



HEDDLU GOGLEDD CYMRU
Gogledd Cymru diogelach

NORTH WALES POLICE
A safer North Wales

Response Date: **17/11/2011**

2011/610 –Miscellaneous-Equipment/Uniform Cost

In response to your recent request for information regarding;

How much does it cost to equip a police officer

1.a Handcuffs?

1.b Body Armour?

1.c Baton?

1.d CS Spray?

The information you have asked for is already available to the public. By virtue of section 21 information accessible to the applicant by other means, I can confirm that the information is already in the public domain. Please find attached previous FOI Response 2011-524.

1.e Does an Police officer have share equiqment ie? (Body Armour .etc)

No.

1.f Does a Special Constable have to pay for there uniforms?

No.

2. How much does it cost for an police officer to receive their uniform?

Please see the answer to questions 1 a-d.

THIS INFORMATION HAS BEEN PROVIDED IN RESPONSE TO A REQUEST UNDER THE
FREEDOM OF INFORMATION ACT 2000, AND IS CORRECT AS AT 04/11/2011



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NORTH WALES POLICE
A safer North Wales

Response Date: **25/10/2011**

2011/524 -Organisational Information-Initial Police and Specials Training

In response to your recent request for information regarding;

- 1. A copy of your training programme/timetable for regular Police Officers. If this is variable, please provide a copy of the most recent intake's training as a sample. Please state if these change regularly.**

Please see the answer to question three.

- 2. A copy of your training programme/timetable for Special Constables. If you offer different training options, for example, if for Special Constables there is a full time weekday option and a weekend option, please provide sample timetables for each different option. Please state if these change regularly.**

Please see the answer to question three.

- 3. A copy of all non-protectively marked training materials, policies, procedures, etc that are used to teach/given to new recruits to develop their policing knowledge during initial/foundation training prior to commencing operational duties and be discharged from training school. Unless otherwise stated, I shall assume all materials provided under this question relate to BOTH Special Constables and regular Police Officers.**

Our information is set up and searchable for our policing purposes. To obtain the information in the format you have requested would involve manually reviewing each record on our force system regarding policies, and lesson plans to ensure that we are providing the correct material. The cost of retrieving and providing you with the information is above the amount to which we are legally required to respond i.e. the cost of retrieving the information exceeds the 'appropriate level' as stated in the Freedom of Information (Fees and Appropriate Limit) regulations 2004.

Therefore, in accordance with the Freedom of Information Act 2000, this letter acts as a Refusal Notice under section 17 (5) of the legislation.

Although excess cost removed the forces obligations under the Freedom of Information Act, as a gesture of goodwill, I have supplied information, relative to your request, retrieved before it was realised that the fees limit would be exceeded. I trust this is helpful, but it does not affect our legal right to rely on the fees regulations for the remainder of your request. Please see the answers to questions 6 and 7.

- 4. A list and copy of the exams (or several samples of each different exam) that regular Police Officers must take to pass their training.**

Please see the answer to question three.

- 5. A list and copy of the exams (or several samples of each different exam) that Special Constables must take to pass their training.**

Please see the answer to question three.

- 6. A copy of your organisation's policies relating to expenses that are claimable:**
- During the application phase.**
 - During training.**
 - Whilst on duty.**

The information you have asked for is already available to the public. By virtue of section 21 information accessible to the applicant by other means, I can confirm that the information is already in the public domain; please find attached a previous FOI response 2011-490.

