

To: Chair & Members of the Union/Employee
Consultation Committee

The Arc
High Street
Clowne
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Wednesday, 18th September 2019

Dear Councillor

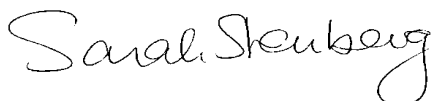
UNION / EMPLOYEE CONSULTATION COMMITTEE

You are hereby summoned to attend a meeting of the Union / Employee Consultation Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Thursday, 26th September 2019 at 11.00 am.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised from page 2 onwards.

Yours faithfully



Joint Head of Corporate Governance & Monitoring Officer



We speak your language
Polish **Mówimy Twoim językiem**
Slovak **Rozprávame Vaším jazykom**
Chinese **我们会说你的语言**

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UNION / EMPLOYEE CONSULTATION COMMITTEE AGENDA

Thursday, 26th September 2019 at 11.00 am in the Council Chamber, The Arc, Clowne

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
1.	Apologies For Absence	
2.	Urgent Items of Business To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes To consider the minutes of the last meeting held on 27 th June 2019	3 - 9
5.	Sickness Absence Quarter 1 - April 2019 - June 2019	10 - 16
6.	Draft Organisational Policies - Mileage and Related Travel Expenses.	17 - 31

Agenda Item 4

UNION/EMPLOYEE CONSULTATION COMMITTEE (UECC)

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in the Council Chamber, the Arc, Clowne, on Thursday 27th June 2019 at 1100 hours.

PRESENT:-

Council Representatives:-

Councillor Derek Adams, Mary Dooley, Tom Kirkham, Graham Parkin, Rita Turner and Ross Walker.

Union Representatives:-

Kevin Shillitto (Unison) and Chris McKinney (Unison).

Officers:-

Karen Hanson (Strategic Director – Place), Sara Gordon (Human Resources and Organisational Development Manager) and Alison Bluff (Governance Officer).

0097. APOLOGIES

Apologies for absence were received on behalf of Dan Swaine (Joint Chief Executive Officer) and Lee Hickin (Joint Strategic Director – People).

0098. ELECTION OF CHAIR (UNION SIDE)

Moved by Kevin Shillitto (Unison) and seconded by Councillor Derek Adams
RESOLVED that Chris McKinney be elected as Chair of the Union/Employee Consultation Committee for the ensuing year.

Chris McKinney in the Chair

0099. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0100. DECLARATIONS OF INTEREST

Councillor Graham Parkin declared that he was a retired member of both Usdaw and Unite and Councillor Tom Kirkham declared that he was a member of both Unite and Prospect.

UNION/EMPLOYEE CONSULTATION COMMITTEE (UECC)

0101. MINUTES – 21ST JUNE 2018

Moved by Kevin Shillitto (Unison) and seconded by Chris McKinney (Unison)
RESOLVED that the Minutes of a Union/Employee Consultation Committee held on 21st June 2018 be approved as a correct record.

0102. SPECIAL MINUTES – 25TH MARCH 2019

Moved by Councillor Mary Dooley and seconded by Kevin Shillitto (Unison)
RESOLVED that the Minutes of a Special Union/Employee Consultation Committee held on 25th March 2019 be approved as a correct record.

0103. SICKNESS ABSENCE QUARTER 4 (JANUARY 2019 TO MARCH 2019)

Committee considered a report in relation to sickness absence figures for the Quarter 4 period (January 2019 to March 2019), with comparative data from previous years 2015/16, 2016/17 and 2017/18.

Absence for Senior Managers was shown as 50% of the total absence for Senior Managers as this was split between Bolsover and North East Derbyshire District councils.

The average number of days lost per employee for Quarter 4 was 2.09 days but was lower than Quarter 4 in the previous year (2017/18) at 2.80 days. The annual outturn figure for the average number of days lost per employee for 2018/19 was 8.7 days against an annual target of 8.5 days.

A summary of key corporate trends in table formats were included in the report and covered;

- Organisational Outturn Average Number of Days Absence
- Organisational Long Term/Short Term Split Days Percentage
- Number of Long Term/Short Term Cases
- Top Three Services Proportionately Experiencing Highest Levels of Absence
- Top Three Services Proportionately Experiencing Lowest Level of Absence
- Top Three Reasons for Absence

Sickness levels had reduced for the second consecutive year. Long term sickness accounted for a high proportion of days lost (63.75%) over the year. Stress/Depression featured in the top three reasons in all four quarters and muscular skeletal was featured in 3 out of the 4 quarters.

