



**Executive Director  
Social Care Services**  
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**Social Work Services**  
Business Administration  
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Our Ref: FOI/SWS/RQST00005416543  
Date: 26<sup>th</sup> February 2016

Ms Linda McCafferty  
[request-313470-ac9000f6@whatdotheyknow.com](mailto:request-313470-ac9000f6@whatdotheyknow.com)

Dear Ms McCafferty,

**Request under the Freedom of Information (Scotland) Act 2002**

I refer to your correspondence received on 31<sup>st</sup> January 2016 in which you requested information relating to staff subsidies and expenses. The terms of your request is taken to be as follows:

**Could you supply me with information regarding staff subsidy for lunch and activity/entry fee when staff are supporting clients while out in the community on a day outing or day centre summer programme.**

- (1) Is there a subsidy agreed with staff on spend on lunch while out supporting clients and how much is that?**
- (2) Is this from a petty cash holding within day centre?**
- (3) Are all staff informed of supplying receipts for lunch/activity/entry fee re this subsidy?**
- (4) Is the activity/entry fee paid from the petty cash holding for staff?**
- (5) Is there guidance or policy re staff subsidy within day centres in Glasgow?**
- (6) How much is it to attend an adult learning disabled day centre in Glasgow and can you supply a breakdown of the cost?**

The Council holds the information in question and is treating your request under the Freedom of Information (Scotland) Act 2002. Our response is as below.

**(1) Is there a subsidy agreed with staff on spend on lunch while out supporting clients and how much is that?**

Glasgow City Council will pay a contribution to staff lunch costs when staff are participating in activities outwith their normal work environment. This includes staff in day centres supporting clients on outings outwith the day centre environment. Glasgow City Council will also meet the cost of any entrance fee and/or cost associated with the activity for staff participating in external activities when supporting clients.

There is no commonly agreed single figure and the amount paid would vary according to the nature and cost of the activities in question and the cost of lunch. I would refer you to the attached document "Guidance on personal expenses whilst travelling on personal business" which covers the basic guidance on claiming expenses for activities outwith the normal workplace for an employee. As indicated in this document, there is a limit to what may be claimed for lunch, but not a standard rate. It is rather the actual cost that is reimbursed subject to it being below the proscribed limit.

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**(2) Is this from a petty cash holding within the day centre?**

Some older person's day centres hold a central 'client account' of money raised through client contributions and local fund raising activities. This is in essence a common fund raised and managed in collaboration with the service users. The managers and service users will use this money to fund some activities including group outings and will agree locally what the money is to be spent on and whether this will, for example, cover the cost of activities and meals for staff as well as service users.

This would be a formal managed account rather than 'petty cash'.

Where that arrangement is not in place (and this model would not typically be used for learning disability day centres) then staff would need to reclaim specific expenditure through the general process as described in the accompanying guidance "Guidance on personal expenses whilst travelling on personal business".

**(3) Are all staff informed of supplying receipts for lunch/activity/entry fee re this subsidy?**

As per the guidance provided when reclaiming expenses through the usual process, staff will only be reimbursed for actual expenditure and receipts must be provided.

When the costs are met through local arrangements from 'client accounts' for outings or activities arranged by local managers and service users specifically from that funding source then arrangements may vary. Whether receipts require to be supplied would depend on the circumstances and precise arrangements for the planned activity (for example it might be that the cost of lunch for both service users and accompanying staff are met by one single payment at the venue).

**(4) Is the activity/entry fee paid from the petty cash holding for staff?**

As per (2) above. The usual process is that such expenses are reclaimed from central funds as a personal expenses claim. Where the outing is funded from a local 'client account' held by an older persons day centre then the funding of the trip may also cover activity or entrance fees for staff.

**(5) Is there guidance or policy re staff subsidy within day centres in Glasgow?**

There is no guidance specific to day centres. There is only the general guidance for all council staff, as enclosed with this response: "Guidance on personal expenses whilst travelling on personal business".

**(6) How much is it to attend an adult learning disabled day centre in Glasgow and can you supply a breakdown of the cost?**

Learning Disability Day Services clients pay £112.00 per day. This covers a range of activities within the centres and could include some activities out with the centre at no extra cost where this has been negotiated. If part of the community activity programme involves additional expense, for example a trip to the cinema, then these activity costs would require to be paid for by the client as an additional cost.

It is otherwise unclear what you mean by 'a breakdown of the cost'. The sum of £112 is the charge to the client for use of the service; it is not broken down into separate components.

