on an employee's annual salary, either on the 1<sup>st</sup> April or the 1<sup>st</sup> October depending on the date leave is purchased.

To calculate one hours leave divide annual salary by 52.14 and then by the number of hours - worked per week.

For example:

### ***Full-time Calculation***

Employee earning £21,240 per annum, buying 37 hours additional holiday:

£21,240 divided by 52.14 weeks divided by 37 hours = £11.01 per hour

£11.01 x 37 = £407.37 (cost of bought leave). This equates to £33.95 per month for 12 months if buying in March or £67.90 per month for 6 months if buying in September.

### ***Part-time Calculation***

Employee earning £20,506 per annum (based on someone working 30 hours of the full time equivalent salary of £25,284) buying 7.5 hours additional holiday:

£20,506 divided by 52.14 weeks divided by 30 hours = £13.11 per hour

£13.11 x 7.5 = £98.32 (cost of bought leave). This equates to £8.19 per month for 12 months if buying in March or £16.38 per month for 6 months if buying in September.

## Appendix Two

### Subsistence Allowances from 1/2/17

Maximum amounts

LUNCH	Either	£5	Where the duration of the total travel in that day is <u>5</u> hours or more.
	or	£10	Where the duration of the total travel in that day is <u>10</u> hours or more
DINNER		£15	Where the duration of the total travel in that day is <u>15</u> hours or more and is ongoing at 8pm. This will only apply where an employee is required to stay away overnight, provided the cost of any meals is not also included in the accommodation payment.

**Qualifying travel** – The travel must be in the performance of duties or to a temporary workplace, on a journey that is not substantially ordinary commuting,

The employee should be absent from the normal workplace for a continuous period in excess of five, ten or fifteen hours.

The employee should have incurred a cost on a meal (food and drink) after starting the journey.

**Alcohol** – Expenditure for alcohol included with the subsistence claims **will not** be reimbursed.

Version Number	Creation Date	Changes Made	Changes Made By:	Authorised And Checked?	Date of Changes
2.1	Mar 22	Change to 6.2.1 – increased to 74 hours per year.  Form in Appendix one removed	A Felton	Y	Mar 22
2.0	Oct 21	Policy re-written	A Felton	Y	Oct 21
1.2	Jan 11	Updated Disability Confidential Logo	HR Team	Y	Dec 16
1.1	Jan 11	Re-branded to City	HR Team	Y	Sep 12
1.0	Jan 11	-	HR Team	Y	26/1/11

