

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 18 AUGUST 2014

HUMAN RESOURCES COMMITTEE – 18 AUGUST 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.

<u>RECOMMENDATION FOR LOCAL JOINT PANEL: That:</u>	
(A)	The revised Expenses Policy be supported.
<u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE: That:</u>	
(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 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 The Expenses Policy was submitted to the local Joint Panel on 26 June 2014. The Secretary to the Employer's Side asked for the report to be pulled from the agenda, to allow for the policy to be amended following recommendations made from the Hearing Officer on a local grievance regarding car mileage.
- 1.5 In September 2013 the Local Government Employers, advised that half of the Councils nationally have moved to 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.
- 1.6 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.
- 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 process for High and Low Car Users has been expanded and the Exceptional Circumstances criteria has been clarified.
- 2.5 The subsistence rates have been increased in accordance with guidance from East of England LGA and are now determined by local agreement.
- 2.6 Guidance has been included on interview expenses, travel by public transport and air travel.
- 2.7 The definition of Essential and Casual car users have been changed to High and Low Car users.
- 2.8 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

None.

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