

Lincolnshire Police

Policy Document



Accommodation Policy and Guidance PD 209 (3)

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Reference Number:	PD 209
Policy Sponsor:	ACO
Policy Owner:	Force CFO Corporate finance - Sharon Clark
Author:	Head of Finance - Nick Ward
Publication Date:	March 2019
Review Date:	March 2021

Version:	Date:	Reason For Issue:
1	Mar 2015	New policy
2	Mar 2017	Policy Review
3	Apr 2019	Policy Review

Legislative Compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individual and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Security Classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

This Policy has been checked against APP and there is none in relation to the subject matter of this Policy.

1. Policy Aims: (purpose)

- 1.1. This document gives guidance and further instructions in addition to that detailed within the Police and Crime Commissioner for Lincolnshire and Chief Constable of Lincolnshire Police Financial, Contract and Procurement Regulations.
- 1.2. It also takes into account Police Officer Regulations and Support Staff Terms and Conditions of Service. This document sets out the guidance for requesting and making hotel accommodation within Lincolnshire Police.
- 1.3. The intention of this document is to provide all officers and staff of Lincolnshire Police with clear guidance in relation to accommodation requests. The Force want employees who have to stay away from home due to work commitments to have a good standard of accommodation but this wish must be balanced against the need for the most economic option.

2. Policy Statement: (Key information)

2.1. Hotel Accommodation Contract

- 2.1.1. Lincolnshire Police have enrolled the services of a travel management company to assist with all booking requirements necessary for maintaining a competitive, efficient and cost effective streamlined structure when these services are required by individuals representing and acting on behalf of Lincolnshire Police. All hotel accommodation should be booked through this contract.

2.2. Accommodation Standard

- 2.2.1. Wherever possible hotel accommodation should meet the minimum requirements of the Winsor 'Proper Accommodation' requirements:
 - Single Room
 - En-suite facilities
- 2.2.2. The accommodation provider will endeavour to provide rooms to this minimum standard.
- 2.2.3. Should accommodation for police officers fail to meet the "Proper Accommodation" test then the police officers can claim £30 per night as a hardship allowance. *Details of the 'hardship' allowances can be found under the Expenses Policy.*

2.3. Accommodation Complaints

- 2.3.1. If individuals feel following their stay that accommodation falls below any acceptable standard then a report should be submitted to the Central

Purchasing Unit (CPU) outlining the reasons. The Force will then take any subsequent complaints up with the associated travel management company and take this information into account when booking further accommodation within this area.

2.4. **Cost Limitations**

2.4.1. Whilst the Force has set no cost limitations, the costs will be based on the following hotel standards which the Force feels meet all the appropriate requirements:

- Premier Inn
- Travel Lodge
- Holiday Inn Express

2.4.2. These hotel chains have set standards which should be consistent nationally.

2.4.3. The above hotels will be used as a guide by the CPU when booking the required accommodation.

2.5. **Accommodation – Conferences**

2.5.1. Whilst individuals may request to have appropriate accommodation at a conference venue, these requests will depend on the associated cost. If the cost of the accommodation at which the conference is being held is greater than those recommended hotels above (4.4), associated travel to and from the conference and the delegated day rate for the conference then the alternative accommodation will be booked.

2.6. **Accommodation – Personal Arrangements**

2.6.1. Only in exceptional and operational circumstances will private expenditure on accommodation be refunded. Booking of accommodation outside normal working hours will not be deemed exceptional – See 6.1.

2.6.2. Should individuals choose not to accept the accommodation booked by the travel management company on behalf of the Force and wish to make alternative arrangements then the requisition/order request will be deemed cancelled by the CPU.

2.6.3. Costs of the alternative accommodation will be borne by the individual unless it is deemed an operational or exceptional circumstance by the Head of Department (Chief Supt or civilian equivalent).

