



Llanon Community Council
Employee's Expenses
Policy & Procedure

Adopted: 24th November 2021

Reviewed: 21st June 2023

Review Date: May 2026

Employees Expenses Policy & Procedure

It is the policy of Llannon Community Council to reimburse its employees for expenses incurred in performing the duties required by the council, such as travelling on council business, and attending training or meetings on behalf of the council, provided the expenditure has been authorised, receipted and certified in accordance with this policy. All expense claims must be submitted using the Expenses Claim Form and accompanied by receipts.

Budget Making

Councils are required to produce an annual budget from which it can determine the level of the precept that will be collected on its behalf from council taxpayers by the principal council. Llannon Community Council should therefore consider the amount to be included in the budget for employee allowances as part of this process.

Authorised Duties

Expenses claims will be considered for the following activities:

- Travelling and associated travel expenses on journeys for Llannon Community Council business.
- Travel to and from training sessions held by approved organisations.

Method of Travel

Employees should travel by the most cost-effective mode of transport considering journey time and the nature of the journey as well as monetary cost. Our environment must be considered when making allowance decisions. Public transport will be preferred where practical and cost effective.

- All rail travel shall be by the cheapest standard class fare available.
- Taxis shall only be used when essential.
- Travel by car will be reimbursed at current National Joint Council rates and reasonable parking will be paid.

Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motorcycles.
- 20p per mile for bicycles.

Where an employee uses their own vehicle, they should ensure that the vehicle is in good working order, has an up-to-date MOT, is fully insured for business use and is taxed. Evidence of this must be submitted to the line manager and will be held on the staff member's personnel file.

Subsistence Allowance

If Llannon Community Council resolves that an authorised duty requires an overnight stay, reimbursement of subsistence expenses will be paid at the maximum rates set out below. Receipts must be submitted with claims

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight. Personal incidental expenses cannot be claimed.

Essential Vehicle User Allowance

Any member of staff that is required to use their own vehicle that has been determined as an “Essential Vehicle User” is entitled to an annual allowance of £1170. This will be paid over twelve, monthly instalments at £97.50 per month.

Mobile Telephone Allowance

Llannon Community Council accepts it does not have any mobile phones available to staff. As such, an allowance of £20 per month will be paid to staff who use their personal phones for council business. In addition, the cost of any calls over and above the staff members usage plan will be reimbursed on production of the itemised bill, highlighting the chargeable calls.

Alarm Call Out Fee

Llannon Community Council accepts that staff may be contacted out of hours to deal with incidents regarding the hall alarm. Out of hours are 9pm to 8am (Mon – Fri). All day Saturday, Sunday and Bank Holidays. In these instances, a call-out fee of £30 will be payable in addition to overtime paid at single time.

Professional Subscriptions

If agreed by Llannon Community Council in advance, employees may claim back the cost of the annual subscription for professional bodies whose activities are directly relevant to the employee’s duties. In the case of the Clerk and Deputy-Clerk, they must be members of the Society of Local Council Clerk’s (SLCC) and this fee will be paid directly by the council.

Eye Tests & Spectacles

Llannon Community Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). Subject to the clauses below the council will contribute to the cost of an eye test for any employees that use display screen (computer monitor) equipment for a significant part of their working day on council business.

Subject to the clause below the council will contribute £25 towards the costs of an eye test conducted by a suitably qualified optician. The council will only contribute towards the costs of an eye test once in any twelve-month period.

If an eye test reveals that spectacles are required exclusively for VDU work, the council will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. The council will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

Miscellaneous Expenses

There may be other incidental expenses incurred by employees that are not covered by these rules such as stationery, phone calls etc which would then prompt a discussion with the line manager. All cases of doubt should be referred promptly to the line manager prior to incurring the expense.

Staff Bonus Payments

Staff bonus payments exist to allow employees to be financially recompensed for significant additional work performed over and above their usual responsibilities. This can include instances where an employee has absorbed extra duties but where an acting-up allowance is not appropriate. However extra duties for a period of less than one month would not be appropriate i.e., if someone is on short term sick or annual leave.

Staff bonus payments must be single, one-off payments paid via payroll retrospectively. They should therefore be short term in nature. Employees cannot receive both a staff bonus payment and an acting up allowance.

Staff bonus payments are not payments for exceptional performance of the usual responsibilities of a post and cannot be paid on those grounds.

Staff bonus payments will be paid as a one-off lump sum retrospectively through payroll and subject to usual deductions.

Staff bonus payments must not be paid:

- For work over and above the employee's contracted hours. These should be dealt with as time off in lieu or paid in accordance with the prevailing conditions of service for such payments.
- Where an employee is asked to undertake the full duties and responsibilities of a higher graded post this should be addressed by an acting up arrangement, e.g., payment of the appropriate rate for the job for the relevant period in accordance with Llannon Community Council's Standard Term and Conditions of Employment.

Conditions:

- Where the ongoing responsibilities of a job change on a permanent or semi-permanent basis the job description should be re-written and approval of the Personnel Committee must be obtained.

- Short-term additional duties - where temporary additional duties (at a level significantly higher than that of the employee) are performed for a short period of time e.g., between one – three months and no acting up allowance is payable (e.g., not all the duties of the higher graded post are undertaken).
- Major work output – where an employee has completed an important project or produced major work output to a high standard that is significantly above and beyond the scope of their normal duties.

Amounts payable:

- Minimum – no minimum limit.
- Maximum - £500.

A maximum of one staff bonus payment may be given to one individual in any financial year 1st April – 31st March.

Approvals:

- Any staff bonus payment must be approved by the Full Council.
- It will be paid retrospectively.

Payment Processing

The responsibility rests with the Clerk to authorise payments for all staff members other than herself. The Clerk's expenses will be authorised by the Chair. Once authorised the Clerk is responsible for the processing of payments.

All staff must complete the Expenses Claim Form and forward to the Clerk/Chair with receipts as necessary.

Payments will only be processed after a claim has been submitted and duly authorised.

Payments will be processed in one lump sum through the **following** month's payroll and will be paid directly into the staff member's bank account. (Last working day of the month).

Abuse of this Policy

Any abuse in the application of this policy by employees will be dealt with in accordance with Llannon Community Council's disciplinary policy and may possibly result in disciplinary action being taken, up to and including dismissal. Deliberate falsification of a claim or the evidence needed to make a claim by employees will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.