

Payment of Subsistence Allowances

1 Introduction

- 1.1 The current agreements and guidance for staff and management governing the circumstances in which a subsistence meal allowance, and a subsidiary meal allowance, may be claimed are set out in Operational Agreement No. 1 (October 1995) for operational Accident and Emergency staff, and Admin G 130 for other operational staff, including PTS. These documents are closely based on the national interpretation of the Joint Secretaries to the Ambulance Whitley Council, and incorporate local variations that have been agreed following discussions between management and staff representatives.
- 1.2 The purpose of this document is to confirm, and to remind managers and staff, the circumstances when subsistence allowances may be claimed in accordance with Whitley terms and conditions of employment.
- 1.3 These arrangements are subject to review and may change, for some or all staff, on adoption of Agenda for Change terms and conditions of employment or in the light of Inland Revenue requirements.

2 Eligibility for Claims

- 2.1 Staff working a shift of not less than five hours may claim payment of a subsistence meals allowance when:

- Required to take a break away from their base station or temporary base station

And, as a result of this

- Incurring an additional cost.

- 2.2 Subsistence allowance may also be claimed when:

- Due to pressure of work, a member of staff is unable to take a break in the course of his/her shift. The allowance is paid on the basis that a meal is purchased at shift end.
- Due to pressure of work, an agreed break is interrupted by the requirement to return to operational duty. The allowance is paid on the basis that an additional meal is purchased to replace the spoilt food. Purchase of a beverage only does not raise claim to payment.

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- 2.3 However, where staff are temporarily based and take their break at a station or establishment where the facilities for preparing and taking meals are similar to those on their own station the allowance is not payable.
- 2.4 A subsidiary meals allowance is payable where staff are rostered to work for ten or more hours or agree, on the same day, to extend their shift (*core shift not less than seven hours*) by two hours or more and:
- Are given an additional twenty minute break
 - Incur an additional cost

3 Overtime working

- 3.1 Staff working an overtime shift are subject to the same criteria for payment, whether planned or short-notice overtime (i.e. within 24 hours). Simply working a rest or free day will not in itself generate an automatic claim for payment of either main or subsidiary meal subsistence allowance.

4 Exclusions

- 4.1 No claim for payment of subsistence meals allowance will arise when:
- Irrespective of the circumstances, no additional expenditure has been incurred.
 - The staff member is offered a break on station, but requests and opts instead to take his/her break elsewhere.
 - A break is interrupted by the need to answer the telephone, but is then resumed without the staff member being deployed operationally. There being no spoilt food in such circumstances, no allowance is payable.

5 Additional provisions relating to claims for a subsidiary meals allowance

- 5.1 In circumstances which would otherwise trigger a claim for the additional subsidiary meals allowance, but:
- No break is taken
 - No expenditure is incurred (e.g. break on station)

this allowance is not payable. There is no provision to pay a subsidiary meals allowance at shift end when a break has not been possible.

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6 Statement

- 6.1 It is the responsibility of all staff and authorising managers to ensure that claims for payment of subsistence allowances are properly made. Any individual found to have submitted a claim in contravention of the rules governing eligibility may find themselves subject to disciplinary action which may lead to dismissal.

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