

# Public Document Pack



Hinckley & Bosworth  
Borough Council

**Bill Cullen** MBA (ISM), BA(Hons) MRTPI  
*Chief Executive*

Date: 01 May 2018

**To: Members of the Ethical Governance and  
Personnel Committee**

Mrs R Camamile (Chairman)  
Mr RG Allen  
Mr MB Cartwright  
Mr WJ Crooks  
Mr MR Lay

Mr K Morrell  
Mr M Nickerson  
Mr LJP O'Shea  
Ms BM Witherford

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE** in the De Montfort Suite - Hinckley Hub on **THURSDAY, 10 MAY 2018** at **6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen  
Democratic Services Officer

**ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE - 10 MAY 2018**

**A G E N D A**

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES OF PREVIOUS MEETING (Pages 1 - 4)  
To confirm the minutes of the previous meeting.
3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES  
To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.
4. DECLARATIONS OF INTEREST  
To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**
5. QUESTIONS  
To hear any questions received in accordance with Council Procedure Rule 12.
6. WELLBEING POLICY (Pages 5 - 20)  
To present the Wellbeing Policy for approval.
7. WORKPLACE SURVEILLANCE POLICY (Pages 21 - 30)  
To present the Workplace Surveillance Policy for approval.
8. TRAVEL POLICY - REVIEW OF RATES (Pages 31 - 42)  
To present the recommended revised mileage pay rate for casual users.
9. COMPLAINTS UPDATE (Verbal Report)  
The Monitoring Officer will update on progress in relation to code of conduct complaints.
10. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY
11. MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED  
To consider the passing of a resolution under Section 100A(4) of the Local Government Act 1972 excluding the public from the undermentioned item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 10 of Schedule 12A of the 1972 Act.
12. COMPLAINT 2018/03 (Pages 43 - 46)  
Fact finding report attached.

# Agenda Item 2

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE

14 MARCH 2018 AT 6.00 PM

PRESENT: Mrs R Camamile - Chairman  
Mr RG Allen, Mr MB Cartwright, Mr WJ Crooks, Mr MA Hall (for Mr LJP O'Shea),  
Mr K Morrell and Mr M Nickerson

Officers in attendance: Julie Kenny and Rebecca Owen

#### 392 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Crooks (although he arrived during the meeting), O'Shea and Witherford with the substitution of Councillor Hall for Councillor O'Shea authorised in accordance with council procedure rule 10. Apologies were also received from Gordon Grimes, Independent Person, and it was noted that he had submitted written comments on the code of conduct complaints on the agenda.

#### 393 MINUTES OF PREVIOUS MEETINGS

It was moved by Councillor Allen, seconded by Councillor Camamile and

RESOLVED – the minutes of the two meetings held on 12 January 2018 be confirmed and signed by the chairman.

#### 394 DECLARATIONS OF INTEREST

No interests were declared at this stage.

#### 395 EQUALITIES MONITORING

Members received a report which presented workforce data for 2016/17, including the gender pay gap figure.

A member referred to the male/female split of employees being 50/50 but the gender split of part time staff being very different and asked that this be more clearly highlighted in the report. Whilst it was acknowledged that the gender pay gap was smaller than in other public sector organisations and much smaller than private sector companies, it was requested that as much as possible be done to reduce the gap. It was also stated that the job evaluation scheme ensured that there was equal pay for equal jobs.

The decrease in disabled employees was acknowledged and it was requested that, whilst it was not an area over which the authority had direct control, every action be taken to increase this figure. In response, it was reported that work was planned to encourage disabled employees to declare their disability.

It was moved by Councillor Camamile, seconded by Councillor Allen and

RESOLVED – the report be noted.

## 396 COMPLAINTS UPDATE

It was reported that there were no complaints outstanding other than those including on the agenda for this meeting.

## 397 PROCESS AND SCHEME OF DELEGATION FOR CODE OF CONDUCT COMPLAINTS

Following a request at the last meeting of Council to review the code of conduct complaints process and whether the Ethical Governance & Personnel Committee was the appropriate body to consider complaints, members were given the opportunity to discuss the matter. During discussion, the following points were raised:

- The possibility of delegating more power to the Monitoring Officer to avoid bringing complaints to the committee where no further action was recommended
- The need to make all members aware of the procedure and the powers/sanctions available to the committee
- The importance of the committee being able to make recommendations to Council, which serves to avoid any difficulties arising from making recommendation to political groups and assists in increasing public confidence in the complaints process.

It was agreed that a report be brought to the next meeting which outlined the process, the numbers of complaints and the options available.

## 398 MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED

On the motion of Councillor Allen seconded by Councillor Cartwright, it was

RESOLVED – in accordance with section 100A(4) of the Local Government Act 1972, the public be excluded from the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraphs 1, 2, 7c and 10 of Part I of Schedule 12A of that Act.

## 399 COMPLAINT 2018/01

Consideration was given to a complaint about a parish councillor not having declared an interest at a meeting. Members felt that the matter was potentially serious and felt that an investigation was required. It was moved by Councillor Hall, seconded by Councillor Allen and

RESOLVED – the complaint be referred to the Monitoring Officer for investigation.

## 400 COMPLAINT 2018/02

Members gave consideration to a complaint about a parish councillor having disclosed confidential staffing matters in a public meeting and without due notice having been provided of the item. Whilst members felt the meeting should perhaps have moved into private session during consideration of the item, it was acknowledged that other councillors would have been aware of the intention to discuss the item from the heading on the agenda and that sharing the information was only necessary because of questions posed.

It was moved by Councillor Cartwright and seconded by Councillor Camamile that no further action be taken in relation to the complaint, but that the clerk to the parish council

should be reminded that such discussions should take place in private session. Upon being put to the vote, the motion was CARRIED.

Councillor Crooks arrived at 6.52pm.

It was also suggested that guidance be sent to all parish/town clerks about moving into private session to discuss information from which the public and press should be exempt.

RESOLVED –

- (i) No further action be taken in respect of complaint 2018/02;
- (ii) The parish clerk be reminded of the need to move into private session when necessary;
- (iii) Guidance be issued to all clerks in relation to exempt information.

