

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 2 DECEMBER 2015

REPORT BY THE SECRETARY TO THE EMPLOYER'S SIDE

EXPENSES POLICY

WARD(S) AFFECTED:      NONE

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**Purpose/Summary of Report**

To approve the revised Expenses Policy

**RECOMMENDATION FOR LOCAL JOINT PANEL:**

**That:**

(A)	the revised Expenses Policy be recommended for approval.
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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 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 car 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.

- 1.4 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.
- 1.5 The Lease car scheme formally closed on 17 January 2014; therefore the lease car rates have become redundant.
- 1.6 The revised Policy was submitted to Local Joint Panel on 18 August 2014. An agreement was not reached and therefore the policy was referred to the Local Joint Secretaries. This meeting was put on hold during consultation on terms and conditions with Unison from August 2014 to February 2015.
- 1.7 The Local Joint Secretaries meeting was held on 5 March 2015 and was suspended to allow the Council to undertake the additional action of developing a Green Travel Plan. The meeting reconvened in September 2015 and the Branch negotiated with the council on the compensation payment.
- 1.8 A collective agreement was reached with Unison in September 2015 on the changes to the Expenses policy effective from 1 April 2016 and the compensation payment to be made to employees in January 2016. The Expenses Policy has been updated to reflect those changes.

## 2.0 Report

### 2.1 **Key Changes in the policy**

- 2.2 The policy has been revised to change the mileage rates to HMRC rates for all claimants. The classification of Essential and Casual car users has been removed including a lump sum payment.
- 2.3 The policy has been revised to remove the separation of 'In District' and 'Out of District' mileage.
- 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 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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