

SPENNYMOOR TOWN COUNCIL



OFFICERS' EXPENSES SCHEME

Author of Policy:	Town Clerk
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In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website www.spennymoor-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per the model publication scheme.

1. Travelling Allowances

An Officer shall be entitled to travel allowances in respect of the performance of an approved duty within and outside the administrative area of the Council. Officers are entitled to travel by the most conveniently available means within their choice. In normal circumstances the cost shall be limited to the equivalent of a standard rail class ticket. However, the choice of travel and relevant cost are subject to the conditions referred to below.

The Council's overall policy for travelling allowances is based on the principle that the most cost effective means of travel is adopted, bearing in mind the number of Officers travelling, the health and fitness of those Officers, the distance and location of the venue and the availability of public transport.

In normal circumstances an Officer will not be expected to leave home before 7.30am to arrive at a Conference in time for registration that day.

Where travelling on behalf of the Council to venues outside the boundaries of the counties of Durham, Tyne and Wear and Cleveland, Officers may travel by rail or by air.

Arrangements for each mode of transport are as follows:

1. The rate for travel by your own private motor vehicle, or one belonging to a member of your family or otherwise provided for your use, shall not exceed: **45 pence per mile**
2. The rates specified in paragraph 1 may be increased:
 - a) in respect of the carriage of each passenger, not exceeding 4, to whom a travelling allowance would otherwise be payable under any enactments, by not more than 3p per mile for the first passenger and 2p per mile for the second and subsequent passengers.
 - b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.
3. The rate for travel by taxi shall not exceed:
 - a) in the case of urgency or where no public transport is reasonably available, the amount of the actual fare and a gratuity of up to 50 pence: and,
 - b) in any other case, the amount of the fare for travel by appropriate public transport.

4. Where travel by rail is considered the most appropriate means of transport, the Officer shall book a standard class ticket, and claim the cost of the appropriate fare. Rail bookings must be made by the appropriate Council Officers.
5. Where travel by air has been determined appropriate, appropriate Officers will make the necessary flight reservations. The rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport, together with an allowance or financial loss allowance, and subsistence allowance, consequent on travel by air:

Provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

- a) the ordinary fare or any available cheap fare for travel by regular air service, or,
- b) where no such service is available, or in case of urgency, the fare actually paid by the Officer.

2. Use of Cars on Council Business - Insurance

If you are using a car or other privately owned vehicle for a purpose relating to your activities as a Council Officer (not including travelling from home to the Council's Offices), you are advised to ensure that your insurance company is fully aware that the car is being used for 'Council Business' purposes. The Town Council have arranged cover for Officers using Town Council vehicles on Town Council business. **Officers are required to submit a copy of their driving licences to the Town Clerk. Copies will be kept on file at the Town Hall.**

3. Subsistence Allowances

Subsistence Allowances are normally paid for official duties or conferences that involve an overnight stay.

The rate for an absence overnight from the usual place of residence will equal that payable to Officers. The current rate for outside London shall be **£109.39** and for such an absence in London, the rate shall be **£124.76**.

The rates determined under this paragraph shall be deemed to cover a continuous period of twenty-four hours from the time the Councillor leaves home.

The rates of subsistence for an absence not involving an overnight stay away from the usual place of residence will be the same as those which apply to an overnight and are as follows:-

- Breakfast – minimum absence 2 hours which must be before 11am - **£6.75.**
- Lunch – minimum absence 2 hours which must fall between 12 noon and 2pm - **£9.27.**
- Tea – minimum absence of 3 hours which must include 3pm to 6pm.
- Evening Meal – minimum absence of 3 hours which must be after 7.00pm - **£11.48.**
- **RECEIPTS MUST BE PROVIDED.**

5. Advances

A Finance and Administration Assistant at the discretion of the Council's Responsible Financial Officer, the Town Clerk, can arrange for an advance of travelling and subsistence expenses in respect of attendance at Conferences/Seminars/Training.

Failure to attend an approved activity for which an advance payment has been made will require the Officer to repay the amount claimed.

6. Incidental Expenses

Where the cost of a Conference/Seminar is paid by the Council and is inclusive of accommodation and meals, Members may claim incidental expenses of up to £30 per day such as parking – **receipts must be provided.**

PLEASE NOTE THAT ALL REQUESTS FOR TRAVEL AND SUBSISTENCE SHOULD BE AGREED BY THE TOWN CLERK PRIOR TO ANY BOOKINGS OR ARRANGEMENTS BEING MADE.