



# WEST MIDLANDS POLICE

## Force Policy Document

<b>POLICY TITLE:</b>	<b>Additional Travel Allowance Policy – police staff</b>
<b>POLICY REFERENCE NO:</b>	

**Executive Summary.**

The policy will provide information and guidance on the circumstances in which additional travel expenses will be paid to police staff.

*\*\*Any enquiries in relation to this policy should be made be made directly with that of the policy contact / department shown below.*

**Intended Policy Audience.**

Police officers and police staff

<b>Current Version And Effective Date.</b>	
<b>Business Area Owner</b>	<b>Corporate HR</b>
<b>Department Responsible</b>	<b>Corporate HR</b>
<b>Policy Contact</b>	██████████
<b>Policy Author</b>	██████████
<b>Approved By</b>	<b>Deputy Chief Constable</b>
<b>Policy Initial Implementation Date</b>	<b>2013</b>
<b>Review Date</b>	<b>Two years Version 2 Finalised December 2016</b>
<b>Protective Marking</b>	

Suitable For Publication – Freedom Of Information

Yes

**Supporting Documents**

N/A

**Evidence Based Research**

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

**Please Note.**

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP database on the Intranet.

**Force Diversity Vision Statement and Values**

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

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**1. WHEN CAN A CLAIM BE MADE?**

An Employee may be entitled to claim Additional Travel Costs which are paid as an allowance further to this policy in the following circumstances.

- a) Where there is an organisational requirement for an employee to move work location on a permanent basis, but not to move home, resulting in additional “home to work” travel cost subject to a minimum increase of a mile or more, or
- b) Where a role is at risk of redundancy due to a restructure, reorganisation or loss of funding and the employee as a result undergoes a trial period, secures suitable alternative employment, or a secondment at a new location, incurring additional home to work travel cost, or,
- c) Where due to an organisational requirement an employee is required to work from a temporary or interim location e.g. due to refurbishment work, and as a result there is additional home to work travel cost.

Claims are subject to the policy current at the time that the claim is submitted.

## 2. WHAT IS PAID?

2.1 The allowance paid is equal to the actual additional cost incurred by the employee of travelling from home to the new or temporary place of work compared to from home to the previous place of work. Where there is no additional cost, then no additional payment will be made.

2.2 The allowance will be based on public transport fares (bus, train or Metro) unless a successful claim is made for exceptional mileage allowance under paragraph 4.1. The calculation of the cost of the new home to work journey will be based on public transport rates. The cost of the previous home to work journey will be based on the individual's actual method of transport to that location.

The allowance paid will be subject to tax and National Insurance deductions and is not be pensionable

## 3. HOW IS IT PAID?

3.1 The method of payment of the allowance will vary dependent on the work style of the employee's role as set out below:

- **Fixed Desk Workers** The allowance will be paid each month in the employee's salary.
- **Hot Desk Worker:** The allowance will be paid each month in the employee's salary.
- **Flexi Desk Workers** Due to the agile nature of these roles the allowance will be calculated by Shared Services and a daily rate set. Employees will claim the allowance on a monthly basis in arrears i.e. for each journey made. Claims must be made within 6 months unless exceptional circumstances apply.

If an employee has a query in respect of his or her work base or work style they should refer to their Line Manager. Information in respect of NWoW working styles is also available on the intranet via

3.2. If an employee has a change of circumstances whilst in receipt of the allowance, they must inform their Line Manager and Shared Services at the earliest opportunity as this may have an impact on the payment or calculation of the additional travelling allowance (see paragraph 4.1 below). Failure to do so may be regarded as a matter of misconduct.

Examples of changes in circumstances which may impact upon the allowance include but are not limited to

- Successful application for a new role
- Change of the place of work, for any reason,
- Sickness absence of 4 weeks or more,

**NOT PROTECTIVELY MARKED**

- A change of home address

**4 EXCEPTIONAL MILEAGE CLAIM**

4.1. As stated at 2.2 above the allowance is usually based on public transport fares. In exceptional circumstances however e.g. the journey to and from the place of work is impossible by public transport, consideration may be given to calculating the allowance based on a mileage rate.

