



MEETING : LOCAL JOINT PANEL
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 13 SEPTEMBER 2011
TIME : 2.30 PM

MEMBERS OF THE COMMITTEE

EMPLOYER'S SIDE:

Councillors M Wood (Chairman), M Alexander, L Haysey and A Jackson

Substitutes:

Conservative

J Ranger

Liberal Democrat:

J Wing

STAFF SIDE - UNISON

Mr C Clowes (Vice Chairman), Mrs B Dodkins, Mrs J Sharp and
Mr A Stevenson

(Substitutes: S Gray and J Francis)

*(Note: Substitution arrangements must be notified by the absent Member
to Democratic Services 24 hours before the meeting)*

**CONTACT OFFICER: LORRAINE BLACKBURN
01279 502172**

PERSONAL AND PREJUDICIAL INTERESTS

1. A Member with a personal interest in any business of the Council who attends a meeting of the Authority at which the business is considered must, with certain specified exemptions (see section 5 below), disclose to that meeting the existence and nature of that interest prior to the commencement of it being considered or when the interest becomes apparent.
2. Members should decide whether or not they have a personal interest in any matter under discussion at a meeting. If a Member decides they have a personal interest then they must also consider whether that personal interest is also prejudicial.
3. A personal interest is either an interest, as prescribed, that you must register under relevant regulations or it is an interest that is not registrable but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of the Council more than it would affect the majority of inhabitants of the ward(s) affected by the decision.
4. Members with personal interests, having declared the nature of that personal interest, can remain in the meeting, speak and vote on the matter unless the personal interest is also a prejudicial interest.
5. An exemption to declaring a personal interest applies when the interest arises solely from a Member's membership of or position of general control or management on:
 - any other body to which they have been appointed or nominated by the authority
 - any other body exercising functions of a public nature (e.g another local authority)

In these exceptional cases, provided a Member does not have a prejudicial interest, they only need to declare their interest if they speak. If a Member does not want to speak to the meeting, they may still vote on the matter without making a declaration.

6. A personal interest will also be a prejudicial interest in a matter if all of the following conditions are met:
 - the matter does not fall within one of the exempt categories of decisions
 - the matter affects your financial interests or relates to a licensing or regulatory matter
 - a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

7. Exempt categories of decisions are:
 - setting council tax
 - any ceremonial honour given to Members
 - an allowance, payment or indemnity for Members
 - statutory sick pay
 - school meals or school transport and travelling expenses: if you are a parent or guardian of a child in full-time education or you are a parent governor, unless it relates particularly to the school your child attends
 - housing; if you hold a tenancy or lease with the Council, as long as the matter does not relate to your particular tenancy or lease.

8. If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that interest and its nature as soon as the interest becomes apparent to you.

9. If you have declared a personal and prejudicial interest, you must leave the room, unless members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose. However, you must immediately leave the room once you have finished or when the meeting decides that you have finished (if that is earlier). You cannot remain in the public gallery to observe proceedings.

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes (Pages 5 - 16)

To confirm the Minutes of the meeting held on 14 June and 13 July 2011.

3. Chairman's Announcements

4. Declarations of Interest

To receive any member's Declarations of Interest and Party Whip arrangements.

5. Report by Secretary to the Staff Side

(A) Disturbance Allowance Policy (Pages 17 - 30)

6. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A MEETING OF THE
LOCAL JOINT PANEL HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON TUESDAY 14 JUNE 2011,
AT 2.30 PM

PRESENT: **Employer's Side**

Councillors L Haysey and A Jackson

Staff Side (UNISON)

Mrs B Dodkins, J Francis, Mrs J Sharp and
Mr A Stevenson

ALSO PRESENT:

Councillors J Ranger

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Committee Secretary
Emma Freeman	- Head of People and Organisational Services
Alan Madin	- Director of Internal Services
Jaleh Nahvi	- Human Resources Officer

1 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Nominations were sought for the appointment of a Chairman for the Civic Year. It was moved by Jane Sharp and seconded by Councillor A Jackson that Councillor M Wood be appointed Chairman of the Local Joint Panel for the Civic Year.

