

# Allowances in Support of Home and Hybrid Working

December 2023

The Determination includes certain pay and direct support provisions which are available to assist Members with home and hybrid working.

The Independent Remuneration Board recognises that home and remote working has become a feature of Senedd working practices. The Board wishes to facilitate those who wish to, or have to, work remotely by supporting policy to meet this aspiration.

Details of which allowances Members can use in relation to home and hybrid working and the purposes these allowances can be used for, are mapped out in the table below. These are summaries of the provisions available under the Determination but do not override or supersede the terms of the Determination.

The Board is sharing details of these allowances for information purposes and to help raise awareness of the provisions that are already provided via the Determination. If you feel there are any gaps within this current provision, please feel free to e-mail us with your feedback at [remuneration@senedd.wales](mailto:remuneration@senedd.wales).

You can find out more about the different support provided through the Determination here: [About the Determination](#). Please note, this support is separate to that provided by the Commission.

## Allowances Available Directly Supporting Home and Hybrid Working

Determination Allowance	Allowance Usage	Allowance Amount
Office and Constituent Liaison Fund (OCLF)		
Information and Communications Technology (ICT) (paragraph 6.4.5.)	A Member may wish to purchase ICT equipment to support with home or hybrid working for themselves or their staff.	Any such costs will be met from the Member's OCLF. Up to <b>£25,610</b> (regional constituency office) or <b>£10,460</b> (Tŷ Hywel) from the OCLF in the year commencing 1 April 2023.  <b>There is no specific limit</b> set for this allowance within those overall allowances.
Broadband (paragraph 6.6.A.)	The cost of a second broadband line at a Member's main home that is additional to the normal cost of living in that home. For example, a line to be used exclusively for Senedd work purposes or to upgrade an existing service to achieve improved connection for Senedd work purposes.	<b>Main home broadband costs</b> relating to working from home which are beyond the usual broadband cost for living at home.  <b>No specific limit</b> is set for this allowance.  This will be paid from central funds.
Staffing Support for Members & Support for Political Parties		
Home working allowance <sup>1</sup> (paragraph 7.9B. & 8.5A.)	A Member or Party Leader may offer their staff an allowance towards the additional costs of working at home.  A Member may claim an allowance in respect of the cost to them paying staff the home working allowance.	The Member must be satisfied that working arrangements meet the requirements set by HM Revenue & Customs.

<sup>1</sup> Please note, the Independent Remuneration Board will be consulting on the removal of the Home working allowance as part of the consultation for the Annual Review of the Determination for 2024-25. It will still be possible for the individual to claim tax relief directly from HMRC on the additional costs of home working, if eligible.

		<p>The rate of the home working allowance is <b>£6</b> per week or <b>£26</b> a month for staff, paid monthly in arrears.</p> <p>This will be paid from central funds.</p>
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## Allowances Available Indirectly Supporting Home and Hybrid Working

Determination Allowance	Allowance Usage	Allowance Amount
Additional Support		
Support relating to disabilities (paragraph 3A.2)	The allowance can be used to claim for the cost of equipment which reasonably arises as a result of health conditions or impairments. These may relate to a Member or a member of support staff.	<p>There is <b>no limit on the amount</b> that can be claimed.</p> <p>This will be paid from central funds.</p>
Office and Constituent Liaison Fund (OCLF)		
Office costs (paragraph 6A.1. 6.1. & 6.2.)	<p>Members who wish to acquire an office must ensure that the premises are suitable for their needs. Offices funded through the Determination should follow the principles set out in the Determination (paragraph 6A.1.3).</p> <p>There is no prescriptive list of admissible items under this allowance. Members can make a claim for reasonable costs associated with maintaining an office and engaging with constituents.</p> <p>This may include any costs resulting from hybrid working.</p>	<p>Any such costs will be met from the Member's OCLF.</p> <p>Up to <b>£25,610</b> (regional constituency office) or <b>£10,460</b> (Tŷ Hywel) from the OCLF in the year commencing 1 April 2023.</p>
Office security (paragraph 6.5.)	Members may claim for the reimbursement of costs incurred for the purpose of enhancing security at their constituency/regional offices, where such measures have been recommended by the Senedd Commission's security advisors (paragraph 6.5.1).	<p><b>No specific limit</b> is set for this allowance.</p> <p>Any such costs will be paid from central funds.</p>

	This may include any measures required due to increased hybrid working, for example where office staff are lone working.	
<b>Health and safety (paragraph 6.6)</b>	<p>To fund expenditure on health and safety precautions.</p> <p>Members may also claim for the cost of DSE assessments for themselves and their Support Staff, and for the purchase of equipment identified to facilitate safe working at home.</p>	<p>Up to <b>£500</b> in any financial year from OCLF.</p> <p>Any further claims will be paid from central funds.</p> <p>Measures must either have been recommended by an appropriate person approved by the Chief Executive and Clerk or have been identified in a DSE assessment.</p>
<b>Support for Political Parties</b>		
<b>Office equipment and stationery (paragraph 8.6.)</b>	<p>This may be used to purchase or hire office equipment and stationery (in accordance with Chapter 6 of the Determination).</p> <p>This may include office equipment needed as a result of hybrid working.</p>	<p>Political parties may use the <b>Remaining Balance</b> in their Support for Political Parties Allowance (also known as the PPSA) to meet such costs.</p>