(The Meeting closed at 6.55 pm)

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CHAIRMAN

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Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

ETHICAL GOVERNANCE & PERSONNEL COMMITTEE 10 MAY 2018

WARDS AFFECTED: ALL WARDS

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## WELLBEING POLICY

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### Report of Director (Corporate Services)

#### 1. PURPOSE OF REPORT

- 1.1 To present for approval the draft Wellbeing Policy (Appendix 1).

#### 2. RECOMMENDATION

- 2.1 That the Committee approves the policy.

#### 3. BACKGROUND TO THE REPORT

- 3.1 The development of an organisational approach to the promotion of employee health and wellbeing is a strategic theme within the refreshed People Strategy, which was approved in September 2017. Employee health and wellbeing has a significant impact on an organisation's productivity and capacity, its ability to recruit and retain employees and its reputation as an employer of choice.
- 3.2 One of the actions within the strategic theme was to review the existing Stress Policy which was outdated and limited in its approach, as it focussed upon work related stress only. The Wellbeing Policy (Appendix 1) has been developed to set out a holistic organisational approach to supporting staff with their general health and wellbeing. The refreshed policy also links in to the broader strategic objectives of the 'Unified Prevention Board' including 'Workplace Health'; where the promotion of health and wellbeing activities seek to raise the health of residents within the county of Leicestershire. Large local employers such as the council should lead by example given that circa 75% of the workforce lives within Leicestershire.
- 3.3 The council does recognise that sustainable improvements will only be delivered if individuals take clear ownership and responsibility for optimising their own wellbeing and take advantage of the support and initiatives made available to them. It is acknowledged that during their working life, employees may face a range of health and wellbeing challenges, both mental and physical. The objective of the council's approach therefore, is to proactively support individuals to optimise their own health

and wellbeing as well as reactively supporting employees when dealing with instances of illness.

- 3.5 In order to promote health and wellbeing the HR team, working closely with Cultural Services, have developed a **Wellbeing Charter** (Appendix 2) to ensure that the aspirations of the Wellbeing Policy are met. Following approval of the Charter, a detailed action plan will be drawn up to oversee delivery of key priorities.
4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES
  - 4.1 The report to be taken in open session.
5. FINANCIAL IMPLICATIONS [IB]
  - 5.1 None arising directly from this report.
6. LEGAL IMPLICATIONS [AR]
  - 6.1 None arising directly from this report.
7. CORPORATE PLAN IMPLICATIONS
  - 7.1 The policy supports the council's strategic aim to improve health of our residents through the Health and Wellbeing Strategy.
8. CONSULTATION
  - 8.1 The policy has undergone consultation with all staff via the Trade Unions.
9. RISK IMPLICATIONS
  - 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
  - 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
  - 9.3 The following significant risks associated with this report / decisions were identified from this assessment:  
  
None.
10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS
  - 10.1 Implementation of the policy and supporting charter aims to support all staff, particularly those with mental and physical conditions.
11. CORPORATE IMPLICATIONS
  - 11.1 By submitting this report, the report author has taken the following into account:



- Community Safety implications
  - Environmental implications
  - ICT implications
  - Asset Management implications
  - Procurement implications
  - Human Resources implications
  - Planning implications
  - Data Protection implications
  - Voluntary Sector
- 

Background papers: None.

Contact Officer: Julie Stay, HR & Transformation Manager Ext 5688  
Executive Member: Councillor M Hall

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## **Introduction**

Hinckley & Bosworth Borough Council (HBBC) is committed to protecting the health, safety and welfare of our employees. We recognise that work place stress is a health and safety issue and acknowledge the importance of identifying and reducing work place stress and associated illnesses.

This policy has been developed to manage its obligations to maintain the health and well being of all staff. It covers the council's commitment to employee health, the responsibilities of managers and others for maintaining psychological and physical health, health promotion initiatives, communicating and training on health issues, the range of support available for the maintenance of health, and organisational commitment to handling individual issues.

This policy will apply to all HBBC employees. Managers are responsible for implementation and the Council is responsible for providing the necessary resources.

Cause of stress (stressors) will be identified and managed. A suitable and sufficient assessment of the risk of these stressors will be undertaken. We will take all reasonable steps to reduce health and safety risks from stress in the workplace to as low a level as reasonably practicable through safe systems of work, suitable equipment and information and training. Employees will make proper use of any equipment and systems of work provided for their safety.

It is acknowledged that not all stressors are work related. As an organisation we will sensitively support staff when dealing with personal circumstances.

Any reports of stress at work will be investigated and individuals will be provided with appropriate support.

## **Objective**

The aim of this policy is to describe the organisation's commitment to the mental health and wellbeing of employees in its broadest, holistic sense, setting out how the organisation fulfils its legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain health and wellbeing. The organisation recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance.

## **Our commitment**

The council has legal obligations under health and safety legislation to manage risks to the health and safety of employees. In addition to reducing safety risks, this means operating the council in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing mental ill health at work.

The council will put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support. It will also seek to foster a healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work.

### **Consultation of policy**

The Council will ensure that adequate consultation takes place with all staff, including managers, supervisors, team leaders, human resources, trade unions, statutory safety committee on the content, implementation, monitoring and review of this policy.

### **Roles and responsibilities**

#### **The council will:**

- The council has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. The council will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

#### **Senior Leadership Team will:**

- commit time and resources to making the wellbeing policy work, over the medium and long term, including enabling line managers to make wellbeing a priority
- exhibit the behaviours that the policy seeks to encourage and seek to engage all levels of the council in employee wellbeing
- embed initiatives, systems and policies throughout the organisation, to ensure that the organisation works towards a culture change

#### **Line managers will:**

- commit to ensuring the health and wellbeing of their employees
- encourage employees to participate in wellbeing initiatives; and
- maintain employee confidentiality
- monitor employees' roles to ensure that they are manageable;
- monitor employees' working hours and holiday to ensure that they work appropriate hours and take regular breaks;
- consult employees on changes that may have an effect on their health and wellbeing;
- be responsible for day-to-day absence management, including maintaining contact with absent employees and taking an active part in the case

management of employees absent with mental ill health, for example designing rehabilitation plans and suitable adjustments in conjunction with HR and the Attendance Management Framework;

