



## **FULL COUNCIL REPORT**

Date Written	9 <sup>th</sup> March 2017
Report Author	Fran Donnelly
Service Area	Human Resources
Exempt/Non Exempt	Non Exempt
Committee Date	22 <sup>nd</sup> March 2017

*To: Mayor, Ladies and Gentlemen*

### **Employee Expenses Policy**

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

- 1.1 Merthyr Tydfil County Borough Council recognises that employees sometimes incur necessary expenditure in carrying out their responsibilities and supports the principle that such expenditure should be reimbursed.
- 1.2 Business travel expenses will be treated in accordance with HM Revenue and Customs (HMRC) tax regulations.
- 1.3 The Council's Employee Expenses policy has been amended to reflect a request from the Trade Unions in relation to staff relocating outside of the county borough due to office moves.

#### **2.0 RECOMMENDATIONS that**

- 2.1 The Employee Expenses Policy, to be implemented on 1<sup>st</sup> April 2017, be approved.

#### **3.0 INTRODUCTION AND BACKGROUND**

- 3.1 The Council is working in challenging times and as a response to this changes are being made to working practices and procedures to reflect the future needs.
- 3.2 These changes have to be delivered in difficult financial constraints, but with the determination to continue to deliver excellent services.
- 3.3 One impact of these changes is a need to re-locate some of our services and the employees that work within them.

- 3.4 We currently have a policy that allows employees who are affected by a change in work location to claim the difference between the location they have historically worked at (eg. Civic Centre) and the new location, if the new location is further away from the home.
- 3.5 At the request of the Trade Union the current policy has been amended to reflect the significant changes that have taken place within the working environment since 2011. A copy of the updated policy is available via the background papers link.

#### **4.0 CONTENT OF THE EMPLOYEE EXPENSES POLICY**

- 4.1 The policy describes the conditions for claiming expenses and the procedures for completing and certifying claim forms. It applies to all staff not employed by Schools.
- 4.2 Employees must seek approval with their certifying manager before incurring any business expenses that they may wish to claim. Managers should therefore ensure that the Expenses Policy is shared with any staff who may wish to claim expenses.
- 4.3 Employees will be made aware that there is no automatic right to payment of expenses: expenses are paid at the discretion of the authority, and would generally follow the scheme, as outlined in this document, and which the Council would endeavour to honour.
- 4.4 Redeployment (Excess) Travelling Expenses are considered under Section 9 of the policy. Excess mileage will be paid at 45p per mile whilst the additional expenditure is being incurred or for a period of 18 months from the date of relocation, whichever is the shorter. Payments will be made on a monthly basis via the Payroll system.
- 4.5 In certain circumstances and only with the approval of the appropriate Director, consideration will be given to a lump sum payment being made rather than payments being made on a monthly basis. However, if the employee leaves the Council within the 18 month period arrangements will be made to recover the appropriate pro-rata payment.
- 4.6 The policy also offers guidance for managers on certifying claims however advice can also be sort from Human Resources.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 There are financial implications related to applying the policy, however these are already in place within the department areas and factored into business cases when considering the relocation of staff.

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

6.1 There is no impact in relation to the SIP and sustainable impact as it sets out a fair and consistent approach to applying pay measures to the existing pay and grading structure.

## **7.0 EQUALITY IMPACT ASSESSMENT**

7.1 An Equality Impact Assessment (EqIA) form has been prepared for the purpose of this report. It has concluded that the proposals have a non-discriminatory impact for all protected characteristics. The form can be accessed on the Council's website/intranet via the 'Equality Impact Assessment' link.

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

**COUNCILLOR PHIL WILLIAMS**  
**CABINET MEMBER FOR GOVERNANCE**  
**AND CORPORATE SERVICES**

<b>BACKGROUND PAPERS</b>		
<b>Title of Document(s)</b>	<b>Document(s) Date</b>	<b>Document Location</b>
Employee Expenses Policy	March 2017	HR O drive
<b>Does the report contain any issue that may impact the Council's Constitution?</b>		<b>No</b>

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