Nominations were sought for the appointment of Vice Chairman for the Civic Year. It was moved by Andy

Stevenson and seconded by Councillor A Jackson that Chris Clowes (UNISON) be appointed Vice Chairman for the Civic Year.

In the absence of both the Chairman and Vice Chairman, nominations were sought for a representative from either side to chair this meeting. It was moved by Jane Sharp and seconded by Councillor A Jackson that Andy Stevenson chair this meeting.

RESOLVED – that (A) Councillor M Wood be appointed Chairman for the Civic Year;

(B) Chris Clowes be appointed Vice Chairman for the Civic Year; and

(C) Andy Stevenson be appointed to chair this meeting of the Local Joint Panel.

2 APOLOGIES

Apologies for absence were submitted from Councillors M Alexander, M Wood and Chris Clowes. It was noted that Jenny Francis was substituting for Chris Clowes.

3 MINUTES

RESOLVED – that the Minutes of the meeting held on 15 March 2011 be approved and signed by the Chairman as a correct record.

4 SAFETY COMMITTEE

RESOLVED – that the Minutes of the meetings held on 13 January and 24 March 2011 be received.

5 JOB EVALUATION

The Secretary to the Employer's Side submitted a report outlining the revised Job Evaluation Policy following a review of both the Job Evaluation Protocol and the Job Evaluation Appeal Process. She outlined the key changes which were set out in the report now submitted. She asked the Panel to ignore paragraph 2.2.4 following conversations with UNISON.

The Secretary to the Staff Side referred to the wording in paragraphs 5.1 and 5.2 and felt that the six month deadline could be detrimental to staff and that it might be unlawful in that it could affect employees' rights. The Secretary to the Employer's Side stressed the need to ensure that the employee had been undertaking the job for six months. An Officer explained the rationale for the inclusion of the six month deadline in that it provided an opportunity for the changes to "bed down" and to ensure that changes were evaluated in a timely fashion. Staff Side sought assurances that once the line manager had agreed when the substantial changes started, that it should be backdated to that date.

Councillor J Ranger stated that he could not see a problem with the six months deadline if staff were having regular appraisals which would highlight any changes to the job. He reminded the Panel that both the line manager and the employee signed off the PDR evaluation. The Staff Side acknowledged this, but stated that line managers might not carry out appraisals because of competing priorities.

The Director of Internal Services suggested that either the employee or line manager could request that that a job be re-evaluated and that it should be backdated to the date of that request. He stated that this could be further clarified in an email which confirmed that the job needed to be re-evaluated and which might fix a date for the evaluation to take place which was anticipated to be within six months. Councillor A Jackson agreed that the request by either party should be the trigger and start date of the process.

The Staff Side referred to the issue of appeals and was

concerned at the prices quoted in using Hay Staff for assistance given that there were very few appeals. The Staff Side stated that where an employee appealed against a grade, then that application should be considered by an individual outside of the Council so that it reassured the employee that the independent person had an objective view of matters.

An Officer referred to paragraph 13.7 which allowed the opportunity to bring in external assistance. She stated that regard was taken of internal staff, who had appeal experience and if necessary, the Council would bring in external expertise.

The Panel supported the suggestion that paragraph 5.2 be amended by the inclusion of "that either employee or the Line Manager request that a job be re-evaluated and that this date shall be the effective date".

RESOLVED – that the revised Job Evaluation Policy as amended, be approved.

6 EQUAL PAY

A report was submitted by the Secretary to the Employer's Side setting out the proposed methodology for the 2011 Equal Pay Audit. The Secretary to the Employer's side explained why it was necessary to carry out an audit of all posts in the Council and referred to the data to be used for comparative purposes set out in the report now submitted. It was noted that the report would be presented to CMT in September / October 2011, then Local Joint Panel and Human Resources Committee.

The Panel was advised that the data cleanse had elicited a 90% response.