Managers had support from dedicated service area HR Link officers and were issued monthly sickness absence information. Managers were also able to access sickness information for their teams' on a daily basis via the HR21 Self Service portal.

UNION/EMPLOYEE CONSULTATION COMMITTEE (UECC)

Operational concerns around management of sickness absence cases were raised with respective managers and dealt with as per standard practice and policy.

A Member queried how staff dealing with stress and depression were supported by the Council. The Human Resources and OD Manager advised the meeting that in a lot of cases, stress was related to incidents outside of work. With regard to work related stress, a manager would meet with the employee and carry out a questionnaire/analysis to enable tailored support to be put in place. Support for managers and employees was also provided by Occupational Health were appropriate and employees had access to a 24 hour, 7 days a week Employee Assistance Programme where confidential advice was provided on a range of issues. Further, the Council had a health and wellbeing programme for staff where healthy eating and exercise was encouraged and activities such as yoga and basic boxing sessions had been provided during lunch breaks or at the end of the working day, both of which had been well received and well attended.

In response to a Member's query, the Human Resources and OD Manager advised the meeting that sickness absence figures usually always rose during the winter months in comparison to the summer months.

Moved by Kevin Shillitto (Unison) and seconded by Councillor Mary Dooley
RESOLVED that the report be noted.

0104. DRAFT ORGANISATIONAL POLICIES

Committee considered a report which provided information on five recently revised Council policies being:- Capability, Probation, Disclosure and Barring Service, Learning and Development and Smoke Free.

The five policies had been revised with a view to make their processes simpler and clearer for managers and employees and to fit the corporate context and supportive work environment both councils had in place and also to ensure adherence to legislation and best practice.

Human Resources had worked with managers from both councils and the unions to regularly review working practices to ensure the organisation's policies were fit for purpose and continued the ethos of being a supportive employer.

The policies had been previously considered and approved by Strategic Alliance Management Team (SAMT) in April 2019 and subject to informal consultation with the unions in May 2019.

Capability Policy

The Capability Policy was a new policy which had been previously linked into the Disciplinary Policy.

The Capability Policy had been designed to ensure employees were given the support, encouragement, development and guidance they needed to achieve the levels of performance required and expected in their job role. The policy provided a framework for

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managing underperformance in a fair and consistent manner for all employees, when an employees' work performance fell below that expected for the role.

A Unison representative queried if the indicative timescales set out in the policy may be too short to be able to identify if they were working and the process itself seemed to appear to be fairly rigid in terms of how someone progressed before potentially facing dismissal. Also, the policy appeared unclear that if someone had mostly achieved the targets they had been set, there was no discretion built in for managers to extend periods and add in more time.

The Human Resources and OD Manager replied that she would not want to extend timescales because at the point where a manager felt they needed to put the formal process in place with an employee who was not achieving targets and underperforming, the manager would have had no option but to do so, as they would have already carried out a lot of previous support work and tried to resolve problems with the employee informally.

A Member queried who set work targets and if they were realistic for employees to achieve. The Human Resources and OD Manager replied that targets were set by the employee's manager following discussion with the employee in line with the job role and in consultation with Human Resources to ensure they were realistic.

The Strategic Director – Place suggested that under 4.2 Capability Process, the following sentence could be added;

Whilst it is recognised that each case must be considered on its own merits, the following table is indicative of the timeline.

The Unison representative felt that this sentence in the policy would alleviate Unison's concerns on this point.

In addition to the above amendment, the Chair requested that the effectiveness of the Capability Policy be monitored and a review carried out following a suitable period subsequent to implementation of the policy. Members supported this approach and the Human Resources and OD Manager agreed to this being carried out.

Probation Policy

The Probation Policy was designed to ensure that new employees were given the support, encouragement, development and guidance they needed to achieve the levels of performance and behaviour required in their job role. The policy ensured a fair and consistent process was followed for all employees.

The Probation Policy applied to new employees and apprentices joining Bolsover District Council and North East Derbyshire District Council and any employee who transferred employment between the two councils.

The duration of the probation period was 6 months with the possibility of an extension for a further 2 months but only in very exceptional circumstances.

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The Human Resources and OD Manager requested that further wording be added under the heading 'Responsibilities', as per the bold text below;

Manager – responsible for implementing, managing, monitoring and assessing the new employee in accordance with this policy **and ensuring that inductions and probation meetings take place.**

HR – responsible for supporting the manager and employee **including monitoring that induction and probation meetings take place.** Providing advice on the implementation of this policy in practice.