Please also find below a link to the 'Police staff council pay and conditions of service handbook' which may be of interest:

<http://www.unison.org.uk/file/A3821.pdf>

- 7. A breakdown of the full uniform, kit and any other equipment that is issued to the following individuals, as well as any applicable allowances (e.g. boot allowance). Please indicate quantities, the cost of providing that kit and an indication of when it is issued to candidates:**

a. Special Constables

Uniform issued to a Special Constables	
Item	Number Issued
Operational Trousers	1
Safety Boots	1
High Visibility Jacket	1
Equipment Vests	1
Operational Top	2
Lightweight High Visibility Jacket	1
Jacket (tunic)	1
Uniform Trousers	1
White Shirts or Blouses	2
Male Helmets	1
Helmet plate	1
Female Bowler or Cap	1
Cap Badge	1
Body Armour	1
Warrant Card Holder	1
Over trousers	1
Ties	1
Cravats	1
Trouser belt	1
Personal Protection Kit	1
Epaulettes	2
Rank Sliders	2
Gloves	1
Pocket book cover	1
Equipment Belt	1
Buckle Cover	1
Spray Holder	1

Baton Holder	1
Speedcuffs	1
Speedcuffs Holder	1
Torch	1
Baton	1
Black zip up fleece	1

Cost of providing the kit = £1008.63

b. Regular Police Officers

Uniform Issued to a Police Officers	
Item	Number Issued
Operational Trousers	3
Safety Boots	1
High Visibility Jacket	1
Equipment Vests	1
Operational Top	6
Lightweight High Visibility Jacket	1
Jacket (tunic)	1
Uniform Trousers	2
White Shirts or Blouses	4
Male Helmets	1
Helmet plate	1
Female Bowler or Cap	1
Cap Badge	1
Body Armour	1
Warrant Card Holder	1
Over trousers	1
Ties	2
Cravats	2
Trouser belt	1
Personal Protection Kit	1
Epaulettes	2
Rank Sliders	2
Gloves	1
Pocket book cover	1
Equipment Belt	1
Buckle Cover	1
Spray Holder	1
Baton Holder	1
Speedcuffs	1
Speedcuffs Holder	1
Torch	1
Baton	1
Black zip up fleece	1

Cost of providing the kit = £1,122.35

Please note: Initial uniform (i.e. that shown above) is issued to Police officers on attendance at first day of training and during the "Introduction Evening" for each intake of Special Constables.

There are no 'applicable allowances'.

8. A copy of your uniform policy/regulations/SOP.

Please see the answer to question three.

9. A copy of your handbook/checklist and related documents that show what is required to achieve independent patrol status or equivalent.

Please see the answer to question three.

THIS INFORMATION HAS BEEN PROVIDED IN RESPONSE TO A REQUEST UNDER THE
FREEDOM OF INFORMATION ACT 2000, AND IS CORRECT AS AT 18/10/2011



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NORTH WALES POLICE
A safer North Wales

Response Date: **10/10/2011**

2011/490 – Finance – Accounting codes

In response to your recent request for information regarding;

Please may I request that under the Freedom of Information act you release a list of all the categories used to record expenses and accounts. These might be called something like 'cost centres', 'cost codes' or 'accountancy codes'.

Cost Code	Cost Code Explanation
8	Training Expenses
801	Public Transport Fare Training
802	Car Allowances Public Transport Rates Training
803	Subsistence Training Canteen
810	Subsistence Training
811	Out Of Pocket Expenses Training
812	Residence And Lodging Training
TRAV	All Travel Expenses
2606	Public Transport Bus Train Etc
2701	Car Allowances - Essential
2702	Car Allowances - Casual
2703	Local Transport Rate
2710	Passenger Mileage
2790	Car Parking Tolls And Other
46	Expenses
4601	Officers Subsistence
4602	Hospitality Subsistence
4603	Subsist-Officers - Canteens
4604	Convalescent home Out Of Pocket

Would you also be able to send me a copy of your expenses policy by email and any other documents relating to expenses?

North Wales Police do not have a specific 'expenses policy'. However, please find attached extracts from the Police staff conditions of service which may be of interest.

