

**Officer Decision**  
**Taken under the Scheme of Delegation**

This decision has been taken in accordance with the county council's Scheme of Delegation to Officers, as set out in section 9 of the [Constitution](#).

<b>Decision taken on behalf of the:</b>	Director of People
<b>Officer taking the decision:</b>	Lucy Thompson, Director of People, (01772) 536612, Lucy.Thompson2@lancashire.gov.uk
<b>Service Area:</b>	People

**Key Details**

<b>Minor Policy Amends - Travel and Expenses Policy and Procedure</b>	
<b>Decision Date:</b>	16/05/2024
<b>Part I or Part II:</b>	Part I
<b>Reason for Part II: (if applicable)</b>	N/A
<b>Divisions Affected:</b>	N/A

**The Decision**

<b>Background</b>		
<p>The Director of People, under the Scheme of Delegation to Officers, was asked to approve the following minor amends to the Travel and Expenses Policy and Procedure:</p> <p>(1) Addition of a five-mile radius to determine whether a journey is constituted as passing the workplace.</p> <p>(2) Removal of reference to HMRC criteria to define a permanent workplace for simplification purposes.</p> <p>(3) Clarification that a return journey also needs to be considered in respect of the mileage claim criteria.</p> <p>(4) Separation out of the business mileage scenarios and examples into a dedicated guide.</p> <p>The proposed amends have been shared with and noted by the recognised trade unions at the Joint Negotiating and Consultative Forum.</p>		
	<b>Yes</b>	<b>No</b>



<b>Is this a decision made under a specific delegation from Full Council, Cabinet or another committee?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>If so, does this discharge the delegation in full?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Did the delegation require you to consult with a Cabinet Member(s) or specific officer(s) prior to taking the decision?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>If so, specify the names of the Cabinet Member(s)/officer(s) you have consulted with:</b>		
N/A		
<b>The Decision</b>		
Lucy Thompson, Director of People, took the decision to approve the minor amends to the Travel and Expenses Policy and Procedure.		
<b>Were any other options considered and, if so, what were they and why were they discounted?</b>		
N/A		
<b>Background Papers</b>		
None		

### **Declaration**

	<b>Yes</b>	<b>N/A</b>
In taking this decision, I confirm that I have taken into consideration and kept a record of all relevant advice from the following services:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where appropriate, consultation with the relevant Cabinet Member(s) has been completed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where appropriate and where the decision impacts on a particular locality, the relevant councillor(s) for the electoral division(s) have been consulted.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Decision taken on behalf of the:</b>	Director of People	
<b>Officer taking the decision:</b>	Lucy Thompson	