In addition to the above amendments, the Chair requested that the effectiveness of the Probation Policy be monitored and a review carried out following a suitable period subsequent to implementation of the policy. Members supported this approach and the Human Resources and OD Manager agreed to this being carried out.

Disclosure and Barring Service Policy

The Disclosure and Barring Service Policy applied to all employees in both paid and volunteer positions and as an organisation using the Disclosure and Barring Service (DBS), the Council fully complied with the DBS Code of Practice.

The updates to the Disclosure and Barring Service Policy were based on the changes that the DBS had given in relation to what constituted regulated activities and the changes in DBS practices. Other changes were in relation to the list of job posts in the back of the document to ensure that these were up to date. The Authority was now part of the DBS Update Service which enabled the Council to check electronically on an employee's DBS status. Employees had to sign up to the Update Service and also inform the Authority if there were any changes to their DBS status.

An employees' DBS status needed to be up to date as it was transferable. For example, an employee in Leisure may have multiple jobs and work for other organisations.

The Human Resources and OD Manager noted that it had been raised by a Member in the UECC pre meeting whether or not Councillors should be subject to DBS checks. The Human Resources and OD Manager agreed to investigate to see if it was appropriate to Councillors' roles and also to explore if other authorities carried this out.

Learning and Development Policy

The Learning and Development Policy applied to all employees of the Council regardless of whether they were full time, part time, fixed term or casual employees. It also paid due regard to the principles of the Equality Act 2010, covering age, disability, gender, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The policy excluded agency workers, volunteers and Elected Members who were covered under separate policies.

The policy had been refreshed and updated to formalise the principles and practices already in place but changing the forms and templates and including the People Strategy

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Framework, which had not previously been included, also clarifying learner agreement and repayment of fees scheme.

A Unison representative requested that reference be included in the policy with regard to specialised support being in place for individuals taking part in training that had dyslexia or similar learning needs. The Human Resources and OD Manager replied that for external training, an external training provider would be responsible for ensuring that relevant support was in place. However, for internal training, a sentence could be included in the policy that subject to assessment, reasonable adjustments could be put in place for any individual with those types of conditions.

Smoke Free Policy

Issues had arisen at both councils in relation to existing smoking arrangements, including suitability of existing smoking areas, increase in litter (largely cigarette butts) and lack of clear signage and communication.

Discussions had taken place with relevant officers and recommendations had been drawn up for a proposed approach moving forward. These recommendations were included in appendix 1, attached to the report.

The policy had also been refreshed and terminology added, for example, 'vaping', as this had not previously been included and also clarification of the smoking areas.

It was noted that a new area had been designated in the grounds at the Arc for smokers and vapers, which was far away from all the Council buildings, tenants in the Arc grounds and residential houses on High Street.

Committee welcomed the new designated smoking area.

It was suggested that the title of the Smoke Free Policy be amended to '**Smoke and Vape Free Policy**'.

Moved by Kevin Shillitto and seconded by Councillor Mary Dooley

RESOLVED that the Union/Employee Consultation Committee support the five policies as presented, subject to the inclusion of the following amendments;

1. Capability Policy

at paragraph 4.2 under Capability Process, the following sentence be added;

Whilst it is recognised that each case must be considered on its own merits, the following table is indicative of the timeline.

In addition to the above amendment, support for the Capability Policy be subject to a review of its effectiveness following a suitable period subsequent to implementation of the policy.

2. Probation Policy

under the heading 'Responsibilities', the following wording be added (bold text);

UNION/EMPLOYEE CONSULTATION COMMITTEE (UECC)

Manager – responsible for implementing, managing, monitoring and assessing the new employee in accordance with this policy ***and ensuring that inductions and probation meetings take place.***

HR – responsible for supporting the manager and employee ***including monitoring that induction and probation meetings take place.*** Providing advice on the implementation of this policy in practice.

In addition to the above amendments, support for the Probation Policy be subject to a review of its effectiveness following a suitable period subsequent to implementation.

3. Disclosure and Barring Policy

the Human Resources and OD Manager to investigate whether or not it was appropriate to Councillors' roles to be subject to DBS checks and also to investigate if other authorities carried this out,

4. Learning and Development Policy

In relation to internal training, the policy to include a reference that subject to assessment, reasonable adjustments could be put in place for any person with dyslexia or similar conditions,

5. Smoke Free Policy

The Smoke Free Policy title be amended to '**Smoke and Vape Free Policy**'.

(Human Resources and OD Manager)

The meeting concluded at 1145 hours.