Councillor J Ranger suggested that Step 5 (as contained in the Green Book) and set out in the report now submitted,

might be construed as prejudicial to men. Whilst acknowledging that it was not the Council's own Step Process, he stated that the Council was not bound to follow the Green Book and that consideration be given to inserting the word "men". This was supported.

The Panel agreed the methodology for the 2011 Equal Pay Audit as amended.

RESOLVED – that the methodology for the 2011 Equal Pay Audit as amended, be approved.

7 DISTURBANCE POLICY

The Secretary to the Employer's Side submitted a report on a revised Disturbance Allowance Policy following a review to ensure that it was fit for purpose, aligned with legislation, best practice and supported the C3W Programme. The key changes were set out in the report now submitted.

The Director of Internal Services stated that the proposals were generous and relatively expensive when compared to other councils within the County. He referred to the Council's shared services agenda and cautioned Members of the need to ensure harmonisation of policies. He stated that there would need to be further discussions with colleagues in other Councils on this and other policies.

The Secretary to the Staff Side requested a review of the policy in six months. The Director of Internal Services suggested that as part of the review, the scheme should be benchmarked by other authorities as this data would assist discussions for the harmonisation of policies. The Staff Side sought confirmation that the new arrangements proposed, honoured existing employees who had moved from Bishop's Stortford to home.

The Director of Internal Services referred to the proposed shared arrangement with Stevenage Council and of the possibility of staff from both Councils with different levels of disturbance allowance. He suggested that it would be

appropriate for all staff to receive similar treatment.

The Panel agreed the policy and supported a proposal that the policy be reviewed in six months and that, in the meantime, the policy be benchmarked against other councils in Hertfordshire with a view to achieving significant harmonisation of the policy without prejudicing existing staff.

RESOLVED – that (A) the revised Disturbance Allowance Policy be approved;

(B) the policy be reviewed in six months and that, in the meantime, the policy be benchmarked against other Councils in Hertfordshire with a view to achieving significant harmonisation of the policy without prejudicing existing staff.

8 URGENT BUSINESS

The Secretary to the Staff Side requested that an item of urgent business be considered concerning UNISON's response to the Revenues and Benefits Shared Service with Stevenage. UNISON requested that the issue be discussed as an urgent item to facilitate the business of the Council given that the issue would be discussed at the Executive on 15 June 2011.

The Director of Internal Services was concerned about the relevancy of the item being considered at the Panel, as he felt the proposals did not raise any HR policy issues.

Councillor J Ranger acknowledged the Director's comments but felt that there were some aspects within the papers which had been circulated earlier, that were relevant for the Panel and which warranted consideration.

Staff Side thanked Councillor J Ranger for his support. The UNISON representative stated that there were decisions which would be taken by the Executive on 15 June 2011 which could affect staff, as such, she stated that this was the appropriate forum. Councillor A Jackson supported the

request by UNISON and agreed to articulate their views to the Executive.

The UNISON representative referred to the Revenues and Benefits standards of service and of the fact that staff had built up areas of expertise. The benefits of shared services were acknowledged, but she expressed concern that the time frames for consultation left staff with the impression that comments were not being listened to. She stated that staff were concerned about accommodation. She acknowledged that some staff would be based at Bishop's Stortford but that there would be an additional 40 extra staff from Stevenage in Hertford and that this might force people to work from home.

The Staff Side sought assurances that the savings proposed would be made and that this would not be detrimental to the service. She referred to the TUPE regulations and the conflicting and confusing statements on the legal position in not being able to make staff redundant if connected with TUPE but that staff could be made redundant under TUPE for "economic, technical or organisational" reasons and referred to the fact that six staff would be lost in order to make efficiency savings.

The UNISON representative referred to the gap in grades between 5 – 9. She expressed doubts about the use of generic job descriptions because there was a need to specialise in some areas of revenues and benefits. From a financial perspective, she queried whether the level of contingency should be larger.

The Staff Side referred to IT and of proposals to reduce this service. The representative expressed concern at this possibility within the context of a proposal to take on staff from Stevenage.