Please also find below a link to the Police Federation website, where part six of the 'Statutory Instrument' may be of interest:

[http://www.polfed.org/Regs_Determinations_2007\(1\).pdf](http://www.polfed.org/Regs_Determinations_2007(1).pdf)

THIS INFORMATION HAS BEEN PROVIDED IN RESPONSE TO A REQUEST UNDER THE
FREEDOM OF INFORMATION ACT 2000, AND IS CORRECT AS AT 28/09/2011

POLICE STAFF CONDITIONS OF SERVICE



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NORTH WALES POLICE

PART 2 SECTION 7 TRAVEL & SUBSIDENCE LOCAL AGREEMENT 1

TRAVEL REIMBURSEMENT

Effective Date: 9th September 1997
Version 2 10th March 2004 – lump sum agreement
Version 3 10th April 2007
Version 4 29 July 2009
Version 5
Ratified at 7th July 2011
SNCC

1. RE-IMBURSEMENT FOR TRAVEL

This local agreement enhances the provisions set out in Section 7 of the National Conditions of Service.

(i) **Travel Expenses** - such expenses claimed on an ad-hoc basis for re-deployed staff only are to be based on the mileage rate quoted in Annex 6 (Essential) 1000-1199c up to 8,500 miles. This will rise annually in line with recommended rates.

(ii) **Car Allowances** - Essential car users will be required to carry official passengers without additional allowance. Post Holders in receipt of Relocation allowance and Casual user allowance may claim for additional passengers following approval by a supervisory officer as follows:

8 pence per passenger per mile – max 3 passengers



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NORTH WALES POLICE

PART 2 SECTION 7 TRAVEL & SUBSISTENCE LOCAL AGREEMENT 2

SUBSISTENCE REIMBURSEMENT AGREEMENT

Effective Date: 10th April 2007 National PSC

Version 1

Ratified at 23rd April 2008

SNCC

Further reviewed on 5th January 2010 no changes

MEAL AND ACCOMMODATION EXPENSES

In April 2003, the PNB agreement on expenses was introduced which moved from a system of fixed rate allowances to a receipted regime.

1. Receipted Meal Expenses

All meal expenses should be receipted wherever possible. If, for whatever reason, a VAT receipt cannot be obtained, the claim form should include a brief explanation of the circumstances for the attention of authorising officers.

Meal expenses will be reimbursed, in line with **Appendix 1** and provided they are:

- (a) necessary
- (b) reasonable
- (c) additional to what the employee would otherwise have incurred

and

- (d) backed by a VAT receipt, *wherever possible*.

*Where an individual can demonstrate **that they cannot obtain a meal in their usual way during a tour of duty**, they may claim any expenditure additional to what would normally be incurred. For example if a meal is purchased for £5 and normal expenditure on a sandwich say is £3, the claim should be for £2 additional expenditure. The deduction for normal expenditure does not apply where a claim relates to retention on duty or for a meal taken outside duty time while working away from force.*

A claim cannot normally be made if meals are provided but the individual chooses not to take advantage of this provision, or where an individual's normal eating arrangements can be broadly matched at no additional expense.

2. Receipted Accommodation Expenses

An individual shall be reimbursed accommodation expenses necessarily incurred while away from the usual place of duty, provided they are in line with **Appendix 1** and:

- a) necessary
 - (b) reasonable
 - (c) additional to what the employee would otherwise have incurred
- and
- (d) backed by a VAT receipt, *wherever possible*.

Wherever possible, the Force's contract booking service should be used to book flights, travel and hotels in advance so that the cost can be invoiced direct to the Force.

3. Training Courses - Out Of Pocket Expenses

An allowance for incidental out of pocket expenses in line with **Appendix 1** is payable to staff attending training courses in residential establishments, *with the exception of new appointees on initial mandatory training courses and on local procedure courses.*

Italic text indicates Local Agreement

Equality impact Assessed 15/10/09

Appendix 1

Police Staff Refreshment and accommodation reimbursement **Revised rates 01/04/09**

RECEIPTED MEAL & ACCOMMODATION ALLOWANCES

All meal & accommodation expenses should be receipted wherever possible. If, for whatever reason, a VAT receipt cannot be obtained, the claim form should include a brief explanation of the circumstances.