- support employees sympathetically who have raised a mental health/ stress issue and to see if further support is needed by carrying out follow up meetings/ 1-2-1's
- liaise with the relevant professionals, including HR, occupational health and other medical professionals to ensure the successful rehabilitation of any employee who is on sick leave;
- become familiar with the wellbeing policy and the additional resources supporting the policy including the stress, anxiety, depression guidance and other policies that are likely to affect wellbeing, for example those relating to bullying and harassment, flexible working and access to occupational health services via HR;
- recognise how their management style can affect employee wellbeing;
- become familiar with employee-support services, for example helplines, online material, occupational health services and counselling;
- commission stress risk assessments, where appropriate, and ensure that the measures that the assessments identify are implemented;

#### **Occupational health will:**

- act in a professional manner and in compliance with the professional guidance produced by their licensing body, including keeping information confidential;
- obtain employees' informed consent where necessary;
- support the council in the case management of employees on long-term sick leave, including managing referrals, treatment and rehabilitation, in conjunction with line managers and employees;
- advise line managers on suitable adjustments and fitness for work;
- help to design health-promotion and other wellbeing activities;
- conduct risk assessments and health surveillance; and

#### **Human Resources will:**

- provide support and guidance to employees and line managers on wellbeing matters;
- monitor, evaluate and review the wellbeing policy
- source training to line managers on managing stress, building resilience among teams and how to have difficult conversations with employees about mental-health matters; and

- support employees who experience health problems and alert them to in-house and external support services.

#### **Health & Safety will:**

- if work related conduct stress specific risk assessments for managers who have identified a employee requiring support
- provide awareness training and stress reduction techniques

#### **Employees will:**

- Inform their line manager, HR (or suitable person) if they are suffering from excessive pressures or stress at work; and
- Follow appropriate systems for work laid down for their safety
- take reasonable care of their own health and safety and the health and safety of the people with whom they come into contact, including cooperating with managers on measures designed to cut work-related stress and improve wellbeing;
- alert line managers to health and safety and wellbeing problems affecting work;
- take advantage of counselling and training opportunities, including making use of the employee assistance programme and
- get involved in developing the wellbeing programme

#### **Health promotion initiatives**

The council will develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues mental health and wellbeing. HR will have primary responsibility for leading these programmes, but line managers and employees will be expected to participate. These programmes will be evaluated to determine their effectiveness.

The programmes will cover:

- stress management;
- disability awareness;
- bullying and harassment;
- handling violence and traumatic incidents at work;
- lifestyle behaviours, with voluntary screening (for example in relation to alcohol, drugs and smoking); and
- physical activity and fitness.

Employees will also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking or dancing clubs.

## **The Wellbeing Charter**

The council has developed a Wellbeing Charter which is a corporate commitment to ensure that above health initiatives are delivered. The Charter will be delivered through a detailed action plan, led by the Director (Community Services).

### **Training and communications**

Line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

Managers and employees are encouraged to participate in communication/feedback exercises, including stress audits and staff surveys. All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, electronic communications and organisation-wide methods. The council will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

The council will consider special communication media during periods of organisational change.

### **Occupational health support**

HR in conjunction with line managers access a comprehensive occupational health service, who are able to provide services ranging from individual health screening to the design of return-to-work plans for those rehabilitating after a period of long-term sickness absence.

Workplace wellbeing services provided by the occupational health team include:

- pre-employment screening;
- fitness-for-work assessments;
- in-work screening for health risks, including for coronary heart disease;
- vaccination service;
- post-incident support;
- designing and advising on health promotion initiatives; and

If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager or HR. The discussion should cover workload and other aspects of job demands, and raise issues such as identified training needs.

A referral to the occupational health team will be made if this is considered appropriate after an employee's initial discussion with his/her manager or HR. Discussions between employees and the occupational health professionals are confidential, although the occupational health team is likely to provide a report on the

employee's fitness to work, and any recommended adaptations to the working environment, to HR.

Other measures available to support employees in maintaining health and wellbeing include:

- an employee assistance programme (see appendices for details);
- procedures for reporting and handling inappropriate behaviour (for example bullying and harassment);
- special leave arrangements;
- opportunities for flexible working;
- support for workers with disabilities; and
- the organisation's grievance policy.

### **Relationship with other policies**

This employee wellbeing policy should be read in conjunction with other policies and procedures covering attendance and health, including Attendance Management Framework – sickness related, Absence Management – non sickness related, Bullying and Harassment, Flexible Working, Grievance, Employees Domestic Violence Abuse, Drug and Alcohol

### **Further sources of advice and information**

#### **Health and Safety**

Advice on everything from hazardous substances to musculoskeletal disorders and stress can be found at the Health and safety Executive:

- Health and Safety Executive (HSE)  
Infoline: 0845 345 0055  
[www.hse.gov.uk](http://www.hse.gov.uk)

#### **Equality issues**

The Equality and Human Rights Commission – formerly the Equal Opportunities Commission, the Commission for Racial Equality, and the Disability Rights Commission – works to eliminate discrimination, reduce inequality, and protect human rights.

- Equality and Human Rights Commission (EHRC)  
Disability Helpline (England)  
Tel: 08457 622 633Textphone: 08457 622 6447

Race, age, gender, sexual orientation, religion and belief and human rights  
Helpline (England)  
Tel: 0845 604 6610Textphone: 0845 604 6620

EHRC Wales  
Tel: 0845 6048810Textphone: 0845 6048820

EHRC Scotland  
Tel: 0845 6045510Textphone: 0845 6045520



[www.equalityandhumanrights.com/](http://www.equalityandhumanrights.com/)

## **Mental Health**

Information and advice on a wide range of mental health problems, including depression, anxiety, phobias, bipolar disorder, and schizophrenia.

- Rethink

Rethink is the largest national voluntary sector provider of mental health services with 340 services and more than 130 support groups. It helps over 48,000 people every year through its services, support groups and by providing information on mental health problems.

Helpline: 0845 456 0455

[www.rethink.org](http://www.rethink.org)

- Employer's Forum on Disability

The Employers' Forum on Disability is the world's leading employers 'organisation focused on disability as it affects business. Funded and managed by over 400 members, it aims to make it easier to recruit and retain disabled employees and to serve disabled customers.

