

# AGENDA

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**Meeting:** STAFFING POLICY COMMITTEE  
**Place:** Orkney Room, 2nd Floor, County Hall East Wing, Trowbridge  
**Date:** Wednesday 5 September 2012  
**Time:** 10.30 am

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Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## Membership:

Cllr Allison Bucknell  
Cllr Rod Eaton  
Cllr Mike Hewitt  
Cllr Jon Hubbard  
Cllr David Jenkins

Cllr Francis Morland  
Cllr John Noeken  
Cllr Jane Scott OBE  
Cllr John Smale

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## Substitutes:

Cllr Rosemary Brown  
Cllr Chris Caswill  
Cllr Ernie Clark  
Cllr Mary Douglas  
Cllr George Jeans

Cllr Bill Moss  
Cllr Christopher Newbury  
Cllr Mark Packard  
Cllr Jonathon Seed

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## **PART I**

### **Items to be considered while the meeting is open to the public**

1 **Apologies for absence**

2 **Minutes of Previous Meeting** *(Pages 1 - 4)*

To confirm the minutes of the meeting held on 4 July 2012. (Copy attached)

3 **Declarations of Interest**

To receive any declarations of non-pecuniary or pecuniary interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

5 **Public Participation**

The Council welcomes contributions from members of the public.

#### Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

#### Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of the agenda no later than 5pm on **Wednesday 29 August 2012**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Time Off for Civic Public Duties** *(Pages 5 - 16)*

A report by the Service Director HR & OD is attached.

7 **Subsistence Policy - Accommodation and Meal Allowances** *(Pages 17 - 24)*

A report by the Service Director HR & OD is attached.

8 **Travel and Mileage Allowances Policy** *(Pages 25 - 38)*

A report by the Service Director HR & OD is attached.

9 **Quarterly Workforce Measures - Delivering the Business Plan - Quarter ended 30 June 2012** *(Pages 39 - 44)*

A report by the Service Director HR & OD is attached.

10 **Urgent Items**

Any other items of business which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

**PART II**

**Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**

**None**

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## **STAFFING POLICY COMMITTEE**

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### **DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 4 JULY 2012 AT COUNCIL CHAMBER, COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.**

#### **Present:**

Cllr Allison Bucknell (Chairman), Cllr Mike Hewitt (Vice Chairman), Cllr Jon Hubbard, Cllr David Jenkins, Cllr Francis Morland, Cllr Bill Moss (Substitute), Cllr John Noeken and Cllr Jonathon Seed (Substitute)

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#### **46 Membership**

The Committee noted the membership of the Committee as appointed by Council at its annual meeting on 15 May 2012.

#### **47 Apologies for absence**

Apologies for absence were received from Cllr Rod Eaton, Cllr Jane Scott (who was substituted by Cllr Jonathon Seed) and Cllr John Smale (who was substituted by Cllr Bill Moss).

#### **48 Minutes of Previous Meeting**

##### **Resolved:**

**To confirm and sign as a correct record the minutes of the Committee meeting held on 9 May 2012.**

#### **49 Declarations of Interest**

There were no declarations of interest.

#### **50 Chairman's Announcements**

The Chairman reported the publication of an article by Barry Pirie in the Municipal Journal on 28 June 2012 entitled *Delivering transformation with our*

*staff* in which he set out some of the challenges and changes facing Wiltshire Council since its conception in 2009.

Barry Pirie was congratulated on the publication of this excellent article which would be circulated by email to all Members and Substitute Members of this Committee.

51 **Public Participation**

There were no members of the public present or councillors' questions.

52 **Appointment of Sub-Committees**

**Resolved:**

**To appoint members to serve on the sub-committees of this Committee for the ensuing year as set out below:-**

- (a) **Senior Officers Employment Sub-Committee**  
Cllr Mike Hewitt, Cllr Jon Hubbard & Cllr John Noeken.  
(Substitute Members: Cllr Rod Eaton, Cllr David Jenkins, Cllr Bill Moss & Cllr Jane Scott.)
- (b) **Appeals Sub-Committee**  
Cllr Rod Eaton, Cllr David Jenkins & Cllr John Noeken.  
(Substitute Members: Cllr Allison Bucknell, Cllr Mike Hewitt, Cllr Jon Hubbard & Cllr John Smale.)
- (c) **Grievance Appeals Sub-Committee**  
Cllr Allison Bucknell, Cllr Mike Hewitt & Cllr Francis Morland.  
(Substitute Members: Cllr Ernie Clark, Cllr Rod Eaton, Cllr George Jeans, Cllr Bill Moss, Cllr Christopher Newbury & Cllr Jonathon Seed.)

53 **Personal Use of Social Media Policy**

Consideration was given to a report by the Service Director HR & OD which presented a newly developed Personal Use of Social Media Policy for review and agreement.

It was explained that full consultation had been carried out regarding this policy in order to ensure that an appropriate and "fit for purpose" policy was developed for Wiltshire.

The Committee noted that throughout the development process the Communications Team had been fully involved and it was planned to roll out this policy alongside the launch of access to additional websites for all staff.

During discussion Members warmly welcomed the development of this policy and noted that similar guidance was being developed for Members of the Council.

**Resolved:**

**To approve the Personal Use of Social Media Policy.**

54 **Green Car Salary Sacrifice Scheme**

On considering a report by the Service Director HR & OD,

**Resolved:**

**To note that:-**

- (a) a re-launch of the scheme will take place in the autumn to all employees (subject to eligibility criteria) with the aim of increasing take-up rates
- (b) the pensions team will review the Wiltshire Pension fund in 2013 to determine whether a top-up in the shortfall in contributions due to the impact of the green car scheme is required.

55 **Date of Next Meeting**

**Resolved:**

**To note that the next meeting was scheduled to be held on Wednesday 5 September 2012, starting at 10.30am, to be held in the Orkney Room, 2nd Floor, County Hall East Wing, Trowbridge .**

56 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 - 11.30 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115





## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

5 September 2012

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#### Time Off for Civic Public Duties

##### Purpose of Report

1. To present a new Time Off for Civic Public duties policy and procedure.

##### Background

2. This policy brings together into one document existing council policies relating to time off to undertake civic duties.
3. It also formalises the approach to other public duties that to date the Council has not had any formal policy on and which are covered by the Employment Rights Act 1996 (ERA).
4. Civic duties included in the policy that are covered by the ERA are:
  - Magistrates
  - School Governors
  - Local Councillor (including town and parish councillors)
5. Other civic duties included in the policy but are not covered by the ERA are:
  - Members of the Reserve Forces
  - The Special Constabulary
  - Jury Service
6. Certain public duties covered by the Employment Rights Act (school governors, local councillors) have been included for the first time to ensure we meet our legal obligations to provide reasonable time off.
7. Different practices have been followed for magistrates leave with some taking paid leave and others unpaid. This policy outlines a right for employees to receive paid leave for the basic number of sessions magistrates are expected to sit each year. Any additional sessions must be taken as annual leave or unpaid leave.
8. Members of the Reserve Forces have been allowed time off to attend annual training camp but now information on the mobilisation of employees who are called up for active service is provided, together with separate managers guidance.
9. There is a legal duty to allow employees time off for jury service.

10. The provision for unpaid leave for the Employer Supported policing programme is a police initiative to support partnership working.
11. Following consultation we have included FAQs to cover common queries.
12. HR is reviewing how we record, via SAP, both paid and unpaid leave under this policy.

