

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 29 NOVEMBER 2017

REPORT BY SECRETARY TO THE EMPLOYER’S SIDE

EXPENSES POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- Members are invited to recommend to Human Resources Committee approval of the revised Expenses Policy

RECOMMENDATIONS FOR LOCAL JOINT PANEL:

That: Human Resources Committee be advised that:

(A)	Local Joint Panel supports the revised Expenses Policy and recommends this for approval.
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1.0 Background

1.1 The Expense Policy was last reviewed in January 2016. The council’s programme of policy review is after three years or sooner in line with legislation and best practice.

1.2 The current suite of policies, are being reviewed by HR to reflect the following goals:

- Modernise them
- Clear guidance for managers and employees
- Combine policies where they use the same processes
- Clarity on responsibilities
- Create e-forms
- Review benefits attached to policies

2.0 Report

2.1 The key changes to the policy are:

- Dinner and tea allowance combined and dinner allowance has been increased to reflect best practice.
- Electric mileage rate for cars has been introduced.
- To focus on green travel and support the Council's Green Travel Plan.
- To introduce MyView for online claim process.

2.2 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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