

MINUTES OF A MEETING OF THE  
LOCAL JOINT PANEL HELD IN THE  
COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON WEDNESDAY 2  
DECEMBER 2015, AT 2.30 PM

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**PRESENT:**    **Employer's Side**

Councillors E Buckmaster, G Cutting,  
A Jackson and G McAndrew

**Staff Side (UNISON)**

Andy Stevenson (Chairman),  
S Ellis

**OFFICERS IN ATTENDANCE:**

Lorraine Blackburn	- Democratic Services Officer
Emma Freeman	- Head of Human Resources and Organisational Development

11    **EXPENSES POLICY**

**The Secretary to the Employer's Side submitted a report on a revised Expenses Policy and provided a summary of the changes.**

**The Secretary to the Employer's Side explained that the policy had been considered by the Local Joint Panel and then referred to the Joint Secretaries for negotiation. It was noted that the Joint Secretaries had agreed to the incorporation and development of a Green Travel Plan to support sustainable travel which had the support of UNISON.**

**The Secretary to the Employer's Side explained that the Joint Secretaries had also agreed a scheme based on HMRC and had agreed a compensation payment. She stated that a compensatory lump sum would be paid to eligible employees in January 2016.**

**In response to a query from Councillor E Buckmaster regarding "salary sacrifice", the Secretary to the Employer's Side explained that if this progressed, this would be presented to the Local Joint Panel for Members' consideration.**

**The Panel Chairman reiterated UNISON's support of the Green Travel Plan, including the introduction of a pool car as part of sustainable travel arrangements.**

**In response to a query from Councillor G McAndrew regarding forms being made available on the intranet, the Secretary to the Employer's Side explained that the new payroll system encouraged a "self - service" approach to forms. She stated that she would support an approach where a copy of a receipt could be attached to a claim form.**

**The Panel recommended to Human Resources Committee, approval of the revised Expenses Policy.**

**RECOMMENDED – that the Expenses Policy, as now submitted, be approved.**

11 APOLOGY

An apology for absence was submitted on behalf of Councillor L Haysey. It was noted that Councillor G Cutting was substituting for Councillor L Haysey.

12 MINUTES

**RESOLVED – that the Minutes of the meeting held on 30 September 2015 be confirmed as a correct record and signed by the Chairman.**

13 CHAIRMAN'S ANNOUNCEMENTS

The Panel Chairman stated that there were no reports to consider from the Secretary to the Staff Side.

The meeting closed at 2.45 pm

Chairman .....
Date .....