

AGENDA ITEM 6(B)

**Disturbance Allowance Scheme
Excess Travelling Time and Expenses Policy
DRAFT March 2008**

The Council is not responsible for an employee's normal home to work mileage or fares. However, where an employee's work base is changed by circumstances beyond their control or they are transferred to a new base, the additional travelling expenses can be claimed in accordance with the policy below.

The repayment of excess travelling costs is divided into two parts, Expenses and Time and are subject to tax and NIC. The allowances will be paid to the employee on a monthly basis.

The Service Area is responsible for the payment of allowances to the employee

1 Excess Travelling Expenses

The expenses are paid to all Council employees whose place of work is changed for operational reasons beyond their control, **where the new location is a minimum of 5 miles further from their home than of their original work base.**

Expenses are paid for a period of four years

The expenses are based on the total difference between the costs of travelling from

- i) Home to the new place of employment and
- ii) Home to the old place of employment

The most practical and direct route must be used to calculate expenses

1.1 By public transport

Employees who live near a suitable public transport route will be entitled to the difference between the cost of an annual standard class season ticket or equivalent to the new place of work and the cost of such a season ticket to the old place of work.

1.2 By car

If an employee is an Essential or Casual Car User or public transport is not feasible they may claim the mileage allowance. The rate of reimbursement will be based on the mid point of the Essential Car User Rates. Employees with lease cars will be reimbursed at the lease car rate.

The allowance is based on the total distance from home to the new place of work less the total distance from home to the old place of work.

All excess mileage reimbursements are subject to tax and NIC

2 Excess Travelling Time

This allowance is awarded in respect of the additional time spent travelling when an employee is transferred to a new work base, varies according to the additional mileage travelled.

The Excess Travelling Time is a Regional Joint Council Scheme. The East of England Regional Assembly negotiates rates for Essex and Hertfordshire.

The allowance is payable for 3 years according to the rates set out below.

Home to new office distance less home to old office distance (one way)	Annual Allowance (1 st April 2007)		
	1 st Year	2 nd Year	3 rd Year
5 - 9 miles	£394	£307	£229
10 – 14 miles	£634	£561	£481
15 – 19 miles	£857	£753	£680
20 – 25 miles	£1068	£988	£914

Excess Travel Time allowances continue during:

- Annual leave
- Statutory and extra statutory holidays
- Periods of sickness which do not exceed four weeks

Excess Travel Time allowances are subject to tax and NIC

3 Changes affecting the Excess Travel and Time Allowances

3.1 Second or subsequent relocations of the same office

If an employee is transferred again during the period where an excess travelling allowance was granted, the excess mileage should be re-calculated from the original work place to the new work place and the revised allowance paid for the remainder of the original agreed period

3.2 Employee Voluntarily Moving Home

If an employee moves house during the period of entitlement to either excess travelling expenses or excess travelling time the allowances should be adjusted downwards if the distance travelled is reduced but should remain unchanged if the distance travelled is greater

3.3 Changes to the Employee's job

The excess travelling expenses and time allowances should **remain** for the agreed period if:

- the employee's post is regarded
- the employee applies for a voluntary sideways job change (on the same pay) to a different location

The excess travelling expenses and time allowances should **cease** if:

- the employee is promoted to a different location
- the employee applies for and accepts a voluntary sideways job change (on the same pay) to a different location
- the employee voluntarily applies for and accepts a promotion at the same location which results in an increase of salary equivalent to more than 3 spinal columns

It is the responsibility of the Employee's Department to advise HR of any change in circumstances that affect the employees entitlement to Excess Travelling Allowances.

4 Employees moving home due to a change in work location

Should an employee move home due to a change in their work location there is no automatic entitlement to any payments. Cases will be considered on an individual basis by the Head of Human Resources.

5 Review

The scheme may be reviewed on a 6 monthly timetable, or sooner if there are any changes in legislation requiring amendments to be made.