Leicestershire Partnership NHS Trust

Pay and Staff Expenses Policy and Procedure

This policy describes the Trusts' process for determining starting salaries, subsequent pay progressions, dealing with underpayments and overpayments, the reimbursement of staff expenses, including removals and relocation assistance.

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VERSION CONTROL AND SUMMARY OF CHANGES

Version number	Date	Comments (description change and amendments)
1	1 March 2023	Combination of Pay Policy, Reimbursement of Staff Expenses Policy, and Removals and Relocation Assistance Policy and Procedure. Inclusion of additional information about overpayments and underpayments.
1.1	8 April 2026	Extension due to awaiting HS Employers national changes to mileage and expenses to be included when guidance published.
1.2 1.3	30th July 2026 24 August	Extension due to allowing time for consultation Further extension for 1 month to allow time to approve
1.4	18 November 2026	Further extension for 2 months to allow time to approve

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1.0 EQUALITY STATEMENT

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

1.1 DUE REGARD

LPT will ensure that Due regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010. This process will help to ensure that:

- Strategies, policies and procedures and services are free from discrimination.
- LPT complies with current equality legislation.
- Due regard is given to equality in decision making and subsequent processes.
- Opportunities for promoting equality are identified.

Please refer to due regard assessment (Appendix 4) of this policy

SECTION 2 - DEFINITIONS THAT APPLY TO THIS POLICY

Pay Step Point	The individual pay points within each pay band, which staff will progress through on an annual basis subject to satisfactory performance assessed through the Appraisal process. These pay step points do not necessarily provide pay progression (an increase in salary) annually but contribute towards pay progression in line with NHS Terms and Conditions of Service.
Pay Step Date	The date on which a member of staff will progress to the next pay step point in their current pay band, with the exception of those staff that have already reached the top of the pay band. It is the anniversary of the date the individual commenced employment in their current band without a break.
Pay Progression	The process by which staff progress through the pay step points within their posts pay band.
Official Mileage	Payment for mileage claims paid for the shortest official mileage between each location visited and not the actual miles recorded.
Business Mileage	This is payable when qualifying travel could not reasonably have been undertaken by public transport and making the journey using the claimant's own vehicle was the only sensible option. In all instances users will be required to produce evidence that they hold a valid driver's licence, a valid MOT (if required) for their vehicle and valid vehicle insurance, to cover business use. Travel claims will not be processed unless the documents have been produced. Annual mileage in the year 1 July to 30 June up to 3,500 miles will be paid at a higher rate. Once an individual has travelled over 3,500 in the year 1 July to 30 June the mileage rate will drop to a lower rate.
Reserve Rate (previously known as Public Transport Rate)	This is payable when qualifying travel could reasonably have been made by public transport, but the claimant has decided to drive, subject to a maximum of the public transport cost which would have been incurred. In all instances users will be required to produce evidence that they hold a valid driver's licence, a valid MOT (if required) for their vehicle and valid vehicle insurance, to cover business use. Travel claims will not be processed unless the documents have been produced.
Motor Cycle Rate	This is payable when qualifying travel could not reasonably have been undertaken by public transport and making the journey using the claimant's own vehicle was the only sensible option. In all instances users will be required to produce evidence that they hold a valid driver's licence, a valid MOT (if required) for their vehicle and valid vehicle insurance, to cover business use. Travel claims will not be processed unless the documents have been produced.
Pedal Cycle Rate	This is payable when an individual uses a pedal cycle to undertake official journeys.
Passenger Mileage Rate	This category is payment to staff who convey other members of staff on official business. Staff are encouraged to consider the possibility of sharing a vehicle on official business, where such a measure is practical. In all

	instances users will be required to produce evidence that they hold a valid driver's licence, a valid MOT (if required) for their vehicle and valid vehicle insurance, to cover business use. Travel claims will not be processed unless the documents have been produced. This payment ***is not payable*** to members of staff transporting patients in their own vehicles.
Transporting Equipment	Where at the requirement of the Trust, an employee carries heavy or bulky equipment in a private car, an allowance shall be paid for journeys on which the equipment is carried, provided that either: the equipment exceeds a weight which could reasonably be carried by hand; or The equipment cannot be carried in the boot of the car and is so bulky as to reduce the seating capacity of the vehicle. ***Employees should not be allowed to carry equipment which is heavy or bulky unless a risk assessment has been carried out beforehand.***
Subsistence Allowances	The reimbursement of necessary extra costs of undertaking official duties away from home, such as accommodation expenditure and meals etc.
Agreed Work Base	This is the hospital / base where the employee undertakes their principal duties.
Designated Base	For staff where agile working principles have been implemented there is a choice to work from alternative locations to allow for improved efficiency and a more effective service. In these cases, the staff will be given a designated base for travel claim purposes. The criteria for defining a designated base is a health or care building which has access to the Firefly Wi-Fi network which an agile worker could realistically touch down at to enter data upon an Electronic Patient Record system. The designated base would be the first site that the agile worker would pass on their natural commute to their normal geographical patch of work once they cross the boundary of that patch, however if they cover the entire County then it would be the nearest site to their home. Designated bases must be agreed between the member of staff and the line manager as part of an Agile Worker agreement.
Alternate Base	Within the electronic expenses system staff have the option to select an alternate base. This allows bank workers who work flexibly across multiple sites to select the base they are working at for a particular shift as an alternative to the default base assigned to them.
Removals and Relocation	A change in the physical location of an employee due to taking up a new post within the organisation.
HMRC	HM Revenue and Customs – the Government department responsible for payment of taxes.
Underpayment	Employee receives less money than they are due
Overpayment	Employee receives more money than they are due.
ESR	Electronic Staff Record – the NHS wide Human Resources and Payroll System.
Supplementary Payroll Run	An additional payroll run after each monthly payroll to pick up any underpayments including late new starters. To comply with HMRC regulations this will pay on the 5th of the following month, or the last working day prior to the 5th of the following month.

Interim Payment	An estimated payment made outside of the payroll that will be recovered on the next payroll run when the corrections are actioned through the payroll.

SECTION 3 - PURPOSE OF THE POLICY

This document provides guidance on:

3.1 Paying staff, including starting salaries for new employees commencing employment with the Trust and guidance on pay progression thereafter.

3.2 Reimbursement of staff expenses, including travel and subsistence incurred in the course of their employment with the Trust. The rates of allowances and provisions for reimbursement in respect of staff expenses are contained in the Annexes to NHS Terms and Conditions of Service Handbook. The Handbook can be accessed through NHS Employers. http://www.nhsemployers.org/employershandbook/afc_tc_of_service_handbook_fb.pdf

3.3 Financial assistance for newly recruited staff who are required to relocate their homes to take up a new appointment within the Trust. The underlying principle of the policy is to offer assistance towards the costs of relocation, not full reimbursement.

3.4 Ensuring all underpayments and overpayments are dealt with in a consistent and timely manner across the Trust and to ensure that all staff are informed of the processes for dealing with incorrectly paid salary and expenses etc. Any monies owed to the Trust is public money and the Trust has a public responsibility to recover overpaid money.

SECTION 4 - SUMMARY AND SCOPE OF THE POLICY

4.1 This policy applies to all staff on employed by the Trust (both substantive and bank staff), except where otherwise stated.

4.2 Starting Salaries and Pay Progression
(For staff on NHS Terms and Conditions of Service only)

4.2.1 To ensure consistent application of nationally and locally agreed terms and conditions;

4.2.2 To ensure staff receive equitable and consistent remuneration and conditions in line with their assigned duties and responsibilities;

4.2.3 To clarify how employees will progress through their pay band where applicable and under what circumstance progression may be withheld or deferred;

4.2.4 To assist in achieving a high quality workforce with the right numbers of staff, in the right places, with the right skills and responsibilities;

4.2.5 Improve equality of opportunity and diversity for all staff;

4.2.6 Improve recruitment and retention of staff.

4.3 Underpayments and Overpayments

4.3.1 Sets out timely, fair and consistent processes for dealing with staff underpayments of salary and overpayments of salary.

4.3.2 For underpayments it describes when an additional payment can be made and through what route.

4.3.3 For overpayments it describes the process of recovery for current employees, leavers and those staff who do not have a regular income.

4.4 Reimbursement of Staff Expenses

4.4.1 To ensure consistent application of the reimbursement of staff for travel and subsistence incurred in the course of their employment with the Trust

4.4.2 It directs claimants to relevant documents that publish the range of rates of reimbursement available for travel whilst carrying out work for the Trust and the subsistence allowances applicable for accommodation and meals applicable for staff who are required to stay away from home whilst on Trust business.

4.4.3 The key reference documents for this policy is the NHS Terms and Conditions of Service Handbook.

4.4.4 The policy also covers the procedure for making any travel and subsistence claims and should be used in conjunction with the system guidance for the electronic expenses system, which can be found on the Trust's intranet site.

4.5 Removals and Relocation Assistance

4.5.1 Applies to all staff appointed to key positions within the Trust, except junior doctors in accredited Health Education England (HEE) training programs for which a separate HEE policy applies..

4.5.2 These key positions are likely to be either senior posts or those where recruitment difficulties can be anticipated. In certain circumstances, a key post may be a fixed term appointment or a member of staff in a rotational training appointment.

4.5.3 Financial assistance for removals and relocation is principally intended for new staff joining the Trust. It will not normally be offered to established members of staff who move between appointments with the Trust.

4.5.4 The policy aims to ensure consistent application between eligible employees and an accurate estimation of the full recruitment costs.

SECTION 5 - INTRODUCTION

5.1 The Trust recognises the need to ensure fair pay and conditions for employees, whilst continuing to support the needs of the organisation. This policy aims to guide

managers and staff in the interpretation of national and locally agreed terms and conditions of employment.

5.2 The Trust is committed to the principles of equal opportunities in employment for all. This policy will be applied equitably and fairly and aims to ensure that no employee receives less favourable treatment on the grounds of age, gender, ethnicity, religion or belief, disability, marriage or civil partnership, pregnancy or maternity, or sexual orientation.

5.3 All staff should act in accordance to our Trust leadership behaviours for all and be able to evidence adherence in situations that involve Pay and Staff Expenses. A fundamental approach to developing our Leadership behaviours for all is our ability to both give and receive feedback in a positive and insightful way. The feedback method is based on defining; Context, Understanding, Behaviour and Effect (CUBE).

5.4 Starting Salaries and Pay Progression
(For staff on NHS Terms and Conditions of Service only)

5.4.1 The policy relates to the pay and conditions offered to both new appointees to the Trust and existing staff.

5.4.2 The conditions set out in this policy are subject to periodical review as part of nationally agreed changes to NHS Terms and Conditions of Service and where applicable, through consultation with Staff Side.

5.5 Underpayments and Overpayments

5.5.1 The Trust recognises the need to ensure fair and consistent approaches to underpayments and overpayments for employees, whilst continuing to support the needs of the organisation.

5.5.2 The policy relates to the underpayments and overpayments for current staff, leavers and those staff who have no guaranteed payments, i.e. bank workers.

5.6 Reimbursement of Staff Expenses

5.6.1 The primary purpose of travel and subsistence allowances is to reimburse the necessary cost of meals, accommodation and travel arising as a result of official duties.

5.6.2 Business expenses that may arise, such as telephone calls may be reimbursed with certified proof of expenditure.

5.6.3 The specific provisions within this document are determined by reference to NHS Terms and Conditions of Service Handbook.

5.6.4 The policy does not deal with the reimbursement of:

5.6.4.1 Expenses for the Chair and Non-Executive Directors
5.6.4.2 Expenses for staff covered by the Medical and Dental Terms and Conditions, except for Excess Travel for Doctors, which is as per this Policy.
5.6.4.3 Interview Expenses – see Recruitment and Selection Policy

5.6.4.4 Course and Conference Fees and Travel – see Study Leave Policy.

5.7 Removals and Relocation Assistance

5.7.1 The policy aims to guide managers and staff through the process of relocation and removal expenses and the associated HMRC regulations.

5.7.2 The decision to offer any assistance with relocation expenses and the level of such assistance will be at the discretion of management. It is not an entitlement and may not necessarily fully reimburse the actual expenditure. Management discretion also operates within the framework of allowable relocation expenses laid down by the taxation authorities (see Appendix 10).

5.7.3 The conditions set out in this policy are subject to periodic review to ensure ongoing compliance with HMRC regulations.

SECTION 6 - DUTIES WITHIN THE ORGANISATION

6.1 The **Trust Board** has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.

6.2 Directors and Heads of Service are responsible for:

6.2.1 Ensuring the fair and consistent implementation of this policy within their own areas of responsibility;

6.2.2 Ensuring that line managers receive adequate training deemed necessary to implement this policy appropriately; and

6.2.3 Authorising (where appropriate) any claims for expenses etc that are older than three months;

6.3 Managers and Team leaders are responsible for:

6.3.1 Ensuring that this policy is applied fairly and consistently;

6.3.2 Ensuring that all changes to contract and termination forms are submitted to Human Resources no later than the 5th of the month in which the change occurs;

6.3.3 Ensuring that their staff's eligibility for pay step is assessed annually either through an appraisal or a manual pay step review;

6.3.4 Ensuring that their staff are aware of the guidelines and that claims are in accordance with them.

6.3.5 Ensuring that claims submitted by staff under their span of control are only approved where they are consistent with Terms and Conditions of Service;

6.3.6 Ensuring all rosters (HealthRoster) and claims submitted for hours and mileage (EASY) are signed off by the relevant month/weekly deadlines; In

addition, they will be responsible for setting up and managing their delegates/deputies within the electronic expenses system; and

6.3.7 Bringing the relevant information regarding a suspected incorrect salary payment to the individual's and the Trust's payroll suppliers attention immediately.

6.4 Human Resources are responsible for:

6.4.1 Providing support and advice to managers and employees to ensure the fair and consistent application of the policy; and

6.4.2 Acting on correctly authorised instructions from managers received through the agreed methods to ensure that the Electronic Staff Record (ESR) is updated and amended accordingly to ensure correct payment; and ensuring this is communicated to payroll in a timely manner.

6.5 Trust's Payroll Supplier is responsible for:

6.5.1 Acting on correctly authorised instructions from the Trust received through the agreed methods to ensure that the Electronic Staff Record (ESR) is updated and amended accordingly to ensure correct payment;

6.5.2 The Trust's payroll supplier ensures that authorised claims for allowances and expenses are paid in accordance with the national Terms and Conditions of Service and this Policy; and

6.5.3 Monitoring under and overpayments of salary and liaising with the Employee Services Team and Finance to ensure that all underpayments and overpayments are consistently managed.

6.6 Finance are responsible for:

6.6.1 Making interim payments outside of the payroll to staff upon receipt of appropriately authorised instructions from Trust's Payroll Supplier;

6.6.2 Monitoring the recovery of the interim payments to ensure accurate financial balance;

6.6.3 Administering the debt recovery process, where the overpayment has gone to invoice;

6.6.4 Providing advice and support where Income and Debtors assessments are required; and

6.6.5 Monitoring recovery of overpayments to ensure accurate financial balance.

6.7 Staff are responsible for:

6.7.1 Ensuring the timely and accurate submission of claims for payment using the appropriate electronic systems, following local submission timelines and in line with Terms and Conditions of Service;

6.7.2 Checking all relevant payroll forms and their pay slips and bank/building society accounts for accurate payments and deductions on a regular basis;

6.7.3 Bringing any suspected discrepancies and / or concerns to the attention of their line manager and the Trust's payroll supplier upon receipt of their payslip or becoming aware of the issue whichever is the earlier; and

6.7.4 Making themselves aware of and adhering to this policy.

SECTION 7 - PAY ARRANGEMENTS

7.1 Monthly paid staff are paid on the 27th of each month, except where the 27th falls at a weekend or on a bank holiday. In these circumstances staff are paid on the last working day prior to the 27th of the month. This will apply to all months including December.