### **Consultation**

13. The unions have agreed the policy through JCC.

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

14. None

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

15. No negative impacts have been identified.

### **Financial Implications**

16. No additional financial impact for services except the need to cover operational requirements during periods of paid/unpaid leave.

### **Recommendation**

17. That Staffing Policy Committee approve this policy and procedure.

**Barry Pirie  
Service Director  
HR & OD**

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Report Author: Margaret Roots, Human Resources Policy & Reward team

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

## Wiltshire Council Human Resources

### Time Off for Civic Public Duties

This policy can be made available in other languages and formats such as large print and audio on [request](#).

#### What is it?

The policy applies to employees who undertake certain civic public duties. It names the relevant organisations, the time allowed from work to perform these civic duties and whether the time is paid or unpaid. There is no right to paid time off for undertaking public duties; it is at the discretion of the Council.

Some of these public duties are covered by the Employment Rights Act 1996 (ERA) which entitles employees to reasonable time off to perform them - although the time does not have to be paid. Reasonableness is determined by considering how much time off you require to perform the duties; how much time you have already taken for the duties; and the circumstances of your service area and the effect that your absence will have on its operation.

#### Go straight to the section

- [Who does it apply to?](#)
- [When does it apply?](#)
- [When does it not apply?](#)
- [Magistrates](#)
- [School governors](#)
- [Local Councillor](#)
- [Members of the reserve forces](#)
- [Jurors](#)
- [Employer supported policing \(special constables\)](#)
- [Part-time staff](#)
- [Flexible working](#)
- [Travel & Subsistence](#)
- [Maximum entitlements](#)
- [Employee responsibilities](#)
- [Managers responsibilities](#)
- [FAQs](#)

#### Who does it apply to?

This policy applies to all Wiltshire Council employees (with the exception of teaching and non-teaching staff employed in locally managed schools).

### **When does it apply?**

It applies if you hold one or more of the civic public duty roles included in the policy.

The civic public duties covered by the ERA and detailed in this policy are:

- Magistrates
- School governor (member of the managing or governing body of an educational establishment).
- Local Councillor

In addition the policy contains information on time off for performing other civic duties that are not covered by the ERA these are:

- Members of the Reserve Forces
- The Special Constabulary
- Jury Service

### **When does it not apply?**

This policy does not apply to:

- other volunteering activities or work performed for other voluntary organisations – this is covered in guidance for [Volunteers](#).
- Time off to assist at elections – this is covered in the [Time off for elections policy](#).
- employees who have additional employment which is covered by the [Code of conduct policy](#).

### **What are the main points?**

Magistrates

1. New magistrates (from September 2012) and those that have not claimed paid leave up to that date will be entitled to take 26 half days (13 full days) paid leave each year which will cover the minimum number of sessions you are required to sit each year. Any further leave to perform these duties will need to be on an unpaid, annual leave or flexitime basis.
2. The entitlement for existing magistrates will remain in place.
3. You must discuss with your manager the impact being a magistrate will have on your employment before undertaking this civic duty and how the effect on your job and department can be minimised.

4. Attendance at a court session must be approved by your manager beforehand.

#### School Governors

5. Although many school governors meetings take place outside of normal working hours it is recognised that there are occasions when governors are required for meetings during the working day e.g. to attend panels, interviews etc.
6. To assist employees who are school governors to perform these duties the council will allow 3 full days/6 half days paid leave per year. Further reasonable time off requests to perform these duties can be considered by your manager on an unpaid leave basis.
7. Attendance at a Governors' meeting during work time needs your manager's approval beforehand.

#### Local Councillor

8. Employees elected as local councillors, including town and parish councillors, will be entitled to 3 full days/6 half days paid leave per year to perform these duties.
9. Managers will be expected to support up to an additional 10 days unpaid leave where required to undertake these duties.
10. All requests for leave to undertake these duties must be approved by your manager beforehand.
11. If you work in a politically restricted post for Wiltshire Council you cannot be a councillor for Wiltshire or another council. You are prohibited from both under the [Politically restricted posts policy and procedure](#).

#### Reserve forces

12. If you are a volunteer reservist with the UK's armed forces you should make your manager aware of this commitment and that it could mean you requesting time off from work to perform these duties. The Reserve forces consist of:
  - The Territorial Army
  - The Royal Naval Reserve and the Royal Marines Reserve
  - The Reserve Air forces including the RAF Reserves and Royal Auxillary Air Force.

13. You are entitled to additional paid leave of up to two weeks to attend camp each year. Any further leave beyond 2 weeks will need to be taken as part of your annual leave entitlement.
14. Any other training should be arranged to take place in your own time or as part of your annual leave entitlement. Alternatively, your manager may grant unpaid leave of up to one week.
15. To request time off for training or to attend camp you should give your manager as much advance notice as possible in order to avoid operational difficulties.
16. You need to submit an [absence leave form](#) with the relevant paperwork from the Ministry of Defence (MoD) to your manager to be passed on to Business Services – HR & Payroll administrative team.
17. Your manager has the discretion to refuse a request for leave, whether paid or unpaid, if your absence will present business difficulties.
18. If you are mobilised (being called up for active service) there are certain legal obligations that your manager and the Council must comply with which are explained in the toolkit under Managers Guidance on the Mobilisation of Reserve Forces ([link](#)).
19. If you are mobilised as a member of the Reserve Forces there is no requirement for the council to pay your salary whilst you are on military operations.
20. On your return from active service the council has a legal obligation to re-employ you in your original role or a similar role with the same terms and conditions of service.

#### Jurors

21. If you are called to do jury service your manager must allow you time off for this. You will need to show your manager the confirmation of jury service letter received from the court prior to going on jury absence.
22. You will receive from the court a 'certificate of loss of earnings form' to pass to the HR & Payroll administration section for completion. Payroll will return the completed form to you to take to the court on your first day of jury service. At the end of your jury service the court will pay you for your loss of earnings and expenses and will give you a statement which contains this information. This statement must be sent to the HR & Payroll administrative team.

23. You will receive your normal pay but any money obtained from the courts to cover your loss of earnings will be deducted from your salary by HR & Payroll administration. It is your responsibility to claim for any allowances that you are entitled to in order to mitigate costs incurred by the Council.
24. During periods where your attendance is not required and it is practicable you should return to work. If this is not possible you should discuss the situation with your manager.

#### Employer Supported Police programme - Special Constables

25. If you are selected to be a special constable you will be entitled to 3 days unpaid leave per annum from your council employment. ([link to form](#))
26. An unpaid leave form needs to be completed and approved by your manager before you need to take the time.

#### Part Time staff and other working patterns

27. All entitlements for part time staff will be on a pro-rata basis.
28. If you work a variable-hours contract or an annualised hours contract you will be entitled to the equivalent amount of leave as detailed in the policy which needs to be discussed and agreed with your manager beforehand.

#### Flexible working

29. Your manager can consider flexible work arrangements such as hot desking and home working to facilitate you in attending meetings or performing duties associated with your civic function. Alongside, the entitlement stated for each civic duty your manager can give consideration to allowing you to make up time at a later date or alter shifts if you request this.