Councillor A Jackson referred to the Executive's preferred route of shared services and of the needs to balance this in regard to the right philosophy, attitude and culture towards the provision of quality services. He stated that the shared approach contributed significantly to the savings which needed to be made in the years ahead. He stated that job

descriptions would form a part of conversations between HR and UNISON.

The Panel received UNISON's comments. Councillor A Jackson agreed to pass these on to the Executive on 15 June 2011

RESOLVED – that (A) UNISON's comments be received; and

(B) the Leader pass on UNISON's comments to the Executive on 15 June 2011.

The meeting closed at 3.50 pm

Chairman
Date

MINUTES OF A MEETING OF THE
LOCAL JOINT PANEL HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 13 JULY
2011, AT 2.00 PM

PRESENT: **Employer's Side**

Councillor Mike Wood (Chairman)
Councillors M Alexander, A Jackson and
J Ranger

Staff Side (UNISON)

Mr C Clowes, Mrs B Dodkins, Mrs J Sharp and
Mr A Stevenson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Committee Secretary
Emma Freeman	- Head of People and Organisational Services
Alan Madin	- Director of Internal Services
Lois Prior	- Head of Strategic Direction (shared) and Communications Manager
Neil Sloper	- Head of Customer Services and New Media

9 **MINUTES**

RESOLVED – that the Minutes of the meeting held on 14 June 2011 be approved and signed by the Chairman as a correct record.

10 APOLOGIES

An apology for absence was submitted from Councillor L Haysey. It was noted that Councillor J Ranger was substituting for Councillor L Haysey.

11 REPORT BY THE SECRETARY TO THE EMPLOYER'S SIDE AND UNISON'S RESPONSE - STAFF CAR PARKING

The Secretary to the Staff Side submitted a report regarding options for Staff Car Parking in both Hertford and Bishop's Stortford. The report outlined the main options which were set out in Essential Reference Paper "D" attached to the report now submitted.

The Head of Customer Services provided an overview of the staff car parking report, in terms of possible options and the implications of those options on staff at both Hertford and Bishop's Stortford. Issues in relation to visitor parking at both Hertford and Bishop's Stortford were discussed including the lack of short stay parking and the impact on on-street parking at both locations.

The Panel considered the potential number of employees who would be based in the Wallfields Office. Of concern to the Staff Side, was the fact that the numbers did not appear to have taken into account flexible and part time workers. The Head of Customer Services explained how the figures had been calculated.

The Staff Side stated that car parking was an implied contractual right and concerns were expressed regarding the use of old travel survey data. The Staff Side stated that Members needed to take account of the staffs' perception rather than that of the public and Members should not be pressured by any negative press over the provision of free parking.

It was noted that some Councils charged staff a levy. The difficulties of this were considered including the fact that many employer's provided staff with free benefits. The point was

made that when there was spare capacity, no revenue was being lost.

The Panel noted that the results of the Parking and Travel Strategy were awaited and of the uncertainties in terms of staff numbers moving from Stevenage to Wallfields and how many might wish to be remote workers.

The Panel agreed that for the balance of this financial year, there would be no change to current staff parking arrangements but that situation would be reviewed in the light of results of the Parking Travel Strategy. The Panel did not rule out the possibility that a modest charge for parking may in future be made. The Panel noted that from 22 August, parking would be monitored to establish any trends in parking arrangements.

RESOLVED – that (A) for the balance of this financial year, that there would be no change to current staff parking arrangements but that situation would be reviewed in the light of results of the Parking Travel Strategy; and

(B) The Panel noted the possibility that a modest charge may be made for staff parking in the future.

The meeting closed at 3.00 pm

Chairman
Date

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EAST HERTS COUNCIL

LOCAL JOINT PANEL – 13 SEPTEMBER 2011

REPORT BY THE SECRETARY OF THE STAFF SIDE

DISTURBANCE ALLOWANCE SCHEME

WARD(S) AFFECTED: None

Purpose/Summary of Report

To raise issues of concern that have recently come to light in respect of the Disturbance Allowance Policy with a view to correcting anomalies.