Tel: 020 7403 3020

[www.employers-forum.co.uk](http://www.employers-forum.co.uk)

- Mind

Mind is the leading mental health charity in England and Wales. It campaigns to create a better life for everyone with experience of mental distress

Tel: 020 8519 2122

[www.mind.org.uk](http://www.mind.org.uk)

- Sainsbury Centre for Mental Health

The Sainsbury Centre for Mental Health works to improve the quality of life for people with mental health problems by influencing policy and practice in mental health and related services. It focuses on criminal justice and employment.

Tel: 020 7827 8300

[www.scmh.org.uk](http://www.scmh.org.uk)

- Shaw TrustShaw Trust is a national charity that provides training and work opportunities for people who are disadvantaged in the labour market due to disability, ill health or other social circumstances.

Tel: 0800 085 1001

[www.shaw-trust.org.uk](http://www.shaw-trust.org.uk)

## **Drugs**

### **•Drug scope**

Drug Scope is the UK's leading independent centre of expertise on drugs. It aims to inform policy development and reduce drug-related risk.

Tel: 020 7940 7500

[www.drugscope.org.uk](http://www.drugscope.org.uk)

**•Re-SolvRe-Solv** is a national charity dedicated to the prevention of solvent and volatile substance abuse.

Tel: 01785 810762 (helpline)

[www.re-solv.org](http://www.re-solv.org)

## **HIV**

**•National AIDS Trust (NAT)**NAT is a national charity and the leading independent policy and campaigning voice on HIV and AIDS.

Tel: 020 7216 6767

[www.nat.org.uk](http://www.nat.org.uk)

**•Terence Higgins Trust**Terence Higgins Trust is the leading HIV and AIDS charity in the UK, and the largest in Europe.

Tel: 0845 1221 200 (helpline)

[www.tht.org.uk](http://www.tht.org.uk)

## **Alcohol**

**•Alcohol Concern**Alcohol Concern is the national agency on alcohol misuse. It works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems.

Tel: 020 7264 0510

[www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

## **Conflict management**

- The Advice Services AllianceThe Advice Services Alliance (ASA) was established in 1980, and is the umbrella organisation for independent advice services in the UK. Membership of ASA is open to national networks of independent, not-for profit advice services in the UK.  
[www.adrnow.co.uk](http://www.adrnow.co.uk)

- The Scottish Mediation Network

The Scottish Mediation Network 'aims to put mediation into the main stream as a widely available and clearly understood option for resolving disputes of all kinds in Scotland'.

[www.scottishmediation.org.uk](http://www.scottishmediation.org.uk)

- National Mediation Helpline

run by the Civil Mediation Council, the helpline aims to explain the basic principles of mediation, answer general enquiries relating to mediation and put you in contact with one of their accredited mediation providers.

Tel: 0845 6030809

[www.civilmediationcouncil.co.uk](http://www.civilmediationcouncil.co.uk)

## **Other useful helplines**

- Samaritans

Samaritans provides confidential non-judgemental emotional support, 24 hours a day for people who are experiencing feelings of distress or despair, including those which could lead to suicide.

Helpline: 08457 909090

[www.samaritans.org](http://www.samaritans.org)

## **DRAFT Wellbeing Charter – A health commitment from your employer**

*Taken from the Thriving at Work Stevenson/Farmer Review of mental health and employers*

As part of our commitment to staff health and wellbeing, the Wellbeing Charter will sit alongside the Wellbeing Policy as a document outlining the ways in which initiatives will be delivered. It will address equal focus between physical and mental health conditions, prioritising the conditions that impact on staff wellbeing the most:

### **Core Standards**

1. Produce, implement and communicate a Wellbeing at Work action plan
  - We will produce a Wellbeing at Work plan which outlines in detail the activities we will deliver to address prevalent health issues. This will highlight lead officer and contact details
2. Develop mental health awareness among employees
  - We will provide training and opportunities for learning available to every employee whether face to face or on-line
3. Encourage open conversations about health and wellbeing support available to employees
  - We will provide opportunities for open conversations by organising events and providing support for specific conditions
4. Provide employees with good working conditions and environment
  - We will use HSE Stress Management Standards to identify areas for improvement
  - We will be committed to making reasonable adjustments to improve working conditions of staff that require additional support
5. Promote effective people management
  - We will encourage open dialogue about health and wellbeing among employees and managers as appropriate
6. Routinely monitor employee health and wellbeing
  - We will have a standing agenda item on the Statutory Safety Committee
  - We will organise interventions which address prevalent health conditions

### **Enhanced Standards**

1. Increase transparency and accountability through internal and external reporting
  - We will regularly report on staff wellbeing at SLT meetings and Statutory Safety Committee meetings. We will plan activities and interventions as a response to these reports
2. Demonstrate accountability by nominating a health and wellbeing lead at Senior Leadership level
  - We will have a health and wellbeing lead at SLT level
3. Improve the disclosure process

- We will publish names of staff that can be a first point of contact about any health issue including HR and the Health team in Cultural Services
4. Ensure provision of tailored in house physical and mental health support and signposting to clinical help
- We will promote services delivered by our Occupational Health provider
  - We will utilise the existing skills that are identified amongst our staff
  - We will use the skills of the Health and Physical Activity Team in Cultural Services



## Hinckley & Bosworth Borough Council

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE      10 MAY 2018

WARDS AFFECTED: ALL WARDS

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### WORKPLACE SURVEILLANCE POLICY

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#### **Report of Director (Corporate Services)**

1.     PURPOSE OF REPORT

1.1    To present to members for approval the draft Workplace Surveillance Policy.

2.     RECOMMENDATION

2.1    That the draft policy be approved.

3.     BACKGROUND TO THE REPORT

3.1    Employers have the right to monitor employee's activities in many situations at work. The council currently undertakes a variety of surveillance activity such as:

- Camera Surveillance – CCTV vehicle cameras and Body-Worn Video
- Computer surveillance – covering internet usage, software access and email use
- Tracking surveillance – tracking in council vans and door access systems
- Checking work mobile phone records

All these forms of monitoring are currently covered by the Data Protection Act 1998 which will be superseded by the General Data Protection Regulation from 25 May 2018. The Act doesn't prevent monitoring in the workplace; however it does set out rules about the circumstances and the way in which the monitoring is carried out.