#### Travel & subsistence allowances

30. Wiltshire council will not pay for any travel or subsistence expenses associated with performing these civic duties.

#### Maximum Entitlement

31. If you perform more than one of the civic duties listed above you are entitled to the stated paid leave for each individual civic duty up to a maximum combined sum of 16 days paid leave each year (pro-rata entitlement for part-time staff). Further leave for you to perform these

duties will have to be on an unpaid leave, annual leave or flexitime basis. All leave is subject to the approval of your manager beforehand.

## **Roles and responsibilities**

### Employee responsibilities

32. If you want to apply for one of these civic public roles and it is likely that the duties will require you to take time off from work you will need to discuss the impact on your employment with your manager beforehand.
33. Any request for time off needs to be approved by your manager before the event and any required paper work completed. Your manager can refuse your request if it is unreasonable. The only exception to this is if you are mobilised as a member of the Reserve forces for which there is separate guidance ([link](#)) or summoned to do jury service.
34. You need to be able to show your manager written confirmation that you have been appointed to undertake one of the mentioned civic duties and when necessary provide confirmation of the dates you are required to perform your duties.

### Line manager responsibilities

35. Discuss with any of your employees undertaking a civic public role the potential impact this may have on the business and look at possible ways to overcome these issues.
36. Make sure your employees are aware they need to give you plenty of advance notice for time off to perform these civic public roles so that you can make sure there is adequate business cover.
37. Give fair and consistent consideration to requests for time off to perform these civic public duties in line with the [Equality and Diversity policy and procedure](#). A request can be refused for operational grounds but you will need to explain to your employee the circumstances that prevent you from approving the leave. However, requests for jury service and mobilisation of reserve forces personnel cannot be refused as they are covered by separate legal requirements.
38. Complete necessary paper work and inform HR & Payroll administration. [Record absence on SAP \(check\)](#).
39. Maintain records of time off granted and the reasons for any requests that you may refuse.



## HR responsibilities

40. Provide advice to managers on issues raised by staff in connection with this policy.

## Frequently asked questions

41. Can I claim travel expenses to perform my role as a School Governor?

The council is not responsible for paying any expenses, including travel expenses, incurred by employees to undertake these civic public role duties.

42. I am a member of one of the Reserve Forces and also a School Governor. Does this mean I can take 16 days paid leave each year to perform these duties?

16 days is the maximum amount of paid leave allowed for civic public duties but you need to check what the policy states for each duty. Members of the Reserve Forces are allowed up to ten days paid leave each year to attend training camp and as a school governor you are allowed a maximum of three paid days per annum to perform these duties. Therefore, in your circumstances the maximum amount of paid leave that you can request each year would be 13 days, not 16 days.

43. I have been asked to attend court as a witness. This is nothing to do with my work but can I get paid time from work for this?

Attendance at court as a witness for a non-related work issue is not paid for. You can claim expenses from the court for loss of earnings, travelling expenses, subsistence and child care. There are limits set by the government to the amounts you can claim.

44. I am a Retained Fire Fighter, can I claim any paid leave for these duties and are there any other community roles such as members of the St. John's Ambulance service, which could fall within the remit of this policy?

Only the roles specified in this policy are entitled to the leave stated under each relevant heading. The role of Retained Fire Fighter is viewed as 'additional employment' as you receive payment for this work from the Fire Service. You will not, therefore, receive paid leave from the council to perform these duties but you need to be aware of, and comply with, the 'other commitments' section in the [code of conduct policy](#). There is no paid leave for other community/voluntary roles but managers do have the discretion and flexibility to give consideration to requests for unpaid leave which is detailed in the [annual leave and bank holiday entitlement policy](#).

45. I have already used my 2 weeks paid leave entitlement to attend Territorial Army camp but I am required to attend a certain number of weekend events as part of the TA. My regular work pattern includes some weekends and my manager has refused my request for annual leave over a particular weekend because of the business needs of the service. Is this reasonable?

All leave requests are subject to prior approval from the employee's manager. Managers must consider the operational needs of the service when deciding whether they can approve the leave request or not and comply with the time limits outlined in the [Annual leave and bank holiday entitlement policy](#) if refusing a request. It may be worth having early discussions with your manager about potential requirements so they can plan ahead and give you a good indication of any likely issues.

## **Definitions**

### **Equal Opportunities**

This policy has been Equality Impact Assessed ([link to EIA for policy](#)) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Managers will make any necessary adjustments to ensure that all employees are treated fairly. For further information see the guidance on equal opportunities in ([link to equal opps guidance](#))

### **Legislation**

- Employment Rights Act 1996
- Reserve Forces (Safeguard of Employment) Act 1985
- Reserve Forces Act 1996

This policy has been reviewed by our legal team to ensure compliance with the above legislation and our statutory duties.

### **Advice and guidance**

If you require help in accessing or understanding this policy you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

See [guidance for managers – giving advice on policies](#).

### Further information

There are a number of related policies and procedures that you should be aware of including:

There is also a **toolkit** including manager guidance and supporting documents to use when following this policy and procedure.

- [Managers' guidance on mobilisation of Reserve Forces](#)

For further information please speak to your supervisor, manager, service director or contact your [HR advisor](#).

Policy author	HR Policy and Reward Team - MR
Policy implemented	DD-MM-YYYY
Policy last updated	DD-MM-YYYY

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## 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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Report Author: Rebecca Williams, Human Resources Policy & Reward team

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

## Subsistence Policy – Accommodation and Meal Allowances

This policy can be made available in other languages and formats such as large print and audio on [request](#).

### What is it?

This policy provides advice and guidance on claiming accommodation and meal allowances should you be required to work an extended day, away from your normal place of work.

### Go straight to the section:

- [Who does it apply to](#)
- [Meal Allowances](#)
- [Overnight Accommodation](#)
- [Making a claim](#)
- [Supporting receipts and documents](#)
- [Authorisation of claims](#)

### Who does it apply to?

This policy applies to all employees of Wiltshire Council with the exception of teaching and non-teaching staff employed in locally managed schools.

### Meal allowances

1. These can be claimed on the following basis:

Meal	Times	Allowance
Breakfast	Where departure from the normal place of work is before 7.00am	£6.50
Evening meal	Where the return is after 8.30pm	£12.50

Effective from September 2012 (date TBC)

2. The allowances are for the maximum daily expenditure.
3. Please note that lunch and tea allowances are no longer payable.

### Overnight accommodation

4. Howard Travel are the council's preferred supplier for booking overnight accommodation and all booking must be made through this route in line with [procurement and contract rules](#).
5. Howard Travel have been instructed to secure the lowest room rate possible when making hotel reservations, keeping rates to below £100 per night wherever possible. They have access to corporate rates at many of the world's largest hotel chains and these will be applied where possible
6. To make hotel reservations:
  - Email the SAP requisitioner for your team, who will email [business@howardtravel.com](mailto:business@howardtravel.com). This will start an audit trail. Howard Travel, will then provide a quote which will allow the budget holder to approve the booking and the requisitioner to process the booking through SAP SRM. Howard Travel will require the SAP purchase order number to finalise the booking. See [The Wire](#) for full details.
  - Howard Travel will provide a confirmation voucher for each hotel reservation made. This will confirm hotel/address/telephone and fax/telex number plus details of room and rate booked and reservation references.
  - Please note that evening meals or breakfast will not be included unless requested.

