



**Executive Director
Social Care Services**
David Williams
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Our Ref: FOI/SWS/RQST00005416543
Date: 29th February 2016

Ms Linda McCafferty
request-313470-ac9000f6@whatdotheyknow.com

Dear Ms McCafferty,

Request under the Freedom of Information (Scotland) Act 2002

I refer to your correspondence received on 31st 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. The amount paid would vary according to the nature and cost of the activities in question and the cost of lunch as well as the type of day centre and local arrangements. 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 generally speaking the actual cost that is reimbursed subject to it being below the proscribed limit.

I am advised however that within day centres for clients with Learning Disability, the full cost of lunch up to a maximum of £5.00 is paid for lunch allowance together with the full cost of entrance /activity. This is generally reclaimed through local arrangements, where these are in place, not via the central payroll expenses system.

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

There are again a variety of arrangements, depending on circumstances, local arrangements and type of 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 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".

For learning disability day centres specifically then this expenditure can be reclaimed from petty cash or imprest funded by GCC and held locally. Imprest is a form of financial accounting system, including petty cash, where a fixed amount is reserved for that purpose and replenished once it is exhausted or falls below a certain level.

(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).

Where money is paid from petty cash or imprest then receipts must be provided and 'payment instruction paperwork' is completed.

(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. Within learning disability day centres this may be funded from petty cash or imprest conditional on receipts being provided.

(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 £113.78 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 £113.78 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: FOIReviews@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.

