Allowances – recurring payments

Grey Book - Additional Responsibility Allowance (ARA)

Definition, criteria, payments, and process

Please see the Additional Responsibility Allowance Procedure for full details.

Payment information

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	Non pensionable	2168

Process

Please see the Additional Responsibility Allowance Procedure

Allowance Owner

Please see the Additional Responsibility Allowance Procedure

Allowance Authoriser

Please see the Additional Responsibility Allowance Procedure

Grey Book - Flexible Duty System (FDS) Officers allowance

Definition

An FDS employee on the flexible duty system shall be paid a pensionable supplement on top of their basic pay. This is in line with the Grey Book.

Criteria and payments

20% of basic pay.

Payment information

If this allowance is linked to a substantive role, the payment information is as follows:

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	Pensionable	2380

If this allowance is linked to a temporary promotion, the payment information is as follows:

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	2015 CARE pension scheme – non pensionable.	2753

Process

- The Group Manager authorises the allowance by notifying the Resource Management Team.
- The Resource Management Team submit a weekly data submission to the IBC for processing.

Allowance Owner

Assistant Director.

Allowance Authoriser

Group Manager.

Grey Book – Stocking & shoe allowance (Control employees)

Definition
An allowance paid toward the cost of workplace stockings and shoes. This is paid where there is not a suitable provision within the Service uniform catalogue.

Criteria and payments
This is payable to Grey Book employees who work in Control who are not provided with stockings/suitable shoes via the Service uniform catalogue.

Receipts must be provided to the line manager to show evidence of purchases. All receipts must be retained by the employee.

Stocking allowance
Following the employee's appointment, arrangements for a monthly recurring allowance will automatically be made by the IBC. The line manager must notify the IBC if eligibility for this payment ceases. The allowance is £8.50 per month for stockings.

Shoe allowance
The employee may submit a claim to their line manager for up to £40 per year towards workplace shoes. This can be submitted as one-off claim or multiple claims, but the employee must ensure all claims do not exceed £40 in total per year.

Payment information

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	Non pensionable	5135

Process
Stocking allowance – this payment is initially set up by the Recruitment team. The Recruiting manager must advise the Recruitment team of this entitlement at the point of hire. This is then paid as a recurring monthly allowance.

Shoe allowance - the line manager will process this payment through the IBC Portal, as a uniform/shoe repair payment.

Allowance Owner
Finance.

Allowance Authoriser
Line Manager.

Grey Book - Temporary promotion/Acting-up

Definition

A payment made to an employee who is required to assume the full duties of a higher rank/role for a defined period.

Criteria and payments

Employees will be paid the appropriate rate for the role.

Basic pay will remain unaltered, and a monthly recurring payment will be set-up.

Payment information

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	2015 CARE pension scheme – non pensionable	2879

Process

1. A Variation of Establishment (VOE) must be completed for new positions only.
2. The recruiting manager will authorise the appointment to the temporary promotion/acting-up.
3. The recruiting manager/line manager must complete a pro-forma to move the employee into the position.
4. The recruiting manager/line manager submits the form to the Resource Management Team (RMT) for processing.

Allowance Owner

People & Organisational Development (POD) Board.

Allowance Authoriser

Recruiting Manager.

Grey Book - 10% Training Allowance (L&D)

Definition

This allowance is payable to an employee employed as a Service Trainer within Learning & Development. The role requires the employee to deliver training activities at evenings and weekends to fulfil Service training requirements.

Criteria and payments

10% of basic pay.

An employee is expected to fulfil a minimum of:

- one evening training commitment per week, and
- eight weekend day training commitments per year.

Delivery of these activities will be determined by the needs of the Service.

Payment information

The payment information for substantive employees is as follows:

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	Pensionable	2001

The payment information for employees who are undertaking a **temporary promotion** within L&D is as follows:

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	2015 CARE pension scheme – non pensionable	2000

Process

1. The Group Manager will authorise the allowance.
2. The line manager will complete a pro-forma to confirm the employee is in a position that qualifies for the allowance.
3. The line manager submits the form to the Resource Management team (RMT) for processing.