### **Additional Expenses**

7. Out of pocket expenses up to £5 per day may also be paid to cover items such as newspapers, telephone calls and drinks if you are staying overnight. This is based on a payment per night away from home and is subject to a maximum of £25 per week. If you are buying items for the council, normal procurement methods should be followed and they should not be claimed under this allowance.
8. Chief Officers and Service Directors are eligible to claim an entertainment allowance of up to £24.60 per night. This allowance can be claimed if, in the capacity of their role, there is the necessity to attend a specific event or venue with a client or colleagues from other authorities, and additional expense is incurred which is not covered elsewhere in the policy.

### **Making a claim**

9. You can make a claim using [ESS on SAP](#). You should then complete the [ESS travel claim receipts form](#) and attach all associated



documentation. If you do not have access to SAP a completed form with relevant documentation must be submitted in every case for authorisation by your manager.

10. For employee without access to ESS, [Expense forms](#) can be found on HR Direct or if you do not have access to a PC your manager can provide you with an expense form.
11. Claims should be made monthly. Claims made over 3 months from the date the cost was incurred will not be processed.

### **Supporting receipts and documents**

12. All expense claims require you to provide original receipts and documentation.
13. It is your authorising managers' responsibility to check receipts and supporting documentation before authorising your claim.

### **Authorisation of claims**

14. Monthly claims submitted via SAP should be authorised within the system by the 10<sup>th</sup> of the following month to be included in that month's pay. All fields within SAP must be completed to maintain an audit trail.
15. Paper claims must be submitted by the 1<sup>st</sup> of the month.

### **Roles and responsibilities**

#### Employee responsibilities

16. Ensure all receipts and paperwork is processed with your expense claim.
17. Provide accurate records and details for all claims.

#### Line manager responsibilities

18. To thoroughly check claims - e.g. checking hotel costs are not excessive and that subsistence claims are within the allowances outlined in the policy.
19. Ensure correct receipts accompany claims.

20. Ensure appropriate paperwork is passed to the HR payroll administration team in the correct pre printed envelope.
21. Check accommodation quotes before authorisation to ensure they are cost effective.
22. Ensure claims submitted via SAP are authorised within the system by the 10<sup>th</sup> of the following month to be included in that month's pay.
23. Complete all fields within SAP to maintain an audit trail.

#### HR payroll administration responsibilities

24. Ensure receipts and documentation are correctly filed/stored to ensure that claims can be retraced if required.

#### FAQ's

25. **Who can book hotel accommodation?**  
All booking must be made by your team requisitioner via SAP.
26. **The organisers of the event I am attending have suggested that delegates stay on site at the venue - a hotel. Can I request to stay at a named hotel as the other delegates will be staying there too?**  
There may be occasions where it is beneficial to stay at the same location as other delegates. This may promote networking opportunities, but there may also be the requirement to work in groups to prepare for activities for the following day. If agreed by your corporate director Howard Travel can be authorised to make a booking at a named hotel.
27. **When can I claim breakfast allowance?**  
Breakfast can be claimed if you have had to stay away from home or have had to work an extended day, due to a training course, conference or out of county meeting or event. It would have to be away from your normal place of work, outside your normal working hours and not form part of your normal day to day job.
28. **When making a claim for an evening meal, can I claim for an alcoholic drink?**  
This allowance is to cover your meal which may include a soft or alcoholic drink. As it is intended to purchase a meal it would not be appropriate to use it solely to purchase alcoholic beverages. You will be required to provide receipts, showing a breakdown of expenditure, in order for your manager to authorise your claim.
29. **Is the money I claim back taxable?**

The HMRC outline specific amounts which can be paid tax free. If Wiltshire Council allowances are more generous you will be taxed on the additional element and this is outlined on your P11D statement which will affect your tax code the following year. For example, the breakfast allowance paid by us is £6.50. The HMRC rate is £5. You will not be taxed on the amount up to £5; however you will be taxed on the additional £1.50. This will be by the method above, not taxed at source. This is why it is essential to identify expenses correctly (e.g. if covering several days) so that you are not unduly taxed on the tax free element.

**30. What can be claimed under 'Out of Pocket' expenses?**

This allowance is **only** for additional incidental expenses when staying away from work when attending a training course or a business related event. This includes newspapers, laundry and home telephone calls. The out of pocket allowance is capped at £5 per day to a maximum of £25 per week, and receipts should be included in the claim.

**31. When can an entertainment allowance be claimed?**

This allowance may only be claimed by Chief Officers and Service Directors when they incur expenses specifically related to their role which are not covered elsewhere in the policy. This could include meeting with clients/external business associates or in networking situations, for example buying coffee/drink for an external business associate at a conference. It is not expected that it would be used for other Wiltshire Council employees. E.g. paying for team coffee/drinks or taking another staff member to lunch.

## **Definitions**

### **Equal Opportunities**

Managers will make any necessary adjustments to ensure that all employees are treated fairly. For further information see the guidance on equal opportunities in ([link to equal opps guidance](#))

### **Advice and guidance**

If you require help in understanding this policy you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

### Further information

There are a number of related policies and procedures that you should be aware of including:

- [Travel and mileage allowances](#)
- [Excess travel expenses due to relocation](#)
- [Protection of parking benefits](#)
- [Driving at work policy](#)
- [Use of private and lease vehicles policy](#)

For further information please speak to your supervisor, manager, service director or contact your [HR Case adviser](#).

Policy author	HR Policy and Reward Team – (RW)
Policy implemented	DD-MM-YYYY
Policy last updated	25-07-2012

## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

5 September 2012

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### Travel and Mileage Allowances Policy

#### Purpose of Report

1. To present an amended and updated policy to clarify what travel expenses can be claimed and the process involved.
2. This policy applies to all Wiltshire Council employees (with the exception of teaching staff in locally managed schools).

#### Background

3. Following the move to a unitary authority, it became clear that there was the need to clarify a single approach to travel expense claims. Research revealed that there were inconsistencies in the way that staff have been claiming for their travel expenses and therefore a review of the travel expenses policy and procedure was required.
4. The current travel expenses policy does not outline where business mileage can be claimed from. This has meant that some staff have been claiming business mileage from their home to their business destination, some have been claiming from home but deducting the miles which are part of their normal commute, and others are claiming solely from their work base. Therefore, there are currently differences between claims from one team to another.
5. Following review, CLT have determined a single approach, that in line with the transformation agenda (promotion of flexible working and the introduction of LYNC), the policy should be updated and amended to enable employees to claim business mileage from home, where the journey does not form part of their normal commute or go directly past their work base.
6. Clear guidelines are given on :
  - when travel expenses can be claimed ( i.e. 'on the job' as opposed to 'to the job')
  - expense rates for cars, motorbikes, bikes and green car scheme
  - examples of journeys and what can be claimed
  - how claims are made, to include deadlines and links to forms
7. The public transport rate has now been removed.

8. A number of FAQ's have been included to give answers to a variety of different scenarios to ensure clear interpretation of the policy.
9. Additional guidance is being developed to help manager apply the policy consistently and managers are being consulted on scenarios to include in this guidance.
10. The policy complies with HMRC guidance on business mileage. Employees will not be able to claim travel expenses for their normal commute to and from work but would be able to claim business mileage from home if they travel directly to a business meeting not at their normal place of work.
11. However whilst the HMRC regulations do not prevent employees claiming business mileage from home for any business journeys which go directly past their work base, or where they call into their work base only for an incidental purpose (e.g. to pick up papers), the Wiltshire Council policy requires employees to deduct their normal commute in these cases.
12. This approach has been taken to prevent employee's who live a considerable distance from their work base (including out of county), from being able to effectively have a "free commute" when travelling from home to a business meeting within the county.
13. This approach has been taken to ensure fairness and equity. It tends to be lower earners who are required to attend at their work base each day and are less likely to claim business mileage so it would be unreasonable for those staff to pay for their commute each day when higher earners are able to claim business mileage from home because they attend meetings away from their work base.