2.6.4. Any associated cancellation costs will be charged to the appropriate cost centre – See para 10.

2.6.5. CPU will not book any associated private accommodation.

2.7. **Requisitions**

2.7.1. All requests for hotel accommodation should be made through the local Support Services Team. They will place the request onto t-Police as a requisition; this requisition will then be approved by the appropriate budget

manager.

2.8. Requisitions – Out of Normal Working hours (0830 – 1700)

2.8.1. Any requests for accommodation outside of normal working hours should be made via the Force Control Room (FCR) – providing the same detail in 6.2 to allow the FCR to book the accommodation with the travel management company. FCR will provide the accommodation details direct to the individual.

2.8.2. FCR will provide CPU with details of any accommodation booked outside of normal working hours to ensure retrospective requisitions/orders are raised.

2.9. Requisitions – Essential data

2.9.1. The following information is required by Support Services to enable the requisition to be processed onto t-Police:

- Name of the individuals requiring accommodation.
- Dates/period of stay.
- The post code of the location of stay.
- Any special requests regarding the accommodation.
- Appropriate Cost Centre to which the costs are to be charged.

2.10. Requisitions – Booking Arrangements

2.10.1. All hotel accommodation bookings will be made by the Central Purchasing Team (CPU) in the HQ Finance department through the Force contract with the travel management company, with the exception of out of hours bookings –See 6.1.

2.10.2. CPU is responsible for sourcing the specific hotel accommodation to the guidelines detailed above.

2.10.3. The travel management company will confirm the accommodation booking details via an email which will be forwarded to the individual usually the same day.

2.11. Meal Arrangements

2.11.1. All accommodation booked via the travel management company will include breakfast and evening meal (if required).

2.12. Car Parking

2.12.1. No car parking is booked with hotel accommodation. Any expenditure incurred on car parking should be claimed through iExpenses.

2.13. Associated Expenses

2.13.1. All private expenses must be settled with the Hotel before departure (i.e. telephone, newspapers, drinks etc) this also includes any meals that have not previously been requested at the time of the initial booking.

2.14. **Cancellation of Hotel Accommodation**

- 2.14.1. Any requests for the cancellation of hotel accommodation should be made through the Central Purchasing Unit as soon as possible. Please be aware that if the cancellation is at very short notice there may be a cancellation charge incurred by the Force and this will be budgeted to the relevant cost centre.

3. **Other Related Documents/Appendices:**

- 3.1 Nil.

4. **Monitoring/Review:**

- 4.1. The finance department will monitor the policy on an annual basis and this will be reviewed by the Head of Finance.

5. **Who to contact about this policy:**

- 5.1. This policy is owned by Force CFO. Any enquires about this policy should be directed to the Head of Finance, Nick Ward, 01522 55(47081), nick.ward@lincs.pnn.police.uk

Protective Security Marking:

NOT PROTECTIVELY MARKED

PRO-FORMA FOR THE INITIAL EQUALITY IMPACT ASSESSMENT (EIA)

This screening document is the first stage in a two-stage process to take a systematic approach to assessing the impact of an activity on equality. An activity may mean a:

- policy or policy review,
- a business case
- a business plan
- a project initiation
- a decision to implement a service
- a decision to decommission a service.

This screening should be completed by the lead person for the activity with assistance from any of the following departments:

- Human Resources (Where appropriate)
- Equality and Diversity

Department:	Finance	Section:	Finance	Person responsible for initial assessment:	Nick Ward (exchequer manager)
Name of the Policy to be assessed:	Accommodation Policy	Date of Assessment:	30 th April 2019	Is this a new or existing policy?	Existing
1. Briefly describe the aims, objectives and purpose of the policy.	The policy provides guidance on accommodation requests				
2. Are there any associated objectives of the policy? Please explain.	Yes it gives clear guidance which will allow the force to save money through our travel partner and to save officers/staff the time to source accommodation.				
3. Who is intended to benefit from the policy and in what way?	The force as a whole.				