3.2    The council currently operates surveillance as set out above and has associated policies that govern each type of surveillance. For employment purposes it is good practice to have an overarching policy in place that clearly informs staff that the necessary monitoring is required to meet the council's business and legal obligations, and will only take place if reasonable justified. It will also signpost to other relevant surveillance policies/procedures.

- 3.3 The policy also sets out the reasons (such as the prevention and detection of crime, health and safety investigations and employee conduct matters) why data is being accessed and the procedures that are followed to access such data. By having a policy in place will ensure that a consistent and transparent process is followed and employees are fully aware that this is taking place.
4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES
- 4.1 The report to be taken in open session.
5. FINANCIAL IMPLICATIONS [IB]
- 5.1 None.
6. LEGAL IMPLICATIONS [AR]
- 6.1 These are contained within the body of the report.
7. CORPORATE PLAN IMPLICATIONS
- 7.1 The policy ensures that the council provides a safe and healthy workplace whilst meeting the obligations of the Data Protection Act 1998 which will be superseded by the General Data Protection Regulation which will apply from 25 May 2018.
8. CONSULTATION
- 8.1 Consultation has taken place with Unison and concluded earlier this year.
9. RISK IMPLICATIONS
- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 9.3 The following significant risks associated with this report / decisions were identified from this assessment:
- None
10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS
- 10.1 None.
11. CORPORATE IMPLICATIONS
- 11.1 By submitting this report, the report author has taken the following into account:
- Community Safety implications



- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

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Background papers: None.

Contact Officer: Julie Stay, HR & Transformation Manager Ext 5688  
Executive Member: Councillor M Hall

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# HINCKLEY AND BOSWORTH BOROUGH COUNCIL

## WORKPLACE SURVEILLANCE POLICY

### 1. Introduction

- 1.1 The council recognises its obligations to ensure where reasonable practicable, a safe and healthy workplace. Employers may monitor, using certain surveillance devices, to safeguard against any risks associated with employees, customers and others in the workplace and assist management to optimise performance, improve efficiency and customer service.
- 1.2 Whilst the council does not intend to use surveillance methods or monitor staff movements, it may from time to time, or with cause, access surveillance systems and data records in order to investigate complaints or conduct matters. This data may be used as evidence in work place investigations as appropriate.
- 1.3 Surveillance data will be submitted to the police, upon request, for the purpose of the prevention and detection of crime.

### 2. Purpose

- 2.1 This policy will set out how the council will monitor the use of its information and communication technology systems, along with the use of surveillance cameras (CCTV, in-vehicle cameras and body worn cameras).

### 3. Scope

- 3.1 This policy applies to all council employees including agency staff, consultants and contractors (workers).

### 4. Communication of this policy

- 4.1 It is management's responsibility to make users aware of this policy by:
  - Introducing this policy as part of the induction process
  - Informing staff that they are accepting terms of the council's Acceptable Usage Policy for Email, the Internet and Corporate Network Access
  - Regular staff training in regard to the principals of the Data Protection Act 1998 (General Data Protection Regulation from 25 May 2018)

### 5. Privacy

- 5.1 This policy seeks to strike the balance between respecting staff privacy whilst allowing the necessary monitoring required meeting the council's business and legal obligations. Staff will be informed, through this policy, that monitoring is taking place, what form this will take and the reasons for monitoring.
- 5.2 The council recognises that staff have a legitimate expectation that they should be able to keep their private lives private and they are entitled to a degree of privacy in the work place. Therefore this policy will always be used in a way that

is consistent and compliant with the Data Protection Act 1998 (General Data Protection Regulation from 25 May 2018) and the Human Rights Act 1998.

## **6. Types of surveillance equipment in use**

6.1 The types of workplace surveillance that the council will use include the following:

### ➤ **Camera surveillance**

- CCTV based at council properties (including parks and car parks) and with commercial estates - please refer to the CCTV procedure
- Vehicle cameras (refuse trucks only) - please refer to the guidance on surveillance captured in council vehicles
- Body-Worn Video – please refer to the Body-Worn Video Standard Operating Procedure

### ➤ **Computer surveillance**

This includes electronic communications such as internet usage, software access and email use - please refer to the council's Acceptable Usage Policy for Email, the Internet and Corporate Network Access

### ➤ **Tracking surveillance**

- Council-owned vehicles with tracking devices - please refer to Acceptable Use of Vehicles and Equipment Policy
- Door Access system for council buildings

### ➤ **Mobile telephone data**

Telephone usage activity on work mobiles - please refer to Corporate Mobile Device Policy

Data and information is monitored and gathered by the council in the interest of safety and security. It may also include information about employees' activities to ensure that they carry out their duties efficiently and safely, for training purposes and record keeping.

## **7. How the surveillance is carried out**

### **7.1 Camera surveillance**

CCTV - The council uses camera surveillance to monitor security and to provide employee and public safety. Areas that are subject to camera surveillance will display appropriate signage to inform employees and the public in accordance with the Data Protection Act 1998 (General Data Protection Regulation from 25 May 2018).

Vehicle Cameras – cameras are installed on council vehicles (HGV) primarily for the prevention and detection of crime. It can also be used as evidence in

accidents and potential claims against the vehicles by residents.

Body-Worn Video – used by officers undertaking front-line enforcement duties such as investigating suspected criminal acts who are vulnerable to abuse and threatening behaviour, both verbal and physical, from members of the public.

## 7.2 Computer surveillance

Computer surveillance is used for the general security of the council's property and assets, for the protection of council related information and to ensure that the council's computer and mobile resources are not misused. Access to and usage of services include: Email use, internet access and network access which may be monitored (including details of websites visited) for performance and management purposes.

The council uses software applications to record activity such as: logon details and times, email activity, and internet access. Email traffic is not routinely read however it is continually monitored by software to ensure the security and stability of the council's network. The council reserves the right to access any files sent or received over the network to ensure compliance with IT policies. Internet usage is monitored by a web security filter to restrict access to inappropriate sites.

## 7.3 Tracking surveillance

**Vehicles Surveillance** - GPS devices have been fitted to council vehicles to assist in council operations, provide security of the vehicle and to assist in the safety of staff. As part of the council's fleet management procedures the council is required to audit vehicle movements including:

- Locations visited
- Time spent at locations
- Days and times of journeys
- Speed of journeys

The council also has a legal obligation to track vehicles when tachographs are fitted i.e. Lorries and vehicles over 5.5 tonnes.