### **Consultation**

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

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

15. None

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

16. No negative impacts have been identified.

### **Financial Implications**

17. There is the potential for an increase in expenses paid for travel claims, however it is envisaged that with manager support, increased home working and use of LYNC there is a potential to reduce the amount of business

mileage across the council. Costs will be reviewed 6 months after implementation of the policy.

**Recommendation**

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

**Barry Pirie  
Service Director  
HR & OD**

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Report Author: Rebecca Williams, Human Resources Policy & Reward team

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

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## Travel and Mileage Allowances Policy

This policy can be made available in other languages and formats such as large print and audio on [request](#).

### What is it?

This policy provides advice and guidance on travel expense claims.

### Go straight to the section:

- [Who does it apply to](#)
- [When does it apply](#)
- [Main Points](#)
- [Business mileage rates](#)
- [Claiming business mileage](#)
- [Use of private and council owned vehicles](#)
- [Use of hire cars](#)
- [Car sharing](#)
- [Car parking whilst on business](#)
- [Protection of parking benefits](#)
- [Excess travel expenses due to relocation](#)
- [Public transport – rail/bus/taxis](#)
- [Public transport rate](#)
- [Interview expenses](#)
- [Making a claim](#)
- [Supporting receipts and documents](#)
- [Authorisation of claims](#)
- [Roles and Responsibilities](#)
- [FAQ's](#)

### Who does it apply to?

This is a harmonised policy and applies to all Wiltshire council employees with the exception of teaching staff employed in locally managed schools.

### When does it apply?

The guidelines apply to the following:

- Travel and mileage allowances – car, motorbike, bicycle and public transport;
- Excess travel expenses due to relocation;
- Protection of parking benefits;
- Use of council owned vehicles.

## Main points

### Business Mileage rates

1. You are entitled to claim a mileage allowance for any business miles undertaken for Wiltshire Council. The table below contains the mileage allowances payable;

	First 10,000 miles	Following 10,000 miles
<b>Car</b>	45p	25p
<b>Motorbike</b>	24p	24p
<b>Bicycle</b>	40p	40p
<b>Green Car Salary Sacrifice Scheme</b>	Please refer to the <a href="#">HRMC website</a> for current advisory fuel rates.	

Figures are based on business miles undertaken in the tax year (April to March)

2. In addition, you may be able to get tax relief for business mileage if you use your own vehicle for work. (It can be a car, van, motorcycle or cycle.) Please refer to the guidelines on [tax relief on business mileage](#), which include details of how to contact HMRC.

### Claimin business mileage

3. You can only claim business mileage for any miles undertaken 'on the job' as opposed to 'to the job'. The ordinary commute to work is not covered. [See guidance for examples.](#)
4. All employees have a work base. Your work base is classed as where you go to attend meetings, even if infrequently, for example: team meetings, training, appraisals, 1-2-1's. This applies even if you are classed as a home worker, and your work base will be designated by your manager. [See Guidance for examples.](#)
5. If your business journey starts from or goes directly past your work base, you must only claim business mileage from the work base and deduct your normal commute.
6. If you are undertaking a journey which is completely different from your normal commute to work and does not go directly past your work base you can claim business mileage, from home, for the whole journey.
7. Business mileage claims are for the shortest reasonable route. The [RAC Route planner](#), via SAP ESS, can be used to give recommended routes. Claims for excessive mileage will be not be processed without sufficient explanation.

### Use of private or council owned vehicles

8. If you are driving on behalf of the council, using either a council or privately owned vehicle, you must comply with the [driving at work policy](#).
9. If you cycle to council meetings or on council business, your bicycle should be roadworthy and you should wear appropriate high visibility clothing and a helmet. Distances should be 'reasonable' in terms of time and cost.

### Use of a pool or hire car

10. Where it is cheaper to hire a car rather than pay travel expenses for your own car your manager may instruct you to use a council [pool car](#) or a hire car.

### Car Sharing

12. Wiltshire Council encourages you to [share transport](#) when attending business meetings. The driver of the vehicle can claim an additional passenger rate of 1p per mile.

### Car parking whilst on business

13. Car parking expenses will only be refunded if you provide the relevant parking tickets. Parking penalties/fines will not be reimbursed as it is your responsibility to ensure the correct ticket price is paid. Only official parking expenses will be paid.

### Protection of parking benefits (nil detriment)

**Note:** This is a temporary arrangement pending the introduction of the new harmonised car parking policy

14. You should not be financially worse off due to a change in your parking arrangements if you move job due to:
  - the move to the unitary council; or
  - a departmental restructure.

Please refer to the [Protection of parking benefits policy](#)

### Excess travel expenses due to relocation

**Note:** This section is only applicable if you were in receipt of excess travel expense prior to 1<sup>st</sup> September 2011. Refer to the [excess travel expenses due to relocation](#) policy.

15. Excess mileage can only be claimed for 3 years from the date of the work base change.
16. Excess travel can be claimed for the difference between your home and old contracted work base, and your home and new contracted work base if it exceeds 3 miles, or more.
17. The applicable mileage rates are listed in section 1 above.

### **Public Transport**

18. **Rail travel** should be 2<sup>nd</sup> class. 1st class tickets will not be reimbursed. Please follow the council's procedure on The Wire for [ticket purchases](#).
19. **Taxis** will not be reimbursed unless there is a genuine reason for their use. E.g. Where an employee is put at risk due to early morning or late night travel following attendance of a course, where no public transport is available, or where there are accessibility issues and reasonable adjustments are required for disabled employees. This will need to be agreed in advance by your manager.
20. **Bus/coach** travel is reimbursed at cost.

### **Interview Expenses**

21. Interview travel expenses will be paid at HMRC rates where criteria are met. Please refer to the recruitment section on [HR Direct](#).

### **Making a claim for mileage expenses**

22. Claims should be made through [SAP](#). If you do not have access to SAP a completed expenses form with relevant documentation must be submitted for authorisation by your manager.
23. [Expense forms](#) can be found on HR Direct or if you do not have access to a PC your manager can provide you with one.
24. Claims should be made monthly. Claims must be made within 3 months of the travel date otherwise your claim will not be processed.

### **Supporting receipts and documents**

25. All expense claims require you to provide original receipts, parking tickets and documentation; otherwise the claim will not be processed. After submitting your expense claims on SAP, you will need to complete the [Employee Self Service \(ESS\) travel claim receipts form](#), which should be returned to your line manager for them to sign. They should then be sent to HR and payroll administration with the receipts for your expenses attached (please staple).
26. It is your authorising manager's responsibility to check off receipts and supporting documentation before authorising your claim.
27. All fuel expense claims, (hire car, Wiltshire Council owned vehicle or your own car) will only be processed if the claim is accompanied by a VAT receipt. You will need to ask for a VAT receipt when paying – this is readily available on request and includes a breakdown of VAT paid. For tax purposes, the receipt must predate the journey to support the claim.

