

## Allowances

There may be times when you are asked to take on duties and responsibilities, for which you can claim an allowance. We have set out the various allowances below, with details about when and how you can claim them.

You will be entitled to be paid these allowances, at the current published rates, unless alternative arrangements apply such as contractual or local agreements. The payment of allowances is not a contractual right unless your contract of employment specifically provides that it is. Allowances are subject to taxable deductions being made.

Allowances can be claimed by all employees, unless:

- you are employed by a school (under the control of a Governing Body), when the procedures adopted by the Governing Body apply
- you are on Chief Officer or HMG grade, when you will not normally be able to claim these allowances. Any specific circumstances, where allowances are payable, will be clearly notified.

We keep our allowance rates under review, and any change to the amount payable will be published on the [allowance rates table](#).

## Types of Allowances

### Acting Up

If you are asked to take on the full duties and responsibilities, of a higher graded post for a continuous period of at least four weeks, you are entitled to receive payment at the higher graded post.

More information can be found in the Pay Entitlement.

### Area Community Participation

This is payable if you are appointed to advise and support one of the five local area committees, and individual councillors, in the work of the area committee.

### Attendance for conduct of marriages

If you are required to attend an outside venue to conduct marriage or civil partnership ceremonies, you will receive an attendance allowance.

## Call Out

You can claim a call out allowance if your manager asks you to:

- attend your normal workplace (or another location)
- outside of your normal working hours, for at least one hour.

If you can respond to the situation by phone or email or by other means which mean you do not need to attend a workplace, then no allowance is payable.

You cannot claim this allowance if you are on HMG or Chief Officer grades; you should instead claim TOIL.

The rate of the allowance is time and a third of your hourly rate for the actual hours worked. A minimum of two hours' call out allowance will be paid. If you have needed to use your car / public transport to respond to the call out, you can claim travel [allowances](#) for this cost.

## Court Attendance

If you are part of the court attendance rota, requiring attendance at court on a Saturday or Bank Holiday, or otherwise need to attend court, you will receive this allowance. If you are a manager who is required to be available, to provide support, guidance and advice to the staff attending court and to sessional staff supervising community reparation sessions, you are also entitled to this allowance.

## Emergency Duty

Emergency duty payments are payable in three situations: contingency planning, Gold Rota and Building Control – dangerous structures.

The following duty payments are made for:

### **Contingency Planning - Emergency Duty Officer**

The Emergency Duty Officer payment is payable if you are part of the standby rota to respond to major emergency requests and co-ordinate Council operations. Each session on the standby rota is for 7 days and nights. If you are called out during this period of standby, you will not receive any other payments (including call out, overtime or mileage) in addition to the emergency duty officer payment.

### **Contingency Planning - Specialist advisors**

As part of the emergency response provision there is an additional rota of specialist advisors, who provide advice and attend for work if necessary. If you are designated as a specialist advisor, you will receive an annual allowance, which is paid monthly. There are no additional payments for this role.

## **Gold Rota**

The Chief Executive is required to participate in a standby rota, known as the Gold Rota. The purpose of the rota is to ensure that a Chief Executive is available to coordinate a response for all London Boroughs if a large-scale incident occurs that is likely to affect a number of Boroughs. The Chief Executive, and any staff from the contingency planning unit who need to provide support to the Chief Executive during this period, receive a standby payment for each week that they are scheduled on the Gold Rota. There are no additional payments.

## **Building Control – Dangerous Structures**

During the Christmas period, a single member of staff is on standby to deal with any incidents that may arise. That employee will receive the Building Control Standby Allowance for each day that they are required to be on standby. If the employee is called out and required to attend for work whilst on standby, they will receive the Call Out Allowance.

## **First Aid and Fire Marshall**

This allowance is payable if you have been appropriately trained as a First Aider, hold a valid certificate in 'First Aid at Work' and are named on the Council's list of first aiders (published on the intranet). An allowance is also paid if you have been appropriately trained and undertake the additional responsibilities of a Fire Marshall.

Further information regarding First Aiders and Fire Marshalls is available from the Health & Safety Team.

## **Market Supplements**

These may be payable to assist with the recruitment and retention of staff when it can be shown that the grade for a particular job or group of jobs, as determined by job evaluation, is significantly below local or regional rates of pay and this is affecting our ability to recruit and retain good staff.