<u>RECOMMENDATION FOR LOCAL JOINT PANEL:</u>	
(A)	Car drivers be paid 5p per mile for every passenger they take to or from the new contractual office base to encourage car sharing and in the interests of green travel and
(B)	The mileage rate payable under the Disturbance Allowance Scheme be calculated on the ‘quickest’ rather than ‘shortest’ route to and from the new contractual base.

1.0 Background

1.1 The Council’s Disturbance Allowance Policy was debated at the Local Joint Panel and the Human Resources Committee on the 13 July 2011. It was approved by the Human Resources Committee after it had been agreed that the scheme should be reviewed in six months time in order to benchmark it against other Councils’ policies. It is in the meantime in the process of being implemented with staff having recently been informed of the mileage rate and time allowance they will be permitted to claim.

2.0 Report

2.1 During the process of implementation there have been two issues that have come to light which the Staff side believe are too important to leave until the review in six months. These are a) the absence of a mileage rate payable for passengers and b) the method of calculation of the route to and from the new office base.

2.2 **Passenger Rate**

This omission has been raised by a number of staff who are either passengers or drivers of cars carrying passengers. The Council set up a group to look at green travel and there was a lot of discussion about giving employees incentives to double up on car journeys, saving both on fuel and carbon emissions. It would also save the Council a lot of money since they would be paying only one disturbance allowance instead of two or more. A passenger rate of 5p per mile which is the standard rate payable on normal travel claims would give drivers some incentive to take passengers and would bring this policy into line with that of normal travel expenses scheme.

2.3 **Calculation of Mileage Rate**

According to the policy this is calculated in the following way:

*“The difference between the two journeys will be calculated using a route map website, using the **shortest route**, and selecting an interactive map. The difference in mileage will be calculated by HR using this formula and communicated to employees on the claim form. Should employees not agree with the mileage calculated then they should inform HR at the earliest opportunity.”*

There was no discussion of this issue at the last LJP nor at the HR Committee. This was almost certainly because no one gave it much thought other than to endorse the sentiment it expressed which made perfect sense at the time. However, it is only when people were given their mileage rate, upon which the time allowance is also based that the full implications were realized.

Being a largely rural area, the shortest route in terms of miles in almost every case takes employees through villages and down narrow pot-holed country lanes. These are without exception the longest routes in terms of time taken and add anything from 10 minutes to 40 minutes per journey. They are in reality used by virtually no one. People are far more concerned with time than distance and invariably have pressing reasons why they need to get to and from work by a certain time. These will range from child care, to appointments, to phone rotas or to meetings, or to simply getting home to wind down after a hard day's work. How many

people in reality drive from Bishop's Stortford to Hertford via Much Hadham? The round trip is 34 miles along the A120 and A10 and 28 miles via Much Hadham. It takes 25 minutes along the main roads and 35 minutes via much Hadham (outside rush hour times).

Regardless of where people live, this example is replicated in every case. In reality very few people drive across country. Not only does it take longer, it can also be less safe. The main roads on the whole have better lighting and better road surfaces. Some country lanes are so narrow, cars need to pull over to pass each other and overtaking is particularly hazardous. From a health and safety perspective, main roads are safer.

- 2.4 The fact that the time allowance is based on the mileage rate is a double whammy for some. They lose out on mileage if they do anything but the shortest route and they can also lose out on the time allowance, which is based on mileage bands as shown below:

Excess Travel Allowance*	Allowances (1 st April 2009)					
	1 st Year		2 nd Year		3 rd Year	
	Annual	Daily	Annual	Daily	Annual	Daily
5-19 miles	£410	£1.58	£318	£1.22	£237	£0.91
20-29 miles	£658	£2.53	£582	£2.24	£499	£1.92
30-39 miles	£890	£3.42	£782	£3.01	£706	£2.76
40 miles and above	£1108	£4.26	£1025	£3.94	£948	£3.65

- 2.5 In every other instance of travel claim, mileage is based on actual mileage and not 'virtual' mileage. Why should disturbance be the exception to the rule? Council members and employees alike submit monthly travel expenses, based on the mileage they have travelled. Is it not right that the Council should ensure consistency in this respect?

