



Hinckley & Bosworth Borough Council

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE 10 MAY 2018

WARDS AFFECTED: 'ALL WARDS'

TRAVEL POLICY – REVIEW OF RATES

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

Background papers: None.

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