



Broxtowe
Borough
COUNCIL

Pay Policy

2019 - 2020

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PAY POLICY 2019 – 2020

1. Introduction

The Council is required to publish a Pay Policy Statement by 31 March each year in accordance with Section 38 of the Localism Act 2011. The purpose of this Statement is to set out the Council's guiding principles of its current reward system and increase accountability in relation to the total remuneration of its Chief Officers by enabling public scrutiny of that remuneration.

2. Main Principles

This policy statement confirms the Council's on-going commitment to operate transparent pay systems, whilst recognising that its reward system must be affordable and at the same time support the requirement to provide excellent customer service in accordance with its corporate objectives.

The importance of managing pay fairly will mean that the Council will be able to:

- attract, motivate and retain appropriately talented people who make a positive contribution to improve the Council's performance and meet future challenges;
- reflect the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- appropriately reward and value employees for their work;
- operate within the provisions of Chief Officers' pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- Operate within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services.

3. Scope of the Policy

Whilst this policy specifically covers those employees defined as a Chief Officer within Section 2 of the Local Government and Housing Act 1989, it also makes reference to other levels of employees within the organisation.

The term 'Chief Officer' and 'Deputy Chief Officer' referred to in this policy (and for the purposes of this pay policy statement only) includes:

- a. the Head of Paid service designated under section 4(1) of the Local Government and Housing Act 1989 (the Chief Executive);
- b. the Monitoring Officer designated under Section 5(1) of that Act.
- c. a statutory Chief Officer mentioned in section 2(6) of that Act (Section 151 Officer also Deputy Chief Executive);

- d. a non-statutory Chief Officer mentioned in Section 2(7) of that Act (one Director by virtue of reporting directly to the head of paid service);
- e. a Deputy Chief Officer mentioned in section 2(8) of that Act (all Heads of Service by virtue of reporting directly to statutory and non-statutory Chief Officers).

The Council has decided for completeness and transparency to publish information which includes all posts at Heads of Service / Deputy Chief Officer level. These roles are identified in the Chief Officers' Remuneration Table at appendix 4

4. Evaluation of Roles at Broxtowe Borough Council

In accordance with the national requirement for all local authorities to review their pay and grading frameworks to ensure fair and consistent practice, all job roles within the Council's structure up to but not including Head of Service level were taken through a comprehensive job evaluation process using the Greater London Provincial Council (GLPC) scheme with implementation of changes to pay and grading taking place on 1 March 2011.

The Council's pay framework for its Chief Executive, Chief Officers and Heads of Service was also considered and revised with changes implemented on 1 March 2011, with the grade for each role being determined by a consistent job evaluation process using the Hay scheme.

The job evaluation process is now embedded within the Council's pay and grading systems and all senior officer roles continue to be evaluated using the Hay scheme for Chief Officers or the Greater London Provincial Council (GLPC) scheme for all other posts to ensure that pay rates are equitable and non-discriminatory. A Hay job evaluation scheme review of all senior officer roles was undertaken again during 2015.

5. Broxtowe Local Pay Scale for Senior Officers

The review of roles for Head of Service and Chief Officers during 2015 resulted in an increase from five to six pay grades within the Broxtowe Local Pay Scale for Senior Officers (BLPSSO).

The scale is increased in line with the annual national Joint Negotiating Committee pay award.

6. Broxtowe Local Pay Scale for all Posts below Head of Service Level

The Council also adopted a local pay scale (BLPS) for all posts below Head of Service level and this is shown, together with the relevant job evaluation points score for each grade, at appendix 2. Whilst the Council has adopted a local pay scale for this group of employees, it continues to recognise the National Joint Council annual pay award for the Broxtowe Local Pay Scale appendix 2 and Scale of Local Allowances appendix 2a.