**Building surveillance** – for security purposes the council undertakes surveillance of workers through the operation of building access swipe cards (TDSI Door Access system). Data is stored for 90 days.

## 8. When data is accessed

### 8.1 Continuity of service

The council has the right to inspect the data on its ICT systems to fulfil business need; this includes access when a user is unexpectedly absent or is on annual leave. The staff member will be notified, where practicable, before any access is made.

## 8.2 Complaints and accidents

**Vehicle surveillance access** - footage is only downloaded in the following circumstances:

- When a complaint about staff conduct has been received from a member of the public
- Following an accident / incident (alleged or otherwise) either involving the vehicle or a member of staff in the vicinity of the vehicle

In these circumstances, footage may only be viewed with the consent of Head of Street Scene Services, the Business Development and Street Scene Manager or Director (Environment and Planning).

Any requests to view footage for any other reason may only be viewed with the consent of either Director (Corporate Services), the Information Governance Officer or the HR and Transformation Manager.

Footage recorded from refuse wagons is only available to view for 30 days unless downloaded. A log book will be kept to record requests, action taken and the outcome.

**Camera surveillance access (CCTV)** – the council's system has a recording facility and a live on-premises capability but no off-site live viewing facility.

Footage is only viewed in the following circumstances:

- For the prevention and detection of crime
- To provide evidence in civil proceedings or tribunals

Access may only be given to designated council staff to view data following approval of the Director (Corporate Services) or the Information Governance Officer.

In respect of commercial premises, permission may also be given by the Commercial Estates Surveyor, Principal Surveyor or Senior Surveyor.

A log book will be kept to record requests, action taken and the outcome.

**Body-Worn Video access** - Viewing of recorded images should take place in a restricted area and access may only be given to designated council staff to view data following approval of the Director (Corporate Services) or the Information Governance Officer. Unauthorised persons shall not be allowed access to that area when a viewing is taking place and arrangements should be put in place to ensure that viewing screens cannot be overlooked.

## 8.3 Investigation – Disciplinary matters

Managers who strongly suspect employee misconduct and believe that the data from any of the above sources may support their case, should primarily discuss their concerns with the HR and Transformation Manager (who will follow the relevant procedures for those documents to be requested and examined).

To seek camera footage, the HR and Transformation Manager will follow the procedures outlined within 8.2.

Any request for IT data will be formally requested by the HR & Transformation Manager, after taking consideration of the nature and severity of the alleged misconduct and the grounds to request such data. On no account should operational managers contact ICT Services direct for access to information.

Any request for door access data should be formally requested by the HR & Transformation Manager to the Facilities Manager.

If any such records are used in a formal disciplinary case, then the use of such records should be reasonable and proportionate to the case. All records should be kept secure and destroyed at the conclusion of the case (allowing for the time period to expire for appeals and employment tribunal claims).

#### **8.4 Covert monitoring**

Covert monitoring (carrying out monitoring in secret without staff being told they are being monitored) is rare but may be considered necessary when employers have a genuine reason, such as criminal activity or equivalent malpractice. Covert monitoring is strictly covered by the Regulation of Investigatory Powers Act and advice must be sought from the Legal Manager or the HR & Transformation Manager in the first instance.

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## Hinckley & Bosworth Borough Council

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE 10 MAY 2018

WARDS AFFECTED: 'ALL WARDS'

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### TRAVEL POLICY – REVIEW OF RATES

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#### **Report of Director (Corporate Services)**

##### 1. PURPOSE OF REPORT

1.1 To present the recommended revised pay rate for casual users.

##### 2. RECOMMENDATION

2.1 That the revised rate of 45p per mile for casual users (formerly 40p per mile) to take effect from 1 April 2018 be approved.

##### 3. BACKGROUND TO THE REPORT

3.1 The council introduced a revised Travel Policy in 2012 which was designed to save the cost of mileage across the council and thereby reducing carbon emissions. The new policy was a significant change to staff's terms and conditions of employment as previously, the council applied national mileage rates which were significantly higher.

3.2 As part of the policy implementation the policy is jointly reviewed with the local trade unions, this being:

- 1) Every 3 years in regard to scheme terms and conditions
- 2) Every 3 years with regard to the individuals classification as lower mileage rate user or higher
- 3) Every year in respect of travel rates

3.3 The travel rates are reviewed on annual basis since the introduction of the policy and have remained unchanged. There are two types of rates payable:

**Essential user rate** – to qualify as an essential user, the jobholder is required to meet specific criteria within the policy such as carrying out at least 950 miles per

annum and required to use their vehicle in the course of their job. The current rate for essential users is 25p per mile plus a fixed lump sum of £850 per annum

**Casual user rate** – this is for all other staff who incur mileage. The current rate is 40p per mile.

- 3.4 Following a recent review it is recommended to increase the casual user rate from 40p per mile to 45p per mile with effect from 1 April 2018. This is in line with the recommended HMRC rate and recognises the increased flexible cost of motoring. The essential rate remains unchanged.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

- 4.1 The report to be taken in open session.

5. FINANCIAL IMPLICATIONS [DW]

- 5.1 Based on an analysis in 2017/18 34,884 miles were claimed. The estimated cost of the increase in rate for the 34,884 miles is £1,744. A breakdown is given below:-

£182 Revenues and Benefit Partnership  
£143 HRA  
£1,419 General Fund

If the new rates are endorsed a supplementary budget of £1,744 will be required (based on the usage above).

6. LEGAL IMPLICATIONS [AR]

- 6.1 None arising directly from this report.

7. CORPORATE PLAN IMPLICATIONS

- 7.1 The policy ensures that we meet the value 'Efficiency' within the plan - that is ensuring that we fairly recompense staff for travel costs incurred whilst delivering efficient and effective services across the borough.

8. CONSULTATION

- 8.1 The review of the policy was jointly carried out with Trade Union branch representatives and Regional Organiser.

9. RISK IMPLICATIONS

- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

None.

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 None.

11. CORPORATE IMPLICATIONS

11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

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Background papers: None.

