

OUT-OF-POCKET EXPENSES POLICY

Date policy adopted: 01/04/2011

Date of last review: 01/06/2021

1. Purpose and Scope

The Ethical Standards Commissioner (ESC) is committed to ensuring that no employee is financially out of pocket when undertaking duties relevant to their role. This policy outlines the commitment and expectations of employees in fulfilling this.

This policy applies to all employees regardless of working pattern or nature of employment contract. It also applies to anyone working for the Commissioner where expenses have been agreed as part of the contract, recruitment exercise or other agreement (for example sub-contractors, consultants, secondees from another organisation, witnesses, applicants for jobs or agency staff). The word employee(s) in the context of this policy should be taken to mean all such individuals, unless specifically referred to as being directly employed by ESC.

2. Policy Statement

Where any employee has to travel on official business for ESC, or sustains personal costs in relation to work carried out on behalf of ESC, they will be reimbursed for any necessary expenditure actually, reasonably and necessarily incurred by them. This may include expenses such as travelling costs, overnight accommodation, sustenance and business expenses.

3. Implementation, monitoring and review of the policy

Overall responsibility for policy implementation, monitoring and review lies with ESC.

Everyone covered by the scope of the policy is obliged to adhere to, and facilitate implementation of the policy. Appropriate action will be taken to inform all new and existing employees and others covered by the scope of the existence of the policy and their role in adhering to it. The policy will be reviewed at such times as legislation or a change to the ESC policy position requires it. The policy will be made available to the general public.

4. Expectations

Expenses claims are settled from public funds and an individual's travel and expenses claims should always be justifiable to the Commissioner, the Scottish Parliament and the public. ESC is also committed to making decisions which are sustainable and kind to the environment wherever possible. As such it is expected that any individual requiring to travel makes decisions about method of travel and accommodation based on cost savings and environment considerations. For example, using standard class public transport with advance (reduced fare) booking or car sharing where possible.

All expenses should be claimed using the template expenses form and the guidelines within should be adhered to.

5. Mileage and Accommodation Rates

ESC adopts the rates set annually by the Scottish Parliamentary Corporate Body. Current rates are shown on the expenses claim form.

6. Exceptional Circumstances

Any contract agreed with contractors or consultants for the provision of a particular service will supersede ESC's policy on out-of-pocket expenses.

7. Breaches of this Policy

Breaches of this policy, particularly with regard to any form of falsification of a claim, will be taken extremely seriously.

Anyone who does not comply with this policy, and is directly employed by ESC, may be subject to disciplinary action as set out in the disciplinary procedures.

Any other person covered by this policy, and found not to comply, will be reported to the relevant office/employer. This may also result in ESC terminating any contract.

Equality Impact Assessment

Does this policy comply with the general Public Sector Equality Duty (s149 Equality Act 2010)?

This policy applies to all employees. Its impact was considered when drafting. We consulted with all employees prior to publication to identify and address any issues.

Data Protection Impact Assessment

Have we considered any effect the policy may have on the collecting, processing and storing of personal data?

The records generated by this policy will contain personal data. Suitable retention and destruction policies are in place to manage this material.

Information Security Impact Assessment

Have we considered the impact any policy may have on our cyber-resilience?

This policy should have no impact on our cyber-resilience.

Records Management Impact

Have we considered the impact any policy may have on our ability to manage our records?

This policy should have no impact on our ability to manage our records.

Version	Description	Date	Author
1.0	First draft	01/06/21	Public Appointments Officer