3.0 Implications/Consultations

- 3.1.1 These issues have implications for all employees who have been relocated from Stortford to Hertford. These are in the main female employees and therefore the Council needs to be mindful of any potential indirect discrimination there could be, in deviating from the normal mileage calculation rate.

Financial Implications

Examples of the financial implications for individuals are shown in Appendix X. The post codes are typical post codes but do not belong to any individual. The cost to the Council of changing the

method of calculation would be minimal since most staff have opted not to drive to Hertford on a daily basis, with many working from home.

Background Papers

None

Contact Officer: Brenda Dodkins – UNISON Branch Secretary

Report Author: Jane Sharp – UNISON Service Conditions Officer



East Herts Council

Disturbance Allowance Scheme

Policy Statement

Policy Statement No 23 (Issue No 2)

July 2011

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1.0 Introduction

- 1.1 The Council is not responsible for an employee's normal home to work mileage or fares. However, where an employee's contractual office base is changed for business reasons beyond their control or they are transferred to a new contractual office base, the additional travelling expenses can be claimed in accordance with this policy. If an employee's contractual base(s) already includes the new location they cannot claim disturbance allowance.
- 1.2 The repayment of excess travelling costs is divided into two parts, expenses and time. Both are subject to tax and NI. The allowances will be paid to the employee on a monthly basis in arrears, for a period of four years for Excess Travel and three years for Excess Time.

2.0 Excess Travelling Expenses

- 2.1 The expenses are paid to all Council employees whose place of work is changed for business reasons or they are transferred to a new contractual office base, **where the new base is a minimum of 5 miles further from their home than their original work base.**
- 2.2 The expenses are based on the total difference between the costs of travelling from:
- I. Home to the new contractual office base and
 - II. Home to the old contractual office base
- 2.3 The difference between the two journeys will be calculated using a route map website, using the **shortest route**, and selecting an interactive map. The difference in mileage will be calculated by HR using this formula and communicated to employees on the claim form. Should employees not agree with the mileage calculated then they should inform HR at the earliest opportunity.
- 2.4 These are paid for the days expenses occur. Expenses cannot be claimed during:
- Annual leave
 - Statutory and extra statutory holidays
 - Sickness Absence
 - When working from home
 - Maternity/ Paternity and Adoption Leave
 - If claiming for travel expenses for training course/seminar attendance

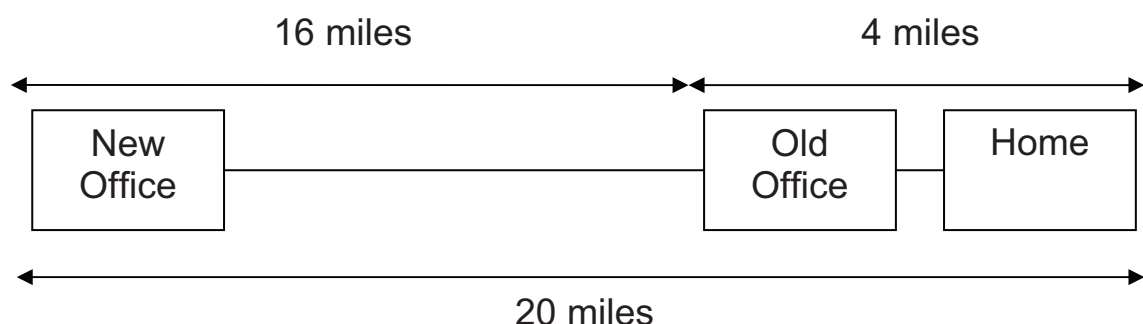
- Any other situation whereby the employee has not occurred excess travel expenditure

2.5 By public transport

- 2.5.1 The Council would like to encourage all staff to use public transport where possible.
- 2.5.2 Employees who live near a suitable public transport route will be entitled to the difference between the cost of standard class ticket to the new contractual office base and the old contractual office base.
- 2.5.3 When purchasing tickets employees must take into account the criteria set out in 2.3 -2.4. If an employee purchases a season ticket which spans a period of absence from their contractual office base (home working, annual leave, statutory holidays etc) costs will be reimbursed on a pro-rata basis according to the days the employee attended the office, claimed monthly.
- 2.5.4 Ticket reimbursements are not subject to tax and NI.
- 2.5.5 Reimbursements should be claimed on a monthly basis.

