

## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

5 September 2012

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### Subsistence Policy – Accommodation and Meal Allowances

#### Purpose of Report

1. To present an amended and updated subsistence policy, which outlines subsistence rates and procedures for booking overnight accommodation.
2. This policy applies to all Wiltshire Council employees (with the exception of teaching staff in locally managed schools).

#### Background

3. There are a number of allowances that have historically been determined locally. Finance has been responsible for reviewing these allowances annually using RPI to determine increases, however there have been no increases since 2009.
4. A number of queries have been received from staff about the level of allowances being out of date. In addition a review of HR policies has identified anomalies in some of the allowances paid, with different allowance being paid to NJC and JNC staff.
5. Wiltshire Council have recently contracted Howard Travel as a preferred supplier for booking air travel and hotel accommodation. All hotel bookings should now go through this procurement route. Therefore accommodation rates have been removed
6. Subsistence allowances may only be claimed when working an extended day away from the normal place of work
7. Following benchmarking with other local authorities, and with CLT agreement, a single set of rates have been proposed which are applicable to all staff:

	Breakfast	Evening Meal	Out of pocket expenses
Current rates (set in 2009)	£6.10	£10.55	£5.00
<b>New Rates</b>	<b>£6.50</b>	<b>£12.50</b>	<b>£5.00</b>

8. The tea allowance has been removed in line with most other local authorities.
9. The removal of different allowances for chief officers (and service directors) is in line with the corporate approach of have a single set of allowances for all staff.
10. Following consultation a number of FAQ's have been added to the policy to ensure consistent application.

### **Consultation**

11. The unions have agreed the updated policy through JCC.

### **Environmental Impact of the Proposal**

12. None

### **Equalities Impact of the Proposal**

13. No negative impacts have been identified.

### **Financial Implications**

14. Whilst the remaining allowances have slightly increased the removal of the chief officer allowances will reduce overall costs.
15. A review of the new arrangements (including the Howard Travel contract) will be undertaken after 6 months to ensure cost effectiveness.

### **Recommendation**

16. That Staffing Policy Committee approve this updated policy and procedure.

**Barry Pirie**  
**Service Director**  
**HR & OD**

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**The following unpublished documents have been relied on in the preparation of this report:** None