[For further information click here.](#)

## **Night Duty**

If your spinal column point is 20 or below and you work at night as part of your normal working week, you will receive an enhancement of pay for hours worked between 10pm and 6am only. For permanent staff employed before 1 April 2012, the rate remains payable from 8pm.

## **Overtime**

In some cases, your managers may need you to work additional hours beyond the full-time working week of 36 hours. For most of us these additional hours worked will generally be given back to you through time off in lieu (TOIL). You will agree with your manager when it is best to take those hours. However, in some services TOIL may not be a suitable option and in those situations, we will pay you our overtime rate for the extra hours worked. There are a couple of details you need to know about overtime claims:

- Your manager must agree that you will be paid overtime, before you work the extra hours
- We will only agree to you working additional hours if this does not breach the Working Time Regulations legislation
- We do not pay overtime to you if you are on a Chief Officer or HMG grade or equivalent grade e.g. Soulbury staff on HMG equivalent salary
- If you work part-time, you will only receive overtime when you have worked more than 36 hours in a week (so that you receive pay on the same basis as a full-time employee)
- You need to submit your overtime claim through employee self-service, no later than the end of the month after the additional hours were worked. This is so we do not have a back-log of claims and are clear about what the extra payment relates to. If you submit your claim after this time, we will only pay in exceptional circumstances, and this will need to be authorised by your Manager.

## Public Holidays

If your post is at spinal column point 22 or below and you are required to work on a public holiday, you will receive double pay for all hours worked on that day. In addition, at a later date, you will receive time off with pay as follows:

Time worked less than half the normal working hours on that day - half day  
 Time worked more than half the normal working hours on that day - full day

## Saturday and Sunday

If your post is at spinal column point 22 or below and you who are required to work on Saturday and/or Sunday as part of your normal working week, you will receive the following, enhanced rate for all hours worked:

Saturday working Time and a half  
 Sunday working Time and a half where basic pay at or above point spinal column point 3  
 Double time where basic pay below spinal column point 3

These payments will only be paid for weekends worked. They will not be paid if you are absent from a rostered weekend e.g. due to sickness absence or leave.

## Shift Working

This allowance is payable only to those who are contractually required to undertake shift work.

## Sleeping In Duty

As part of your role, if it is necessary for you to sleep in at a work premises, you will receive a Sleeping-In Allowance. This covers the requirement to sleep in and up to 30 minutes' call out per night.

For actual hours worked, enhanced rates will be paid for work in excess of 30 minutes between the hours of 10pm and 6am only for staff receiving a sleep-in allowance. Any hours worked between 6:01am and 9:59pm for example will be paid at additional hours rates/TOIL etc

## Standby

This is payable when you are required to be available for work, outside of your normal working hours and away from the Council premises, to respond to incidents / emergency situations.

When on standby, you must be fit to carry out your role and be within 1 hours travel of the work location that you may be required to attend. The length of each session of standby will vary depending on operational needs and you will be informed of your standby session period.

If, while you are on standby, you are required to attend a workplace to deal with an incident / emergency, you can claim the call out allowance for the hours you work.

## Subsistence

We do not subsidise meals for any employees and therefore claims for subsistence will not normally be met. If, in exceptional circumstances, your manager decides that subsistence payments are payable, this will be at the rate set out in the Allowances Rates.

Your manager will not approve reimbursement:

- where suitable meals are provided
- if you are doing your normal job
- for reimbursement for alcoholic drinks
- if overtime is being paid

## Overnight Stays

If your job requires you to stay in overnight accommodation, you need to seek prior approval, from your chief officer for any expenses you incur.

As a guide, we will only reimburse expenses incurred for dinner, bed and breakfast in hotel accommodation that is of reasonable standard, (likely to be classed as 3-star). You will need to provide us with a receipt of these expenses before you can claim for reimbursement. Wherever possible, arrangements should be booked in advance.

## Candidates' Expenses

We do not normally reimburse candidates for expenses involved in attending interviews. In exceptional cases a contribution may be made, with Chief Officer's approval, where overnight accommodation is required for posts which are hard to fill or are at senior level.

## Travel

If you are required to travel for work purposes, you are entitled to reimbursement at the rates adopted by the Council for car mileage allowance, motorcycle allowance, cycle allowance and public transport costs.

[Details relating to arrangements for travel are set out here](#)

## Who can I talk to for more information?

General advice and guidance on HR activities should be directed to [PeopleSupport@hounslow.gov.uk](mailto:PeopleSupport@hounslow.gov.uk).