

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 3 DECEMBER 2013

HUMAN RESOURCES COMMITTEE – 15 JANUARY 2014

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

EXPENSES POLICY REVIEW

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:

RECOMMENDATION FOR LOCAL JOINT PANEL:

That:

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| (A) | The revised Expenses Policy be recommended for approval |
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RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE:

That:

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| (A) | The revised Expenses Policy be approved |
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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, subject to changes in legislation and best practice.

1.2 Human Resources Committee recommended that this policy be reviewed as a matter of urgency, so that all employees in East Herts Council, in line with the majority of other councils, are paid expenses at HMRC (HM Revenues and Customs) rates.

On 17.9.2013, the Local Government Employers now Local Government Association, advised that half of the councils nationally have moved to HMRC rates. Within the Eastern region, a benchmarking survey on 1 October 2013 indicated that 19 out of 29 Councils have reimbursed business mileage in line with HM Revenues and Customs (HMRC) approved rates. Members are currently reimbursed on HMRC rates.

- 1.3 Under the current national agreement on local government pay terms and conditions (Green Book), many aspects of term and conditions are either developed locally or can be changed on a local basis. Car allowances and the payment of expenses can be changed on a local basis.
- 1.4 The Lease Car Scheme will be formally closed with effect from 17 January 2014.

2.0 Key changes in the policy

- 2.1 The policy has been revised to change rates to HMRC rates. The proposed changes of 45p per mile would apply to all East Herts employees claiming business mileage. There is more detail in **Essential Reference Paper B** of the policy
- 2.2 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. The revised policy can be found within 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 - Expenses policy

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