

## **Employment Committee**

Meeting to be held on Tuesday, 11 July 2023

Electoral Division affected:  
N/A;

### **Travel and Expenses Policy and Procedure – 12 Month Review**

(Appendix 'A' refers)

Contact for further information:

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#### **Brief Summary**

Following the launch of the updated Travel and Expenses Policy and Procedure, a commitment was made to undertake a 12-month review which has now been completed. Following that review, the only proposed change is to incorporate a five-mile radius to the mileage claims criteria, and as a consequence the supporting guidance for employees will be updated to ensure the policy is adhered to.

#### **Recommendation**

The Employment Committee is asked to approve the amended Travel and Expenses Policy and Procedure, set out at Appendix 'A'.

#### **Detail**

As part of the Human Resources policy review programme, the Travel and Expenses Policy and Procedure was reviewed, updated, and launched under a set of simplified policy principles.

The principles were aligned to the culture of the council to ensure that employees are fairly and properly reimbursed for business expenses incurred in the performance of their duties, without incurring unnecessary costs.

The 12-month review demonstrated that the policy remains legally compliant and aligned to the organisational values, however some recommendations have been made regarding a slight amendment to the business mileage claim criteria.

In accordance with the current policy, colleagues are required to deduct the distance of their usual commute from their mileage claim in the event they pass their designated workplace when travelling to a temporary workplace. It is proposed that in order to assist colleagues in establishing if they have passed the workplace, a



five-mile radius will be introduced to the policy. In practice this means that in the event travel falls within a five-mile radius of the designated workplace, and their mileage exceeds their usual commute, the individual will need to deduct their normal commute from their claim.

There are no other fundamental changes to the underlying principles for mileage claims, however it is also proposed that the guidance within the policy is enhanced to provide further clarity around the claims criteria. It is anticipated that this will support adherence to the policy and reduce queries.

## Appendices

Appendix 'A' is attached to this report. For clarification it is summarised below and referenced at relevant points within this report.

Appendix	Title
Appendix 'A'	Amended Travel and Expenses Policy and Procedure

## Consultations

Consultations have taken place with the recognised trade unions and the feedback received was positive.

## Implications:

This item has the following implications, as indicated:

## Risk management

The council is legally required to ensure that its Travel and Expenses Policies and Procedures comply with HM Revenue and Customs tax relief criteria in respect of mileage claims. Ensuring that the language and tone is clear, straightforward, and understandable should enable employees and managers to understand what is and is not claimable in line with HM Revenue and Customs criteria.

## Financial

It is not anticipated that the proposed policy change will increase cost therefore travel and expenses will remain at similar levels.

## Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact/Tel
N/A		
Reason for inclusion in Part II, if appropriate		
N/A		