7.2 Monthly paid staff will receive their basic pay for the current month, and any enhancements/overtime/mileage etc. for the previous month, subject to the claim being submitted and authorised by the required deadlines.

7.3 Weekly pay is only open to bank only staff. Weekly paid staff will be paid on Thursday, based on the claims submitted and authorised by the previous Wednesday. Revised deadlines may apply around Christmas and New Year and staff should look out for further guidance in November.

SECTION 8 - STARTING SALARIES

8.1 The majority of new staff appointed into the Trust will be on NHS Terms and Conditions of Service. There are a number of exceptions to this including Apprentices, Interns, Very Senior Managers, and staff on ad hoc salaries. There may also be staff that have transferred to the organisation as a result of TUPE who will have separate pay arrangements.

8.2 The pay bands introduced in 2018 describe the minimum length of service on a pay step point required before staff are eligible to move to the next step.

8.3 New staff from within the NHS appointed on NHS Terms and Conditions

8.3.1 All new starters to the Trust who have previous NHS service at the same band, will start with the Trust on the same pay step point. If there is no break in service, their pay step point date will remain unchanged. However, if there is a break in service, the length of the break will be taken into account when setting their pay step point date.

8.3.2 New staff who are appointed to a post on a higher pay band will be paid at the minimum of the new pay band. Staff appointed to a higher pay band will have a pay step date of the anniversary of their appointment into the higher band.

8.3.3 Where a post is re-banded to a higher band as a result of a changed job evaluation outcome, the pay step date will become the anniversary of the adate

that the new job description is deemed to have taken effect. This would usually be the date that the job description is submitted for evaluation.

8.3.4 New staff who are appointed to a post on a lower pay band will transfer to the maximum of the new pay band or on their existing salary point if that is lower retaining their pay step date.

8.4 New staff from outside the NHS appointed on NHS Terms and Conditions

8.4.1 It is expected that all staff new to the NHS will be appointed to the bottom of the relevant pay band, and their pay step date will be the anniversary of the date the individual commenced employment.

8.4.2 The pay bands introduced in 2018 describe the minimum length of service on a pay step point required before staff are eligible to move to the next pay step point. Allowing individuals to progress more quickly through the pay scales undermines the principles of the pay system. NHS England will be monitoring compliance across the NHS.

8.4.3 Managers do, however, have the discretion to take account of previous experience when determining starting salaries. In line with the principles of the pay system this needs to be determined by reference to completed years of relevant equivalent experience rather than the individual's current salary.

8.4.4 Any period of relevant experience should be confirmed through references obtained as part of the recruitment process, or if this is not possible, through evidence provided by the appointee. Until the evidence has been checked and confirmed by the recruiting manager and appropriate approval given (see para 8.4.8) using the form at Appendix 5, the new member of staff will start on the minimum point of the pay band.

8.4.5 Additional years' experience may not result in an immediate pay rise, but may provide credit towards a pay step point linked with pay progression, which would result in the individual receiving a pay rise sooner than starting at the bottom of the scale.

8.4.6 Example:

NHS Terms and Conditions of Service
Pay Values for 2022-2023

	Years of Experience	<1 year	1-2 years	2-3 years	3 -4 years
NHS(XR02) Review Body Band 2 NHS(XN02) Non Review Body Band 2	ESR Grade Step Point	1	2	3	4
	ESR Scale Point	*60*	*70*	*80*	*100*
	Salary	20,270	20,270	21,318	21,318

New employee has 1 years' and two months equivalent relevant experience as a clerical officer and is appointed to a Band 2. This individual would therefore start at the 1-2 years' experience point, which has the same monetary value as the bottom of the pay scale, but then would only have to serve a further one year to receive a pay step rise, rather than the two years if they had started at the bottom of the pay scale.

8.4.7 When considering making a recommendation for appointment on a higher pay step point on the pay band, the manager should consider the likely impact and the perceived fairness of this decision on existing employees who have worked their way through the band structure and ensure consistency locally within the department and outside the department.

8.4.8 Application for Recognition of Previous Service for Pay Purposes

- If a manager wishes to make a case for additional pay step points to be awarded to an applicant from outside the NHS they need to complete and submit the "Application for Recognition of Previous Service for Pay Purposes" form (Appendix 5) and forward this to lpt.jobs@nhs.net, along with requested evidence. This application should be submitted prior to agreeing a start date with an applicant. However, in exceptional circumstances requests can be submitted up to three months post start, but an explanation for the delay needs to be provided.

- The Recruitment Team will ensure that the form is submitted to a panel for senior HR Managers for consideration. The manager will be advised of the outcome. If additional information is requested, this must be provided within four weeks of the request, to ensure that the application is dealt with in a timely manner.

- It is recommended that managers do not guarantee salaries above the minimum to applicants until this process has concluded.

- If the manager/applicant wishes to appeal the decision, they must submit their appeal in writing to lpt.jobs@nhs.net within 10 working days of the outcome being communicated. Appeals will only be accepted if additional information can be provided to support the application. There is no right of appeal unless additional information can be provided.

8.5 Acting Up - NHS Terms and Conditions

8.5.1 Individuals may be moved into a higher pay band where it is necessary to fill a post on a temporary basis when a vacancy is unfilled, but being advertised, or the post is being held open for someone who is due to return, e.g. from long-term sickness absence, maternity leave, or from extended training.

8.5.2 Staff who are temporarily moved to a post in a higher pay band will be paid at the minimum of the new pay band. Staff who are temporarily moved to a post in a higher band will have a pay step date of the anniversary of their appointment into the higher band.

8.5.3 Temporary movement into a new pay band should not normally last more than six months or less than one month, except in instances of maternity leave or long-term sickness absence, where a longer period may be known at the outset.

8.5.4 In circumstances where the individual is not required to carry out the full responsibilities of the post, pay will be determined through appropriate evaluation of the job.

8.5.5 If the individual is subsequently promoted to the higher banded role they were acting up into and their pay step point date was changed under paragraph 8.3.2 above, this will be retained for their substantive promotion.

8.5.6 When an individual returns to their substantive post following acting up, they will return to the previous band, subject to having met all of the pay progression standards, at the pay step point they would have been on if they had not acted up (i.e. pay steps are deemed to have occurred). Their pay step date will revert to their previous pay step date.

8.6 Secondments - NHS Terms and Conditions

8.6.1 Seconded staff who are appointed to a post on the same pay band will remain on the same pay point in the band with the same pay step date.

8.6.2 Seconded staff who are moved to a post in a higher pay band will be paid at the minimum of the new pay band. Seconded staff who are moved to a post in a higher band will have a pay step date of the anniversary of their appointment into the higher band.

8.6.3 Seconded staff who are appointed to a post on a lower pay band will transfer to the maximum of the new pay band and retain their pay step date.

8.6.4 If an individual is seconded to an external organisation, the rate of pay will be as agreed by the receiving organisation during the period of secondment.

8.6.5 When an individual returns to their substantive post following secondment, they will return to the previous band, subject to having met all of the pay progression standards, at the pay step point they would have been on if they had not been on secondment (i.e. pay steps are deemed to have occurred). Their pay step date will revert to their previous pay step date.

8.7 Retirees Returning to work in the NHS - NHS Terms and Conditions

8.7.1 Retirees who return to work at the same band as they were prior to retirement will return on the same pay point they were on when they left. Their pay step date will be adjusted to ensure a full 12 months is completed at that pay step point before becoming eligible to progress to the next pay step point.

8.7.2 Retirees who return to work at a higher pay band will be dealt with in accordance with paragraph 8.3.2 above.

8.7.3 Retirees who return to work in a lower pay band will be dealt with in accordance with paragraph 8.3.4 above.

8.8 Internal Movement to Different Professions - NHS Terms and Conditions

Where an individual moves to a different profession, i.e. phlebotomy to admin, the starting salary should be determined by looking at the previous experience relevant to the new profession and not the years served in the previous profession.

8.9 Staff Previously on Pay Protection Returning to their Protected Band - NHS Terms and Conditions

An employee in receipt of protection, who is subsequently placed back in their former higher band, will enter at the same pay step point as they were in receipt of on the date they were downgraded. Their pay step date will be adjusted to ensure a full 12 months is completed at that pay step point before becoming eligible to progress to the next pay step point.

8.10 NHS Employee – TUPE Out to Non-NHS Employer – Apply to Return to NHS - NHS Terms and Conditions

Individual will return to the same pay step point they were on when they left the NHS. Their pay step date will be adjusted to ensure a full 12 months is completed at that pay step point before becoming eligible to progress to the next pay step point.

8.11 Substantive Employee Taking on an Additional Substantive Position

8.11.1 Staff who are appointed to an additional substantive post on the same pay band will remain on the same pay point in the band for their additional position with the same pay step date as their original position.

8.11.2 Staff who are appointed to an additional substantive post on a higher pay band will be paid at the minimum of the new pay band. Staff appointed to a higher pay band will have a pay step date of the anniversary of their appointment into the higher band.

8.11.3 Staff who are appointed to an additional substantive post on a lower pay band will transfer to the maximum of the new pay band and retain their pay step date.

8.12 Bank Worker to Substantive Post – NHS Terms and Conditions

8.12.1 Staff being appointed to a substantive post at the same grade as their bank post, will have their pay step point matched to that of their bank post.

8.12.2 Pay Step date should be anniversary of date of commencement in substantive post.

8.13 Substantive Employee Either Moving To a Bank Worker Position or Taking on Bank Worker Position in Addition to Their Substantive Role

8.13.1 If the bank worker position being taken up is at the same band as their substantive position, the bank salary needs to be set at the same point on the pay scale as their substantive role. They should retain their current pay step date.

8.13.2 If the bank worker position being taken up is at a lower band than their substantive position, the bank salary should be set to the maximum of the new pay band and retain their pay step date. The Trust does not allow professionally registered staff (e.g. nurses, occupational therapists etc.) to hold unregistered bank positions, i.e. Bands 1-4.

8.13.3 If the bank worker position being taken up, is at a higher pay band will be paid at the minimum of the new pay band. Staff appointed to a higher pay band will

have a pay step date of the anniversary of their appointment into the higher band for that post only.

8.14 Additional Pay Step Points - NHS Terms and Conditions

There is no provision within NHS Terms and Conditions to award additional pay step points within a band, to take account of additional duties/responsibilities and the Trust has no local arrangements to enable this to happen. If additional duties/responsibilities are requested on an individual basis, the revised job description should be reassessed under NHS Job Evaluation guidelines.

8.15 Trainees

Individuals employed on training contracts, such as Trainee Clinical Psychologists, Trainee Nurses, Trainee Health Visitors, will have their pay based on Annex 21 of NHS Terms and Conditions of Service.

8.16 Apprentices

8.16.1 Level 2 Apprentices will be paid as per the annually published local Apprentice pay scales. These pay scales are normally based on the National Minimum Wage / National Living Wage for apprentices. However, the Trust on occasion may agree a local rate which exceeds the National Living Wage.

8.16.2 Apprentices will receive a set wage in their first year of apprenticeship and if they continue to study as an apprentice their pay will be linked to their age in line with the national agreement.

8.16.3 Apprentices undertaking level five courses such as nurse training will be paid in accordance with paragraph 8.15.

8.17 Retention and Attraction Schemes / Bank Temporary Staffing Incentives

The Trust offers, from time to time, a number of Retention and Attraction Schemes and Bank Temporary Staffing Incentives. These are agreed as and when required and a separate Guidance document will be issued as appropriate.

8.18 Staff on a Term Time Only / Annualised Hours Contract

Staff on term time only contracts or annualised hours contracts, will have their hours, and therefore their pay, calculated using a locally agreed Trust process. This process is not subject to employee right of review.

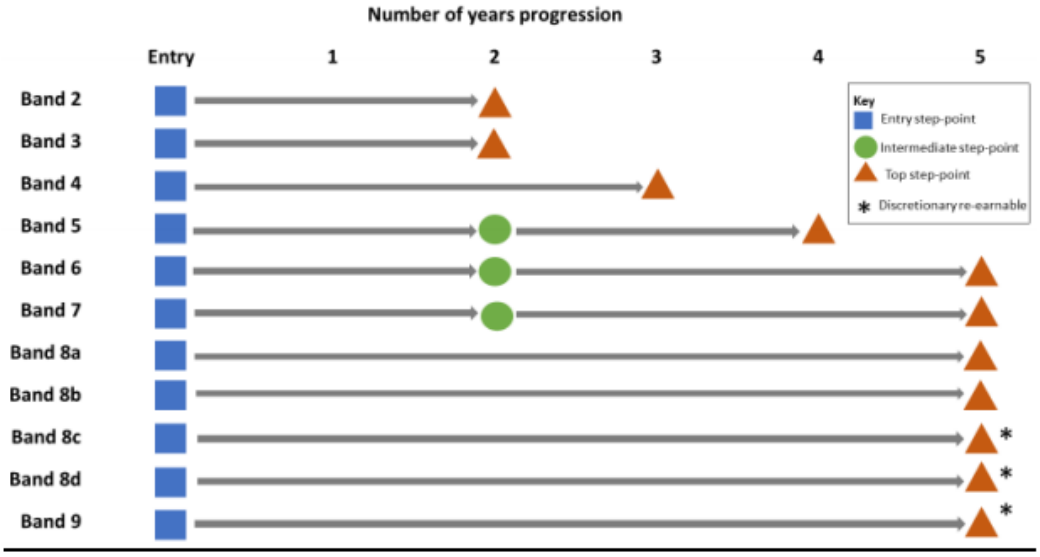
SECTION 9 - PAY PROGRESSION

9.1 Pay Step progression for all pay points, within each pay band, will be conditional upon individuals having demonstrated the required level of performance, behaviour, attitude and contribution during the review period and undertaken the required statutory and mandatory training.

9.2 Provided the appropriate level of performance and delivery has been achieved during the review period, staff will normally progress through the pay step points within their pay band on an annual basis, however they should not view pay step progression as an automatic right.

9.3 Pay Step Award Criteria

It is expected that staff will achieve the required standards at the point of their pay step date. It is also expected that staff and their line manager should have regular discussions about any problems in reaching the required standards before the pay step date. This will allow time for issues to be raised and possible solutions found to enable the pay step point to be actioned on time.



In order to progress to the next pay point on the pay band, an employee must ensure they comply with the following standards:

9.3.1 Appraisal

Employees must have participated in an annual Appraisal in the two months prior to the month in which their pay step date falls, for example pay step date 20 July, appraisal must be completed and signed off between 1 May and 30 June The appraisal must be completed and signed off on uLearn within these timescales. The overall appraisal assessment must be scored at 3 or above.

9.3.2 Mandatory and Statutory Training

Employees must have completed the mandatory and statutory training required for their role within the timescales set out in the Trust's Mandatory Training Register. Failure to attend the required training without a valid reason, such as sickness or unavailability of training, will result in the employees next pay step pay progression being deferred. This will be signed off as part of the Appraisal process.