Allowance Owner

People & Organisational Development (POD) Board.

Allowance Authoriser

Group Manager.

Grey Book - 10% Management Allowance (non-L&D)

Definition
An employee within the Service outside of Learning & Development who is required to regularly deliver management and/or training activities, outside of core working hours as part of their defined role.

Criteria and payments
10% basic pay.

An employee is expected to regularly deliver management and/or training activities as part of a project or scheduled area of work. This is determined by the COG Lead. This may include delivery on a regular basis on evenings and weekends. Delivery of these activities will be determined by the needs of the Service.

Where the management and/or training requirements are occasional, the employee is not eligible for this allowance. In such cases, flexible working arrangements will be used.

Payment information
The payment information for **substantive employees** is as follows:

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	Pensionable	2019

The payment information for employees who are undertaking management and/or training activities as part of a temporary promotion is as follows:

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	2015 CARE pension scheme – non pensionable	2000

Process

1. The COG Lead will authorise the allowance and if necessary, complete a VOE.
2. The line manager will complete a pro-forma to confirm the employee is in a position that qualifies for the allowance.
3. The line manager submits the form to the Resource Management team (RMT) for processing.

Allowance Owner
People & Organisational Development (POD) Board.

Allowance Authoriser
COG Lead.

Green Book - Communications stand-by allowance

Definition

The communications stand-by allowance is payable where a 24/7 response is required from Green Book support teams to maintain Service operational requirements from a communications/press perspective.

Criteria and payments

Employees who are identified as being on the rota and are providing cover will receive £5,000 per annum. This will be paid monthly in 12 equal parts.

Payment information

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	LGPS – Pensionable	2099

Process

The line manager will process the payment through the IBC Portal.

Allowance Owner

People & Organisational Development (POD) Board.

Allowance Authoriser

Line Manager.

Green Book - First aid allowance

Definition

An employee who is designated as a first aider to provide first aid to others at their work base.

The employee may also take delegated responsibility for checking and maintaining first aid resources. For example, this can include the medical box/information and updating local procedures.

Criteria and payments

The first aid allowance is payable to Green Book employees at a rate of £120 per year. This is paid in 12 equal monthly payments, as a recurring payment.

The employee must hold the necessary qualification approved by the Health and Safety Executive.

Payment of the allowance will cease in the following circumstances:

- when the qualification expires
- a change of role where this provision is no longer required
- if the employee leaves the Service.

Payment information

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	LGPS – pensionable	4025

Process

The line manager will process the payment through the IBC Portal.

Allowance Owner

Health and Safety Manager.

Allowance Authoriser

Line Manager.

Green Book - ICT stand-by allowance

Definition

The ICT stand-by allowance is payable where a 24/7 response is required from Green Book support teams to maintain Service operational requirements from an ICT perspective.

A rota system will be established to manage the availability of relevant employees and to determine the rate of payment.

Criteria and payments

The stand-by allowance payment will vary depending on the number of employees on the rota. The following additional payment will be paid to employees who are required to operate a stand-by/call out system:

Number of employees	Number of rota weeks	% of basic pay
Up to 3 employees	3 weeks	26.75%
4 employees	4 weeks	20%
5 employees	5 weeks	16%
6 employees	6 weeks	13.5%
7 employees	7 weeks	11.5%
8 employees	8 weeks	10%

The rate paid to those on the rota will change depending on whether any employees are added or removed.

Where an employee stops working on the rota, the allowance will cease. The employee must be provided with appropriate notice.

The line manager will regularly review the rota to ensure that that it continues to meet Service needs and that the correct rate is being paid.

Payment information

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	LGPS – Pensionable	• 2463 – 26.75% • 2382 – 20% • 3913 – 16% • 3911 – 13.5% • 3914 – 11.5% • 3912 – 10%

Process
The line manager will process the payment through the IBC Portal.