Meal & accommodation expenses will be reimbursed, provided that they are:

- (1) Necessary
- (2) Reasonable
- (3) Additional to what the employee would otherwise have incurred and
- (4) Backed by a VAT receipt, wherever possible

Where an individual can demonstrate that they cannot obtain a meal in their normal way during a tour of duty, they may claim any expenditure additional to what would normally be incurred. For example if a meal is purchased for £5 and normal expenditure on a sandwich is £3, the claim should be for £2 additional expenditure. The deduction for normal expenditure does not apply where a claim relates to retention on duty or for a meal taken outside duty time working away from force.

A claim cannot normally be made if meals are provided but the individual chooses not to take advantage of this provision, or where an individual's normal eating arrangements can be broadly matched at additional expense.

Out of pocket expenses

Per night	£ 4.43
Per week for 4 nights	£17.77
Per week 4 nights or more and if stay on Sunday night	£22.15

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(iii) **Additional Travelling Expenditure** - for those members of staff who are re-deployed following agreement/consultation with UNISON and member of staff concerned, *the following three options are agreed to reimburse for additional mileage incurred.* The principle to be followed is that employees should be reimbursed for additional travelling expenditure actually incurred.

(a) Disturbance Allowance - fixed monthly sum based on an agreed sum per mile (Index linked) in respect of the additional mileage incurred. This is payable for 4 years following date of transfer/re-deployment and is payable via payroll. It is paid regardless of absence including sickness.

(b) Travel Claim - to be claimed as and when extra mileage is actually incurred and is based on the rate quoted in Annex 6 (Essential 1000-1199c Local transport rate) this is payable for 2 years following date of transfer/re-deployment and staff are required to submit travel claim forms on a monthly basis.-

(c) Lump sum option – a one off lump sum payable at the time of relocation equivalent to that of the calculated sum of money to the total Disturbance allowance. Further details contained in Appendix 1.

The above rates will be reviewed annually (September) in line with recommended rates published by the PSSC as per point 2 below. The Disturbance Allowance - Options (a) and (c) - are subject to tax and National Insurance deductions. Post holders who work reduced hours or compressed hours covering less than five days per week will have pro rata payments.

The terms of the above allowances are based upon the additional mileage being incurred, calculated as the difference between the cost of travelling from the home address and new place of work and from the home address to the previous place of work. Prior to any payment the relevant HR Training and Support Officer will clarify the amount of additional mileage using the agreed internet tool i.e. www.Mulitmap.com.

To avoid any over-payment, it is essential that police staff advise of any material change in circumstances that may affect eligibility to continue to receive the allowance. This includes (although not exhaustively):

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- *A change in home address, either permanently or temporarily;*
- *A change in travel to work arrangements, such as car sharing or use of public transport*

Furthermore, any subsequent change of roles within NWP, may also affect eligibility to continue to receive the payment:

- *A voluntary change in position will cease eligibility to retain the payment;*
- *Any further changes in position or location, required by the Force, may affect eligibility, and the impact of this would be re-calculated accordingly.*

Voluntarily leaving the employment of NWP will also result in eligibility ceasing.

2. MILEAGE ALLOWANCE AND GENERAL TRAVEL

From the 1.4.2006 mileage payment for authorised use of personal vehicles by will be paid at the Essential or Casual rate specified in Police Regulations (reproduced below).

Police staff are reminded that to use their own vehicle for work purposes that they should have the appropriate business cover on the insurance for the vehicle used and an original VAT receipt.

Essential Car Users - An essential user is an employee for whom the Force deems it is essential that he or she has a car at their disposal whenever required in order to perform duties.

Casual Users

Any post holder who is not a designated Essential User or claiming as a result of relocation would be deemed a Casual User and paid at the appropriate pence per mile based on annual mileage and c.c of the vehicle (as at Appendix 1 of this agreement NJC circular).

Essential Users

Certain Posts within the Force attract essential user status. In order to qualify for this status the Post Holder would have to prove that they would be unable to perform their role whilst at work or on call at all times without using their own vehicle or making it available for use, and provide evidence that the Post holder travels or would expect to travel in excess of 6,000 miles per annum. A business case should be forwarded to the Divisional/Departmental Budget holder in order for a decision to be made on whether a Post is to attract Essential User status.