7. Terms and Conditions of Employment for Chief Officers

The terms and conditions of employment for Chief Officers are subject to collective agreements negotiated with the trade unions recognised by the Council. Agreements reached nationally are set out in the Scheme of Conditions of Service of the Joint Negotiating Committee for Chief Officers. In addition, the Council makes local agreements which are included within the Conditions of Service for Broxtowe employees.

i) Working Hours

Working arrangements for Chief Officers are nominally one of 37 hours (for full time positions), however the seniority and nature of the posts will necessitate the working of additional hours for which there is no additional payment. The grading of the post takes account of the requirement to work outside of the normal working week.

ii) Whole-Time Service

Chief Officers are required to devote their whole-time service to the work of the Council and should not engage in any other business or take up any other additional appointment without the express consent of the Council.

iii) Allowances

Chief Officers are entitled to the reimbursement of one professional fee and one legal practising certificate (if appropriate). All Chief Officer posts hold designated car user status which entitles them to receive the current car allowance rate attached at appendix 2a.

iv) Leave Entitlement

Annual leave entitlement for Chief Officers is 33 days increasing to 35 after 5 years local government service and 37 days after 10 years Broxtowe Borough Council service, plus 8 statutory days.

v) Sickness Entitlement

Sickness entitlement for Chief Officers is in accordance with the provisions of the local government sickness scheme.

vi) Pension

All Chief Officers are entitled to participate in the Local Government Pension Scheme.

8. Performance Related Pay/Bonus Scheme

Broxtowe Borough Council does not operate a performance related pay or bonus scheme for Chief Officers.

Exceptional effort from employees can be rewarded by accelerating increments to a maximum of two within the grade band they occupy in any one year. The costs of accelerated increments have to be met from existing budgets.

9. Honoraria and Ex-Gratia Payments

The Council operates an Honoraria and Acting Up Payments Policy, the application of which for Chief Officers requires prior Policy and Performance Committee approval.

10. Expenses

In accordance with nationally agreed terms, the Council pays reasonable out-of-pocket expenses actually incurred.

11. Market Related Pay

The grading structures that were introduced for all employees in 2011 were aimed at meeting the current and/or market position for most jobs. The Council currently operates a scarcity supplement covered in the Evaluation and Re-evaluation of Posts policy.

12. Recruitment of Chief Officers

In accordance with Standing Orders 8.2 (xii) within the Council's Constitution, where any vacancy occurs in the post of Chief Executive, Monitoring Officer, Chief Financial Officer (Section 151), Chief Officer or Deputy Chief Officer, the Council or a committee of the Council will determine whether to fill the vacancy or otherwise. The Council or committee will also approve an interview committee prior to the commencement of the recruitment process. The full details of the recruitment process can be found within the Constitution, available on the Council's website.

13. Remuneration of Chief Officers on Recruitment

Recruitment to the Council will normally be to the first point of the relevant scale designated to the Chief Officer post or will reflect a level commensurate with a candidate's existing skills and experience in the job. This practice applies to all new employees at the Council.

14. Levels and Elements of Remuneration for each Chief Officer

The table at appendix 4 provides a breakdown of the elements of remuneration for each Chief Officer at the Council.

15. Chief Officers Leaving Service

i) Redundancy payments:

The Council's Redundancy and Re-organisation Policy applies equally to all employees across the organisation, including Chief Officers. The Council's policy operates in accordance with section 220 of the Employment Rights Act 1996. A week's pay is therefore calculated in accordance with the statutory maximum redundancy amount. Approval for any Chief Officer post under the Redundancy Policy must be given by Policy and Performance Committee.

In a report approved by Cabinet on 23 September 2014, a temporary enhancement of the Council's Voluntary Redundancy Scheme was again extended for the period 1 October 2014 and 30 September 2015 and further extended to March 2016. This was further extended to March 2017 and is still in force.

The temporary enhancement allows for successful VR applications to be based on actual week's pay rather than statutory entitlement at all levels of employee up to and including Chief Executive. The payback of any pension strain and redundancy costs must however be covered by savings within three years. The enhancement is aimed at making reductions in the workforce in order to help meet budget deficits.

The effectiveness of the scheme will be regularly monitored and reviewed by Policy and Performance Committee during 2019-20.

ii) Severance Payments – Regulation 6 of the Local Government (Early Termination of Employment/Discretionary Compensation) (England and Wales) Regulations 2006.

The Council may apply discretion on the use of severance payments for employees leaving the Council where criteria such as ill-health retirement or early retirement cannot be met, for example termination on the grounds of efficiency, or where employees have long service and there is a financial and organisational benefit to the Council. Posts at Chief Officer level would need to be approved either by Policy and Performance Committee or full Council.

iii) Flexible Retirement (Regulation 18, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007

The Council operates a flexible retirement scheme which is available for all employees to apply for, including Chief Officers, subject to the appropriate criteria being met. Under this policy Policy and Performance Committee is required to provide approval for posts at Chief Officer level.

