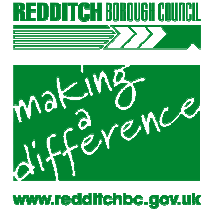


APPENDIX 2



Committee Allowance Policy

1. Introduction

This policy outlines the rules and principles that apply to Committee Attendance Allowance, and the procedure that should be followed when claiming Committee Attendance Allowances.

The policy applies to all staff employed by Redditch Borough Council, including those on a fixed term contract.

2. Committee Allowance policy

Committee Services employees and staff (excluding Directors, heads of service and the Chief Executive) who have a statutory role to attend evening Committee meetings, will have the option of being paid £27.15 per meeting they attend or claiming the time back as TOIL.

All other members of staff who attend Committee meetings will be entitled to claim the time back as TOIL, and will not be eligible for the £27.15 payment.

Employees who are paid SCP 28 and below will be entitled to claim time and a half, employees above SCP 28 will be entitled to claim plain time. Time is recorded for the actual time spent at the meeting.

For employees on JNC terms and conditions (Directors and Heads of Service) no additional payment will be made, and TOIL cannot be claimed.

3. Procedure for Claiming Committee Allowance

On the 15th of each month (or the nearest practicable date to this), Democratic Services staff will produce a claim form for each qualifying officer who has attended an evening Committee meeting[s] during the course of the previous one month period. Claim forms will be distributed in the internal post.

Qualifying Officers may claim attendance for any meeting which lasts longer than 15 minutes. Attendance Allowance can only be claimed for meetings which take place after 7pm.

Officers making claims for attendance allowance should check and sign to confirm that the claim form is correct. They should contact Democratic Services officers in case of any queries.

Officers should make claims for subsistence on relevant local forms, or petty cash forms, and receipts / evidence of purchase should be attached.

Once the information on the form has been checked and signed, it is the claimant's responsibility to ensure that the form has been certified by the relevant budget holder. If the claimant is the budget holder, the form should be certified by another authorised signatory or relevant Head of Service/ Director.

Once certified, the form should be returned to the Payroll Team for inclusion in the next salary payment, in line with the relevant payroll deadlines.

4. Recording of time off in Lieu

TOIL should be recorded on timesheets/holiday cards, and authorised by the employee's manager.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.