9.3.3 No Formal Capability Process in Place

Capability process is the formal processes for dealing with lack of competence, including professional and clinical competence, and clear failure by an employee to achieve a satisfactory standard of work through lack of knowledge, ability or consistently poor performance.

9.3.4 No Formal Disciplinary Sanction Live on the Staff Member's Record

A disciplinary sanction refers to formal warnings in relation to conduct. It does not include investigations, informal warnings, etc.

9.3.5 For Line Managers Only

Line managers must ensure that appraisals have been completed for all of their staff.

9.4 Failure to Meet Standards

9.4.1 In situations where standards have not been met, and there are no mitigating factors sufficient to justify this, it is expected that an individual's pay step will be delayed, subject to the arrangements outlined below:

9.4.2 The line manager must use the pay step review meeting process to discuss the standards that have not been met and review previous discussions about these, consider any mitigating factors, and record their decision.

9.4.3 The line manager should advise the member of staff of their right to contest any decision using the locally agreed procedure where the required level of performance is deemed not to have been met as per the Appraisal Policy. If this is upheld, the pay step should be applied backdated to the pay step date.

9.4.4 The line manager should also discuss and agree a plan with the staff member of any remedial action needed to ensure that the required standards for pay progression are met, including a timescale, and how any training and support needs will be met.

9.4.5 The staff member must take all necessary steps to meet the requirements as soon as possible and the line manager must provide the necessary support.

9.4.6 A further pay step review meeting should be arranged at an agreed date to review progress, and where satisfactory, initiate the awarding of the pay step. The effective date for progressing to the next pay step should be the earliest date that the relevant requirements are shown to have been met. The pay step date for future years will remain unchanged.

9.4.7 Where a pay step is delayed due to a live disciplinary sanction, or a formal capability process, the line manager should initiative a pay step review meeting before the expiry of the sanction or capability plan. This should be used to confirm that all other requirements have been met and to ensure that the staff member progresses to the next pay step, effective the day after the sanction expires. The pay step date will remain unchanged.

9.4.8 A disciplinary sanction cannot be applied retrospectively to delay a pay step if it comes into effect after the pay step date.

9.5 Re-Earnable Process of Bands 8C, 8D and 9

9.5.1 The principles and standards for pay progression and then re-earnable pay for staff in bands 8c, 8d and 9 are the same as the principles and standards for all other staff.

9.5.2 Once they have reached the top of their band, the expectation is that all staff will meet the required standards and will re-earn the relevant element of pay annually. The first point at which the re-earnable element becomes relevant is 12 months after employees have passed through their pay step point to reach the top of the band.

9.5.3 In the year after an employee has reached the top of bands 8c, 8d or 9, five percent (5%) or ten percent (10%) of basic salary will become re-earnable. Where the standards in paragraph 9.3 are met, salary is retained at the top of the band. If standards are not met salary may be reduced by 5% or 10% from the pay step date. The employee will be able to restore their salary to the top of the band at the end of the following year by meeting the required standards. The employee has the right to contest a decision to reduce their pay using the locally agreed procedure.

9.6 Manual Pay Step

9.6.1 Where appraisal has not been undertaken in the two calendar months prior to the month in which the pay step is due, the pay step will automatically be withheld. If it is felt that there are exceptional circumstances that have prevented it being undertaken, it is possible to for the manager to submit a Manual Pay Step Submission Form (Appendix 6) to enable the pay step to be awarded. The manager submitting the form needs to consider the reasons for non-compliance prior to submission. The form should be submitted to the Workforce Systems Team via email: lpt.workforcesystemshelpdesk@nhs.net by the last day of the month, so that these can be logged on the pay step spreadsheet for actioning for the following months' pay.

9.6.2 Where a pay step is delayed due to a live disciplinary sanction, or a formal capability process, the line manager should initiative a pay step review meeting before the expiry of the sanction or capability plan. This should be used to confirm that all other requirements have been met and to ensure that the staff member progresses to the next pay step, effective the day after the sanction expires. The pay step date will remain unchanged. The manager should complete and submit the Manual Pay Step Submission Form (Appendix 6) to lpt.workforcesystemshelpdesk@nhs.net by the last day of the month, so that these can be logged on the pay step spreadsheet for actioning for the following months' pay.

9.7 Right of Review Process

9.7.1 Where agreement cannot be reached, between the appraiser and appraisee, regarding the performance rating, the appraisee will have the right to request a review by the appraiser's manager, whose decision will be final.

9.7.2 Requests for reviews must be lodged with the appraiser's manager within 10 working days of the appraisal in writing (emails are acceptable) using the template provided in the Appraisal Policy. In requesting a review the individual must state clear grounds for a review, including details of where they believe their appraisal has not been an accurate assessment of their performance and provide examples.

9.7.3 The appraiser's manager will hear the review within 21 calendar days of receiving the request for a review. It may be appropriate for the appraiser's manager to use peer review or specialist support in considering a review if they do not have sufficient knowledge of the role of the individual under review. It is the responsibility of the appraiser's manager to decide if they wish to use peer review or specialist support in the review.

9.7.4 Should a review result in pay step progression being reinstated, the employee will receive their pay step backdated to their pay step date.

9.8 Special Circumstances

9.8.1 Long Term Sickness

The appraiser should complete a manual pay step submission form to advise HR that an appraisal has not been completed in the two months prior to the pay step date. The pay step will be awarded from the pay step date providing the criteria was met for pay step progression prior to the absence (paragraphs 9.3.3 and 9.3.4). If the criteria was not met for pay step progression prior to the absence the manager should contact their HR Advisor for advice. See paragraph 9.6.

9.8.2 Maternity/Adoption Leave

In the case of planned long-term absence such as maternity, adoption and shared parental leave the pay step point will be automatically applied in the individual's absence providing they met the criteria for pay step progression prior to their absence (paragraphs 9.3.3 and 9.3.4). If the criteria was not met for pay step progression prior to the absence the manager should contact their HR Advisor for advice.

9.8.3 Career Break

Employees who are absence on a career break on their pay step date will have their pay point frozen throughout the duration of their career break. Upon return they will serve the remaining period of the 12 months prior to becoming eligible for a pay step. For example, Pay Step due 1 March went on career break on 1 January. Served 10 months prior to career break, needs to serve a further 2 months upon return to be eligible for their pay step.

9.8.4 External Secondments

Employees who are seconded to an external organisation will have their pay in accordance with the secondment agreement terms and conditions. The pay step date for their substantive post will remain the same and will be awarded in their absence, subject to meeting pay progression criteria set out in paragraph 8.3 above.

9.8.5 Internal Secondments

Employees who are seconded to another post within the Trust on the same band as their substantive post will receive their pay step on their "normal" pay step date subject to meeting the Pay Step Award Criteria set out on paragraph 9.3 above. If the secondment is on the same band as their substantive band, the pay step date will remain unchanged.

Individuals will need to have a dual assessment for their pay step; their substantive manager should provide information to the individual and the seconded manager to cover the period from the individual's last appraisal to the date of secondment. The seconded manager should complete the appraisal on uLearn, combining the two outcomes to provide an overall outcome for the year. The pay step will be awarded from the pay step date, subject to meeting pay progression criteria set out in paragraph 9.3 above.

Employees who are seconded to another post within the Trust on a higher pay band, will have their pay step date reset to the date they commenced the secondment. If they are still in the seconded post after 12 months, it is the seconded managers' responsibility to undertake the appraisal.

9.8.6 Acting Up

Employees who are acting up, whose pay step date in their substantive role, is whilst they are acting up, will receive a pay step upon return to their substantive role, subject to them having met the Pay Step Award Criteria.

As acting up should be for no longer than six months, individuals will not be eligible to a pay step within their acting role.

9.8.7 Multi-Postholders

If an employee holds more than one substantive post within the Trust, they will need to demonstrate compliance against the Pay Step Award criteria for each post, irrespective of whether the multiple posts are at the same band or different bands. Consequently, in some circumstances staff may receive a pay step in one post rather than all posts.

Where an employee holds both a substantive and bank post at the same band and professional group, the award of any pay steps in the substantive post will be automatically applied to the bank post.

9.8.8 Short Term Absences

As short-term absences such as annual leave, paternity leave, short term sickness, bereavement leave etc. are normally no longer than four weeks,

managers and staff should normally be able to plan round these to ensure that the appraisal is completed in line with policy.

If this is not possible, the appraiser should complete a manual pay step submission form to advise that an appraisal has not been completed in the two months prior to pay step date. The pay step will be awarded from the pay step date providing criteria for pay step progression is met.

9.8.9 Employees Joining the Trust from another NHS Organisation on the Same Band

In line with national Terms and Conditions, employees joining the Trust from another NHS organisation on the same band, will retain their current pay step point and pay step date. Please note that this will be withheld until a satisfactory probation period has been completed, any queries around this should be discussed with the HR Advisory Team. At the successful achievement of the probation period the pay step point would be backdated, subject to compliance with the Appraisal Policy.

9.8.10 Suspension from Work

Suspension from work on full pay is a neutral act. In order to ensure this is the case, the Trust will ensure that the pay step point is applied from the pay step review date where an individual is suspended on that date, providing they were meeting the standards in paragraph 8.3 at the point of suspension.

SECTION 10 – UNDERPAYMENTS

10.1 Where an individual identifies that they have been underpaid they should contact the Trust's payroll supplier and their line manager in the first instance.

10.2 If the individual has been underpaid due to the late submission of a change of circumstances form or late submission of claims, including electronic claims via Healthroster and EASY, these corrections will be made on the next payroll run as long as the individual has received 75% of their basic pay.

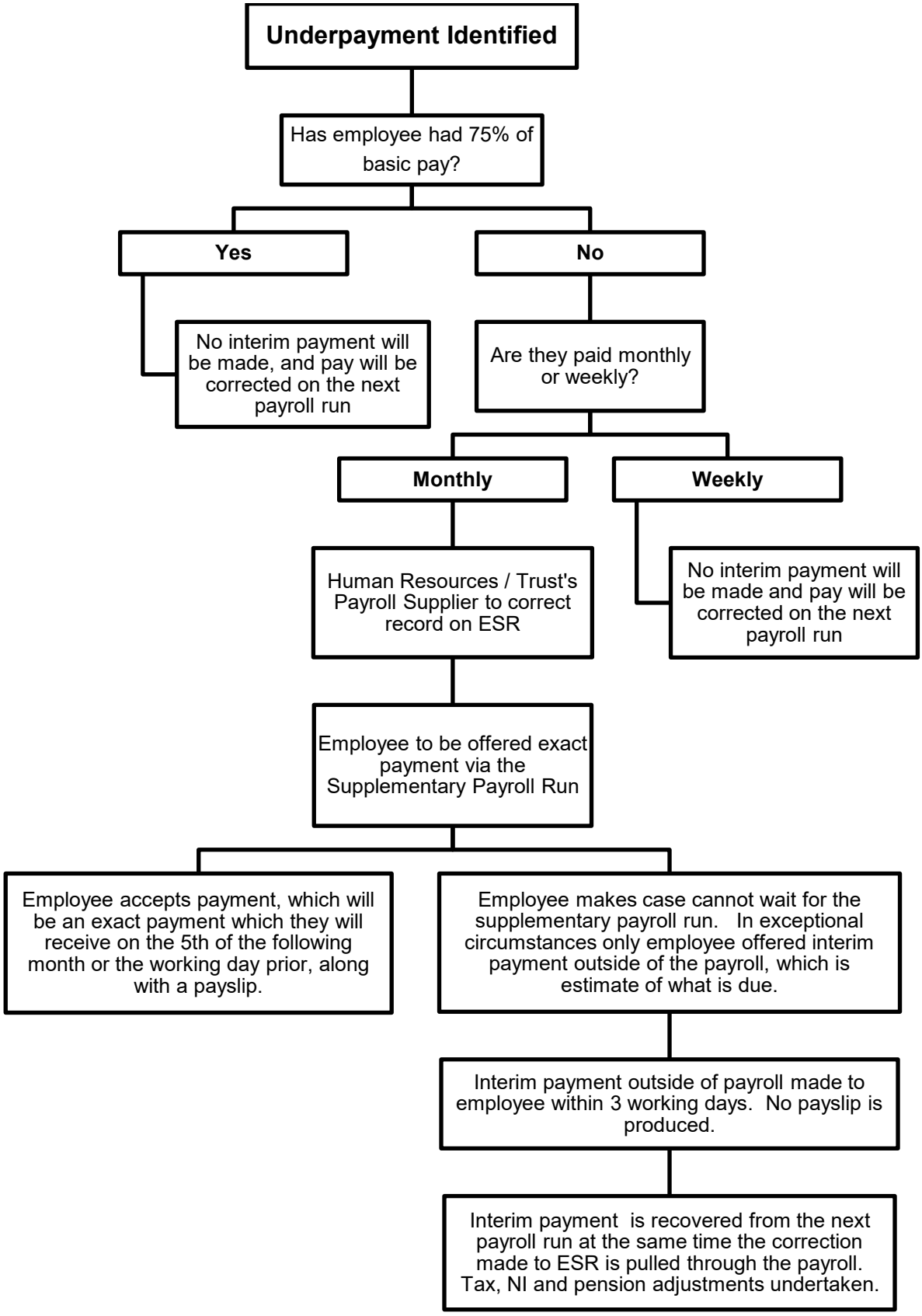
10.3 If an individual has received no pay at all, these will be prioritised by the Trust's payroll supplier, Human Resources and Finance.

10.4 If an individual requires a payment prior to the next payroll run and has had less than 75% of their basic pay, the Trust's Payroll Supplier in conjunction with Human Resources, will establish what information is required in order for ESR to be corrected to enable the payment to be calculated, i.e. missing or late change of circumstances form than needs inputting on ESR.

10.5 Supplementary Payroll Run

10.5.1 Once the form has been processed, the individual will be offered the opportunity to be paid on the supplementary payroll run, which pays on the 5th of the following month (or the last working day immediately prior to the 5th of the month).

10.5.2 The supplementary payroll run is a full payroll process, which includes accurate calculation of tax, NI, pension, other deductions such as student loan if applicable and produces a payslip.



10.6 Interim Payment Outside of Payroll

10.6.1 If an individual is unable to wait for the supplementary payroll run, the Trust has a limited capacity to issue interim payments outside of the payroll. This would be an estimated payment directly into an individual's bank account within 3 working days.

10.6.2 These interim payments are estimated payments and are normally made for 60% of the gross value to take account of tax, NI and pension. If an individual is a high earner the estimate will be adjusted to take account of the higher tax banding, i.e. they may only receive 40% of the gross calculation.

10.6.3 As this is an interim payment outside of the payroll no payslip is produced.

10.6.4 Interim payments outside of the payroll are normally only agreed as a last resort due to the amount of additional manual work required to calculate, process and recover the interim payment and is open to further mistakes occurring with an individual's pay.

10.6.5 No interim payments will be made to weekly paid staff. Weekly paid staff are required to wait for the following week's payroll.

10.6.6 Interim payments can only be authorised by the Director of HR and OD, the Deputy Director of HR, Head of HR, HR Manager Employee Services and the Trust's internal Payroll Advisor.