Contact Officer: Julie Stay, HR & Transformation Manager Ext 5688  
Executive Member: Councillor M Hall

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## **TRAVEL AND SUBSISTENCE POLICY**

### **1. Purpose and Scope**

This policy applies to National Joint Council for Local Government Service employees to ensure consistent and fair treatment of staff required to travel on behalf of the council. The policy also sets out guidance for reimbursement for subsistence expenses.

### **2. General Principles**

- 2.1 The policy is designed to save cost by reducing mileage across the council and also by travelling less, with the council saving expenditure and reducing carbon emissions.
- 2.3 Employees who have carried out authorised journeys in the course of their duties may be eligible to make a claim in respect of expenditure incurred e.g. mileage, public transport fares and car parking, where claimable, and subsistence in accordance with the provisions of this policy and according to the employee's designated car user status, i.e. lower mileage rate user or higher mileage rate user
- 2.4 All business travel, including travel to/from touch down points, training venues, between sites and other work locations and necessary visits en route to/from work, should be planned using the shortest, most cost effective and/or time-efficient routes. Where at all possible, colleagues should arrange to travel together if they are attending the same event.
- 2.5 Managers are responsible for checking and formally certifying that the business travel has been necessary, is reasonable in the circumstances, reflects service requirements and complies with the council's commitment to reduce carbon emissions.
- 2.6 The policy will be jointly reviewed:
  - a) Every 3 years in regard to scheme terms and conditions
  - b) Every 3 years with regard to the individuals classification as lower mileage rate user or higher mileage rate user
  - c) Every year in respect of travel rates
  - d) A year after an employee has started in a new position (and where there is no comparative post) or when duties to a role change, mileage will be reviewed and circulated to the travel review group to decide if the employee qualifies as an higher mileage rate user. The employee will start as a lower mileage rate user.
- 2.7 The review will be carried out jointly by a panel comprising of 3 management representatives, 2 staff representatives (1 lower mileage rate user, 1 higher mileage rate user) and 2 trade union representatives. The objective will be to conclude the review by 30

October so as to co-ordinate with the council's budget setting timetable.

### **3. Travel rates**

- 3.1 The payment of £850 per annum will be payable to a higher mileage rate user irrespective of the engine size of the vehicle/ motorbike. A flat rate of 45p per business mile will be paid for lower mileage rate user and 25p per mile for higher mileage rate users. This is in line with the HMRC rate of 45p per mile and therefore not liable to income tax and NI deductions.
- 3.2 The mileage rate claimable by employees who use a bicycle for council business travel is 25p per mile.

### **4. Lower mileage rate user status**

- 4.1 A lower mileage rate user is someone who undertakes authorised work related journeys on an infrequent basis and whose post is not pre-designated higher mileage rate user
- 4.2 Managers may authorise an employee to use his/her own car on official council business on a lower mileage rate user basis when travel by public transport would be inefficient in terms of time, cost or convenience.

### **5. Higher Mileage rate user status**

- 5.1 Higher mileage rate user status is not an automatic right although many key posts may be designated a higher mileage rate user for business reasons. Higher mileage rate user status is a contractual entitlement for that employee in relation to that particular post only; that is to say that higher mileage rate user status is attached to the post and not the person. Therefore, if an employee voluntarily accepts another post which does not already attract higher mileage rate user status, s/he will become a lower mileage rate user under the terms attached to the new post.
- 5.2 **Criteria**

*To qualify as an higher mileage rate user an employee must incur **business mileage (excluding training mileage) greater than 900 miles per annum and satisfy at least one of the criteria set out below:***

- (i) Undertaking regular visits to customers, premises or sites or attendance at meetings to represent the council or*
- (ii) Undertaking travel on demand to multiple work bases within the same working day*
- (iii) Call out when on standby to attend customers or council*

*Employees will not qualify for higher mileage rate user status when a council vehicle is available for use*

- 5.3 The job description will be used when carrying out the review along with any additional evidence requested by the group.
- 5.4 To determine miles per annum, average miles (excluding miles relating to training) over a three-year period will be reviewed. For part time staff 900 miles will be pro-rated equivalent to the contractual hours. For new posts or where there has been an interruption in attendance due to maternity leave or longer term sickness absence, a comparative post (where it exists and is substantially equivalent) will be used as a reference.
- 5.5 Where a manager needs to oversee officers or also attend the visit, it is expected that the manager will car share with an higher mileage rate user.
- 5.6 Higher mileage rate user status applies to all employees who meet the criteria set at 5.2.
- 5.7 When employees are on call out/ standby all mileage can be claimed from home to the destination (not from the boundary)

## **6. Review of higher mileage rate user status**

- 6.1 In the event of an employee's status reverting from a higher mileage rate user to lower mileage rate user status, the employee will receive three months notice to cease payment of the higher mileage rate lump sum allowance.
- 6.2 All employees who revert from higher mileage rate user to lower mileage rate user will be entitled to appeal against this decision. If an employee wishes to do this HR will require the appeal in writing no later than 10 working days from when the employee is informed of the decision. The appeal will be heard as soon as reasonably practicable by a Union representative, COB member and HR representative. The appeal should set out the reason(s) for appeal.
- 6.3 If the employee has an outstanding car loan at the time of removal of higher mileage rate user status the employee may continue with the current loan term until the loan is repaid in full.

## **7. Other higher mileage rate user conditions**

- 7.1 The council car loans may be available to higher mileage rate users. The interest rate applicable to the council's car loan scheme is currently 2% above the bank's base rate per annum in respect of new loans. Please refer to the Car Loan Scheme for full details.

7.2 Higher mileage rate users qualify for a car permit.

## **8. Long Term Absences**

### **8.1 Maternity Leave**

Employees who are higher mileage rate car users will continue to receive the lump sum payment during the whole of their maternity leave (up to a maximum of 52 weeks).

### **8.2 Sickness Absence**

An employee will continue to receive the full lump sum payment during the month in which he/she falls sick and for the ensuing 3 months. During the following 3 months the employee will receive half of the lump sum. If sickness absence continues after this period, lump sum payments will cease.

### **8.3 Secondment**

If the seconded role (either within the Council or to another organisation) is a higher mileage rate user then the payment will continue to the new employee. The lump sum payment ceases for the full period of the secondment if the post the employee moves to no longer attracts higher mileage rate user status. If the seconded role is not designated as a higher mileage rate user, any official mileage undertaken during this period will be paid at the appropriate lower mileage rate user rate.

