



South Swindon Parish Council

Allowances

(Standby & Callout Framework)

1. Introduction

In order for the Council to carry out its functions and operate efficiently, employees may need to:

- Incur expenses for business purposes
- Use their own vehicles, phones, and tools
- Work unsociable hours and patterns
- Provide emergency cover outside normal working hours

This framework sets out the Council's policy to ensure fair remuneration for these additional elements outside normal pay. All eligible staff can apply for allowances regardless of role or protected characteristics in accordance with Equality Act 2010.

2. Definitions

Standby: The requirement for an employee to be available at their home address to receive and respond to work-related calls during a pre-designated period outside normal working hours.

Call-out: The requirement for an employee to physically attend a work site, service user's home, or other location within the Parish to perform work duties, either:

- As a direct result of a phone call received whilst on standby
- By being contacted by a third party (e.g., security company)

Formal Standby: A contractual arrangement where an employee is rostered and paid to be available during specific periods.

Informal Call-out List: A list of employees who may be contacted for emergency work but are not on formal standby. These employees:

- Do not receive standby payments
- May decline to attend if not convenient
- Will receive call-out payments if they choose to respond

3. Standby Arrangements

3.1 Eligibility and Requirements

- Only employees contractually required to provide standby cover are eligible for standby payments
- Employees must be available at their home address during standby periods
- Employees must be able to respond to calls within the agreed timeframe
- Employees must be fit for work and not under the influence of alcohol or substances

3.2 Standby Payments

Services Team Standby

- Monday to Sunday: £5 per day (£35.00 for a full week)
- The standby allowance covers the first two hours of work in any week
- Payments are made monthly in arrears upon submission of authorized claims

Facilities Team Standby

- Monday to Sunday: £50 per week
- The standby allowance covers the first two hours of work in any week
- Payments are made monthly in arrears upon submission of authorized claims

3.3 Payment During Leave

Standby allowances will NOT be paid during:

- Sick leave (including long-term sickness absence)
- Annual leave
- Maternity, paternity, adoption, or parental leave
- Unpaid leave
- Suspension
- Strike action
- Any other period of absence from work

Rationale: Employees cannot fulfill standby duties while absent from work, therefore payments cease during all forms of leave.

3.4 Cover Arrangements

When an employee on the standby rota is absent, their manager must:

- Arrange alternative cover
- Notify the replacement employee in writing
- Ensure the replacement employee receives the appropriate standby payment

4. Call-out Arrangements

4.1 Call-out Payments

After the first two hours in any week (covered by standby allowance):

Monday to Friday (6am - 8pm):

- Within normal working hours (up to 37 hours): Plain time
- Over 37 hours: Overtime at time and a half

Monday to Saturday (8pm - 6am):

- Overtime at time and a half

Sundays and Public Holidays (any time):

- Overtime at time and a half

4.2 Minimum Call-out Period

- Minimum payment: 2 hours at the appropriate rate
- Travel time to and from the call-out location is included in the payment

4.3 Payment During Leave

Employees are NOT eligible for call-out payments during:

- Sick leave
- Annual leave
- Any other form of leave or absence

Rationale: Employees on leave cannot perform call-out duties.

5. Other Allowances

5.1 Telephone Allowance

- £5 per month for employees making personal mobile phones available for business use
- Not payable during periods of leave exceeding one calendar month

5.2 Tooling Allowance

- £30 per month for employees required to provide their own tools
- Not payable during periods of leave exceeding one calendar month

5.3 Vehicle Mileage Rates (HMRC rates)

- Car/van: 45p per mile
- Motorcycle: 24p per mile
- Bicycle: 20p per mile
- Passenger (car/van): Additional 5p per mile

5.4 First Aid Allowance

- First Aid at Work qualified: £240 per annum
- Emergency First Aid qualified: £120 per annum
- Paid monthly in salary
- Continues during short-term sick leave (up to 4 weeks)
- Ceases during long-term sick leave, maternity/paternity leave, or unpaid leave

5.5 Licence Holder Allowance

- £5 per week for designated premises licence holders

Applicable to employees who:

- Are named as the Designated Premises Supervisor (DPS) on Council premises licences
- Hold a valid Personal Licence
- Are required by the Council to act as DPS as part of their duties

Payment conditions:

- Paid monthly in arrears
- Employee must provide copy of valid Personal Licence
- Ceases if Personal Licence expires, is suspended, or revoked
- Not payable during:
 - Annual leave
 - Sick leave
 - Any other form of absence exceeding one week
 - Suspension or disciplinary proceedings

The Council will reimburse the cost of Personal Licence renewal fees for designated employees and if the employee ceases to be the DPS, the allowance stops immediately

6. Overtime

6.1 Eligibility

- Only for hours worked in excess of contracted hours
- Must be authorized by line manager in advance
- Overtime is exceptional, not routine

6.2 Rates

- Monday to Sunday: Time and a half
- Public holidays: Double time OR plain time plus time off in lieu

6.3 Unsociable Hours (NJC graded staff only)

- Monday to Saturday (10pm - 6am): Time and a half
- Sundays (any time): Time and a half
- Not paid during leave or sickness absence

7. Claims Process

7.1 Submission Requirements

- All claims must be submitted within one month of the period worked
- Claims must include:
 - Completed claim form
 - Line manager authorization
 - Supporting evidence (timesheets, call logs, etc.)
- Late claims may be refused

7.2 Verification

- Managers must verify all claims before authorization
- Finance department will conduct random audits
- False claims may result in disciplinary action

8. Annual Review

8.1 Review Process

Each April, the CEO and relevant managers will:

- Assess standby periods and duties performed
- Review the number and grade of employees on rotas
- Evaluate the effectiveness of current arrangements
- Consider any changes in service requirements

8.2 Implementation of Changes

- Changes resulting in payment variations of 10% or more will be implemented from the first day of the following month
- All affected employees will be notified in writing
- Consultation will occur for significant changes

9. Grievances and Disputes

Employees who disagree with decisions regarding standby, call-out, or allowance payments should:

1. Raise the matter informally with their line manager
2. If unresolved, follow the Council's formal grievance procedure
3. Provide full details and supporting evidence

10. Policy Review

This framework will be reviewed annually by the Parish Council. The review will consider:

- Legislative changes
- Operational requirements
- Employee feedback
- Budget constraints

Review History:

Date	Description	Who
May 2025	Major revision - clarified payment during leave	CEO/JM
May 2024	Original issue	CEO/JM