Bolsover District Council

Report of HR & OD Manager

Sickness Absence Quarter 1 – April – June 2019

1. Purpose of the Report

1.1 To report the sickness absence figures throughout the Council for Quarter 1, April to June 2019.

2. Issues for Consideration

2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months April - June 2019.

2.2 Absence for the Senior Managers Group is shown as 50% of the total absence for Senior Managers as this is split with Bolsover/NE Derbyshire District Council.

2.3 The **average number of days lost per employee** for the Quarter 1 was **1.85 days**.

2.4 The **2019/20** predicted outturn figure for the **average number of days lost per employee is 7.4 days**.

2.5 The annual target for the Local Performance Indicator to the end of March 2020 is **8.5 days**.

3. Summary of Key Corporate Trends

The following tables detail the key pattern and trends being experienced corporately in relation to sickness absence.

Table One: Organisational Outturn Average Number of Days Absence

	2016/17	2017/18	2018/19	Current Year 19/20
Quarter One	1.92	2.00	2.23	1.85
Quarter Two	2.74	2.12	1.86	
Quarter Three	3.05	2.38	2.52	
Quarter Four	3.14	2.80	2.09	
Overall Outturn	**10.75	9.3	8.7	

**** NB for 2016/17 out-turn figures include retrospective TMS revisions**

Table Two: Organisational Long Term/Short Term Split Days Percentage

	2016/17		2017/18		2018/19		2019/20	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short term	Long Term
Quarter One	28.9%	71.1%	31.4%	69.6%	34.0%	66.0%	43.0%	57%
Quarter Two	47.4%	52.6%	35.5%	64.5%	35.0%	65.0%		
Quarter Three	29.7%	70.3%	50.3%	49.7%	32.4%	67.6%		
Quarter Four	34.0%	66.0%	49.4%	50.6%	43.6%	56.4%		
Overall Outturn	27.0%	73.0%	37.4%	62.6%	36.25%	63.75%		

Table Three: Number of Long Term/Short Term Cases

	2016/17		2017/18		2018/19		2019/20	
	Short term	Long Term	Short term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	78	18	69	16	104	18	94	15
Quarter Two	69	24	96	18	85	14		
Quarter Three	112	25	112	18	98	21		
Quarter Four	110	25	144	18	103	14		
Overall Outturn	369	92	421	70	390	67		

Table Four: Top Three Services Proportionately Experiencing Highest Levels of Absence

	2016/17	2017/18	2018/19	Current Year 18/19
Quarter One	1. Legal 2. Finance 3. Democratic	1. Customer Services 2. Housing 3.Planning	1.Customer Services 2.Property/Estates 3.Housing/CS	1.Elections 2.Customer Services 3.CEO/Dir/HoS
Quarter Two	1. Democratic 2. Streetscene 3. Property & Estates	1. Planning 2. Customer Services 3. Democratic	1. Customer Services 2. Elections 3 .Revs & Bens	
Quarter Three	1. Democratic 2. Finance 3. HR & Payroll	1. Customer Services 2. ICT 3. Democratic	1. Elections 2.. HR/Payroll/H&S 3 CEO/Dir/HoS	
Quarter Four	1. Democratic 2. Property & Estates 3. Housing	1. Streetscene 2. Customer Services 3. Revenues	1. CEO/Dir/HoS 2. Democratic 3. Customer Services	
Overall Outturn	1. Democratic 2. Property & Estates 3. Streetscene	1. Cust Services 2. Housing 3. Revenues	1. Cust Services 2 .CEO/Dir/HoS 3. HR&Payrol	

Table Five: Top Three Services Proportionately Experiencing Lowest Level of Absence

	2016/17	2017/18	2018/19	Current Year 19/20
Quarter One	1. CEPT 2. Economic Growth 3. HR & Payroll	1. Perf/Comms 2. ICT 3. Legal	1. HR & Payroll 2. Elections 3.Procurement	1. Performance 2. HR& HS 3. Econ Dev
Quarter Two	1. CEPT 2. Improvement 3. Planning	1. Finance 2. Perf/Comms 3. CEPT	1. Perf/Comms 2. CEPT 3. Econ Growth	
Quarter Three	1. Comm Safety 2. Improvement 3. Planning	1. Finance 2. Planning 3. Econ Growth	1. Procurement 2 .CEPT 3. Finance	

Quarter Four	1. CEPT 2. Legal 3. Improvement	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	
Overall Outturn	1. CS&I 2. CEPT 3. Comm Safety	1. Finance 2. Legal 3. CEPT	1. Procurement 2. Finance 3. CEPT	