The policy states that, other than in very exceptional circumstances, the Council will not waive the costs of early release of pension.

iv) Early Retirement – Members of the Local Government Pension Scheme

Employees, including Chief Officers, may apply to the Council for consideration of early retirement if they are over the age of 55. Any pension and lump sum which may be payable has to be reduced by percentages decided by an actuary.

If, in the Council's opinion, there are grounds of compassion which are fair and justifiable. Any request by an employee (at any level) for the discretion to be exercised must clearly establish real and ongoing reasons to substantiate why the discretion should be allowed. The cost of approval must be given proper weight and all applications would be considered by Policy and Performance Committee.

v) Augmentation of Scheme Membership on Termination of Employment (Regulation 12, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007

Applications from officers at all levels (including Chief Officers) will only be considered under this discretion in circumstances that are exceptional or specifically determined by Policy and Performance Committee.

16. Additional Payments Made to Chief Officers – Election Duties

The Chief Executive is nominated as the Returning Officer. In accordance with the national agreement, the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Deputy Returning Officer or Deputy Acting Returning Officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.

The role of Deputy Returning Officer may be applied to any other post and payment may not be made simply because of this designation.

Payments to the Returning Officer are governed as follows:

- for national elections, fees are prescribed by legislation;
- for local elections, fees are determined within a local framework used by other district councils within the county. This framework is applied consistently and is reviewed periodically by lead Electoral Services Officers within Nottinghamshire.

As these fees are related to performance and delivery of specific elections duties, they are distinct from the process for the determination of pay for Senior Officers.

17. Payments made in connection with Electoral Services Functions

Proposals on fees for all staff employed in connection with the electoral services function are reviewed and approved by Policy and Performance Committee as and when appropriate. The current scale is attached at appendix 5.

18. Publication of and Access to Information Relating to Remuneration of Chief Officers

The Council publishes information relating to the remuneration of its Chief Officers on its website and which it updates annually. The Council also publishes each year within its annual Statement of Accounts, the salary and fees of its four General Management Team members (Chief Executive, Deputy Chief Executive and S.151 Officer, Strategic Director and the Monitoring Officer).

19. Definition of Lowest Paid Employee

Changes to the Broxtowe Local Pay Scale (BLPS) were recommended by Cabinet on 30 July 2013 following consideration of issues relating to the 2013 pay award, the National Minimum Wage level and the Living Wage campaign rate. A collective agreement was subsequently achieved with the Council's recognised trade unions on the removal of spinal column points 1 to 7 within the lower pay grades of the BLPS. These changes did not affect the job evaluation points score of any jobs.

The lowest evaluated score in accordance with the GLPC job evaluation scheme remains the post of cleaner with 202 points and this falls within grade 2 of the Broxtowe Local Pay Scale of which there are 2 spinal column points.

On 1 January 2019 the salary difference between the lowest paid employee and the highest paid employee will be £93646.

From April 2018 a two year pay award was agreed which incorporated a move to create some headroom from the National Living Wage. The minimum hourly rate for April 2018 was £8.50 per hour and £9.00 per hour from April 2019. For the lower pay spine points that represents an increase of between 3.7% and 8.8%. For the rest of the scale the increase is 2% in each of the two years.

As the BLPS pay spine uses the maximum and minimums of the national pay spine some adjustment to the BLPS was necessary. As grade 2 is the bottom grade and has only two spine points within it and that the bottom point will be £8.50 per hour, £16394 per annum, adjustments to grade 3 were required to keep the incremental steps and grade boundaries in place. Removing the middle two points within grade 3 achieved this and ensured that grade 2 and grade 3 both had two spine points within them.

20. Ratio of Pay

The ratio of the pay of the Council's top earner (Chief Executive) to that of its median earner is currently 5.26:1. This calculation of the pay multiple is based on base salary as at January 2019.

21. Relationship Between Remuneration of Chief Officers and Remuneration of Employees who are not Chief Officers.

The Council implemented Single Status for all employees of the Council on 1 March 2011 following cabinet approval of a new pay and grading structure for Chief Officers on 10 March 2009 and all other employees on 29 June 2010.

The continuing evaluation of posts at all levels demonstrates non-discriminatory pay practices and that the Council pays equally for work of equal value.

22. Gender pay Gap

Although Broxtowe Borough Council has produced Gender Pay Gap information for a number of years, from April 2017 this is now a mandatory requirement. The rate is now expressed as the difference by hourly rate of pay rather than full time equivalent annual pay as produced previously.