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An Essential User would attract the essential user mileage rates together with a monthly lump sum appropriate to the engine size of their vehicle.

Lump Sums are payable a month in arrears e.g. A Lump sum payable in June Pay would represent the lump sum for the period 1st – 31st May.

Essential Lump Sums are payable on a pro rata basis, therefore Officers who work part time are entitled to a Lumps sum apportioned to the hours they work.

Designated "Essential Car Users" will be entitled to an allowance which is the same as the one quoted in Police Regulations.

Essential Car Users Suspension of lump sum

It was agreed that such staff allowance will be considered for a reduction following one month continuous sick leave. The Chief Constable (or nominated Officer) will have discretionary powers in this instance. (PSSC Working Group 09/09/97)

The payment of a lump sum to an essential user may also be suspended where the car is off the road for repairs for a prolonged period.

GENERAL TRAVEL

In all circumstances, line managers should ensure that the most efficient/appropriate method of travel is used at all times, balancing the cost of the journey against the time incurred.

Wherever possible, police transport should be used. If this is not available, consideration should be given to the use of hire cars, mini buses, public transport, car sharing etc.

(The relevant Finance Business Partner will decide if it is more cost effective to use a hire/pool car rather than pay mileage rates on long journeys e.g. travel to and from Bramshill.) In certain circumstances it will be appropriate to approve first class rail travel in preference to a cheaper means of travel in order to allow the individual to work during the journey.

An individual must seek approval from the relevant Finance Business Partner whether to use his/her own car for a journey that could be undertaken by appropriate cheaper means, in such circumstances then the lower amount will be paid.

Individuals who claim a mileage allowance should record their mileage on the Forces computerised expenses claim form via Northgate Web Portal. Each entry should identify the date and purpose of journey and any other details that may be relevant to the claim i.e. details should be sufficient to enable the

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claim to be verified. Further guidance about the Northgate Claims process can be found on the Forces Northgate Web Portal.

In accordance with tax legislation, (Fixed Profit Car Scheme) Income Tax may be due on the profit element made on business mileage this is calculated at the end of financial Year, and reported to the employee on a P11D Form.

The Inland Revenue authorise the below payments as pence per mile, any amounts paid over or under the below figures are reported to the Inland Revenue as profit/loss on a P11d Form and as a result tax will be liable on the profit made, The Inland Revenue could request payment of the tax due or could amend your Tax code for the following year accordingly.

Cars

On the first 10,000 miles in the tax year	40p per mile
On each additional mile over 10,000 miles	25p per mile

Mileage claimed between home and a temporary place of duty should be based on either:

- the distance between home and the temporary place of duty; or*
- the distance between the normal place of duty and the temporary place of duty*

Whichever is the shorter.

When a journey begins or finishes at the normal place of duty, total mileage incurred can be claimed.

When a journey begins or finishes at a home address, the usual home to work mileage should be deducted from the mileage claim. If there is a requirement to attend a meeting on route to the claimant's home address, no mileage should be claimed unless additional mileage is incurred as a result of the meeting.

Mileage incurred between home and the normal place of duty will be reimbursed in full in the following circumstances:

- Call-out (police staff only)*
- Required to perform his/her normal daily period of duty in more than one tour of duty*

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Training

The general principles outlined in General Travel will apply.

Training course expenses will be reimbursed, as follows:

- i) The distance between home and the training venue; or*
- ii) The distance between the normal place of duty and the training venue*
whichever is the shorter.

Interview Travel

For internal candidates applying for Force vacancies (including seconded officers from North Wales Police) travel to interviews should take into account the general principles outlined under General Travel paragraph 1 above, and would be payable at the usual mileage rate.

Interview travel reimbursement will not be applicable to external candidates or to Police staff transferring from other Forces.

Occupational Health and Welfare appointments travel

Self referral to OHU - initial costs will be met by the post holder, but if later referral is supported by the relevant HR Business Partner claims will be supported.

Management referral to OHU for reviews, medicals, Welfare screening or to Selected Medical practitioner- travel claims will be met.