SECTION 11 - OVERPAYMENTS

11.1 The Employment Rights Act 1996 (Section 14) provides that it is legal to make deductions from wages to recover an overpayment of salary.

11.2 Furthermore, Contracts of Employment specify "*If, at any time, you owe the organisation any sum of money as a direct or indirect result of your employment, you will be required to repay such a sum. Any overpayments of salary, or allowances, will be recovered from you. Deductions will be made in line with the procedure in place with LPT at the time of the overpayment being discovered.*"

11.3 Employees have a responsibility to check their pay is accurate and report any potential overpayments, so that it can be investigated and where necessary a repayment plan can be set. Employees should not assume that they have received an increase in pay (temporary or reoccurring) unless there is some reason to believe that this is the case. Any employee who suspects that he or she has received an overpayment should contact the Trust's payroll supplier in the first instance with a view to repay the amount overpaid as soon as possible.

11.4 Staff should report to their line manager / management if they expected a decrease in their salary / pay and this has not been reflected in their pay, i.e. they have reduced

their contracted hours.

11.5 When an overpayment has been identified, the Trust's payroll supplier will write to the individual concerned with details of the overpayment, including the period covered, the amount in total and an explanation of the reason for the overpayment and a proposed recovery plan.

11.6 The Trust will make reasonable efforts to agree a fair repayment plan, which will be communicated to the person concerned.

11.7 For Staff Continuing to Work for the Trust

11.7.1 Where there is a change to an individual's banding level or late notification of a reduction in hours that results in an overpayment in a single pay period, as the individual will have agreed to this change, an automatic deduction will be made from the next available payment and no correspondence will be issued.

11.7.2 For all other overpayments, the Trust's payroll supplier will send a letter to the individual at the home address held on ESR advising them that an overpayment has occurred. The letter will state the cause of the overpayment, the value of any overpayment and an explanation of how the value was calculated and set out a proposed repayment plan along with a commencement date for the plan.

11.7.3 Where an overpayment occurs in a single pay period it is expected that this will be recovered from the next available pay period. Examples could include late notification to end a regular payment, duplicate claim etc.

11.7.4 Where an overpayment occurs over a period of time, it is expected that the overpayment will be recovered as the maximum over the same period of time as the overpayment. Examples could include errors in changes relating to contracted hours, pay protection, a regular allowance etc. If the individual has been overpaid from April to September (i.e. over six months) it is expected that recovery will be over six months. There may be circumstances where an individual wishes to agree a shorter repayment plan and this will be facilitated.

11.7.5 Where recovery of the overpayment over the proposed period would cause genuine hardship, the employee will be required to complete an Income and Debtors assessment. Once complete and returned to Finance, this will be used to put forward an alternative repayment plan.

11.7.6 Where staff are unable to commit to a repayment plan that is less than or equal to the same period as the overpayment due to their financial position, the Trust reserves the right to refuse to approve any new salary sacrifice schemes for non-essential items, e.g. TVs, Phones etc.

11.7.7 Where there is a long-term repayment plan in place (up to a maximum of seven years), the Trust reserves the right to review the plan in conjunction with the employee on the following occasions, with a review to increasing the monthly contributions to reduce the term of the repayment:

- Annually upon receipt of any national Pay Award
- Annually upon receipt of any pay affecting pay steps

- Where an individual increases their hours of work
- Where an individual is promoted to a higher pay band.

11.7.8 In order to ensure prompt management of overpayments, if the employee does not respond by the stated response date in the letter and does not reasonably engage in the process, the Trust will commence recovery of the overpayment as set out in the letter from the Trust's payroll supplier and reserves the right to automatically offset the benefit of any future pay steps against the overpayment.

11.7.9 Should the employee leave the Trust during a repayment period **any outstanding amounts will be deducted from their final payroll payment and/or subsequent payments due to them.** If after deduction, money remains outstanding individuals will be invoiced by the Trust for the outstanding balance and the process set out in section 14.8 of this Policy will apply.

11.8 **For Individuals Who No Longer Works for the Trust or Where the Overpayment Relates to an Individual who has no Guaranteed Income, i.e. bank worker, employee on a career break etc**.

11.8.1 The Trust's Payroll Supplier will write to the individual at the last known forwarding address held on ESR advising them that an overpayment has occurred. The letter will state the cause of the overpayment, the value of the overpayment, an explanation on how the value was calculated and include an invoice prepared by the Finance Department.

11.8.2 If an individual has not provided accurate forwarding details, every effort will be made to obtain a contact address, including where appropriate, through contact with the relevant professional bodies.

11.8.3 The Trust's Finance Department will then manage the recovery of the overpayment as a debt.

11.8.4 All amounts invoiced to be payable in full within thirty days of the invoice being issued. Where recovery of the overpayment within thirty days of the invoice would cause genuine hardship, the individual should contact the named individual on the invoice to a discuss a repayment plan

11.8.5 For bank workers, who work regularly, an arrangement can be put into place to deduct 10% of their gross pay each pay period until the debt is cleared. However, this option is only available for bank workers who work regularly and has a maximum repayment term of ten months. If the bank worker does not clear the debt through this route within ten months, the remaining balance becomes payable with immediate effect.

11.8.6 If no response is received from the individual, despite a concerted effort to make contact, the Trust have the ability to refer to the debt to an approved debt collection agency for collection. In these circumstances the individual would also be liable for any charges levied by the debt collection agency.

11.8.7 Once the debt has been recovered in full, the Trust's payroll supplier will ensure appropriate adjustments and recovery of the employee's Tax, National Insurance and where applicable pension via ESR/HMRC.

11.9 Disputes about the Repayment of an Overpayment

11.9.1 If an employee disputes or disagrees with the repayment period, they should contact the Trust's payroll supplier in the first instance to provide details of a proposed plan that they deem affordable.

11.9.2 The Trust's payroll supplier will liaise with the Employee Services Team in relation to the individual's proposal and if agreed communicate this to the employee and commence recovery.

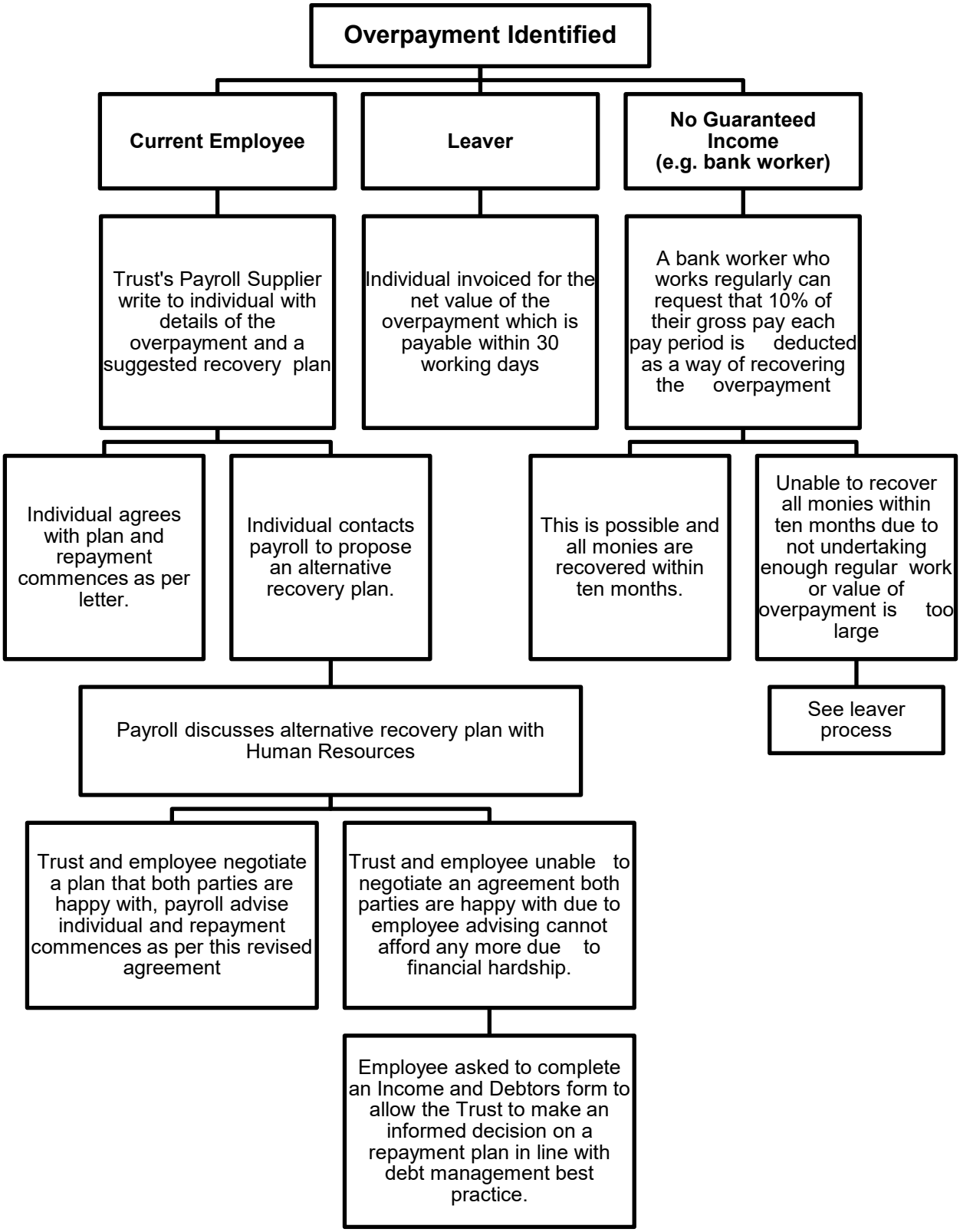
11.9.3 If at this stage it has not been possible to reach a resolution, the individual may request a meeting with their line manager, union representative and a member of the Employee Services Team to discuss the situation and reach a resolution.

11.9.4 Where a person receives and retains an overpayment, even if this is through the fault of the Trust, that person is under obligation to make restoration of the full amount. If there is reasonable belief that fraudulent acts may have occurred, the matter may be reported to the Local Counter Fraud Specialist (LCFS) for further investigation. In this situation if the matter is taken forward the employee will be given a full opportunity to respond.

11.9.5 Irrespective of the cause of an overpayment, employees have a duty to repay in full, any money they have received to which they are not entitled. All options will be explored with the employee in order to facilitate recovery.

11.9.6 If staff wish to dispute their overpayment, this needs to be done via the Grievance Procedure and should be able to demonstrate why they believed their pay to be correct.

11.9.7 Only in very exceptional circumstances will overpayments be written off, e.g. for a member of staff who has died in service and will need to be approved in accordance with the Trust's Standing Financial Instructions.


Overpayment Identified
Current Employee
Leaver
No Guaranteed Income (e.g. bank worker)
Trust's Payroll Supplier write to individual with details of the overpayment and a suggested recovery plan
Individual invoiced for the net value of the overpayment which is payable within 30 working days
A bank worker who works regularly can request that 10% of their gross pay each pay period is deducted as a way of recovering the overpayment
Individual agrees with plan and repayment commences as per letter.
Individual contacts payroll to propose an alternative recovery plan.
This is possible and all monies are recovered within ten months.
Unable to recover all monies within ten months due to not undertaking enough regular work or value of overpayment is too large
See leaver process
Payroll discusses alternative recovery plan with Human Resources
Trust and employee negotiate a plan that both parties are happy with, payroll advise individual and repayment commences as per this revised agreement
Trust and employee unable to negotiate an agreement both parties are happy with due to employee advising cannot afford any more due to financial hardship.
Employee asked to complete an Income and Debtors form to allow the Trust to make an informed decision on a repayment plan in line with debt management best practice.

SECTION 12 - REIMBURSEMENT OF TRAVEL COSTS

12.1 All expenses claims should be submitted on a monthly basis and wherever possible within the same tax year, so that claims are appropriately reported to HMRC. However, it is accepted that March's claims will be paid in April (the next tax year).

12.2 However, in circumstances where an individual travels infrequently, these can be kept locally but must be submitted no later than three months from the date of the claim. The same applies to Subsistence Claims. Claims cannot be submitted on the electronic expenses system outside of these timescales.

12.3 In very exceptional circumstances, the employee can make a case to the Director / Head of Service to allow a claim to be submitted outside of these timescales. If approved, the Director /Head of Service should contact the Workforce Systems Team, who will unlock the employee's account on the electronic expenses system to enable them to make a claim outside of the normal three months. The claim must be submitted by the employee and authorised by the manager before the next monthly payroll deadline.

12.4 For staff using their own vehicle to travel (irrespective of fuel type), costs will be reimbursed at the rates set out in the NHS Terms and Conditions of Service Handbook. These are obtained by referring to costs for the average private vehicle user included in the AA guides to motoring costs and are reviewed twice a year by the NHS Staff Council (normally April/May and November). The outcome of each review will be reported in the e-newsletter once known. Details on how the NHS Staff Council calculate mileage payments are set out in Appendix 7 of this Policy.

12.5 For staff using either a Lease Car or a Salary Sacrifice Lease Car, costs will be reimbursed using HMRC's Advisory Fuel Rates, which can be found on the gov.uk website. These are reviewed quarterly on 1 March, 1 June, 1 September and 1 December.

12.6 The Trust reserves the right to pay above NHS Terms and Conditions of Service when circumstances require. However, any payments above NHS Terms and Conditions of Service will only be approved for a specified period of time, and no pay protection will apply at the end of this period.

12.7 Official Mileage/Business Journeys

The principle for reimbursement of an official journey is based upon the rules below:

12.7.1 The Trust and the employee will agree the most suitable means of transport for routine journeys which employees have to make in the performance of their duties. If a particular journey is unusual, in terms of distance or purpose, the mode of travel will be agreed between the Trust and the employee before it starts.

12.7.2 Employees shall be reimbursed for miles travelled in the performance of their duties, which are in excess of the home to agreed work base return journey. Until this journey distance has been completed no business miles can be reimbursed. Please note that should an agile worker return home to "touch down" at any point during the day, only one home to agreed designated base will be deducted from their mileage claim each day.

12.7.3 Normally the eligible miles for reimbursement are those travelled from the agreed work/designated base and back.

12.7.4 When the journey being reimbursed starts at a location other than the agreed work/designated base, for example home, the mileage eligible for reimbursement will be as set out in table 1 below

.

Table 1 – Eligible Mileage – Example

In this example the distance from the employee's home to the agreed base is 15 miles.

Journey (Outward)	**Distance**	**Eligible Business Mileage**
Home to Base	15 miles	None
Home to First Visit	Less than 15 miles	Eligible business mileage starts after 15 miles have been travelled
Home to First Visit	More than 15 miles	Eligible business mileage starts after 15 miles have been travelled
Journey (Return)	**Distance**	**Eligible Business Mileage**
Last Visit to Base		Eligible business mileage ends at base
Last Visit to Home	Less than 15 miles	Eligible business mileage ends 15 miles from home
Last Visit to Home	More than 15 miles	Eligible business mileage ends 15 miles from home

12.7.5 Employees will be reimbursed for the shortest route. If an employee decides to take an alternate route which is quicker, the Trust may reimburse if an appropriate reason for taking the longer route is provided, see Appendix 8 for list of acceptable reasons.

12.8 Reserve Rate of Reimbursement (previously known as Public Transport Rate (PTR)

A reserve rate of reimbursement will apply to employees using their own vehicles for business purposes in the following situations:

12.8.1 If an employee unreasonably declines the employers' offer of a lease vehicle. See Section 17.17 of the NHS Terms and Conditions of Service Handbook for further information.