2.6 By car

- 2.6.1 If an employee is a Car User or public transport is not feasible they may claim the mileage allowance. The rate of reimbursement will be based on the mid point of the Essential Car User Rates. Employees with lease cars will be reimbursed at the lease car rate.
- 2.6.2 The allowance is based on the total distance from home to the new contractual office base less the total distance from home to the old contractual office base.
- 2.6.3 Example 1 – Employee travelling from home to work

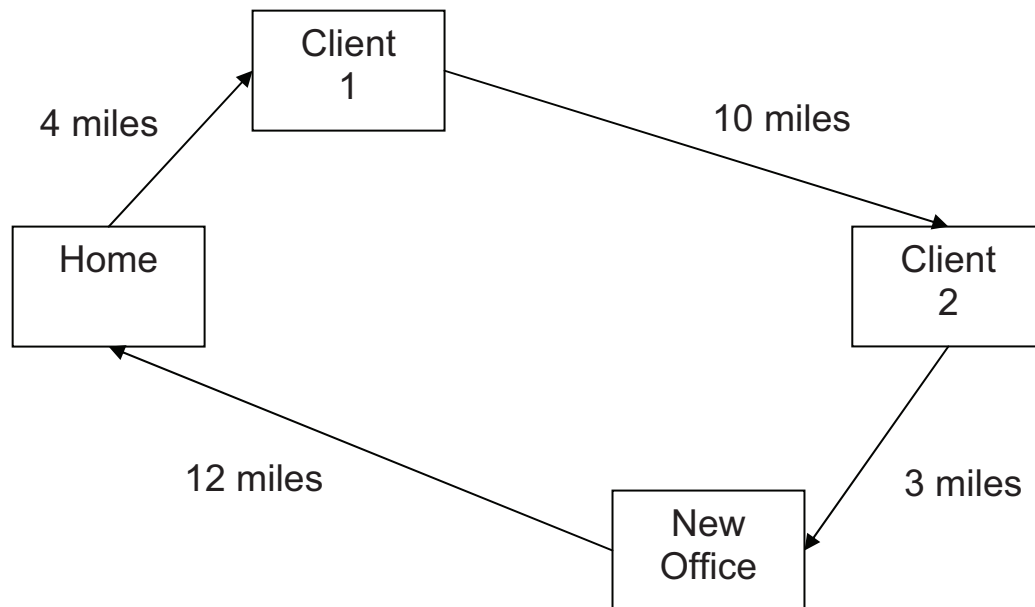


Home to New Office Location – Home to Old Office Location =
Mileage Allowance

In this example: 20 miles – 4 miles = 16 miles

Therefore the mileage allowance per working day would be 32 miles

2.6.4 Example 2 – Employee travelling from home to clients and then on to work



In this example the employee's journey from their home to their old office was 4 miles and the distance from home to the new office is 12 miles. As in example 1 the difference between the two is used for calculating disturbance allowance. This employee can claim 16 miles per round trip from home to the new office base as disturbance allowance (as 8 miles must be discounted).

In this scenario the employee visits two clients before they arrive at the new office and their total mileage for the day is 29 miles.

As 8 miles must be discounted the employee is entitled to claim for 21 miles. The first 16 miles can be claimed as disturbance allowance and the remaining 5 miles as business mileage (using the Council's usual mileage claim form).

2.6.5 Example 3 – Home workers

Home workers who are contractually entitled to disturbance allowance may claim for journeys into the office, in accordance with the home working policy.

2.6.6 All excess mileage reimbursements are subject to tax and NI.

2.6.7 Mileage allowance should be claimed on a monthly basis (see point 2.3).

3.0 Excess Travelling Time

3.1 The Excess Travelling Time allowance is awarded in respect of the additional time spent travelling when an employee is transferred to a new contractual office base. This allowance varies according to the additional mileage travelled.