Protective Security Marking:

NOT PROTECTIVELY MARKED

4. What outcomes are wanted from this policy?	Improved services and cash savings		
5. What factors/forces could contribute/detract from the outcomes?			
6. Who are the main stakeholders in relation to the Policy?	Anyone using accommodation		
7. Who implements the policy and who is responsible for the activity?	Force finance		
8. Is there any likelihood the policy could have a differential impact on racial groups? (including Gypsies and Travellers)	Y	N	Please explain The policy is the same for all
What existing evidence (either presumed or otherwise) do you have for this?	The policy is the same for all		
9. Is there any likelihood the policy could have a differential impact due to gender?	Y	N	The policy is the same for all
What existing evidence (either presumed or otherwise) do you have for this?	The policy is the same for all		

Protective Security Marking:

NOT PROTECTIVELY MARKED

10. Is there any likelihood the policy could have a differential impact on due disability?	Y	N	Please explain The policy is the same for all
What existing evidence (either presumed or otherwise) do you have for this?	The policy is the same for all		
11. Is there any likelihood the policy could have a differential impact on people due to sexual orientation?	Y	N	Please explain The policy is the same for all
What existing evidence (either presumed or otherwise) do you have for this?	The policy is the same for all		
12. Is there any likelihood the policy could have a differential impact on people due to their age?	Y	N	Please explain The policy is the same for all
12a Is there any likelihood the policy could have a differential impact on Young People and Children?	Y	N	Please explain The policy is the same for all
What existing evidence (either presumed or otherwise) do you have for this?	The policy is the same for all		
12b Is there any likelihood the policy could have a differential impact on Older People?	Y	N	Please explain The policy is the same for all
What existing evidence (either presumed or otherwise) do you have for this?	The policy is the same for all		

Protective Security Marking:

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13. Is there any likelihood the policy could have a differential impact on people due to their religious belief?	Y	N	The policy is the same for all
What existing evidence (either presumed or otherwise) do you have for this?	The policy is the same for all		
14. Is there any likelihood the policy could have a differential impact on people due to them having dependants/caring responsibilities?	Y	N	Please explain The policy is the same for all
What existing evidence (either presumed or otherwise) do you have for this?	The policy is the same for all		
15. Is there any likelihood the activity could have a differential impact on people due to Marriage or Civil partnership?	Y	N	The policy is the same for all
What existing evidence (either presumed or otherwise) do you have for this?	The policy is the same for all		
16. Is there any likelihood the policy could have a differential impact on people due to them being Transgender or Transsexual?	Y	N	Please explain The policy is the same for all ?
What existing evidence (either presumed or otherwise) do you have for this?	The policy is the same for all		
17. If a differential impact has been identified in 8-16, will this amount to there being the potential for an adverse impact in this policy?	Y	N	Please explain

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18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each equality heading (question 8-16) on a separate piece of paper n/a	
19. If Yes, is there enough evidence to proceed to a full EIA?			YES	NO
20. Date on which Full impact assessment to be completed by.				

Signed (completing officer) Angela Durham

Signed (Lead officer) _____

Groups Affected

Protective Security Marking:

NOT PROTECTIVELY MARKED

Please identify the anticipated impact this activity will have on the following population groups.

- Tick the appropriate box and give explanation if so required,
- Please note that there are both likely benefits and adverse impact within the same group
- Any groups highlighted as likely to be adversely affected should be consulted in the second stage Full Impact Assessment if one has been identified as being needed.

	Likely to Benefit	No Impact	Adverse Impact
Disability - Physical ,Sensory, Learning Disability, Mental Health, Carers		X	
Gender - Male , Female		X	
Transgender		X	
Race - Traveller and Gypsy etc		X	
Sexual Orientation - Lesbian, Gay , Bisexual		X	
Religion and Belief		X	
Age - Young and Old		X	
Marriage and Civil Partnerships		X	