12.8.2 When employees are required to return to work (see Section 9.15 for further information) or work overtime in line with Section 3 of NHS Terms and Conditions of Service Handbook on any day, and incur additional travel to work expenses on that day. This provision will apply if the employee chooses to be paid for the extra hours or takes time off in lieu. This normally applies to staff who are called back into work when on-call. The journey into agreed/designated work based will be paid at reserve rate, but should the

individual be required to travel to other sites, once they have reached their base, this mileage will be reimbursed as business mileage.

12.8.3 When a claim for excess mileage is made in situations where there is a compulsory change of base, either permanent or temporary, resulting in extra daily travelling expenses–see section on Excess Daily Travel and Appendix 9.

12.8.4 If an employee uses his or her own vehicle when suitable public transport is available and appropriate in the circumstances, subject to a maximum of the public transport costs which would have been incurred.

12.9 Public Transport

If an employee uses public transport for business purposes, the cost of bus fares and standard rail fares should be reimbursed on production of the relevant receipt wherever possible.

HMRC regulations require receipts to be produced for reimbursement of expenses etc to be non-taxable. However, any claims submitted and approved without the relevant receipts will be subject to tax.

12.10 Motorcycle Rates

Staff using a Motorcycle will be reimbursed at the appropriate rate set out in the NHS Terms and Conditions of Service Handbook.

12.11 Pedal Cycles

In the light of the Trust's Sustainability Plan the Trust would encourage the use of public transport and pedal cycles. Reimbursement for employees using pedal cycles for official journeys will be paid at an agreed rate as laid out in the NHS Terms and Conditions of Service Handbook. Staff must ensure that they have appropriate cycle insurance that includes public liability insurance. Managers are responsible for checking and recording this annually in the same way as motor insurance.

12.12 Passenger Mileage

With the exception of lease car/salary sacrifice lease car users, this allowance will be paid to drivers where other employees are conveyed in their vehicle on the business of the Trust. Staff are encouraged to consider the possibility of sharing a vehicle on official business, where such a measure is practical. This payment is not payable to members of staff transporting patients or carers in their own vehicles.

12.13 Training

NHS Terms and Conditions of Service Handbook (Section 17) states that additional travel costs incurred when attending courses, conferences or events at the employer's instigation will be reimbursed at the business mileage rate when the employer agrees that travel costs should be reimbursed.

Subject to the prior agreement of the employer, travel costs incurred when staff attend training courses or conferences and events, in circumstances when the attendance is not required by the employer, will be reimbursed at the reserve rate.

Staff must ensure that they pick the appropriate training expenses type when they are making their claims:

- Training – Mandatory (Paid at business mileage rates)
- Training – Non-Mandatory (Paid at reserve rates).

12.14 Transporting Equipment

12.14.1 Employees who use their vehicles in the performance of their duties may be required to take equipment with them. The Trust has a duty of care under the Health and Safety at Work Act 1974 and related legislation, to ensure that this does not cause a risk to the health and safety of the employee. Employees should not be allowed to carry equipment which is heavy or bulky unless a risk assessment has been carried out beforehand. The Manager must provide a copy of the risk assessment to the individual and keep a copy on their local manager's record.

12.14.2 When, and after the necessary assessment, has demonstrated it is safe to carry equipment, an allowance shall be paid for all eligible miles for which the equipment is carried, provided that either:

- The equipment exceeds a weight which could reasonably be carried by hand; or
- The equipment cannot be carried in the boot of the car and is so bulky as to reduce the seating capacity of the vehicle.

12.15 Lease Cars

The Trust may offer lease cars to employees whom they require to be mobile and where they deem it in the interest of the service to do so. See separate guidance, which is available from the Finance Department.

12.16 Claiming of Emergency Call-Out Travel Expenses

12.16.1 The points set out below are the conditions that need to be satisfied when making a claim for tax free reimbursement of home-to work mileage when carrying out emergency call-out working.

12.16.2 By the very nature of the work to be done to satisfy the criteria laid down by the HMRC for the tax-free reimbursement of home-to-work mileage, planned attendance at work to carry out 'emergency' work is excluded from falling in to the above category.

12.16.3 **All three** of the following criteria must be met in order to qualify for reimbursement without deduction of tax:

- Advice on the handling of the emergency is given on receipt of the call-out. The department should keep records of the nature of the advice given, and the consequences of this advice being acted upon.
- The employee from the time the call-out is received accepts responsibility of those aspects appropriate to the employee's duties.

- The employee has a continuing responsibility for the emergency while travelling, if delayed the employee must make any necessary arrangements to deal with the emergency whilst delayed.

12.16.4 If all three of the above points are satisfied, the 'emergency call-out mileage' expenses will be paid by the Trust without deduction of tax. The department should be able to demonstrate, by the way of records kept, to the HMRC if requested to do so, that these conditions have been satisfied.

12.16.5 Whilst making a claim for 'emergency call-out mileage' payments, they must clearly be identified on the electronic expenses system. This is paid at reserve rate.

12.17 Other Expense Types and Definitions

All expenses must be wholly, exclusively, and necessarily incurred in the performance of duties.

Car Parking, Tolls etc

12.17.1 Employees who necessarily incur charges in the performance of their duties, in relation to parking, garage costs, tolls or ferries shall be refunded these expenses on production of receipts, whenever these are available. Charges for overnight garaging or car parking however shall not be reimbursed unless the employee is entitled to night subsistence. This does not include reimbursement of parking charges incurred as a result of attendance at the employee's normal place of work.

12.17.2 The Trust will not reimburse any parking fines or Road Traffic Offence tickets (i.e. speeding tickets, use of mobile phone whilst driving fine etc).

12.17.3 HMRC regulations require receipts to be produced for reimbursement of parking expenses etc to be non-taxable. However, any claims submitted and approved without the relevant receipts will be subject to tax.

12.18 Excess Daily Travel Allowance – Permanent Change of Base – Taxable – See Appendix 9 for Examples

This section also applies to staff covered by Medical and Dental Terms and Conditions of Service.

12.18.1 Employees who are required to change their base as a result of organisational change may be reimbursed the whole of their extra daily travelling expenses. Please see Management of Organisational Change Policy for further details. The excess shall be calculated on the basis of bus fares or second-class rail fares or, if the employee travels by a private vehicle, on the basis of the reserve rate.

12.18.2 An application form for Excess Daily Travel Allowance (this is available from your HR Advisor) should be submitted within 2 months of the transfer. Human Resources will confirm to both the employee and their line manager the amount of excess travel that can be claimed each day and for what period. Once the entitlement has been confirmed, employees will be able

to claim on the electronic expenses system. Please note - employees will be unable to claim until the entitlement has been confirmed. Once the entitlement has been confirmed claims should be submitted on a monthly basis.

12.18.3 Where an employee is required to change their base as a result of organisational change, during a period in which they are already in receipt of Excess Daily Travel, the Human Resources will assess whether the subsequent change has an effect on the original approval (i.e. increase or reduce the excess payable) for the duration of the original approval. A second approval may be granted for the balance from the second base to the third base. See examples in Appendix 9.

12.18.4 Excess Daily Travel Allowance should be paid at the reserve rate and is subject to Tax and National Insurance. It continues as per conditions of service from the date of moving Base and only ceases earlier than the timescales set out in the letter if the employee applies for a new role of their volition or the allowance can be reduced if the claimant moves house nearer the site. The allowance cannot be increased.

12.19 Excess Daily Travel Allowance – Temporary Change of Base - Non Taxable – See Appendix 9 for Examples

This section also applies to staff covered by Medical and Dental Terms and Conditions of Service.

12.19.1 Employees who are required to temporarily change their base may be reimbursed the whole of their extra daily travelling expenses. Please see Management of Organisational Change Policy for further details. The excess shall be calculated on the basis of bus fares or second-class rail fares or, if the employee travels by a private vehicle, on the basis of the reserve rate.

12.19.2 An application form for Excess Daily Travel Allowance (this is available from your HR Advisor) should be submitted within 2 months of the transfer. Human Resources will confirm to both the employee and their line manager the amount of excess travel that can be claimed each day and for what period. Once the entitlement has been confirmed, employees will be able to claim on the electronic expenses system. Please note employees will be unable to claim until the entitlement has been confirmed. Once the entitlement has been confirmed, claims should be submitted on a monthly basis.

12.19.3 Excess Daily Travel Allowance should be paid at the reserve rate and is not subject to tax as it is only a temporary change. If the temporary change continues after the specified duration, the allowance becomes taxable.

12.20 Taxi Fares

Taxi fares shall be payable only in cases of urgency or in other cases in which transport is reasonably required and an adequate public service is not available. The use of a taxi must be authorised in advance by the line manager taking into account the above. However, where these conditions are not fulfilled employees using a taxi

shall be entitled to claim the sum they would have paid had they travelled by public service vehicle. These expenses are not subject to tax (subject to a receipt being provided) and national insurance.

12.21 Booking Travel / Accommodation

12.21.1 All rail travel and hotel rooms etc. must be booked via the Trust's Travel portal otherwise these expenses will not be approved.

12.21.2 Line Managers who need to use this service should contact Procurement who will provide further information about the Travel portal and how to access their booking system.

12.22 HMRC Tax and National Insurance (NI) Arrangements

12.22.1 Employees are taxed on all income they receive from their employment including pay, benefits in kind (such as company cars) and any expenses payments (including payments relating to business travel).

12.22.2 Any mileage the Trust reimburses above the HMRC Approved Mileage rates must be declared to the HMRC, and tax paid on the amount received above the Approved Mileage Rates. This tax will be collected in real time, ie in the month that you are paid the expenses. Current HMRC Approved Mileage Rates are available at: http://www.hmrc.gov.uk/rates/travel.htm.

Example:
HMRC Approved mileage rate 45p per mile
NHS Terms and Conditions Mileage reimbursed at 59p per mile
Difference 14p per mile.
Tax to be paid = 14p x 20% = 2.8p per mile
Tax rate is dependent on personal circumstances (either 20%, 40% or 45%)

12.22.3 However, the Trust has a dispensation from HMRC that removes the requirement to report certain expenses at the end of the year on P11Ds. These are expenses which are reimbursed at actual cost, i.e. where there is no profit element, including Car Park charges, Toll Fees, Taxi fares and actual Hotel costs, where receipts have been provided. However, where receipts have not been provided these expenses have to be declared to HMRC.

12.22.4 To comply with HMRC regulations, copies of all receipts must be kept for three complete tax years after the end of the tax year to which they relate, i.e. receipts for August 2010 (tax year 10/11) must be kept until April 2014. To make storage of receipts easier, it is recommended that all receipts are scanned into the electronic expenses system at point of claim. If receipts are not scanned, and the employee cannot provide them upon request to HMRC, the employee will be personally liable to pay tax on the value of that claim.

SECTION 13 - SUBSISTENCE ALLOWANCES

13.1 The purpose of this section is to reimburse staff for the necessary extra costs of meals, accommodation and travel arising as a result of official duties away from home. Business expenses that may arise, such as the cost of a fax or official telephone calls, may be reimbursed with certificated proof of expenditure. The Trust will not reimburse the cost of any alcoholic beverages submitted as part of a meal receipt

13.2 Short overnight stays in Hotels, Guest Houses and Commercial Accommodation

When an employee stays overnight in a hotel, guesthouse, or other commercial accommodation with the agreement of the Trust, the overnight costs will be reimbursed as follows:

13.2.1 The actual, receipted cost of bed and breakfast up to the normal maximum limit as per Annex N of the NHS Terms and Conditions of Service Handbook, plus:

13.2.2 A meals allowance, to cover the cost of a main evening meal at the rate stated in Annex N of the NHS Terms and Conditions of Service Handbook.

13.2.3 Where the maximum limit is exceeded for genuine business reasons (eg, the choice of hotel was not within the Trust's control or cheaper hotels were fully booked) additional assistance may be granted at the discretion of a senior manager of the Trust.

13.3 Short Overnight Stays in Non-Commercial Accommodation

13.3.1 Where an employee stays for short overnight periods with friends or relatives or in a caravan or other non-commercial accommodation, a flat rate sum per 24 hour period is payable. This includes an allowance for meals. No receipts will be required. This rate is included in Annex N of the NHS Terms and Conditions of Service Handbook.

13.3.2 Employees staying in accommodation provided by the employer or host organisation shall be entitled to an allowance to cover meals which are not provided free of charge up to an agreed rate per 24 hour period. This rate is included in Annex N of the NHS Terms and Conditions of Service Handbook.

13.3.3 Where accommodation and meals are provided without charge to employees, an agreed incidental expenses allowance at the rate per 24-hour period will be payable. This rate is included in Annex N of the NHS Terms and Conditions of Service Handbook. All payments of this allowance are subject to the deductions of appropriate tax and national insurance contributions via the payroll system.

13.4 Travelling Overnight in a Sleeping Berth (Rail or Boat)

The cost of a sleeping berth (rail or boat) and meals, excluding alcoholic drinks, will be reimbursed subject to the production of vouchers.

13.5 Short-Term Temporary Absence Travel Costs

Travel costs between the hotel and temporary place of work will be separately reimbursed on an actual cost basis.

13.6 Long-Term Overnight Stays

13.6.1 After the first 30 nights stay in the same location the entitlement to night subsistence shall be reduced to the agreed rates included in Annex N of the NHS Terms and Conditions of Service Handbook.

13.6.2 Meals allowances are not payable to these employees. Those who continue to stay in non-commercial accommodation will continue to be entitled to the rate laid out in Annex N of the NHS Terms and Conditions of Service Handbook per 24-hour period.

13.7 Day Subsistence

13.7.1 A meal allowance is payable when an employee is necessarily absent from home and more than five miles from their base by the shortest practicable route on official business. Day meals allowance rates are set out in Annex N of the NHS Terms and Conditions of Service Handbook. These allowances are not paid where meals are provided free at the temporary place of work.

13.7.2 A day meals allowance is payable only when an employee necessarily spends more on a meal/meals than would have been spent at their place of work. An employee shall certify accordingly on each occasion for which days meals allowance is claimed and a receipt is required.

13.7.3 Normally an employee claiming a lunch meal allowance would be expected to be away from his/her base for a period of more than five hours and covering the normal lunchtime period of 12.00 noon to 2.00 pm.

13.7.4 To claim an evening meals allowance, an employee would normally be expected to be away from base for more than ten hours and unable to return to base or home before 7.00 pm and as a result of the late return is required to have an evening meal.

13.7.5 Employees may qualify for both lunch and evening meal allowance in some circumstances. There will be occasions where, due to the time of departure, there will be the necessity to take a meal but the conditions relating to the time absent from the base are not met. This, and any other exceptions to the rules, may be allowed at the discretion of a senior manager of the Trust.

13.8 Late Night Duties Allowance

An employee who is required to work late at night in addition to a day duty may be paid an evening meal allowance where the additional time worked is for 4 hours or more; the employee receives less than two hours' notice of the request to work and does not have access to restaurant facilities and subsidised meals. The Late Night Duties Allowance is set out in Annex N of the NHS Terms and Conditions of Service Handbook and will be subject to deduction of appropriate tax and national insurance contributions via the payroll system.