3.2 The Excess Travelling Time allowance is based on the Regional Joint Council Scheme. The East of England Regional Assembly negotiates rates for Essex and Hertfordshire.

3.3 The allowance is payable in accordance with the rates set out below.

Excess Travel Allowance*	Allowances (1 st April 2009)					
	1 st Year		2 nd Year		3 rd Year	
	Annual	Daily	Annual	Daily	Annual	Daily
5-19 miles	£410	£1.58	£318	£1.22	£237	£0.91
20-29 miles	£658	£2.53	£582	£2.24	£499	£1.92
30-39 miles	£890	£3.42	£782	£3.01	£706	£2.76
40 miles and above	£1108	£4.26	£1025	£3.94	£948	£3.65

*Mileage based on the return journey

3.4 The total distance from home to new office less the total distance from home to old office (see point 2.3).

3.5 These are paid for the days the employee incurs excess travel time. Expenses cannot be claimed during:

- Annual leave
- Statutory and extra statutory holidays
- Sickness absence
- When working from home
- Maternity/ Paternity and Adoption Leave
- If claiming for travel expenses for training course/seminar attendance
- Any other situation whereby the employee has not incurred excess travel expenditure

3.6 This allowance is subject to tax and NI.

3.7 Excess travel time allowance should be claimed on a monthly basis (see point 2.3).

4.0 Changes affecting the Excess Travelling Expenses and Time Allowances

4.1 Second or subsequent relocations of the same office

4.1.1 If an employee's contractual office base is transferred again during the period where an excess travelling allowance was granted, the excess mileage should be re-calculated from the original contractual office base to the new contractual office base and the revised allowance paid for the remainder of the original agreed period.

4.2 Employee Voluntarily Moving Home

4.2.1 If an employee moves house during the period of entitlement to either excess travelling expenses or excess travelling time the allowances should be adjusted downwards if the distance travelled is reduced but should remain unchanged if the distance travelled is greater.

4.3 Changes to the Employee's job

4.3.1 The excess travelling expenses and time allowances should **remain** for the agreed period if:

- The employee's post is re-graded.

4.3.2 The excess travelling expenses and time allowances should **cease** if:

- The employee applies for and accepts a new job at a different location.

4.4 Changes to the Employee's circumstances

4.4.1 It is the employee's responsibility to inform HR of any change in circumstance that may affect their allowances within one month of that change. Any overpayments to an employee will be recouped in accordance with the Council's procedures.

5.0 Review

- 5.1 The scheme will be reviewed in six months to benchmark against other Councils in Hertfordshire or sooner if there are any changes in legislation or best practice requiring amendments to be made.

Mileage Calculations for Disturbance Allowances

Postcodes	Towns	RAC Quickest Route	Time	RAC - Shortest Route	Time
CB9 8AR	Haverhill	$49.38 - 33.14 = 16.24 \times 2 = 32.48$	60 mins	$37.34 - 23.06 = 14.28 \times 2 = 28.56$	83 mins
CB7 9HB	Braintree	$59.37 - 42.08 = 16.57 \times 2 = 33.14$	65 mins	$54.05 - 41.7 = 12.35 \times 2 = 24.7$	78 mins
CB11 4UH	Saffron Walden	$27.42 - 12.07 = 15.35 \times 2 = 30.07$	40 mins	$24.59 - 11.92 = 12.67 \times 2 = 25.34$	50 mins
CM23 4DA	B Stortford	$15.16 - 1.92 = 13.24 \times 2 = 26.48$	21 mins	$14.09 - 1.92 = 12.17 \times 2 = 24.34$	32 mins
CM23 5NJ	B Stortford	$16.84 - 0.76 = 16.08 \times 2 = 32.16$	27 mins	$15.15 - 0.76 = 14.39 \times 2 = 28.78$	38 mins
CM23 5AG	B Stortford	$18.28 - 1.07 = 17.21 \times 2 = 34.42$	25 mins	$15.74 - 1.07 = 14.67 \times 2 = 29.34$	40 mins

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