



## ***FULL COUNCIL REPORT***

Date Written	9 <sup>th</sup> September 2015
Report Author	Neil Zeraschi
Service Area	Human Resources
Committee Division	Strategic
Exempt/Non Exempt	Non Exempt
Committee Date	7 <sup>th</sup> October 2015

*To: Mayor, Ladies and Gentlemen*

## **Expenses Policy**

### **1.0 SUMMARY OF THE REPORT**

- 1.1 To seek approval from Council to implement an Expenses Policy.
- 1.2 The Council has an existing Expenses guide, which was created in April 2006.
- 1.3 The document now includes details in respect of the electronic submission of expenses, which is a significant development since the guide was introduced.

### **2.0 RECOMMENDATION(S)**

- 2.1 The Expenses policy be approved with immediate effect.

### **3.0 INTRODUCTION AND BACKGROUND**

- 3.1 This guide has been updated to reflect that change as well as turning long-standing provisions into this policy.
- 3.2 The policy has included consultation with Human Resources, Payroll and the Trades Union.

#### **4.0 FINANCIAL IMPLICATION(S)**

4.1 There are no financial implications.

#### **5.0 SINGLE INTEGRATED PLAN AND SUSTAINABILITY IMPACT SUMMARY**

5.1 There are no identified issues.

#### **6.0 EQUALITY IMPACT ASSESSMENT**

6.1 An Equality Impact Assessment (EqIA) form has been prepared for the purpose of this report. It has been found that a full assessment is not required at this time. The form can be accessed on the Council's website/intranet via the 'Equality Impact Assessment' link.

**GARETH CHAPMAN**  
**CHIEF EXECUTIVE**

**COUNCILLOR PHIL WILLIAMS**  
**PORTFOLIO MEMBER, GOVERNANCE &**  
**CORPORATE SERVICES**

<b>BACKGROUND PAPERS</b>		
<b>Title of Document(s)</b>	<b>Document(s) Date</b>	<b>Document Location</b>
<i>Expenses Policy and Guide</i>	<i>September 2014</i>	<i>O: Drive, Payroll &amp; Pensions</i>
<b>Does the report contain any issue that may impact the Council's Constitution?</b>		<i>No</i>

***Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.***