SECTION 14 - STAFF EXPENSES SUBMISSION AND PAYMENT ARRANGEMENTS

14.1 Prerequisites / Documents Required / Duty of Care

14.1.1 When **using vehicles in the performance of their duties** (which includes attending training) employees must:

- Possess a valid driving licence;
- Possess "motoring organisation test (MOT) certificate" (if vehicle is 3 years or older);
- Possess motor insurance which covers business travel (this must cover the entire period of any claims that need to be made and managers need to pay attention to both start and end dates on the insurance documentation);
- Confirm that he or she is fit to drive; and
- Drives safely and obeys the relevant laws, e.g. speed limits.

14.1.2 The employee must inform the employer if there is a change in status and depending on the change may need to provide further confirmation such as a further online DVLA driving licence check code.

14.1.3 Employees should not be allowed to use their vehicles in the performance of their duties until the checks detailed in section 14.1.4 below have been fully completed.

14.1.4 Employees must scan and attach copies of the relevant documents to their record on the electronic expenses system. They must also provide an online DVLA Check Code to their line manager. Once the documents have been loaded by the employee onto the electronic expenses system, the manager must complete a DVLA check using the check code provided and carefully check the other documentation to confirm they meet the requirements set out under Terms and Conditions of Service prior to authorising the vehicle.

14.1.5 Employees must ensure that they update EASY upon expiry of their motor insurance and provide an online DVLA check code to the line manager. The line manager must complete a DVLA check using the check code provided and carefully check the documentation to ensure it covers business travel prior to authorisation.

14.1.6 EASY will now perform an automated check on the MOT and Road Fund Licence (Car Tax) with the DVLA database at around midnight on the day the documents expire. Where either of these checks fail, the employee will not be able to use their vehicle in the performance of their duties until such time as a DVLA check has confirmed that they have been renewed. Please note the employee will need to request a DVLA check via the system if fails via the automated process.

14.1.7 Employees must ensure that they update EASY upon expiry of their Driving Licence (as a minimum of every 10 years) and provide an online DVLA check code to the line manager. The line manager must complete a DVLA check

using the check code provided and carefully check the documentation to ensure it covers business travel prior to authorisation.
.

14.1.8 Staff claiming excess travel only; do not need to have motor insurance which covers business travel.

14.1.9 For the purposes of this policy, lease car drivers are considered the same as private car drivers and all terms and conditions set out in this policy apply, with the exception of the rate of reimbursement. Therefore, lease car drivers are required to produce the same documentation as someone using their own vehicle.

14.2 Submission of Expense Claims

14.2.1 All claims must be submitted using the electronic expenses system, obtaining the necessary electronic approvals as laid out in the electronic expenses system guidance.

14.2.2 Information from claims submitted may be passed to the Trust's Local Counter Fraud Specialist for the purposes of the prevention, detection, investigation and prosecution of fraud. Knowingly providing false information when making a claim for expenses may result in disciplinary action, criminal prosecution and/ or civil recovery proceedings.

14.3 Payment Arrangements and Timetables

14.3.1 Employees have a responsibility to submit claims in a timely manner and provide appropriate documentation, ie insurance documents, MOT certificates, driving licence, to their manager when requested to do so.

14.3.2 Managers must ensure that all insurance documents (clearly showing appropriate business insurance), and MOT certificates are checked on an annual basis and approved via the electronic expenses system as set out in Section 14.1.

14.3.3 Managers will ensure that all documentation detailed above is in date prior to authorising any claim.

14.3.4 Managers must ensure they have deputies in place to authorise claims in their absence and are responsible for setting these up on the electronic expenses system.

14.3.5 The deadline for approval of all claims via the electronic expenses system is normally the 7th of each month for payment that month, with the exception of December.

14.3.6 Employees should normally submit their claim for approval at least 3 working days prior to the deadline to allow managers sufficient time to check and authorise the claim prior to the deadline.

14.3.7 Different deadlines will be published annually for December’s payroll.

14.3.8 All approved expense claims for previous pay periods submitted by the published cut off dates will be paid in that month’s pay run.

For example, all claims for February mileage submitted and authorised by 7th March, will be paid in March's pay. Any claims for March mileage, will not be paid until April even if it is signed off by the 7th March deadline.

Any submissions authorised after the monthly deadlines will not be paid until the following pay period and no interim payments will be made.

14.3.9 See Section 12.0 of this Policy for details on frequency of claims.

SECTION 15 - REMOVAL AND RELOCATION ASSISTANCE

15.1 Trust Management Responsibilities - Pre-Appointment

15.1.1 The appointing/budget manager must be satisfied that reimbursement of removal expenses is likely to be appropriate and necessary because any prospective employee is regarded as filling a key or "difficult to appoint" to post.

15.1.2 The decision to offer relocation assistance expenses and the amount to be paid (up to the maximum limits, see section 15.3, below) should be made by the appointing/budget manager and the appropriate Director/Clinical Director before a post is advertised with advice from HR/Medical Staffing Manager.

15.1.3 The Trust has a responsibility to administer public funds responsibly and must be satisfied that public funds are being spent appropriately and equitably. This includes the Trust's ability to make best value for money decisions based on the use of comparative information.

15.1.4 Job advertisements should include a statement confirming that successful applicant may be eligible for assistance with relocation expenses.

15.1.5 The appointee's eligibility to receive relocation assistance and the maximum amount payable should be established following interview.

15.1.6 When determining whether assistance with relocation and removals should be offered, the appointing/budget manager must:

- be satisfied that no other equally suitable candidate is available or is likely to be available in the prevailing circumstances; and

- be satisfied that where it is necessary to agree to provide assistance e.g. a candidate will not accept the post unless some assistance is available.

15.1.7 Within the terms and conditions of this policy actual relocation assistance expenses up to the maximum limits can be agreed by the appropriate Director/Clinical Director. The only exception to this is when the appointee is an Executive Director, in which case the Trust Board Remuneration Committee must agree that relocation assistance expenses are to be offered.

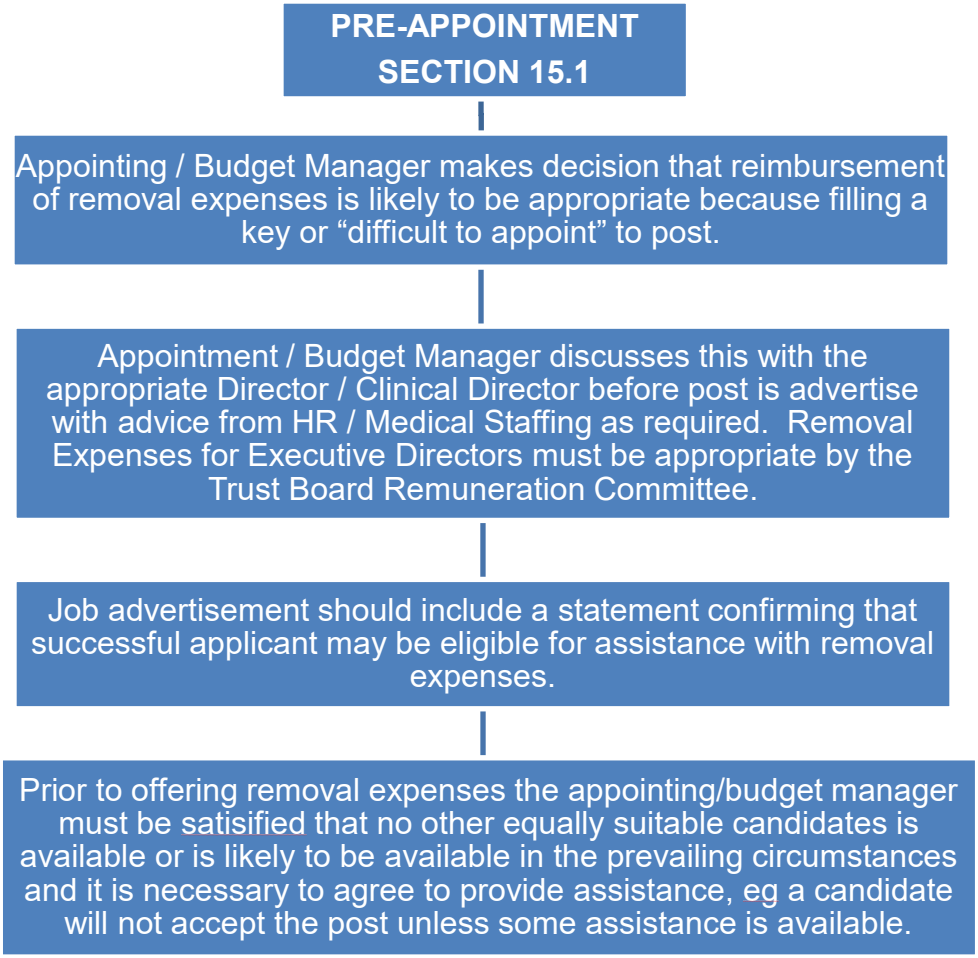
15.1.8 If, in very exceptional circumstances, a Director/Clinical Director believes it is necessary to offer financial assistance in excess of the above-mentioned limit, an application in writing for approval must be made to the Trust Board

Remuneration Committee. Such an application must include detailed justifiable reasons for the request; the amount of the additional financial assistance being requested; and confirmation that the recruiting area accepts responsibility for any budgetary consequences.

15.1.9 If the Trust Board Remuneration Committee should agree to a request to offer financial assistance in excess of the maximum limit, this will constitute an ad hoc payment for which the employee will undertake to accept sole responsibility for any personal taxation liability.

15.1.10 In any event, the ad hoc payment will only be made against receipted expenses and which are not otherwise reimbursable within the £8,000 relocation assistance non-taxable limit.

15.1.11 Relocation expenses will be charged to the employee's department budget



15.2 Terms And Conditions of Approval

15.2.1 Relocation of the employee's home is necessary because he/she currently lives beyond a reasonable normal daily traveling distance from their main work base, i.e. the employee lives outside of the East Midlands area.

15.2.2 An employee must not financially profit from being granted relocation assistance. The expenses to be reimbursed must be necessary and unavoidable and, where appropriate, limited to the costs of broadly comparable accommodation (a comparable property is one of similar size/location to that in the previous area). Employees may be required to demonstrate comparability, in which case any costs of so doing will be reclaimable under this scheme.

15.2.3 Expenses to be reimbursed are limited to those determined by the appointing/budget manager in accordance with this policy.

15.2.4 The employee moves to permanent accommodation within 6 months of the date of commencement in the new post. Where the employee is able to demonstrate good reason for a delay in relocating, this can be extended up to 12 months by agreement with the appropriate Director on the advice of the Head of Human Resources. In any event, there will be no reimbursement of rent or travel home after 6 months from appointment.

15.2.5 In addition to the time limits set out in paragraph 15.2.4 above, all claims for payment under this policy should be made within 12 months of appointment to the post that necessitates relocation. This time limit may be extended to 18 months at the discretion of the Trust.

15.2.6 Notwithstanding 15.2.5 above, relocation expenses should be reclaimed before the end of the tax year following that in which an employee starts their new post. Any claims made after this Inland Revenue time limit will not qualify for tax relief and the employee will be personally liable for any personal taxation liability.

15.2.7 The new permanent accommodation must be;

- within Leicester, Leicestershire, Rutland or a neighbouring county; and

- Within 25 miles of the main work base (and if the employee's duties include being on-call, the accommodation must be within 40 minutes of normal travelling time).

15.2.8 Employees may claim for one move only. Where an employee moves to temporary accommodation prior to a move to permanent accommodation, he/she may claim for expenses incurred in the second move, but only within the overall limit of relocation assistance that has been agreed.

15.2.9 Relocation expenses are not recoverable from any other source, including where a partner is separately eligible to reclaim relocation expenses. If relocation expenses are recoverable from another source, the Trust may still offer some assistance, but only to the extent that the assistance from another source and assistance from the Trust are not for the same expense items and the combined total assistance from both sources does not exceed the £8,000 maximum allowance.

15.2.10 The Trust will not under any circumstances reimburse the cost of bridging loans.

15.2.11 Employees are solely responsible for any personal taxation liability arising from the reimbursement of relocation expenses.

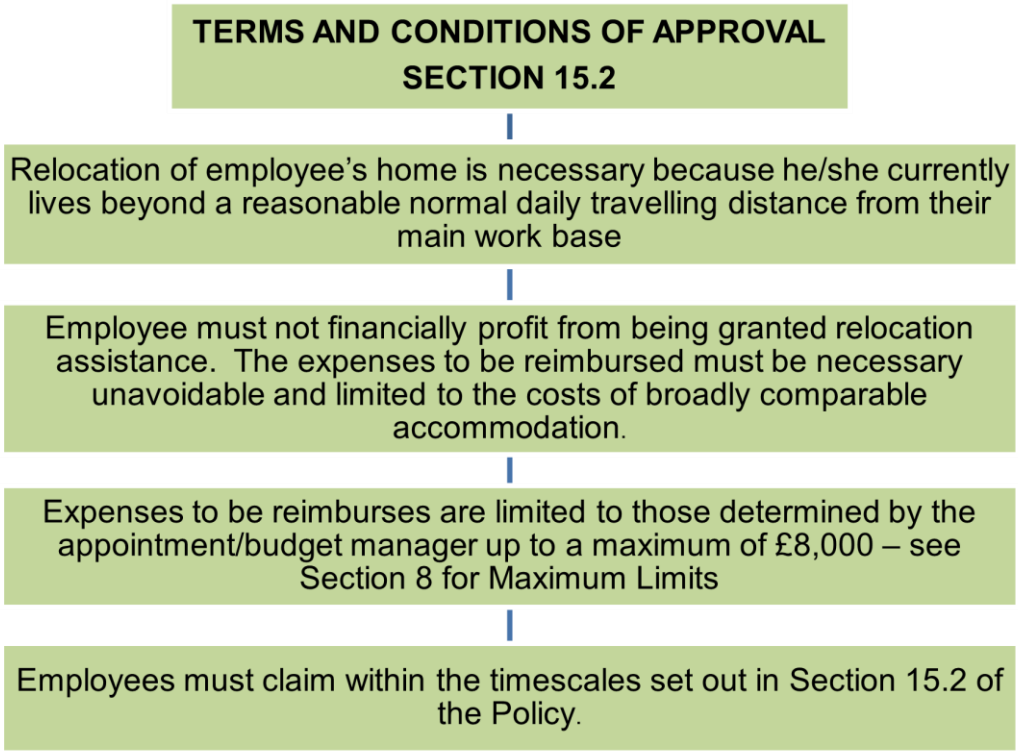
15.2.12 In accepting assistance with relocation expenses the employee will normally be expected to remain in Trust employment for a minimum period of 4 years (or until the end of their appointment, if appointed on a fixed-term contract or into a rotational training appointment), or otherwise be liable to repay in total or proportionately the costs reimbursed.

15.2.13 Any staff appointed on the basis of an indefinite (i.e. permanent) contract that leave the employment of the Trust before they have completed 4 years' service will be required to refund a percentage of relocation assistance they have received (including any ad hoc payment made under 15.1.9 above). If the employee leaves:

- within 12 months of commencement = 100%
- after 12 months but before 24 months = 75%
- after 24 months but before 36 months = 50%
- after 36 months but before 48 months = 25%

15.2.14 Any staff appointed on a fixed term contract or into a rotational training post that leaves the employment of the Trust before completion of their period of appointment will be required to refund a percentage of relocation assistance in proportion to the formula in 15.2.13 above.