#### **Authorisation of claims**

28. Claims submitted via SAP should be authorised in SAP by your manager by the 10<sup>th</sup> of the month in order to be included in that month's pay.
29. Paper claims must be submitted by the 1<sup>st</sup> of the month.

#### **Roles and responsibilities**

##### Employee responsibilities

30. Ensure all receipts and paperwork is processed with your expense claim.
31. Provide accurate records and details for all claims.

##### Line manager responsibilities

32. Thoroughly checking claims - e.g. checking mileage not excessive and that claims made from home do not go directly past the work base.
33. Ensuring correct receipts accompany claims.
34. Ensuring appropriate paperwork is passed to HR payroll administration.
35. Ensure claims submitted via SAP are authorised within the system by the 10<sup>th</sup> of the following month to be included in that month's pay.
36. Complete all fields within SAP to maintain an audit trail.
37. If a claim is not authorised you will need to inform the employee and let them know why so they can amend and re-submit the claim.

38. Discussing appropriate travel arrangements with staff to make best use of the working day without building up unnecessary additional hours, through travel to early or late meetings.

HR responsibilities

39. Ensure receipts and documentation are correctly filed/stored to ensure that claims can be retraced if required.

### Frequently asked questions

- 40. I now have a car from the Green Car Salary Sacrifice Scheme. What business mileage rate can I claim?**

This rate is governed by the HMRC and your car is classed as a company car. The rates are updated regularly and depend on the type of fuel your car uses and the engine size. For the current rates please refer to the [HMRC website](#).

- 41. I claim excess travel expenses as my work base was moved from County Hall to Shurnhold. If I travel from home to a meeting at a different site, can I still make a claim for excess travel?**

If you are travelling from your home to the alternative site, and you are not going past your work base (original or current) you can claim the whole journey as business mileage.

E.g. an employee lives in Trowbridge and used to work in County Hall, but now has to travel to Shurnhold. Their journey to work used to be 2 miles each way. As Melksham is 7 miles away, they can claim 5 miles excess travel each way. The same employee has a meeting in Westbury and they want to travel there directly from home. This is business mileage so they can claim expenses for the whole journey. If however a journey had passed Shurnhold, business mileage could only be claimed from Shurnhold to the destination. You would only claim excess mileage for the commute from County Hall to Shurnhold as normal.

- 42. I sometimes work from home and go to meetings from there. Where do I claim business mileage from, my home or work base?**

If your meeting involves a journey which is completely different from your normal commute to work, you can claim business mileage from home and back again.

If you are returning to your office base after the meeting, you can claim for the return journey. However, if your journey back to your work base means you pass within 1 mile of your home address and/or forms part of your normal commute you should deduct that part of the journey from your claim.

- 43. I overstayed in a car park because my work meeting went on longer than expected. Will the council pay for my parking fine?**

No, this policy only covers legal parking charges. The council will not pick up the cost for penalty notices occurred for illegal parking.

**44. I was entitled to free parking at my previous work base but now my job has moved I walk to work – can I still claim for the parking I would pay if I brought my car to work?**

No, this policy is on the basis on “nil detriment”. This means that you should not be financially worse off as a result of your move. If you are not suffering any financial loss by walking to work then you are not entitled to claim anything.

**45. What are the tax implications for business mileage?**

Inland Revenue rates for cars and motorbike are subject to tax, however the bicycle rate is not an Inland Revenue rate and is therefore non taxable.

**46. Will excess mileage due to moving to Shurnhold be taxed? I thought that mileage paid due to temporary moves is not taxable.**

Yes - you will pay tax and NI on any excess mileage claimed. The HMRC has a very complicated definition of what can (and cannot) be called a "temporary" workplace. We have looked into this very carefully and unfortunately the Shurnhold move does not fall under this definition and therefore this mileage is not tax-exempt.

**47. Can I claim for excess mileage if I cycle to work?**

Yes - please make sure you clearly mark on the claim form that you are using a bicycle so that the appropriate rate can be paid.

**48. Due to my disability I do not drive but have a support worker who drives my vehicle. Does this policy apply to me?**

Yes this policy is applicable; however you will be responsible for ensuring your driver holds a current driving licence and is insured to drive your car.

**49. I have to attend regular training sessions as part of my role. Sometimes I need to go to a different hub for the training, as I am unable to attend the sessions available at my normal work base. Am I able to claim travel expenses?**

Where possible, for cost effectiveness, you should attend training at your normal work base. If this is not possible you should discuss with your manager whether they are happy for you attend an alternative location and to authorise the travel claim.

**50. I work in I.T. and as part of my role I have on call duties. Can I claim travel expenses when I am called back into work on the same day?**

No, because this is a requirement of your role, the journey is classed as ordinary commuting and no business mileage can be claimed.

- 51. There is an on call element to my role which means that outside of my normal working hours I may be called to locations other than my normal workplace. If I have been in to work and done my normal commute, can I claim for the mileage done visiting the other locations?**

Yes, you can claim for the additional miles that are not part of your normal daily commute.

- 52. I am a key holder for a leisure centre and on rare occasions I may need to attend the building after my normal working hours have finished (e.g. if an alarm goes off). Can I claim for the additional travel?**

As this is part of your normal commute and part of your role, you will not be able to claim the mileage. You should refer to your contract of employment regarding your eligibility to claim an overtime payment.

- 53. Members of my team sometimes catch a train to training courses or meetings at other hubs, E.g. Salisbury or Chippenham. They get a ticket from their nearest railway station, and this may be nearer than their work base. Should they travel by car/pool car instead?**

Each employee may have different circumstances in terms of transport used in their daily commute. Some may cycle to work, use public transport or not have a car available to them.

There may be occasions where it makes more sense for a team member to travel directly by train, particularly if the event is first thing or further afield. In these circumstances it is the responsibility of the manager to discuss such travel arrangements in context, and agree the most cost and time effective option.

- 54. I live out of county and I am asked to attend a course which is also out of county. I intend to travel from my home to the course by train as it is much quicker and the course starts at 8.30am. If I was to drive I would have to leave much earlier and pay for all day parking. Can I claim for the train fare?**

Yes, however you will need to discuss the options with your manager. They will need to consider not just the overall financial costs, but also the time, when considering the claim. The aim of the policy is to ensure that the most cost and time effective modes of transport are used.

- 55. If I have to attend an early meeting at a location which is further than my normal commute, I will have to leave home earlier than normal to get there on time. Can I class this time as additional hours/Flexi/TOIL?**

Yes, you can claim for the time over your normal working day as you are going to a different location. So, for example, if you normally start work at 8.00 and leave home at 7.30, and on such an occasion you need to leave at 7.00 to attend a course or meeting somewhere else, you would claim the additional 30 minutes. However, if this is a regular occurrence,



your manager will highlight that appointments should be arranged to make best use of your working hours to avoid unnecessary costs, including the buildup of additional hours.

- 56. My manager has asked me to attend a course in London which starts at 9.00am and finishes at 5.00pm. I will need to leave home at 6.00am to get there on time and will not get home until 8.00pm. Can I claim the additional time back?**

If your manager has asked you to attend a course which is longer than your normal working day, you should agree beforehand how the time should be recouped. E.g. Flexitime, TOIL or overtime. Please refer to the [flexitime policy](#).

- 57. What is the public transport rate and what do I claim it for?**

The public transport rate has now been removed. All business mileage is now paid at the current HMRC rate.