Referral by OHU to Physio/Counselling or consultant Travel claims will only be met if it is as a result of Injury on Duty.

Travel claims will be payable at the casual user rate.

Any travel & subsistence costs will be borne by the relevant Division/Department.

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Duty time for travel to courses/meetings and training.

All travel to approved courses/meetings/training will be normally regarded as duty time. Any additional hrs over 37 hrs per week will normally be paid at the appropriate overtime rates.

Line managers have the discretion to negotiate a suitable working pattern in line with WTD if travelling on a rest day is required.

Miscellaneous

Where incidental travelling expenses have been incurred for taxis, tolls, car parks etc. while undertaking authorised duties, the cost will be reimbursed subject to original receipts being obtained and produced on request.

3. Monitoring

It will be the responsibility of the relevant Finance Business Partner to co-ordinate a bi annual audit of travel claims and essential users. This will include monitoring that the appropriate documentation i.e. Business Use insurance certificate and VAT receipts are available & produced on request.

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Appendix 1

PNB Circular 9/03 revised the rates with effect from **10/09/2010**- amended as per HOC 011/2009

Essential User	451– 999 cc	1000 – 1199 cc	1200 – 1450 cc
Lump Sum per month	£70.50	£80.25	£103.25
Mileage Rates: -			
Up to 8500 miles			
Over 8500 miles	36.9	40.9	50.5
	13.7	14.4	16.4
 Casual User			
Mileage Rates: -			
Up to 8500 miles			
Over 8500 miles	46.9	52.2	65.0
	13.7	14.4	16.4
 Passenger mileage			
<u>total claims for additional passengers cannot exceed a maximum of 3 passengers</u>		8 pence per passenger per mile	

RELOCATION MILEAGE RATES WEF 01.04.09

Travel Claim	Pence per mile @ 40.9 – set rate as per PNB Motor Vehicle Circular Essential 1000 -1199cc as per CSCC meeting 20.5.97
Disturbance Allowance	per mile @15.5p Lump sum based on disturbance allowance total.
Local transport rate wef 1/4/09 (* equivalent to essential user up to 1199cc rate) This rate is for relocation/redeployment only	37.1 pence per mile PNB Motor Vehicle Circular Essential 1000 - 1199cc as per CSCC meeting 20.5.97

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Appendix 2

RE-IMBURSEMENT FOR TRAVEL IN RELATION TO RELOCATION

This agreement was made by Tom O'Donnell, Director of Finance with Anne Roberts, UNISON Secretary, North Wales Police to correlate with the transfers of Police staff to the new PFI development in St Asaph, March, 2004.

The rates and methods of re-imbursement outlined in Travel Reimbursement Agreement apply and will remain as a choice of members of staff whose posts are transferred by the Chief Constable.

1. **PURPOSE OF THIS AMENDMENT**

- (i) *To introduce a payment that will recognise the disturbance and additional costs incurred as a result of a change of base as a lump sum payable at time of transfer.*
- (iii) *This lump sum payment to be used as a benefit to staff at time of transfer.*
- (iv) *The lump sum is to be a sum of money equivalent to that of a calculated sum of money as equivalent to a Disturbance Allowance*

NB Disturbance Allowance - fixed monthly sum based on an agreed sum per mile (Index linked) in respect of the additional mileage incurred. This is payable for 4 years following date of transfer/re-deployment and is payable via payroll. It is paid regardless of absence including sickness. See appendix 1

2. **SCOPE**

This re-imbursement of travel applies to any member of staff whose principal place of work is transferred to a new work base at the direction of management where additional travel is incurred.