15.2.15 Relocation assistance will not normally be repayable by the employee where their employment is terminated by the Trust unless the employment is terminated for reasons of gross misconduct.



15.3 Relocation Assistance Maximum Limits

15.3.1 The maximum level of assistance that can be offered under this policy to staff on an indefinite contract or to staff on a fixed term contract of four years or more is £8,000.

15.3.2 Employees on a fixed-term contract of at least one year but less than four years in length may be reimbursed up to a pro rata amount depending on the length of their contract (e.g. an employee on a 24 month contract can be offered up to £4,000).

15.3.3 Within the maximum limits set out above, the actual level of any assistance (which may be lower) will be decided on a 'case-by-case' basis by the appointing/budget manager and the appropriate Director/Clinical Director with advice from HR/Medical Staffing Manager.

15.3.4 Employees on fixed term contracts or staff appointed to rotational training posts less than one year in length are eligible to apply for assistance with removals only (see 15.4.7).

15.3.5 If staff appointed on a fixed-term contract or into a rotational training appointment subsequently have their appointment extended or made indefinite (i.e. 'permanent'), they will not be eligible for further relocation assistance in addition to that already agreed.

15.4 Relocation Assistance Allowances

15.4.1 Where an employee chooses to retain their old home and purchase a new home in Leicester, Leicestershire or Rutland expenses under 15.4.5 and 15.4.10 are not eligible for reimbursement.

15.4.2 Employees who are existing owner occupiers intending to sell their property in order to relocate will be eligible to reclaim expenses detailed in 15.4.4-15.4.10, subject to their maximum allowance.

15.4.3 Employees who are not already owner occupiers are not eligible to apply for expenses under 15.4.5.

15.4.4 Preliminary visits to new area and for superintending removal

Travel expenses at Public Transport rates (2nd class) for employee and family to search for accommodation and to superintend removal. Up to 5 nights may be claimed for employee and family at current night allowance rates as set out in Annex 14 of the NHS Terms and Conditions of Service Handbook. (Family is defined as those persons who permanently reside with the eligible employee).

	Existing Owner / Occupier		Not Existing Own Occupier
	Sell Old Home and Purchase New Home	**Retain Old Home and Purchase Second Home**	
Preliminary visits to new area and for superintending removal (See Section 15.4.4)	Yes	Yes	Yes
Legal and Related Expenses Connected with House Sale / Purchase (See Section 15.4.5)	Yes if has a Contract of at least one year in length	No	No
Rental/Tenancy Agreement (See Section 15.4.6)	Yes	Yes	Yes
Removal Expenses, Storage Costs of Furniture and Effects (See Section 15.4.7)	Yes	Yes	Yes
Miscellaneous Expenses (See Section 15.4.8)	Yes	Yes	Yes
Temporary Accommodation / Excess Daily Travelling Expenses (See Section 15.4.10)	Yes	No	Yes

15.4.5 Legal and related expenses connected with house sale/purchase

Claimable only if the employee is an existing owner occupier and has a contract of at least one year in length – Documentary evidence to verify owner occupier status will be required i.e. Mortgage statement, Land Registry print out, solicitor correspondence

- House sale: solicitor's fees, legal expenses for mortgage redemption, estate agents/auctioneers fees

- House purchase*: solicitors fees, legal expenses for mortgage application, stamp duty, land registry fees, search fees, private and lenders survey, and wiring/drains tests and will be paid for one property only

- Abandoned purchase - depending on the circumstances, where an employee abandons the purchase of a property, or a property is withdrawn he/she may be reimbursed legal costs at the discretion of the Clinical Director/Director.

** House purchase – since relocation assistance is based on the costs of moving to broadly comparable accommodation, reimbursement may be limited*

up to a notional purchase price equivalent to the property being sold, as assessed by a local estate agent appointed by the Trust.

15.4.6 Rental/Tenancy Agreement

Reasonable expenses associated with setting up a rental/tenancy agreement, not including any deposit paid, or monthly rental payments. Sight of the tenancy agreement will be required.

15.4.7 Removal Expenses, Storage Costs of Furniture and Effects

Three independent quotations must be obtained by the employee and each submitted with the claim. The Trust will make enquiries to verify all three quotations and usually the lowest will be paid. However, the Trust may also obtain independent quotes via online removal quote websites as part of their assessment process and a lower amount may be paid if a lower quote is obtained. Emailed quotes may be accepted when submitted with a completed claim form. A receipt must also be submitted with the claim, confirming the amount paid.

It is expected that the quotations will provide the following information as a minimum:

- Exact location of the move including full postal address from and to
- Information on the size of the move i.e. contents of a flat or number of rooms
- Duration of the move
- Type of removal vehicle required
- Whether insurance, packing service, boxes etc are included
- Estimated cost (including VAT if appropriate).

15.4.8 Miscellaneous Expenses

The Trust will reimburse the costs of connection of services (gas, electricity and telephone), removal of special items of furniture and the taking down and fitting of fixtures and carpets where professional services are required, **subject to a maximum total cost of £2,000.**

15.4.9 Non-UK Residents Taking-up Appointment

Travel costs will be limited to costs from the port of entry to the UK only. The cost of removals and relocation will be reimbursed up to the maximum limit as described under section 15.3.

15.4.10 Temporary Accommodation/Excess Daily Traveling Expenses

Claimable only if the employee has a contract of at least 12 months in length

Where an employee has taken up the post before the previous home is sold, or has not found suitable replacement rented family accommodation, and has left the family behind, or is incurring continuing costs on his or her existing property:-

- Single hospital accommodation or, if not available, bed and breakfast
- Where an employee decides to commute excess daily traveling expenses. In line with HMRC regulations, as this is a commute to a permanent base, these expenses will be subject to tax.

Where an employee has taken up the post and moved his or her family into the area before the previous home is sold, and is incurring continuing costs on previous property:-

- Hospital family accommodation or if not available the cost of comparable temporary accommodation based on current Trust rental charges.

The employee will be required to provide evidence that they are marketing their previous home for sale.

These costs are deductible against the total level of assistance agreed for reimbursement. Where these costs continue to the extent that the total agreed relocation package is exhausted, then the employee will be expected to meet any additional costs incurred, which may include a deduction from salary where hospital accommodation is occupied.

There will be no reimbursement of rent or travel home after 6 months from appointment.

15.5 Claims Procedure

15.5.1 Applicants should complete the 'Application for Assistance with Relocation Expenses' form (Appendix 11). It is the responsibility of the employee to make sure their claim complies with the requirements of the scheme. The burden of proof rests with the employee to substantiate their claim to the satisfaction of the Trust prior to any payments being made.

15.5.2 The completed Application for Assistance with Relocation Expenses (Appendix 11) should be forwarded to either lpt.hrinputting@nhs or to lpt.medicalstaffing@nhs.net.

15.5.3 Once the application in principle has been approved and the maximum limits specified, this information will be shared with the Workforce Systems Helpdesk, who will unlock the Removal and Relocation Expenses section of EASY to enable the applicant to submit their claims.

15.5.4 All expenses should be claimed at the time costs are incurred via EASY and all claims must be made within the timescales set out in 15.2 of this policy.

15.5.5 Reimbursement of expenses will, where appropriate, be on the basis of positive proof that expenses have been incurred: original receipted accounts or vouchers must therefore be uploaded onto EASY to support the claim. Claims may not be approved where insufficient evidence has been provided to support the claim.

15.5.6 Employee Services or Medical Staffing Department will ensure that all claims reconcile against the assistance limits that have been agreed, and where

compliant with policy, will authorise the claim for payment on the next available payroll run.

15.5.7 Where 'free' hospital accommodation is provided, the notional costs will be deducted from the assistance payable.

15.5.8 In the case of large expenses when paying these could result in financial difficulty to the employee, special arrangements may be made for the Trust to pay these direct to the supplier, provided that they can be met within the overall maximum level of assistance which has been agreed and paid to that date.

SECTION 16 - TRAINING NEEDS

There is no training requirement identified within this policy.

SECTION 17- MONITORING COMPLIANCE AND EFFECTIVENESS

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
7	**STARTING SALARIES**				
	Starting salaries should be in accordance with the terms of the policy	Contract of Employment	Review of the Contract of employment issued to employees	HR representative signing the contract / inputting the change of circumstances form	On-going
	Authorisation to pay employee above the minimum pay point	Appropriately authorised completed forms on file	Review of employee's personnel file	HR representative signing the contract / inputting the change of circumstances form	On-going
8	**PAY PROGRESSION**				
	Data on pay step and re-earnable pay outcomes to be collected, audited, published and monitored by the Trust in partnership with the trade unions, including by protected characteristics and contract status, and in line with Staff Council guidance.	Monthly Pay Step Reports	Analysis of data	Workforce Information	Quarterly
	Trust must collect and submit the required data necessary to support national monitoring of the pay progression system by and on behalf of the Staff Council	As requested	As requested	Staff Council	As requested
10	**OVERPAYMENTS**				
	Review levels of Overpayment Trust	Payroll Key Performance Indicators	Audit and analysis of overpayment log by Employee	Workforce Groups	Quarterly

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
	Wide and by Directorate		Services to identify trends in areas.		
	Review of Reasons for Overpayment	Payroll Key Performance Indicators	Audit of trend on overpayment log in order to provide additional training	Employee Services	Quarterly
13	**STAFF EXPENSES SUBMISSION AND PAYMENT ARRANGEMENTS**				
	Only Authorised Signatories are able to authorise claims in the system	Authorised Signatory List	Check all requests to make authoriser on EASY against Authorised Signatory List	Workforce Systems	Ongoing
	Only legitimate reasons for overriding distances calculated by system are approved	Report from EASY	Analysis of Data to ensure in line with Policy	Workforce Systems	Quarterly
	Duplicate Claims	Report from EASY	Analysis of Data and query with managers	Workforce Systems	Quarterly
	Timely Submission of Claims, i.e. within the last 3 months	Requests to open system to allow older claims to be processed	Ensure requests are only accepted from Directors and Heads of Service	Workforce Systems	Ongoing
	Excess Travel	Spreadsheet of Approved Applications	Ensure only applications that have been approved are processed on EASY	Workforce Systems	Ongoing
14	**REMOVALS AND RELOCATION ASSISTANCE**				
	Record number of requests for assistance	Number of applications	Analysis of Data	Strategic Workforce Group	Annually
	Record number of requests for assistance approved	No of approved applications	Analysis of Data	Strategic Workforce Group	Annually
	Record costs of the organisation of relocation expenses	Cost analysis of all claims	Analysis of Data	Strategic Workforce Group	Annually

SECTION 18 - STANDARDS/PERFORMANCE INDICATORS

TARGET/STANDARDS	KEY PERFORMANCE INDICATORS
Care Quality Commission registration standards (outcome 14) *Supporting Workers* (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010 CQC essential standards	That the trust maintains compliance with CQC registration standards, this policy supports outcome standards 14

SECTION 19 - REFERENCES AND BIBLIOGRAPHY

The policy was developed with reference to the following:

- NHS Terms and Conditions of Service Handbook. Retrieved from: http://www.nhsemployers.org/employershandbook/afc_tc_of_service_handbook_fb.pdf
- University Hospitals of Leicester NHS Trust's Overpayments Policy and Procedures – February 2017
- HMRC Guidance on Expenses and Removal Expenses
- Electronic Expenses User Guides
- Driving Whilst on Trust Business Policy

To support effective implementation and understanding the following policies and procedures are signposted for additional guidance:

- Dispute Resolution Policy
- Disciplinary Policy
- Equality and Human Rights Policy
- Support Performance Policy
- Attendance Management and Wellbeing Policy
- Probation Policy
- Appraisal Policy

These policies can be found on the Trust's Internet Site.

APPENDIX 1

THE NHS CONSTITUTION

The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services

Shape its services around the needs and preferences of individual patients, their families and their carers	☐
Respond to different needs of different sectors of the population	☐
Work continuously to improve quality services and to minimise errors	☐
Support and value its staff	✓
Work together with others to ensure a seamless service for patients	☐
Help keep people healthy and work to reduce health inequalities	☐
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	☐

APPENDIX 2

STAKEHOLDERS AND CONSULTATION

Key individuals involved in developing the document

Name	Designation
Lisa Laws	HR Manager, Employee Services
Sarah Willis	Director of Human Resources and Organisational Development
Daniel Norbury	Deputy Director of Human Resources and Organisational Development
Nicola Ward	Head of Workforce, Transformation and Planning
Claire Taylor	Head of Operational Human Resources, HR Advisory Team
Amrik Singh	Head of Workforce Support

Circulated to the following individuals for comment

Name
Directors / Heads of Service and Direct Reports
Operational HR Team
Equalities Team
Staffside

APPENDIX 3

DATA PRIVACY IMPACT ASSESSMENT SCREENING

Data Privacy impact assessment (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet Individual's expectations of privacy.
The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.

Name of Document:	**Pay and Staff Expenses Policy**	
Completed by:	**Lisa Laws**	
Job title	**Human Resources Manager, Employee Services**	**Date 2 March 2023**

Screening Questions	**Yes / No**	**Explanatory Note**
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.	Yes	This information is being collected to enable the processes described within to be carried out
2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.	No	Not in excess of what is required to carry out the process described within the documented
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?	Yes	Where there is a requirement to refer an outstanding overpayment to a Debt Collection Agency in order to recover Trust funds.
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No	
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.	No	
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?	Yes	If an employee wishes the Trust to consider repayment over a longer period than Policy states due to affordability, the employee will need to complete an Income and Debtors form to demonstrate their lack of ability to pay.
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.	Yes	If an employee wishes the Trust to consider repayment over a longer period than Policy states due to affordability, the employee will need to complete an Income and Debtors form to demonstrate their lack of ability to pay.
8. Will the process require you to contact individuals in ways which they may find intrusive?	No	

If the answer to any of these questions is 'Yes' please contact the Data Privacy Team via Lpt-dataprivacy@leicspart.secure.nhs.uk In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.

Data Privacy approval name:	**Sarah Ratcliffe**
Date of approval	**17/03/2023**

Acknowledgement: This is based on the work of Princess Alexandra Hospital NHS Trust

APPENDIX 4

DUE REGARD SCREENING TEMPLATE

Section 1	
Name of activity/proposal	Pay and Staff Expenses Policy
Date Screening commenced	3 March 2023
Directorate / Service carrying out the assessment	Human Resources
Name and role of person undertaking this Due Regard (Equality Analysis)	Lisa Laws Human Resources Manager Employee Services

Give an overview of the aims, objectives and purpose of the proposal:

AIMS:

The Pay and Staff Expenses Policy sets out details around:

- starting salaries and pay progression for both applicants and current staff;
- underpayments and overpayments of salary to ensure that staff are dealt with fairly and consistently;
- travel and subsistence allowances to ensure staff claim and are reimbursed costs of meals, accommodation and travel arising as a result of official duties; and
- financial assistance for staff who are required to relocate their home to take up a new appointment.

OBJECTIVES:

To provide clear guidance to ensure that line managers apply this policy fairly and consistently across the Trust and where applicable in line with NHS Terms and Conditions of Service.