- 58. Should any mileage claimed be rounded up or down? E.g. In total I have done 12.9 miles. Does this get rounded down to 12 miles or up to 13 miles?**

For all claims you should round up if the journey is .5 miles and above, and down if .49 miles or below.

For example: A journey of 2.4 miles is rounded down to 2 miles, and a journey of 5.8 miles is rounded up to 6 miles.

#### Definitions

**Home Worker** – an employee who is defined as a home worker in their Contract of Employment. A council office work base should still be defined.

**Flexible Working** – the ability to work flexibly, including working from home, where your contracted work base is a council office. E.g. You are able to work from home up to 2 days per week but your main workplace is a council office.

**Business journey** – any journey made during the course of the working day for work purposes which includes, but is not limited to, dropping off or collecting people/items to other departments (even if it is at the beginning or end of the working day) and going to a meeting/training at another site other than your usual place of work.

#### Equal Opportunities

This policy has been [Equality Impact Assessed](#) (link to EIA for policy) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Managers will make any necessary adjustments to ensure that all employees are treated fairly. For further information see the guidance on equal opportunities in (link to equal opps guidance)

### Legislation

This policy has been reviewed by the legal department to ensure compliance with our statutory duties.

This policy has also been reviewed by our independent tax specialists to ensure compliance with HMRC guidelines.

### Advice and guidance

If you require help in understanding this policy you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

### Further information

There are a number of related policies and procedures that you should be aware of including:

- Driving at Work
- [Pool car booking](#)
- [Travel and commuting](#)

For further information please speak to your supervisor, manager, service director or contact your [HR Case Adviser](#).

Policy author	HR Policy and Reward Team – (RW)
Policy implemented	DD-MM-YYYY
Policy last updated	14-08-2012

## QUARTERLY WORKFORCE MEASURES – DELIVERING THE BUSINESS PLAN

Delivering the Business Plan  
Quarter ending 30<sup>th</sup> June 2012

### Notes on the figures

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All reported figures exclude casual employees and agency/professional services staff (unless stated).

Wiltshire Council figures exclude Fire, Police and Schools:

- **Headcount** = Number of positions that are filled, not individual people.
- **FTE** = “Full Time Equivalents” which take into account actual working hours to show accurate staffing levels.

“**Annualised**” means we take the measured amount divide it by the months it covers and multiply it by 12 to give an estimate of the rate that would be seen throughout the year.

“**YTD**” means year to date i.e. all reportable information since April 2012 has been included.

The **Voluntary staff turnover** section does not include information for those who leave due to statutory retirement, ill health, compulsory or voluntary redundancy, dismissals, end of contract, unsatisfactory probation and TUPE transfers as these are classified as compulsory reasons. Only voluntary leavers are included as these are the individuals that have decided to leave for their own reasons and therefore it may not be in Wiltshire’s best interest. Overall turnover rates will be higher and can be analysed upon request.

Although the cost associated with turnover is not readily available, CIPD estimate that the recruitment cost of replacing a leaver is £2,930. Based on last year’s turnover rate (8.3%) we could estimate that 446 employees will leave Wiltshire Council during 2012-13 resulting in costs of **£1,306,780**.

**% <1 year turnover rate:** The cost of turnover in this group is generally higher as the investment in recruitment, induction and training is unlikely to be recovered within such a short time period.

**Redundancy figures** relate to all redundancies made not just those as part of major service reviews.

The **sickness measure** given is an estimate of the number of FTE days that each FTE will take over 12 months based on the number of working days lost from April to the end of June 2012.

If you have any queries on these reports or requests for further information, please contact Paul Rouemaine, HR Information Manager, on 01225 756159 or [Paul.Rouemaine@Wiltshire.gov.uk](mailto:Paul.Rouemaine@Wiltshire.gov.uk)

## QUARTERLY WORKFORCE MEASURES – DELIVERING THE BUSINESS PLAN

Wiltshire Council (excl. Schools).  
Quarter ended: 30<sup>th</sup> June 2012

### HR Information Team Observations:

<b>Reduction in headcount</b>	1	<p>This quarter, Communities had the greatest increase in headcount and now stands at 342 (+67); this is largely due to Housing Management moving into the service area. The greatest reduction in headcount this quarter took place in Children &amp; Families Social Care; reducing to 593 (-75). Some of this reduction is due to voluntary redundancies (17), however, 11 also left due to family commitments/domestic/personal and 9 Health Workers were TUPE transferred out of Integrated Youth. Overall turnover in Children &amp; Families Social Care was 46.9% (24.7% voluntary turnover) this quarter.</p>
<b>Manager to employee ratio still above golden ratio</b>	2	<p>The ratio of managers to employees is still above the golden rule at 1:8 (golden rule = 1:6).</p>
<b>Seasonal decrease in sickness</b>	3	<p>As with this time last year, the annualised sickness rate estimate dropped this quarter by approx. 1.0 day per FTE.</p> <p>Children's Commissioning and Performance saw the largest reduction in sickness rate estimates compared to the last quarter (-7.1); this is largely due to two long term absences of 103 and 41 days ending in February and March 2012.</p> <p>The lowest sickness rate estimates were observed in Policy and Performance and Economy and Regeneration at 2.3 (+0.1) and 2.8 (-1.1) days lost respectively.</p> <p>'Stress/depression/mental health/fatigue' continues to account for the highest proportion of sickness days lost at 22.9% (+1.7%). 'Stomach' now accounts for the second highest proportion of sickness days lost at 11.6% (+1.8%).</p> <p>'Stomach' is now the most commonly occurring sickness reason with absences lasting for 2.4 days on average. Absences for 'heart, blood pressure and circulation' last 12.1 days on average and account for the second longest average absence length after 'other - cancer/tumours/growth'; 13.1 days on average (-12.8).</p> <p>The percentage of absences over 20 days decreased this quarter and is now at 42.2% (-4.8%). Transformation has the highest percentage of absences over 20 days at 80.2% (+20.4%); this is largely due to two employees having annualised absences of 140 and 84 days due to headache/migraine and eye problems respectively.</p>
<b>Redundancy increase</b>	4	<p>The number of redundancies made this quarter doubled to 66. Schools and Learning had the highest number of redundancies this quarter, with 31 (47%). Children and Families had the second highest making 17. In both cases these redundancies were due to service reviews; the remaining redundancies were spread across the Council representing no significant numbers.</p>