The current rate applicable is 35 pence per mile but may change as appropriate further to formal consultation.

Claims are submitted on an “Exceptional Claim Report” outlining the circumstances for consideration by the Additional Travel Expenses Panel. The Panel will comprise of members of HR, Shared Services and Trade Union representatives. The payment of a mileage rate by the Force in respect of additional travel is entirely discretionary. The discretion will be applied reasonably however the decision of the Panel is final. Where an exceptional mileage claim is approved it will be for the shortest route only.

**5 TIME PERIOD TO CLAIM (AND HOW LONG IS IT PAID FOR?)**

5.1 Claims made further to paragraph 1a or 1b must be submitted within 6 months of the relocation. Allowances will be paid for a maximum two year period. Any further relocation required by the Force should be considered as a change in circumstances. Shared Services will then check if the amount requires adjustment. If an allowance continues to be payable it will be for the remainder of the current 2 year period only.

5.2 Allowances made due to claims under paragraph 1c will be for a maximum 8 week period and must be made within 6 months of the end of the temporary relocation.

5.3 Flexi Desk Workers must submit monthly claims within 6 months of the date of each journey.

Claims must be supported by Line Managers and will be paid in accordance with policy current at the time that the claim is submitted.

## 6 CALCULATING THE ALLOWANCE

6.1 The allowance will be based on 45 working weeks per year, which takes account of annual leave entitlements and public holidays. Details of the calculation method are contained on the claim form (Appendix 1). Payments will be subject to tax and National Insurance contributions.

## 7 WORKED EXAMPLES

### Public Transport Claim

- |   |                 |
|---|-----------------|
| a) Existing home to work bus/train/Metro fare | £12.00 per week |
| New home to work bus/train/Metro fare         | £15.50 per week |

$$£3.50 \times 45 \times 2 \text{ (years)} = £315.00 \div 24 \text{ (months)} = £13.12 \text{ per month}$$

- |                                       |                 |
|---------------------------------------|-----------------|
| b) Employee cycles/walks to work      | £nil cost       |
| New home to work bus/train/Metro fare | £15.50 per week |

$$£15.50 \times 45 \times 2 \text{ (years)} = £1395.00 \div 24 \text{ months)} = £58.12 \text{ per month}$$

## 8. WORK LOCATION

8.1 Employee's will be allocated a work location within an NPU/Department. Changes of location within an NPU/Department may qualify for an additional travel payment in accordance with this policy if additional travelling costs are incurred.

## 9. MATERNITY LEAVE/FIXED & FLEXI DESK WORKER SICKNESS ABSENCE

9.1 When an employee is absent due to maternity leave, the allowance will temporarily cease and the period of claim will be "frozen" for the duration of the maternity leave resuming upon the return to work.

9.2 If an employee who is a Fixed or Flexi Desk Worker remains absent from work for four weeks or more due to sickness absence the allowance will cease until the employee returns to work but the payment period of the claim is not extended by the absence period.

**10 EQUALITY IMPACT ASSESSMENT (EQIA).**

The Policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

*Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this Policy.*

**11 HUMAN RIGHTS.**

11.1 This policy has been implemented and reviewed in accordance with that set out with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

**12. FREEDOM OF INFORMATION (FOI).**

12.1 Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version XX of this policy has been GPMS marked as xxxxxxxx

12.2 Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number

**13 TRAINING.**

Shared Service and Payroll staff will be briefed on the arrangements within this policy.

**14. PROMOTION / DISTRIBUTION & MARKETING.**

The following methods will be adopted to ensure full knowledge of the Policy:


This policy will be placed on the Equip Portal and the HR intranet site. FAQs will accompany the policy.

**15 . REVIEW.**

- 15.1 The Policy business owner, Corporate HR Department, maintain outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit
- 15.2 The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.
- 15.3 A formal review of the Policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.
- 15.4 Any amendments to the Policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.
- 15.5 Feedback is always welcomed by that of the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.

**CHIEF CONSTABLE**

**16. VERSION HISTORY.**

Version	Date	Reason for Change	Amended/Agreed by.
2	December 2016	NWOW and 2020	 T/Director of People Services