The gender pay gap is calculated as the average difference between male and female earnings as a percentage of male earnings.

Note: The mean is an average. It is the grand total divided by the number of data points. The median is the middle value in a sample sorted into ascending order. If the sample contains an even number of values, the median is defined as the mean of the middle two.

The Gender Pay Gap for 2017-2018 as published on Gov.uk and the Council's website by hourly rate is as follows:

All Employees		All Employees	
Mean male hourly rate	12.4135	Median male hourly rate	10.6273
Mean female hourly rate	11.4302	Median female hourly rate	10.6273
Gender Pay Gap	7.92%	Gender Pay Gap	0.00%
Full Time Employees		Full Time All Employees	
Mean male hourly rate	12.4172	Median male hourly rate	10.6273
Mean female hourly rate	12.4491	Median female hourly rate	10.6273
Gender Pay Gap	-0.26%	Gender Pay Gap	0.00%
Part Time Employees		Part Time All Employees	
Mean male hourly rate	12.3503	Median male hourly rate	9.0971
Mean female hourly rate	10.5759	Median female hourly rate	10.6273
Gender Pay Gap	14.57%	Gender Pay Gap	-16.82%

APPENDIX 1 – BROXTOWE LOCAL PAY STRUCTURE – FOR SENIOR POSTS EVALUATED USING HAY SCHEME.

From April 2019

Grade	HAY JE Points	SCP	Salary 2017/18
15	0-499	71	43947
		72	44543
		73	45135
		74	45590
CO1 HoS	500-629	75	44931
		76	46056
		77	47174
		78	48303
		79	49421
CO2 HoS	630-759	80	50966
		81	52241
		82	53516
		83	54792
		84	56062
CO3 Dir	760-939	85	67062
		86	68736
		87	70420
		88	72095
		89	73768
CO3a Dir.	901-939	85a	75891
		86b	78014
		87c	80136
		88d	82259
		89e	84382
CO4 DCEO	940-1119	90	85850
		91	87996
		92	90143
		93	92289
		94	94430
CO5 CEO	1120+	95	99012
		96	102881
		97	106745
		98	108448
		99	112241

APPENDIX 2 – BROXTOWE LOCAL PAY STRUCTURE – FOR POSTS EVALUATED USING THE GLPC SCHEME.

From April 2019

Grade / JE Points	SCP	Salary	Hourly Rate	Grade / JE Points	SCP	Salary	Hourly Rate
2 182 – 240	10	17364	9.0002	8 440-469	36	25827	13.3868
	11	17711	9.1802		37	26333	13.6488
					38	26838	13.9109
					39	27343	14.1725
3 241-285	12	18066	9.3638	9 470-500	41	28246	14.6406
	15	18456	9.5662		42	28797	14.9264
					43	29350	15.2127
					44	29901	15.4985
4 286-324	16	18724	9.7051	10 501-533	46	31086	16.1128
	17	19171	9.9367		47	31697	16.4293
	18	19517	10.1161		48	32305	16.7448
	19	19847	10.2870		49	32914	17.0602
5 325-365	21	20015	10.3744	11 534-563	51	33780	17.5089
	22	20454	10.6020		52	34361	17.8104
	23	20892	10.8290		53	34942	18.1113
	24	21331	11.0566		54	35523	18.4127
6 366-401	26	21827	11.3133	12 564-593	56	36290	18.8102
	27	22255	11.5355		57	36913	19.1332
	28	22684	11.7576		58	37535	19.4551
	29	23111	11.9793		59	38158	19.7782
7 402-439 OT Limit	31	23707	12.2877	13 594-622	61	39034	20.2322
	32	24197	12.5417		62	39611	20.5315
	33	24686	12.7952		63	40188	20.8303
	34	25175	13.0486		64	40765	21.1296
				14 623-653	66	41425	21.4715
					67	41887	21.7109
					68	42346	21.9492
					69	42808	22.1887
				15 654 +	71	43946	22.7786
					72	44543	23.0876
					73	45135	23.3945
					74	45590	23.6307

