

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 18 JUNE 2014

HUMAN RESOURCES COMMITTEE - 9 JULY 2014

REPORT BY HEAD OF PEOPLE AND PROPERTY SERVICES

EXPENSES POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

To approve the proposed key changes on the revised Expenses policy which have been requested by Human Resources Committee.

RECOMMENDATIONS FOR CORPORATE MANAGEMENT TEAM:

That:

(A)	The revised Expenses Policy be recommended for approval.

RECOMMENDATIONS FOR HR COMMITTEE:

That:

(A)	The revised Expenses Policy be approved.

1.0 Background

1.1 The Council's Expenses Policy was last reviewed in 2010. The Council's programme of policy review is after three years or sooner in line with legislation and best practice.

1.2 Human Resources Committee agreed on 2 October 2013 that as part of the Policy Development plan, the mileage rates would be reviewed.

- 1.3 The revised Expenses Policy was brought to Local Joint Panel on 3 December 2013. It was agreed that the Expenses Policy be submitted to Human Resources Committee, subject to both sides resolving any anomalies in advance of that meeting. In the event that issues could not be resolved, then the policy be referred back to the Local Joint Panel for further consideration. It was agreed following that decision that further consultation was advisable both with Heads of Service and Unison before resubmission. That consultation has now been completed.
- 1.4 In September 2013 the Local Government Employers, advised that half of the Councils nationally have moved to HM Revenue and customs (HMRC) rates. With the Eastern region, a benchmarking survey on 1 October 2013 indicated that 19 out of 29 Councils have reimbursed business mileage in line with HMRC approved rates. Members of East Herts are currently reimbursed on HMRC rates.
- 1.5 The Lease car scheme formally closed on 17 January 2014; therefore the lease car rates have become redundant.

2.0 Report

2.1 **Key Changes in the policy**

- 2.2 The policy has been revised to change the mileage rates from Essential and Casual User rates to HMRC rates for all claimants and all engine sizes should adopt the same flat rate for all users based on the lump sum.
- 2.3 The policy has been revised to remove the separation of 'In District' and 'Out of District' mileage. The claiming of Out of District mileage on the whole is historic and many Councils' no longer use this.
- 2.4 The subsistence rates have been increased in accordance with guidance from East of England LGA and are now determined by local agreement.
- 2.5 Guidance has been included on interview expenses, travel by public transport and air travel.
- 2.6 The definition of Essential and Casual car users have been changed to High and Low Car users.

2.7 The revised Expenses Policy can be found at **Essential Reference Paper 'B'**.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

The current mileage rates are included in **Essential Reference Paper 'C'**.

Contact Officer: Emma Freeman – Head of People and Property Services
01992 531 635
Emma.Freeman@eastherts.gov.uk

Report Author: Emma Freeman – Head of People and Property Services
01992 531 635
Emma.Freeman@eastherts.gov.uk