If you are dissatisfied with the way Glasgow City Council has dealt with your request under the Freedom of Information Act (Scotland) 2002 you are entitled to require the Council to review its decision. Please note that for a review to take place you must:

- Lodge a written requirement for a review within 40 working days of the date of this letter
- Include a correspondence address and a description of the original request and the reason why you are dissatisfied
- Address your request to the Executive Director of Corporate Services:

Executive Director of Corporate Services  
Glasgow City Council  
City Chambers  
George Square  
Glasgow G2 1DU

Email: FOIRreviews@glasgow.gov.uk

You will receive notice of the results of the review within 20 working days of receipt of your request. The notice will state the decision reached by the reviewing officer as well as details of how to appeal to the Scottish Information Commissioner if you are still dissatisfied with the Council's response. You must request an internal review by the Council before a complaint can be directed to the Scottish Information Commissioner.

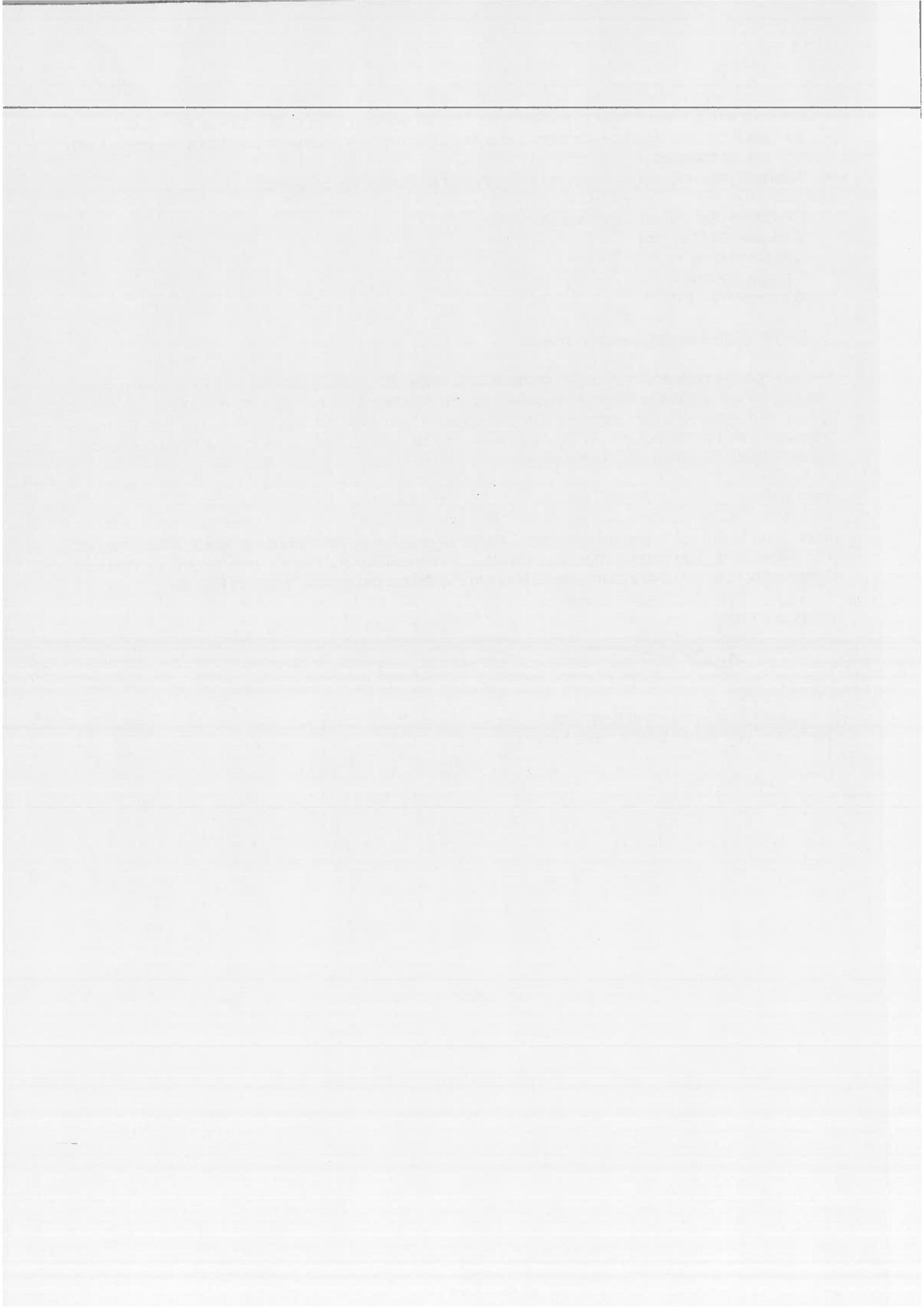
### Complaints

If you wish to submit a complaint to the Council in relation to the manner in which it has handled your request for information then you can do by requesting that the Council review its decision. Details of how to request a review are set out in the above paragraph "Right of Review".

Yours sincerely



Jim Charlton  
Principal Officer Rights and Enquiries  
Glasgow City Council Social Work Services.