APPENDIX 2a – BROXTOWE LOCAL PAY STRUCTURE – SCALE OF LOCAL ALLOWANCES

Broxtowe Borough Council Local Allowances

	2019/20
Relocation	
Lodging Allowance - per week	72.86
Settling in Allowance	372.47
Mileage Allowances	
Car Mileage Allowance (per mile) - (HMRC Rate from August 2014)	0.45
Car PSV Rate (Training and Out of County Mileage over 50 miles)	0.22
Motor cycles - per mile	
not exceeding 500cc - (HMRC Rate)	0.24
Exceeding 500cc - (HMRC Rate)	0.24
Pedal cycles - per mile (HMRC Rate)	0.20
Voluntary Reliable Call Out	
Calls initiated between 11.00 pm and 6.0 am	15.52
Calls initiated at other times	11.20
Standby	
Per weekday session	12.12
Per day at weekend or bank holiday	36.36
First Aid - per month	13.47
Travel and Subsistence Allowances	
Breakfast	6.19
Lunch	8.49
Tea	3.39
Evening Meal	10.47
Out of pocket expenses (Residential Courses)	
per night	4.88
per week	19.51
Long Service / Retirement Awards	
25 Years	439.38
Additional Years	19.00

APPENDIX 3 - CAR MILEAGE RATES

All designated car users receive the HMRC rate, currently 45p per mile

APPENDIX 4 - CHIEF OFFICERS' REMUNERATION TABLE

Post	Salary Grade	Designated Car User Allowance	Professional Fees	BBC Pension Contribution
Chief Executive	CO5	Y	Y	14.4%
Deputy Chief Executive and Section 151 Officer	CO4	Y	Y	14.4%
Strategic Director	CO3a	Y	Y	14.4%
Monitoring Officer	CO3	Y	Y	14.4%
Head of Housing	CO2	Y	Y	14.4%
Head of Finance	CO2	Y	Y	14.4%
Head of Environment	CO2	Y	Y	14.4%
Head of Property Services	CO2	Y	Y	14.4%
Head of HR and Public Protection	CO2	Y	Y	14.4%
Head of Planning and Economic Development	CO2	Y	Y	14.4%
Head of Revenues, Benefits and Customer Services	CO2	Y	Y	14.4%
Head of Administration	15	Y	Y	14.4%

APPENDIX 5 – SCALE OF FEES FOR ELECTORAL FUNCTIONS

1. Elections

These fees are effective from 1 April 2019.

Polling Station Staff Fees

Fee	Scale
Presiding Officer Add 20% for 1st additional combined election and 10% for each combination thereafter	£208*
Poll Clerk Add 20% for 1st additional combined election and 10% for each combination thereafter	£128*
Polling Station Inspector	£208*
Training fee: face to face and test face to face or test only	£40* £20*
Delivery of training, fee per session	£150

*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C - 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle). Reasonable out-of-pocket expenses may be paid where public transport is used.

Count Staff Fees

Fee	Scale
Deputy Returning Officer, for conducting the count and preparing or declaring the result, per hour	£25*
Count Supervisor per hour	£15.50* £18 – if overnight
Assistant Count Supervisor	£13.75* £16.50* – if overnight
Count Assistant per hour	£12.50* £15 – if overnight

Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.

*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C - 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle). Reasonable out-of-pocket expenses may be paid where public transport is used.

Postal Voting Staff Fees

Fees for issue or receipt of Postal Votes	Scale
Postal Vote Co-ordinator	£15
Postal Voting Supervisor per hour	£12.00
Postal Voting Assistant per hour	£9.05 £15 - evening

Returning Officer Fees

Fee	Scale
Returning Officer's fee for the 1st 1,000 local electors within each ward for which an election is held	£102
Returning Officer's fee for each additional 1,000 electors or part thereof per ward	£34
Returning Officer's fee for an uncontested Election	£41.50
Returning Officer's clerical fee per 1,000 electors	£8.40
Returning Officer's fee for postal voting (issue and receipt)	£165

Deputy Returning Officer and other Fees

Fee	Scale
Deputy Returning Officer's fee or Acting Deputy Returning Officer's fee for other duties (excluding count), eg: processing nominations	£160
General clerical staffing per 100 electors	£8.10
Poll card hand delivery per poll card	15p

Notes

Additional fees may be paid to cover the actual and necessary costs incurred by the Returning Officer for all purposes including clerical assistance, in connection with the election not already included in this scale.

2. Electoral Registration

Fee	Scale
Household Canvass	
For each visit	£1.30
Training – online course only	£10
Training – face to face and online course	£20
Mileage	45p per mile
Individual Canvass	
For each visit	£1.90
Mileage	45p per mile