Allowance Owner
People & Organisational Development (POD) Board.

Allowance Authoriser
Line Manager.

Green Book - Market supplement

Definition

A discretionary payment made in addition to basic salary for a defined post or group of posts. This would apply where there is specific difficulty in attracting, recruiting, or retaining employees.

Criteria and payments

Justification and business case

The line manager must produce a business case and have it approved by the People & Organisational Development (POD) Board before a market supplement can be applied.

The business case must include details of:

- the number of posts affected
- the proposed amount to be paid as a market supplement
- the total cost implication for the Service
- how the market supplement(s) will be funded.

The line manager must also provide evidence as part of the business case to justify why the market supplement is needed. This may include the following:

- details of recruitment/retention difficulties
- a summary of the gap between person specification requirements and quality of employees
- details of geographical issues/national shortages
- data from exit interviews that cite pay as a reason for leaving.

Reviewing a market supplement

The line manager must review the market supplement on an annual basis. Where necessary, a business case may need to be resubmitted to enable continued payment of the market supplement.

Changing or withdrawing a market supplement

The Service reserves the right to make changes to or to remove a market supplement where it is deemed necessary.

The employee must be provided with appropriate notice where a market supplement is to be decreased or withdrawn.

Back to top

Payment information

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	LGPS – pensionable	2545

Process

1. The line manager must complete a business case and gain approval from the People & Organisational Development (POD) Board before a market supplement can be applied.
2. If POD Board approval is given, the line manager must advise the IBC of the amount to be paid to the eligible employee(s). This should be completed via an enquiry in the IBC Portal.
3. The IBC will set this up as a monthly recurring payment.
4. The line manager is responsible for advising the IBC where a market supplement needs to be changed or withdrawn.

Allowance Owner

People & Organisational Development (POD) Board.

Allowance Authoriser

COG Lead.

Green Book - Operational Assets stand-by allowance

Definition

The Operational Assets stand-by allowance is payable where a 24/7 response is required from Green Book support teams to maintain Service operational requirements from a fleet or operational equipment perspective.

Criteria and payments

The stand-by allowance payment will vary depending on the number of employees on the rota. The following additional payment will be paid to employees who are required to operate a stand-by/call out system:

Number of employees	Number of rota weeks	%
Up to 3 employees	3 weeks	26.75%
4 employees	4 weeks	20%
5 employees	5 weeks	16%
6 employees	6 weeks	13.5%
7 employees	7 weeks	11.5%
8 employees	8 weeks	10%

The rate paid to those on the rota will change depending on whether any employees are added or removed.

Where an employee stops working on the rota, the allowance will cease. The employee must be provided with appropriate notice.

The line manager will regularly review the rota to ensure that that it continues to meet Service needs and that the correct rate is being paid.

Where employees on a rota are of mixed grades, the work required on the rota will be subject to job evaluation (JE). The JE outcome will determine the relevant grade for the work and the % allowance will be paid at the top of that grade to all employees on the rota.

Payment information

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	LGPS – Pensionable	• 2463 – 26.75% • 2382 – 20% • 3913 – 16% • 3911 – 13.5% • 3914 – 11.5% • 3912 – 10%

Process
The line manager will process the payment through the IBC Portal.

Allowance Owner
People & Organisational Development (POD) Board.

Allowance Authoriser
Line Manager.

Green Book - Responsibility allowance

Definition

A payment made to an employee who is required to take on additional responsibilities associated with their role.

Criteria and payments

The responsibility allowance is paid as a monthly recurring payment.

Payment information

Is the payment taxed?	Is an NI deduction made?	Pension information	Wage Type
Yes	Yes	Pensionable	2155

Process

The line manager will process the payment through the IBC Portal.

Allowance Owner

People & Organisational Development (POD) Board.

Allowance Authoriser

Line Manager.