## QUARTERLY WORKFORCE MEASURES – DELIVERING THE BUSINESS PLAN

<b>Increase in voluntary turnover</b>	5	The voluntary turnover rate has increased this quarter to 10.0% (+1.7%). This is largely due to a high voluntary turnover rate in Children and Families Social Care; 24.7% (+10.1%). Resignation due to family commit/domestic/personal was the most common voluntary reason for leaving (28.2%), followed by resignation due to alternative employment not with an LA (23.1%). Children and Families Social Care had 29 more voluntary leavers than for the same quarter last year; 39 in total.
<hr/>		
<b>Disciplinary and grievance cases remain low</b>	6	Both disciplinary and grievance cases have increased this quarter, to 6.8 (+3.8) and 2.3 (+0.3) cases respectively per 1000 employees, but remain below the benchmark. For the quarter; the most disciplinary cases per 1000 employees were in Communities (23.4 per 1000 employees, 2 disciplinary cases this quarter) and Neighbourhood Services (22.4 per 1000 employees, 5 disciplinary cases this quarter). Whilst Adult Care Operations and Neighbourhood Services had 1 grievance case each, no grievance cases were filed in any other service.
<hr/>		
<b>No health and safety incidents</b>	7	There were no health and safety RIDDOR reported incidents this quarter.
<hr/>		
<b>Increase in annualised wage bill</b>	8	The increase in wage costs of contracted employees this quarter is partly due to 179 employees, who would have previously fallen into the casual spend, being included in the spend this quarter; attributing to an annualised cost of £602,192.80. However, the main reason for this increase is due to the 66 redundancy payments made across WC this quarter; resulting in an estimated redundancy cost of £1.15m, compared to just £0.20m for the previous quarter.
<hr/>		
<b>Increase in spend on casuals</b>	9	This increase in casual spend is predominantly caused by Neighbourhood Services who spend on casuals has doubled to an annualised amount of £156,220.04 (+97.6%). Approximately 90% of the spend on casuals in Neighbourhood Services was for roles in Leisure. The Finance service also increased it's spend on casual staff by an annualised amount of £77,246.08 (+260.0%). The largest proportion of the spend on casuals in Finance, approximately 26%, was spent within the Revenue and Benefit Services.
<hr/>		
<b>Largest wage bill increase in Schools and Learning</b>	10	The annualised wage bill for WC, including casual contracts has increased to £116,580,101.60. The largest increase in total wage bill was in Schools and Learning who saw an increase of £0.4m (+12.2%) during the quarter. In Schools and Learning, the increase in the wage bill is likely to be due to the 31 redundancy payments made during this quarter.
<hr/>		
<b>Minimal change in percentage of high earners</b>	11	Transformation and Economy & Regeneration have the highest percentage of employees earning more than £50,000 (7.02% and 6.67% respectively). Law and Governance currently have the highest percentages of employees earning more than £58,200 (Senior Civil Service minimum pay band) at 2.63%.

# QUARTERLY WORKFORCE MEASURES – DELIVERING THE BUSINESS PLAN

This page gives you information relating to important employee measures:

Staffing levels			
	Measure	WC	Change since last period
	Relating to Quarter (unless stated)		
	Headcount (as at end of period)	5258	-118 (-2.19%)
	FTE (as at end of period)	4012	-61 (-1.49%)
	FTE change due to TUPE transfers in vs. out	+5.6	+81.4 (last quarter)
	FTE change due to employee hour changes	-1.3	-9.2 (last quarter)
	Ratio of starters to leavers (FTE)	1:2.1	1:1.0 (last quarter)

  

Workforce Information			
	Measure	WC	Last period
	Ratio of managers to employees	1:8	1:9
	% Exit questionnaires completed (YTD)	8%	14%
	% of total vacancies filled by internal appointment - year to date	60%	46%
	% management posts filled by internal appointment - year to date	88%	85%
	FTE of managers	608	613
	Number of redundancies made during quarter	66	33

  

Sickness Absence			
	Measure	WC	Last period
	Working days lost per FTE (ytd annualised)	7.8 days	8.7 days
	% of total days lost to absences over 20 days (ytd)	42.2%	47.0%

  

Health and Safety			
	Measure	WC	Last period
	No. of workplace incidents/injuries reported per 1000 employees (ytd annualised)	0.0	2.4

  

Voluntary Staff Turnover			
	Measure	WC	Last period
	% staff turnover (ytd annualised)	10.0%	8.3%
	% <1 year turnover rate (ytd annualised)	15.2%	13.5%
	Average leavers' length of service	9.4 years	9.4 years

  

Disciplinary and Grievance Cases			
	Measure	WC	Last period
	New disciplinary cases per 1000 employees (annualised)	6.8	3.0
	New grievance cases per 1000 employees (annualised)	2.3	2.0

## QUARTERLY WORKFORCE MEASURES – DELIVERING THE BUSINESS PLAN

This section gives you information relating to your workforce costs:

<b>Salary Transparency and Accountability</b>		
<b>Measure</b>	<b>WC</b>	<b>Last period</b>
% of headcount (above) paid over £50,000 annual salary	2.00%	2.01%
% of headcount (above) paid over £100,000 annual salary	0.08%	0.07%
% of headcount (above) paid over £150,000 annual salary	0.00%	0.00%
Headcount paid over £58,200 FTE annual salary	38	40

**Why this is important:** Under the Code of Recommended Practice for Local Authorities on Data Transparency we are required to publish salary information for employees earning more than £58,200. Under the Accounts and Audit (England) Regulations 2011 section 7.2.b there is a requirement to publish in the statement of accounts the number of employees earning £50,000 or more.

<b>Employee costs</b>		
<b>Measure</b> Relating to Quarter (unless stated)	<b>WC</b>	<b>Last period</b>
Total paid in salaries to contracted employees (annualised)	£113,517,282.92	£110,656,616.12
Total paid in salary to casual employees (annualised)	£3,062,818.68	£2,715,605.28
Total salary pay (annualised)	£116,580,101.60	£113,372,221.40
Total paid to agency workers	£1,834,390.99	£1,497,232.47
Median employee basic salary (as at end of period)	£18,453.00	£19,276.08

<b>Additional financial information</b>		
<b>Measure</b>	<b>WC</b>	<b>Last period</b>
Cost of sick pay (ytd)	£676,851.12	£2,778,852.07
<b>Cost/saving</b> of employee hour changes (during period)	£16,679.40	-£123,641.28

The cost or saving made by employee's changing the hours they work

**Why this is important:** Sick pay amounted to £2,778,852 across Wiltshire Council during the 2011-12 financial year and therefore this is a substantial area of spend that should be minimised whenever possible. Some services may also be looking to employees to work more hours than they previously have done to cover gaps where a reduction in the headcount of employees has been made. It is therefore important that we keep track of the change in FTE resulting from employees changing their hours.

# QUARTERLY WORKFORCE MEASURES – DELIVERING THE BUSINESS PLAN

## BENCHMARK DATA

Benchmark figures are supplied by DLA Piper Benchmarker. The Local Authority benchmarks represent combined data from 54 subscriber Local Authorities. The Private Sector benchmarks represent data from approximately 250 private sector organisations classified as “large” (over 1000 employees), consisting of a mix of Financial, Professional and Support Services; Manufacturing, Engineering and Processing; and Retail and Leisure.

Sickness Absence			
Measure	Local Authorities Median	Local Authorities lower Quartile	Private Sector Median
Working days lost per FTE	9.9	8.7 (lower q.)	5.7
Average length of absence (FTE days)	5.8	4.9	3.5
% of absences over 20 days	55%	42%	40.5%

Health and Safety			
Measure	Local Authorities Median	Local Authorities Lower Quartile	Private Sector Median
No. of workplace incidents/injuries reported per 1000 employees	5.9	2.8	8.0

Voluntary Turnover			
Measure	Local Authorities Median	Local Authorities Lower Quartile	Private Sector Median
% staff turnover	7.0%	5.6%	10.5%
% staff turnover of leavers within first year's service	n/a	n/a	n/a

Disciplinary and Grievance Cases			
Measure	Local Authorities Median	Local Authorities Lower Quartile	Private Sector Median
No. of disciplinary cases per 1000 employees	9.2	5.0	44.8
No. of grievance cases per 1000 employees	3.8	2.8	6.4