## **9. Tax Implications of Higher Mileage Rate Status**

9.1 When an employee is designated an higher mileage rate the allowance paid may result in a taxable benefit to the employee and this is based on the difference between the mileage rate paid, including the annual lump sum, by the council and the HM Revenue and Customs authorised mileage rates.

9.2 At the end of the tax year you will receive a profit statement showing any taxable benefits you have received as a result of mileage and allowances paid. This may result in having a tax coding adjustment for the following year to recover tax for previous tax year.

## **10. All vehicle users**

### **10.1 Vehicle insurance**

Employees using their vehicles for work purposes must ensure that they are covered on their insurance policy for appropriate business



use. When submitting a travel claim the individual is confirming that 'the insurance policy covers use on business and indemnifies the council against third party claims'. Car users are required to present their relevant driving licence, insurance certificate, MOT and vehicle registration document (if required) for inspection when requested for audit purposes.

## **10.2 Claiming mileage – the 'lesser of' rule**

10.2.1 Irrespective of your contractual work base, journeys to and from work cannot normally be claimed, an exception is that a claim can be submitted in respect of a call out. Under the HMRC Tax rules, employees cannot claim mileage for the normal commute journey between home and the regular workplace.

Employees who attend an alternative work location or client's home etc. for official business reasons en route to/from the normal workplace may claim mileage which is over and above their normal commuting miles. This must not exceed the miles which would have been travelled had the employee made the journey from the normal work base/place of work.

### **10.2.2 Employees with one contractual workplace**

Employees are entitled to claim mileage for the full costs of business journeys between workplaces.

### **10.2.3 Employees with more than one work base**

Employees can claim mileage if required to travel between multiple work bases during the working day (subject to the lesser of rule).

### **10.2.4 Flexible workers**

If you are a permanent home, mixed location or mobile worker where your contract of employment has been changed to show your home as your usual base for work, mileage can be claimed from home except where the home base is outside the council's boundaries (in this case a designated location will be agreed from which business mileage can be claimed e.g. the touchdown centres or the main offices or the council boundary).

For Mixed location workers the right to claim expenses from home on the days designated for home based working. Normal commuting to work on the office based days will not be paid.

### 10.2.5 Exceptions (refers to flexible workers only):

Mileage cannot be claimed for attendance at normal progress meetings in the designated administrative office which occur not more regularly than once a week.

If an employee attends the office upon the requests of their manager for other reasons such as:

- Performance review meetings
- Training
- In emergency situations (to provide office cover)

Then this is not regarded as commuting and therefore mileage can be claimed.

When an employee is asked to work in the office base as part of a disciplinary process then mileage to the office will be deemed as commuting mileage and will not be accepted a legitimate travel expenses.

Please refer to the Flexible Working Policy for further guidance.

## 11. Training

11.1 Mileage incurred when attending training courses will be paid at your applicable mileage rate. Training mileage should be recorded separately when claiming. Wherever possible, employees attending the same event as other colleagues should travel together in the interests of the environment, alleviating parking problems and minimising travel costs.

### 11.2 Travel time

The actual time spent on the training or development activity may be recorded as normal work time (at plain time) together with time incurred whilst travelling to and from the event, in excess of your normal commute to work time.

This means that if the event is some distance away and you are 'at work' for more than your normal working hours, the extra time may now be counted. (Please note, however, that it is not intended that all hours should be claimed where an overnight stay is involved – please discuss with your manager what is appropriate.)

## **12. Public Transport**

- 12.1 Tickets and VAT receipts must be saved, stapled to a paper copy of your claim and submitted to your manager for validation and then forwarded to the Finance Team for processing.
- 12.2 Rail travel tickets (at standard class) should be obtained in advance of the journey as soon as possible to try and ensure the cheapest travel cost. It should not normally be necessary for employees to pay at the counter. Use of taxis should be agreed in advance with your manager.
- 12.3 Should you need to book train tickets, please advise Jo McLaren as early as you possibly can as they rise substantially in price as the journey date becomes closer. Also, please check that you choose the cheapest (reasonably-timed) option. You will need to provide Jo with details of your destination (from where to where) and date and time of travel – and provide her with a purchase order made out to 'HSBC Credit Card creditor no. 00255101'. If the travel is in relation to training, please advise HR, who will raise the PO on your behalf

## **13. Subsistence**

- 13.1 The council does not reimburse employees for expenditure incurred in respect of meals when on training courses. Exceptionally, where attendance at a full day seminar or similar does not include the provision of meals, reimbursement of reasonable expenses may be paid subject to submission of VAT receipts and prior approval of the relevant line manager. No reimbursement of expenditure is payable for employees attending post entry training courses.
- 13.2 The current procedures for overnight stays are such that the seminar/course should provide you with a list of locally recommended hotels. An official council requisition should be made and the invoice will be processed via the purchasing system. However, should the hotel not want to comply with this and decline the payment when you leave, the council will reimburse any personal expenditure incurred once the bill has been presented for payment. There is no agreed rate for overnight accommodation due to the varying costs of accommodation in the different locations around the country. Your accommodation must be authorised by your line manager in advance and it will be charged to your service area's budget.
- 13.3 Every endeavour should be made to keep meal costs to a minimum. It is recommended that where overnight accommodation has been arranged that employees keep to reasonably priced or set menus. No reimbursement will be made in respect of alcohol.

13.4 In all instances vat receipts must be saved, stapled to a paper copy of your claim and submitted to your manager for validation and then forwarded to the Finance Team for processing.

#### **14. Car Parking**

14.1 Payment for car parking will be made to car users on official council business if costs are incurred whilst at a location which is not an employee's normal place of work.

14.2 Claims for parking must be accompanied by a VAT receipt which should be stapled to a paper copy of your claim sent to your manager for validation and then forwarded to the Finance Team for processing.

#### **15. VAT Receipts**

15.1 Users are required to provide a VAT receipt with a claim for fuel consumed in a claim and this should be marked with the claim identity number and submitted to HR when requested.

By virtue of paragraph(s) 1, 2, 10 of Part 1 of Schedule 12A of the Local Government Act 1972.

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