



London Ambulance Service **NHS**  
NHS Trust

**Payment of Travelling Time Policy**

## DOCUMENT PROFILE and CONTROL

**Purpose of the document:** To set out the rules around the payment of travelling time.

**Sponsor Department:** Workforce

**Author/Reviewer:** Senior HR Manager. To be reviewed by January 2020

**Document Status:** Final

<b>Amendment History</b>			
Date	*Version	Author/Contributor	Amendment Details
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02/02/17	3.1	Senior HR Manager	Minor amendment to 6.5 and Implementation Plan
01/02/17	2.4	IG Manager	Document Profile and Control update
31/12/16	2.3	Senior HR Manager (East)	Periodic review and amendments
02/06/15	2.2	IG Manager	Reference to Equality Analysis added
29/05/15	2.1	IG Manager	Document Profile and Control update
08/05/15	1.1	Senior HR Manager	Reformatted
Feb '08	1.0	Assistant Director, Employee Services.	First version published.

**Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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<b>Equality Analysis completed on</b>	<b>By</b>
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<b>Links to Related documents or references providing additional information</b>		
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Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

## **1. Introduction**

- 1.1 This document sets out the Policy of London Ambulance Service NHS Trust in respect of staff claims for payment of travelling time **at plain time rate**.
- 1.2 Requests for additional payment may arise for time spent travelling for business reasons to a location other than the normal place of work, over and above the normal journey time.
- 1.3 This Policy also sets out the procedure to be adopted when making a claim for such payment.
- 1.4 The Policy represents the Trust's application and interpretation of the provisions set out in the NHS Terms and Conditions of Service Handbook, along with the local arrangements set out in Operational Agreement Number 3 "Relief Staff - Payment of Travelling Time" April 1997.
- 1.5 Entitlement to claim re-imbursment of additional (over and above normal home to work) certified costs of travelling is unaffected by this policy.

## **2. Scope**

- 2.1 This Policy applies to all employees

## **3. Objectives**

- 3.1 The objective of this Policy is to set out the provisions for payment of travelling time.

## **4. Responsibilities**

- 4.1 Managers will advise staff as necessary in the application of the policy and monitor any claims.
- 4.2 Individual members of staff will ensure that any claim made under this Policy is legitimate. Any abuse of the terms of this Policy will result in disciplinary action.

## **5. Context**

- 5.1 It is recognised that employees of London Ambulance Service NHS Trust may be required to transfer their place of work, a situation reflected in the contract of employment. Ordinarily, no claim for payment of travelling time is generated, although excess fares may be payable.

5.2 It is the responsibility of all staff to attend training courses that are deemed necessary to update or maintain their technical skills, or to otherwise further their personal and professional development. Failure to attend as directed or agreed will be investigated and may be the basis for consideration of disciplinary sanction.

5.3 However, it is the policy of this Trust to compensate staff by making a **plain time** payment for the additional time spent on travelling to report for duty to a place other than the usual place of work in the following circumstances:

- For attendance at one of the defined training courses outlined below, where it is not possible to adjust the course duration or timing so that the travelling is undertaken in work time.
- For relief staff required, for reasons of operational cover, to travel to a station beyond the boundaries of their normal group station i.e. main station and satellites.

5.4 These provisions apply only to the defined circumstances. Travelling time is not payable in respect of:

- temporary changes to the work base;
- permanent changes due to organisational change;
- voluntary secondments;
- periods spent acting in to a higher grade or on secondment on health grounds;
- training related to, or required prior to, confirmation of promotion;
- attendance at courses other than those stated;
- any journey undertaken by Bank staff.

5.5 The above list is not exhaustive.

5.6 "Travelling time" is defined as the time over and above the amount of time normally spent on the employee's journey from home to their usual work base. Claims will not be accepted if the usual home to work journey is included.

5.7 Where the journey is undertaken within the normal times of duty, no payment shall be made.

5.8 Qualifying training courses are those which the employee is required to undertake in order to maintain their authority or qualification to discharge their duties. Eligibility was reviewed in 2017 and is restricted to courses in Basic Life Support (BLS) and Advanced Life Support (ALS) and training within the Core Skills Training Framework.

5.9 Attendance at residential courses does not attract payment for travelling time under any circumstances.

5.10 Authority to vary these provisions and extend payment in other (exceptional) circumstances rests with the Director of Workforce, or a nominated Manager acting on their behalf.

## **6. Procedure for payment**

6.1 It is recommended that employees required to attend a training course away from their normal place of work are advised by their Manager at the time that the arrangements are confirmed whether a claim may be considered. Advice on the application of these provisions may be obtained from the local HR Manager or a member of the Senior HR Team.

6.2 A claim for payment may be made by completing and submitting form [LA251](#) to the authorising manager. In submitting the claim, the employee is certifying that the amount of time for which payment is sought reasonably represents the time spent on the journey over and above the time normally spent on the journey to work. The employee must declare the time normally spent.

6.3 The claim must be approved for payment by the appropriate budget holder. The authorising manager must confirm:

- That the employee was required to report to the location quoted on the day in question, and that they did so.
- That the journey did entail additional travelling time outside the normal times of duty, and the amount claimed appears reasonable.

6.4 Approved claims should be submitted on a monthly basis to the Payroll Department in accordance with the usual pay cycle and dead-lines for allowances and ad hoc payments.

6.5 Intentionally submitting or authorising a claim for payment where this is not due, or to inflate such a claim by exaggerating the time spent for the purpose, will lead to disciplinary action which could include termination of employment.

<b>IMPLEMENTATION PLAN</b>				
<b>Intended Audience</b>	For all LAS staff			
<b>Dissemination</b>	Available to all staff on the Pulse			
<b>Communications</b>	Via pulse.			
<b>Training</b>	n/a.			
<b>Monitoring:</b>				
<b>Aspect to be monitored</b>	<b>Frequency of monitoring AND Tool used</b>	<b>Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported</b>	<b>Committee/ group responsible for monitoring outcomes/ recommendations</b>	<b>How learning will take place</b>
Uptake	Ongoing	By complex by manager, corporately via payroll	Workforce Committee	Via line managers for relevant areas.