

## Woughton Community Council – Officers Expenses Policy

### General

This policy provides a framework regarding expenses that are payable to officers, whilst undertaking duties related to their employment. Please see separate document for expenses and allowances for members.

### Expenses

Expenses are an essential element of employment and reflect the view of the council that officers should not be 'out of pocket' when undertaking duties relating to their employment. For the purposes of this document, 'duties' applies to any activities that an officer is undertaking as a result of being employed in their role / being employed by Woughton Community Council. This includes meetings, conferences, events and similar.

### Travel and Subsistence

Where possible, travel and subsistence should be planned in advance and paid for via the Responsible Finance Officer. Where this isn't possible (e.g. where a private vehicle is used or a meal is bought whilst away from the offices), the following policy applies.

Officers will be reimbursed for travel at the current rates agreed by the National Joint Council (NJC) for reimbursement of council officers.

### Travel

Officers will be reimbursed the full costs of travel *using the most appropriate means* at standard class, whilst carrying out approved duties. A valid receipt MUST be provided.

Travel is currently paid at the following rates:

- Bus, train or other public transport – standard class ticket
- By private car – 45 pence per mile (up to a maximum of 10,000 miles per annum). Any mileage over 10,000 per year will need to be agreed in advance.
- By bicycle – 20 pence per mile

### Travel within the parish

There may be times where, as part of an officer's role, they travel within the parish. This may include provision of services at venues other than the Hub, travel to community centres to open / close or attendance at meetings / events.

Where possible, council vehicles should be used. If personal vehicles are used, payments are made as above. The exceptions to this are where travel is needed where personal transport is not available – in this situation, taxis can be used. An account has been set up with a local taxi firm and officers will be provided with relevant information to access this. ALL journeys must be noted, and information provided to the RFO as part of monthly reporting.

### Subsistence

Officers who are undertaking duties relevant to their employment may claim for reasonable costs for meals. These are currently set at:

- Breakfast – up to £5.00 (if working away between 6am - 9am)
- Lunch – up to £8.00 (if working away between 12 noon - 2pm)
- Evening meal – up to £12 (if working away between 6pm – 10pm)

Please note that these allowances are only payable if working away throughout the duration of these hours and only if no food is provided (e.g. if on a training course that includes lunch, no additional allowance is payable).

### **Hotels / lodgings**

It is extremely unusual for officers to require overnight accommodation, but in the event that this is essential, bookings should be made with the authorisation of the Council Manager / RFO and paid for via the Finance department.

Hotels are payable at a maximum of £150 per night (in London), £100 per night (outside London).

If officers choose to stay with friends of family instead, an allowance of £25 is payable as a 'thank you' to the hosts.

### **Other expenses**

There may be times where officers pay for equipment, services or activities relating to their role using personal means. Examples of this could include:

- Filling a works vehicle with fuel
- Buying small, consumable items (such as wiper washer fluid, ad hoc cleaning materials, etc.)
- Buying supplies for the office(s) such as milk, biscuits, etc.

Where this is done (and this should NEVER exceed £20, without prior approval), receipts can be submitted using the agreed form and repaid via the expenses system.

### **Time scales for claiming**

All claims for any expenses and allowances must be made within three months. Any claim falling outside this timescale can only be authorised in exceptional circumstances with the approval of the Chair of Council, Chair of Policy and Resources Committee, Council Manager or Responsible Finance Officer.

### **This policy will be reviewed annually**

<b>Last review date:</b>	<b>January 2020</b>
<b>Next review date:</b>	<b>January 2022 (or with legislative changes)</b>
<b>Lead:</b>	<b>Operations Manager</b>
<b>Overseeing Committee:</b>	<b>Operations</b>
<b>Approved:</b>	
<b>Review cycle:</b>	<b>2 yearly and/or as per legislation</b>