

Secondee Allowances Policy

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Seconded Allowances Policy

POLICY PURPOSE AND APPLICABILITY

This policy outlines applicable allowances to all secondees to Wheatley Solutions.

This policy applies in respect of all secondees to Wheatley Solutions.

Wheatley Solutions recognised that secondees should receive additional financial recognition when they carry out the more onerous duties of a higher graded position for a significant period of time. Secondees 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 Wheatley Solutions.

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SECTION A - FIRST AID ALLOWANCE

Secondees 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 secondees who have, as a condition of their secondment, the need to hold such a certificate or have a basic awareness of first aid.

SECTION B - PERSONAL EXPENSES WHILE ON WHEATLEY SOLUTIONS BUSINESS

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

The rate for an absence overnight from the usual place of residence shall not exceed £82.53. However, where the secondee 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).

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The following restrictions apply:

- where train-sleeping accommodation is provided, the allowance payable for the night shall be reduced by one third;
- the amount payable shall be reduced by an appropriate sum in respect of any meal
- provided free of charge for a secondee, but paid for by Wheatley Solutions, 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 a secondee 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 out-with 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.

SECTION C - SUBSISTENCE ALLOWANCES

Subsistence allowances will be payable to secondees 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 secondee 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.

Secondees 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 secondees conducting duties at their normal secondment location but out-with 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.

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Meal Allowances	Breakfast	£5.08
	Lunch	£6.99
	Tea	£2.25
	Evening Meal	£8.70

Note: Seconded employees who are in any Wheatley Group premises are not eligible for these allowances.

Seconded 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.

Seconded 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.

SECTION D - 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 a seconded 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.

SECTION E - TRAVELLING FACILITIES

Travelling facilities shall be provided for seconded employees on Wheatley Solutions 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 portage of luggage and on sleeping accommodation engaged by the seconded employee for an overnight journey (subject to reduction by one third of any subsistence allowance payable for that night).

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Alternatively, a secondee to whom the first class rate of travel applies may travel by private car rather than by public transport and may (at the secondee'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.

A secondee 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.

Secondedees 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 Wheatley Group.

SECTION F - RESPONSIBILITY PAYMENT ALLOWANCES

If a secondee 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), Wheatley Solutions shall grant an additional allowance. This will take effect after 1 week for 4 weekly paid secondees.

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

Secondedees 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 secondee is undertaking 100% of the duties of the higher graded role, the amount of the allowance payable to the secondee shall be the difference between the secondee's actual remuneration and lowest spinal column point of the higher graded position. Where the secondee 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 secondee would secure if he/she received promotion to the higher graded role.

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

- the extent of the additional duties and responsibilities;

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

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

Seconded will continue to receive such allowances while on annual leave unless the higher graded role-holder returns or the duties are undertaken by another seconded. Authorised overtime worked by secondees undertaking 100% of the duties and responsibilities of the higher graded role shall be calculated using the allowance.

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

A seconded 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 a seconded temporarily undertaking the duties of a higher graded role.

SECTION G - CAR, MOTOR CYCLE AND CYCLE ALLOWANCES

Car Allowances

Seconded authorised by Wheatley Solutions to use their own car for official business shall receive the following allowances.

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
Out-with City	16 pence
Home (Excess travel claimants only)	16 pence

Seconded authorised by Wheatley Solutions to use their own car for official business, that are required to travel to carry out work on behalf of any Group company and have to travel out-with the Glasgow boundary will be paid 45p per mile

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for the entire journey. For business carried out on behalf of any Group company within the Glasgow City Council boundary only, normal mileage allowances will apply, as outlined above.

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

Claims, once authorised by a line manager, should be submitted on the official forms to Payroll and allowances are paid as per the employee's usual pay cycle (i.e. 4 weekly or monthly).

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.

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

Motor Cycle Allowances

Seconded who have been properly authorised, in advance, to use a motor cycle when travelling on Wheatley Solutions 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 as per the employee's usual pay cycle (i.e. 4 weekly or monthly) 4 weekly. Details regarding the entitlement to claim mileage allowance are provided on the reverse of the form.

Cycle Allowance

Seconded 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 the City boundary and claims, once authorised by a line manager, should be submitted on the official forms to Payroll and allowances are paid as per the employee's usual pay cycle (i.e. 4 weekly or monthly).

Seconded 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.

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

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It is for a secondee'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.

Driving Licence and Insurance Checks

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

It is the employee's responsibility to ensure that current insurance and driving licence details are given to the Payroll team, without which mileage claims cannot be processed. Regular checks will be made of driving licences and Motor Insurance Certificates of appropriate secondees within their locality. In respect of new appointments, the checks will be carried out at interview.

SECTION H - RE-SETTLEMENT ALLOWANCES

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

The secondee's manager must consider that the secondee is compelled to move house as a direct result of being seconded to Wheatley Solutions. The manager, prior to any claim being submitted, will confirm this in writing.

Secondees must sign an undertaking to remain on secondment to Wheatley Solutions for a period of 2 years from the date of commencement of the secondment or repay the amount in full.

Secondees 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 a secondment. Claims out-with this time period will be considered by the manager and the Employee Relations Leader in exceptional circumstances only.

Any payment made to the secondee'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 Wheatley Solutions.

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:

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Removal Allowance

Seconded 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 seconded may, however, select an alternative contractor and pay the difference in cost between this and the lowest tender. In the case of a seconded moving from overseas the quotations and allowances payable shall be from the nearest point of entry to Glasgow, from the departure point, into the UK.

Legal Fees - buying and selling or breaking of tenancy agreements

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

Breaking of Tenancy Agreement

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

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.

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).

Lodging Allowance

Payable as a measure of temporary assistance to a seconded 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 seconded signing an undertaking that they are not receiving any rental income on their former property and are actively trying to sell that property Wheatley Solutions shall grant the following:

For the first 8 weeks:

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- 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 secondee's manager.

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.

SECTION I - EXCESS TRAVELLING EXPENSES

As of November 2015 staff that are seconded to Wheatley Solutions from a Group subsidiary as a result of re-organisation or other similar circumstances beyond their control will be entitled to the relevant expenses as set out in their employing subsidiary's policy.

Existing secondees to Wheatley Solutions, whose place of secondment is subsequently changed as a result of re-organisation of Wheatley Solutions or a department within Wheatley Solutions, or by other similar circumstances beyond their control shall be paid Excess travelling expenses in accordance with this policy.

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

Where it is agreed that an existing secondee 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 secondee is an authorised car user or where public transport is not available, car mileage allowance in respect of the additional mileage involved in changing the place of secondment. The amount of mileage will be based on the mileage rates as detailed in Section G above.

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The allowance payable to a secondee 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 secondment and from home to the old place of secondment 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 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 existing secondee is compulsorily transferred to a new location 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 secondee voluntarily moves home nearer the place of new secondment 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 secondment an increase in excess travelling expenses will not be paid.

Where a secondee 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 secondment or fares being increased.