3. **PROCEDURE**

3.1 **Entitlement – Permanent Transfer**

- (i) *If extra travelling costs are incurred, police staff will be paid the difference in the travelling costs between their home and the current place of work, and the costs between home and the new work location.*
- (ii) *It will be agreed with the individual whether these expenses should be:*
 - *Assisted according to public transport rates (standard class if by rail) for a maximum of two journeys each day;*
 - *By way of submitting claims for travel expenses (paid on Local transport rate) for actual travel incurred for a 2 year period;*
 - *By way of a disturbance allowance paid on a monthly basis over a 4 year period.*

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- *By way of a relocation “one off” lump sum payment based on the Disturbance Allowance on the conditions as set out in this agreement.*
 - *This agreement will take account of the existing method of transport and the most effective means for the future. Wherever practicable, joint travel arrangements should be made by staff and all travel arrangements must be as economical as possible.*
- (iii) *Should a member of police staff accept the option of a “one off” lump sum payment then, prior to receipt of the payment, they will be required to sign the acknowledgement proforma as sent out with the variance of contract letter by Human Resources.*
- (iv) *The “one off” lump sum payment will be recoverable by the North Wales Police if, within a period of 24 months after the date of the transfer, a member of police staff:-*
- (a) *resigns; or*
 - (b) *retires; or*
 - (c) *is dismissed; or*
 - (d) *Voluntarily moves to another post at another location not at the request of management.*
 - (e) *moves to a home address nearer to the new place of work and, as such, will incur less travel expenses.*
- (v) *The sum to be repaid will reduce by one twenty-fourth of the total sum for each completed calendar month of service during the 24 month period less the amount of tax already paid subject to advice and/or agreement with the Inland Revenue on individual cases. The method of repayment will be agreed, where possible, between the individual and North Wales Police.*
- (vi) *Where a post is permanently transferred to a new location, the wish of staff to transfer with the old post will be granted wherever possible. However, it may be appropriate in certain circumstances for the Force to offer the individual suitable alternative employment at the current (old) work location in accordance with existing Redeployment Procedures.*

3.2 Entitlement – temporary transfer

- (i) *In cases when a person occupies a post which is expected to cease within a two year period, e.g. a temporary post, they will receive payment pro-rata to one twenty-fourth of the total sum for each completed calendar month of service during the 24 month period. If employment is extended beyond the period anticipated, a further pro-rata payment(s) will be made, not exceeding the 24 month period in total.*

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(ii) *Where a person transfers to a new location temporarily, i.e. for a period of less than 12 months, they will be reimbursed as follows:*

- *Public transport – for the additional actual expenditure (standard class if by rail) for a maximum of two journeys each day for a period of twelve months using the most economical method available.*
- *Car – the additional mileage incurred at casual or essential user rate as appropriate to the post holder. The definition of additional mileage is the difference between the mileage incurred on the journey from home to the temporary place of duty, less the mileage normally incurred on the journey from home to the normal place of duty (NPD).*

3.3 Part-Time Staff

The lump sum is based upon an average 5-day working week. A part time/ job share/ shift worker person who works 5 days per week will receive the full entitlement. A member of staff who works less than 5 days per week will be paid on a pro rata basis. For example, a person working 3 days/shifts per week will receive 3/5ths of the lump sum amount x additional miles travelled each day.

4. APPEALS PROCESS

- (i) *A member of staff who feels that they have not received the reimbursement entitlements, in accordance with this procedure should state their case in writing, to their Divisional Commander/Departmental head who will liaise with Human Resources on their behalf.*
- (ii) *The Head of People Services will review all cases where the above process has not enabled an agreement. He/she will respond within 28 days of receipt of appeal.*

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4.1 Monitoring

It will be the responsibility of the relevant Finance Business Partner to co-ordinate a bi annual audit of this procedure and of those staff benefiting from it. This will include monitoring that the appropriate documentation i.e. Business Use insurance certificate and VAT receipts are submitted with all travels claims.

Post holders in receipt of relocation costs have a personal responsibility to advise their relevant Finance Business Partner of any changes in circumstances as soon as practicable.

HR Business Partners will have a first hand monitoring role and ensure that the Finance & Payroll Section, Shared Service Facility are notified immediately an individual informs him/her of a change in circumstances as per the conditions attached to these payments as outlined in this agreement.

This Lump sum agreement was with effect from 10 March 2004 and forms part of Police Staff Conditions of Service.

Italic text indicates Local Agreement

Equality Impact Assessed 15/10/09