

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 13 JULY 2011

REPORT BY HEAD OF PEOPLE AND ORGANISATIONAL SERVICES

DISTURBANCE ALLOWANCE POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- To approve the revised Disturbance Allowance Policy

<u>RECOMMENDATION :</u>	
(A)	to approve the revised Disturbance Allowance Policy.

1.0 Background

1.1 The Disturbance Allowance Policy was last revised in March 2008. A review was required to ensure it was fit for purpose and aligned with current legislation and best practice and to support the C3W programme and office relocation.

2.0 Report

2.1 Please see **Essential Reference Paper 'B'** for the revised Disturbance Allowance Policy.

2.2 Key changes

2.2.1 Example claims have been included to clearly explain what an employee should claim if they are travelling to the office from home, via a client's or for those who are home-workers.

2.2.2 The Excess Travel Time payments have been updated to reflect the current regional agreement and the pro-rata amount has been included for clarity.

2.2.3 A new claim form has been devised which clearly sets out what can be claimed (**Essential Reference Paper C**). This will be given out to eligible employees by Human Resources rather than attached to the policy to ensure Human Resources monitor claims.

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

None

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ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i>
Consultation:	Consultation has taken place with UNISON
Legal:	None.
Financial:	As detailed in the report
Human Resource:	As detailed in the report
Risk Management:	None.