

Allowance Policy



SWINDON
BOROUGH COUNCIL

Introduction

The implementation of the Pay and Reward in 2023, 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.

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.

Who does it apply to?

This policy applies to all Swindon Borough Council employees including who have been transferred to the Council under TUPE regulations.

This policy applies to all Swindon Borough Council employees including employees who have transferred to the Council under TUPE regulations with the exception of:

- Those employed within schools that have delegated powers.
- Those employed under teachers' terms and conditions.
- Casual workers, agency workers or other workers who supply services to the Council, such as freelancers or contractors

Allowances

Motorbike Allowance	Staff using their own motorbike for work purposes can claim mileage. For staff that use a bicycle whilst carryout Official work duties can receive a bicycle allowance.
Overtime	Overtime will only be paid for hours worked in excess of 37 hours per week and when authorised by the line manager. Overtime is paid Monday to Sunday at time and one third of your hourly rate of basic pay.
Bank Holiday Pay	Public and extra statutory holidays is double hourly rate of your basic pay.
Unsocial Allowance	<p>Unsocial hours allowance will be paid with a 30% of basic pay as standard for hours worked while awake between 22:00 (10 pm) and 06:00 (6 am).</p> <p>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 pensionable.</p>
Stand by Allowance	<p>An employee contractually required to be available on standby will receive a stand-by allowance of £2.09 per hour, equivalent to a maximum of £50.16 per day. With a Maximum frequency of weekends to be one in three.</p> <p>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.</p>

<p>Accommodation Allowance</p>	<p><u>Sheltered Housing – Staff Employed before 1 July 2010</u></p> <p>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</p> <p><u>Sheltered Housing – Staff Employed From 1 July 2010</u></p> <p>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.</p> <p><u>Residential Neighbourhood Wardens– Staff Employed Before 1 July 2010</u></p> <p>Protection on 100% accommodation and service charge will apply whilst remain in their existing post.</p> <p><u>Non resident Neighbourhood Wardens – Staff Employed Before 1 July 2010</u></p> <p>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.</p> <p><u>Non resident Neighbourhood Wardens – Staff Employed From 1 July 2010</u></p> <p>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.</p> <p><u>Residential Caretaker (DMJ) – Staff Employed Before 1 July 2010</u></p> <p>Protect existing allowances at 80% rate.</p>
<p>First-Aid Allowance</p>	<p>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 is £200 per annum paid monthly in salary.</p>

	To receive this allowance HR will require a copy of the First Aid Certificate together with authorisation from Finance (an e-mail confirmation is sufficient).
Relocation Allowance	<p>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.</p> <p>The scheme includes:</p> <p>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.</p> <ul style="list-style-type: none"> • 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 <p>For further information please refer to Relocation Policy</p>
Dependents Care Allowance	<p>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.</p> <p>Please refer to Dependents Care Allowance Guidance on the Council's intranet.</p>
Night Working	Time spent while asleep on a night will be remunerated at the National Living Wage.
Tool Allowances	Staff who are eligible to receive a tool allowance will receive a monthly allowance. The monthly pay will be determined by the trade the employee undertakes.

Data Protection

The Council processes personal data collected for (insert details) in accordance with the Council's Privacy Notice Policy (for employees) and the Council's Retention & Disposal Policy which are available on the intranet. In particular, this personal data is held securely and accessed by, and disclosed to, individuals only for the purposes of (insert details). Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Council's incident reporting and management process immediately. It may also constitute a disciplinary offence, which will be managed under the Council's Disciplinary Policy.

Equality

An Equality Impact Assessment (EQIA) has been undertaken in relation to this policy in order to identify opportunities to promote and mitigate any negative or adverse impacts on particular groups. No adverse impacts were identified for any protected characteristic group.

Useful Links and Supporting Information

Related Guidance, Policies and Statement	Relocation Policy Dependants care Allowance
Related forms	Forms can be found here HR Forms & Templates (sharepoint.com) Expenses (Relocation) Relocation Expenses Claim Form (RE 2).doc (sharepoint.com) Dependants care allowance form Dependants Care Allowance Claim Form.doc (sharepoint.com)

Where to find out more

- Please ensure you have read the information available on the HR Intranet
- If you have any questions, in the first instance please contact your manager, or your manager's manager if necessary. Trade Union members can also contact their Branch
- Should you still need to contact HR please complete a Contact HR Form which can be found on the HR Intranet

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