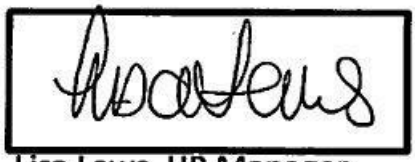
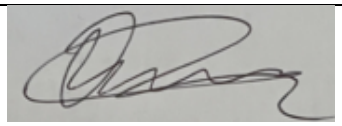
PURPOSE:

Provide advice and guidance for employees and managers:

- To ensure the correct starting salary is applied when new employees join the Trust. For existing employees the policy provides guidance on pay step pay progression. It also provides guidance on when pay step pay progression is deferred.
- To ensure that all underpayments and overpayments of salary/expenses etc are dealt with in fair and consistent way.
- To ensure that staff claim expenses in a fair and consistent manner in line with NHS Terms and Conditions of Service.
- On the Trust's approach to financial assistance for newly recruited staff who are required to relocate their homes to take up a new appointment within the Trust. The underlying principle of the policy is to offer assistance towards the costs of relocation, not full reimbursement.

Section 2	
Protected Characteristic	**If the proposal/s have a positive or negative impact please give brief details**
Age	The policy aims to provide clear and consistent guidance to all staff irrespective of their protected characteristic.
Disability	As above
Gender reassignment	As above
Marriage & Civil Partnership	As above
Pregnancy & Maternity	As above
Race	As above
Religion and Belief	As above
Sex	As above
Sexual Orientation	As above
Other equality groups?	As above

Section 3			
Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.			
Yes		No	
High risk: Complete a full EIA starting click here to proceed to Part B		Low risk: Go to Section 4.	√

Section 4			
If this proposal is low risk please give evidence or justification for how you reached this decision:			
Does not have a positive or negative impact on any staff with a protected characteristic. The Policy's aim is to ensure that all staff are treated the same.			
Signed by reviewer/assessor	 Lisa Laws, HR Manager Employee Services	**Date**	3 March 2023
Sign off that this proposal is low risk and does not require a full Equality Analysis			
Head of Service Signed	 Dan Norbury	**Date**	8 March 2023

APPENDIX 5

YOUR PAY MATTERS

Leicestershire Partnership NHS Trust

APPLICATION FOR RECOGNITION OF PREVIOUS SERVICE FOR PAY PURPOSES

FOR COMPLETION BY THE LINE MANAGER

This form should be completed and a decision received **prior** to an applicant starting in their new role. In exceptional circumstances only, this form can be submitted once an individual has started in post.*

Name of Applicant			
Post Applied For			
Band		**Proposed Start Date**	
Manager's Name			

PREVIOUS *RELEVANT* EXPERIENCE TO BE TAKEN INTO ACCOUNT

Date From	Date To	Post Held	Band	Complete Years' Experience	Date Validation (Pay Board Only)

Please turn over to complete your recommendation

EVIDENCE REQUIRED

Please provide evidence of the applicant's payslips for any **relevant previous posts held outside of the NHS**. (If possible - 3 payslips per post)	

Please embed the payslips. If you are unable to embed these please email them along with this form to the address indicated on page 2. If payslips not available please indicate why.

MANAGER'S RECOMMENDATION

Requested Salary	**£**	**Years of Experience**	
If form submitted after employee has started in post please describe exceptional circumstances.			
Signature		**Name**	
Job Title		**Date**	

Once complete please return to lpt.jobs@nhs.net

You will be advised of the outcome once this application has been considered.

FOR COMPLETION BY EMPLOYEE RESOURCING TEAM

Name of Contact in Employee Resourcing Team	

EVIDENCE REQUIRED

Please embed documents – if not available please indicate why

Application Form	
References	
Inter Authority Transfer Form	
Job Description and Person Specification	
Other Relevant Documentation	

FOR COMPLETION BY THE PAYROLL PROJECT BOARD

Pay Board Notes for HR Use Only – NOT to be shared			
Pay Board Notes for Sharing with Employee and Manager			
Approved Salary		**ESR Spine Point**	
Signature 1		**Name**	
Job Title		**Date**	
Signature 2		**Name**	
Job Title		**Date**	

Payroll Project Board Signatures can be replaced by email confirmation.

Our Future Our Way
Improving culture, leadership, inclusion

NHS
Leicestershire Partnership
NHS Trust
Workforce

Manual Pay Step Submission Form

Employee Name:	
Assignment Number:	
Manager Name:	

Please select only one option for why this form is being completed

Option 1:		Option 2:	
The employee meets the criteria for pay step progression, however an appraisal was not completed in the two months prior to the pay step date		The employee's pay step was deferred because they did not meet the pay progression criteria, but they have since achieved the criteria	
The pay step will be awarded from the employee's pay step date		**The pay step will be awarded from the date you provide**	
Pay Step date:		**Date criteria was met:**	

Option 2 Notes:

If the pay step is missed and there are mitigating factors to justify a deferral, then the pay step can be deferred until an agreed date;

The pay step can be deferred until all the required standards are met, i.e.;

- The appraisal is completed
- The formal capability process comes to an end
- The formal disciplinary sanction comes to an end, and performance has improved
- All mandatory training is completed
- All appraisals are completed for your direct reports

Further Information:

Confirmation pay progression criteria has been met

	Yes	No
Has the appraisal process been completed within the last 12 months?		
Is there a formal warning in place under the Supporting Performance Policy?		
Is there a formal warning in place under the Disciplinary Policy?		
Is all mandatory training in date?		
Line managers only– are appraisals in date for all their staff?		

Signed (Line Manager)

Date

Signed (Employee)

Date

Please email a copy of this form to
lpt.workforcesystemshelpdesk@nhs.net
Completed forms received by the last day of the month will be processed for payment in the following month. The form does not need a signature but must be received from the line managers email.

APPENDIX 7

MOTORING COSTS CALCULATIONS

As per Annex 12 of the NHS Terms and Conditions of Service Handbook

Each year the Automobile Association Trust (AA) produces illustrative guides of motoring costs. These set out the elements of costs involved in running a car for a typical car owner using his or her vehicle for normal "domestic" purposes e.g.travel to and from work, shopping trips and holidays. The NHS Staff Council have used this data as the source of its estimates of the costs of business mileage.

There are two types of motoring costs:

Standing charges: the costs of keeping a vehicle on the road including depreciation, tax, insurance, breakdown cover and the loss of interest on capital (money) which may otherwise be invested if it had not been spent on the vehicle; and
Running costs: fuel, tyres, servicing and repair costs, parking and tolls.

Below rates, correct as at January 2023, are based on an assumed annual combined private and business mileage of 10,000 miles:

Items of Cost	Annual Cost £	Cost per mile (pence)
Standing Charges		
• Road Tax	180	
• Insurance	496	
• Cost of Capital at 50%	196	
• Depreciation (based on 10,000 miles per year)	2,615	
• Breakdown Cover	50	
Total annual cost of standing charges	3,537	35.37
Running Costs		
• Fuel		17.12
• Tyres		2.00
• Service Labour Costs		2.19
• Replacement Parts		2.39
Total Running Costs		23.70
Total of standing charges and running costs up to 3,500 miles per annum		59.07 Rounded to 59p per mile
After 3,500 miles per annum		23.7 Rounded to 24p per mile

APPENDIX 8

ELECTRONIC EXPENSES SYSTEM

Overriding Mileage

The Trust current electronic expenses system uses an electronic mapping tool to calculate mileage between addresses. In exceptional circumstances it can be appropriate to override the mileage calculated by the system. In these circumstances staff must clearly indicate why they have overridden the system calculated mileage. The table below details the majority of acceptable and unacceptable override reasons. However this table is not exhaustive.

Please note that all overrides will be monitored centrally and reported to the relevant governance committees quarterly.

Acceptable Reasons for Overriding System Calculation	**Unacceptable Reasons for Overriding System Calculation**
Diverted due to roadworks	Got lost
Diverted due to flooded road	Had to get petrol
Diverted due to accident	Finding a car parking space
Given incorrect address	Not as per my route finder / SAT NAV
	Milometer gives different mileage
	Alternate route with no appropriate reason being given

Home Based Staff

In exceptional circumstances, the Trust may agree for an individual to be based at home, subject to appropriate risk assessments. Where this is the case, the manager must confirm this in writing to the Workforce Systems Team to enable the individual home's to be set up as a Trust base in order that they can claim mileage from home.

Where an individual who is based at home, subsequently moves house, they must inform the Trust, who will assess whether it is appropriate for the individual still to be home based given the nature of their work, the geographical area they cover and their new home address or whether they will now be based from a Trust site as it would be more appropriate.

APPENDIX 9

EXCESS DAILY TRAVEL

Excess Travel Claims Where Employee Does Not Attend Base

When mileage payments are calculated, an employee's home to base mileage is automatically deducted from any claim in line with NHS Terms and Conditions. However, if an individual is in receipt of excess travel and does not actually attend their base on a particular day, they can in certain circumstance still claim all their excess mileage entitlement. See examples below:

Example 1

Home	10 miles	Old base	
Home	15 miles	New base	Excess Travel Entitlement 5 miles
Home	8 miles	Visit	No mileage payable

Example 2

Home	10 miles	Old base	
Home	15 miles	New base	Excess Travel Entitlement 5 miles
Home	20 miles	Visit	5 miles excess travel payable plus 5 miles business mileage payable

All excess travel claims have to be entered into the electronic expenses system per day when the employee is actually working.

Excess Travel – Lifts

Where an individual would personally be entitled to excess travel but they obtain a lift or car share the following applies:

- If an employee car shares with a colleague who is already making the same journey, i.e. based at the same place, no excess travel is payable as there is no financial detriment, unless the driver is entitled to excess travel in their own right. It is then the driver's responsibility to claim.

- If an employee car shares/obtains a lift from an individual who has to "go out of their way" to get the employee to their new base, the employee needs to provide details of the driver's normal route and how many additional miles they have to drive to bring the employee to work.

Examples:

Employee based in Loughborough, moved Leicester. Driver already drives from Loughborough to Sileby. Additional journey by driver is Sileby to Leicester return – this is the mileage reimbursable as this is the driver's additional cost.

Employee based in Loughborough but is moved to Thurmaston. Driver already drives into centre of Leicester. No further mileage incurred. No mileage is reimbursable as the driver does not suffer any financial detriment.

This should be claimed on the electronic expenses system as Miscellaneous Travel as the employee is not driving their own vehicle. Human Resources will advise, when approving the Excess Travel Application, of the amount of money per day that the employee can claim.

APPENDIX 10

TAXATION IMPLICATIONS OF REMOVAL EXPENSES

The Finance Act 1993 has introduced certain statutory regulations relating to the liability of employees for taxation on removal expenses. It is a requirement that all employees in receipt of relocation expenses read the following summary of the regulations.

Employees will be exempt from taxation on removal expenses where the following conditions apply:

1. The expenses and benefits received must not exceed a total of £8,000.

2. The expenses and benefits should arise as a result of a job-related change in the employee's sole or main residence.

3. The old home should not be within reasonable daily travelling distance of the new place of work.

4. The expenses and benefits must be incurred or provided before the end of the tax year following the year in which the employee's job is changed or moved or a new job started.

5. The expenses or benefits received must fall into the Inland Revenue 'eligible' category.

It is anticipated that the majority of expenses and benefits available under the Leicestershire Partnership NHS Trust's scheme will be 'eligible'. To be exempt from taxation, an employee need not necessarily dispose of his/her old house, but it should no longer be his/her main residence after the move. For instance, where an employee rents out the old home or visits it at weekends, the new home would become the main residence and in this case tax relief is available on expenses and benefits received. However, where an employee rents or buys accommodation near the place of work, but his/her family stays behind in the old home, it is unlikely that the new accommodation would be regarded as the employee's main residence. However, where there is a doubt, the exact definition of 'main residence' may be agreed with the HMRC in each case.

These regulations apply to anyone starting a new job, or whose job is moved to a different location.

For further information on the taxation implication of removals and relocation assistance expenses can be found on HMRC's website.

APPENDIX 11

APPLICATION FOR ASSISTANCE WITH RELOCATION EXPENSES

TO BE COMPLETED BY THE EMPLOYEE:

Name:			
Post to which appointed:		**Band/Grade:**	
Department:		**Commencement date:**	
Contract type: Permanent / Fixed Term / Rotational Training Post * If the contract is not permanent please confirm the end date: ……..……			
Address Relocating From:		**Address Relocating To:**	
Please provide old address:		Please provide new address:	
Owned / Mortgaged		Owned / Mortgaged	
Rented (furnished)		Rented (furnished)	
Rented (unfurnished)		Rented (unfurnished)	
Property Type		**Property Type**	
Flat/Apartment		Flat/Apartment	
Terrace / Town House		Terrace / Town House	
Semi-Detached		Semi-Detached	
Detached		Detached	
If you own your old home, do you intend to sell it to relocate? Yes ☐ No ☐ Please note that you will be required to provide regular progress update reports, supported by evidence, or signed declarations by the claimant. You may also be asked to provide proof that the property is empty.			
If you have moved/are moving into Trust accommodation, will this be provided free of charge?: Yes ☐ No ☐			

EMPLOYEE'S DECLARATION:

In accepting this offer of financial assistance towards the costs of relocation, I;

- confirm that I have read and understood the Trust's Removals and Relocation Policy
- confirm that the information detailed on the form and any supporting documentary evidence is correct.
- confirm that none of the expenses to be claimed are recoverable in full or in part from any other source, party, Trust or organisation
- agree that I will remain in employment with the Trust for a period of not less than 4 years *(or until the end of my fixed term/rotational appointment, as appropriate)*
- accept that if I leave my employment with the Trust before 4 years *(or before the end of my fixed-term/rotational appointment, as appropriate)* then I will refund relocation assistance expenses received at the rates set out in Section 15.2 of the Trust's Policy
- agree that if I continue to occupy hospital accommodation after the maximum value of the relocation assistance stated above has been exhausted, then deductions can be made from my salary for the rental charge of that accommodation.
- Confirm that with any claims I will provide supporting documentation including quotations and receipts.
- I understand that the Trust may take action against me, including disciplinary action, civil recovery and/or criminal proceedings if the information I have supplied is found to be incorrect, or incomplete.
- I hereby give my consent for the information supplied to be exchanged with third parties in order to validate any claims and/or the purposes of the prevention and/or detection of crime.

Signed:	Date:

TO BE COMPLETED BY THE BUDGET HOLDER:

In accordance with the Trust's policy on assistance with relocation expenses, it is agreed that the above name employee will be eligible to reclaim relocation expenses incurred:

Up to a maximum of	£
Budget code to which expenses should be charged (code of employee's department)	
Signed:	Position:
Print Name:	Date:

Completed form should be emailed to either lpt.hrinputting@nhs.net or lpt.medicalstaffing@nhs.net

TO BE COMPLETED BY EMPLOYEE SERIVCES/MEDICAL STAFFING: In accordance with the Trust's policy on assistance with relocation expenses, it is agreed that the above name employee will be eligible to reclaim relocation expenses incurred:	
Up to a maximum of	£
Budget code to which expenses should be charged (code of employee's department)	
Start Date Claim:	End Date Can Claim:
Name of Individual That Will Authorise Claims	
Signed:	Position:
Print Name:	Date:

Once authorised, the form should be emailed to lpt.workforcesystemshelpdesk@nhs.net who will then unlock the Removal and Relocation part of EASY to allow the employee to submit claims.

Workforce Systems with advise the HR Authorising Signature when this has been set up.