## **Guidance on Personal expenses whilst travelling on Council business**

### **Aim of guidance**

These guidelines are for employees claiming for personal expenses whilst travelling on council business and sets out: -

- When a claim can be made;
- what can be claimed for; and
- the evidence and authorisation required for processing claims.

Having clear and consistent guidelines on this matter will allow us to control costs, prevent cases of fraud and adhere to the principles of public life as laid out in our Code of Conduct.

### **When can employees make a claim?**

We will reimburse employees' expenses, when they have been asked by management to undertake council business which requires them, from time to time, to travel away from their normal place of work. They have to be on approved duties and their working day must be extended without entitlement to overtime.

### **What can employees claim for?**

Subject to approval from management and published criteria, employees may claim for meals dependent on the time of the day they are travelling or are away on Council business.

### **General**

#### **Meal allowances**

Breakfast	Up to £8.00 per day.
Lunch	Up to £12.00 per day.
Dinner	Up to £25.00 per day.

Employees must ensure that all claims made for meals are not excessive. They will only be reimbursed for actual expenditure incurred and all receipts must be provided. The cost of Alcohol will not be re-imbursed.

Employees, who are travelling on business outside of their normal working hours and are not entitled to claim overtime, will be entitled to have and claim for dinner if their travelling time takes them beyond 8.30pm.



## **Guidance on Personal expenses whilst travelling on Council business**

### **Travel**

Employees travelling on approved council business should arrange and book this through their Services' recognised travel section in line with the Corporate Business Travel Policy.

### **Overnight accommodation**

Where employees are required to stay overnight on business, accommodation should be arranged and booked through their Services' recognised travel section.

UK allowance	up to £110 to cover B&B
London allowance	up to £131 to cover B&B

Where meals are provided as part of an accommodation package, additional claims for meals cannot be made.

### **Foreign travel**

Where employees are required to go abroad on business, travel and accommodation should be arranged and booked through their Services' recognised travel section in line with the Corporate Business travel policy.

### **Staying with family & friends**

An employee may choose to stay overnight with family or friends whilst on business instead of booking a hotel. If an employee chooses to do this the council will pay an allowance of £25.00 per night.

Where an employee makes a claim for staying with family and friends they will be able to claim for lunch and dinner in accordance with the criteria previously detailed regarding meal allowances. The name and address of the family or friend must be submitted on the authorised claim form and the allowance will then be processed through the employee's pay.

### **Incidental business expenses**

Employees may also incur business related expenses. Examples of these include:-

- Business telephone calls.
- Wi-Fi access.
- Printing or copying documents.

Employees will only be reimbursed for actual expenditure incurred which should not be excessive and all receipts must be provided when making claims however if there is any doubt about whether an incidental expense is legitimate, approval should be sought prior to



## Guidance on Personal expenses whilst travelling on Council business

travelling. Most employees travelling on business are equipped with smart phones so incidental business expenditure should be limited. If an employee is travelling abroad, their business smart phone can be changed to international roaming.

### Advance of expenses

In exceptional circumstances where an employee is away from home for a significant period of time or travelling abroad on business it may be possible to provide them with an advance payment for expenses. This must be agreed and authorised by the Head of Service. Methods of payment of advance expenses include:-

- Cash advances.
- Foreign currency.
- Corporate Credit Card (Please refer to the Corporate Credit Cards – Operational Procedures for use).

Where an advance is made employees on return should submit full details of their expenses including all receipts. In addition all unused monies must be returned to the Head of Service or nominated representative.

### Making claims and providing supporting evidence

Employees must submit their claims within a 3 month period of their return from business. All claims will be assessed on their own merits and the Council reserves the right to refuse payment of late claims or those that fall out of the scope of this policy.

All expense claims must be:

- Made on appropriate council forms.
- Itemised and supported by original receipts.
- Approved and authorised (in advance where appropriate) by senior management or Head of Service where applicable.

Reimbursement of all approved and legitimate claims will be made via the employee's normal pay.

### Personal credit card fees

If an employee chooses to use their own credit card for business expenses and incurs additional fees, **the Council will not reimburse them.**



## **Guidance on Personal expenses whilst travelling on Council business**

### **Controlling costs and preventing fraud**

All expenses incurred by employees on business must be both reasonable and genuine. It is line management's responsibility to approve all claims and to ensure that these fall within the guidelines outlined in this policy. All services have the responsibility for managing costs as a result of business expenses and ensuring that these fall within service budget constraints.

Claims may be subject to checks by Internal Audit to ensure that no financial irregularities occur. Where claims are found to be of a fraudulent nature the employee will be subject to disciplinary action in line with our Code of Discipline, Disciplinary and Appeals Procedure.

### **Further Guidance**

Information, help and advice on all aspects of this guidance is available from Service HR.