Table Five: Top Three Reasons for Absence

	2016/17	2017/18	2018/19	Current Year 19/20
Quarter One	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Operations/Hosp 2 Stress/Dep 3 Musc Skeletal	1 Stress/Dep 2 Musc Skeletal 3 Other	1.Viral Infection 2.Musc Skeletal 3.Other
Quarter Two	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Operations/Hosp 3 Musc/Skeletal	1 Stress/Depression 2 Other Musc Skeletal 3 Other	
Quarter Three	1 Musc Skeletal 2 Other 3 Heart Circulation	1 Stress/Dep 2 Operations/Hosp 3 Musc Skeletal	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	
Quarter Four	1 Musc Skeletal 2 Infections 3 Stomach/Digestion	1 Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1 Ops/Hospital 2 Stress/Depression 3 Viral	
Overall Outturn	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Musc Skeletal 3 Operations/Hosp	1 Other Musc Skel 2 Stress/Depression 3 Back Problems	

Key Trends

- The average number of days per fte Employee lost during Quarter 1 (1.85) is lower than the previous 3 corresponding Quarters.
- The number of long and short term cases have reduced in comparison to Quarter 1 in the previous year (2018/19).
- Muscular Skeletal continues to remain within the top three reasons for absence.

5. Actions

- 5.1 Managers have support from dedicated service area HR Link Officers and are issued monthly sickness absence information. Managers are also able to access sickness information for their teams' on a daily basis via HR21 Self Service.
- 5.2 Support for managers and employees is provided by Occupational Health where appropriate and employees have access to the 24 hour, 7 days a week Employee Assistance Programme where confidential advice is provided on a range of issues
- 5.3 Operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with as per standard practice and policy.

Recommendations

- 6.1 To note the contents of this report

Appendix One: Summary Figures for the Quarter by Directorate/Service

Figure One – Service Breakdown Short/Long Term Split

Service	Short term days	No. of Employees absent	Long term days	No. of Employees absent	Total Days lost	FTE No. in Section	Average days lost per FTE
CEO, Directors and Heads of Service	0	0	15	1	15	5	3
Democratic	3	2	0	0	3	5.51	0.54
Elections	0	0	28	1	28	3.2	8.75
Human Resources/Payroll/H&S	1	1	0	0	1	5.03	0.2
Legal	3	1	0	0	3	8.69	0.34

Comms - Performance	2	1	0	0	2	4	0.5
Performance	0	0	0	0	0	2.81	0
Finance	4	1	0	0	4	13.04	0.3
Revenues & Benefits	30	14	49	2	79	31.89	2.48
Customer Services	9	6	134	4	143	22.07	6.48
Leisure	57	12	0	0	57	45.18	1.26
Partnerships Strategy	3	1	0	0	3	8.5	0.35
Streetscene	91	24	151.6	4	242.60	83.16	2.92
Econ Dev	1	1	0	0	1	3.6	0.28
Housing/ CS	71	18	42	3	113	125.67	0.9
Planning	18	4	0	0	18	19.76	0.91
Prop/Commercial/Estates	36	8	0	0	36	18.09	1.99

Figure Two: Directorate Breakdown Short/Long Term Split

Directorate	No. of FTE Employees	Short term days	No of employees absent		Long term Days	No of employees absent
Directors/Heads of Service	5	0	0		15	1
People	233.08	203	61		362.6	11
Place	167.12	126	31		42	3

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of Employees	Top 3 Reasons for Absences
Directors/Heads of Service	1	1.Operations/Hospital
People	72	1.Viral Infection 2.Other 3.Other Musc Skeletal & Operations/Hospital
Place	34	1.Stress/Depression 2. Back Problems 3.Other/Musc Skeletal

Bolsover District Council

UECC

26th September 2019

Draft Organisational Policies

Report of the HR & OD Manager

This report is public

Purpose of the Report

- For the following policy to be brought to UECC for consideration:
 - Mileage and Related Travel Expenses

1 Report Details

- 1.1 Please find attached the final version of the Mileage and Related Travel Expenses policy for consideration.
- 1.2 The purpose of the policies is to:
 - To make processes simpler and clearer for managers and employees
 - To fit the corporate context and supportive work environment the Council has in place
 - To ensure adherence to legislation and best practice
- 1.3 HR have been working with managers and the Trade Unions to regularly review working practices to ensure the organisation's policies are fit for purpose and continue the ethos of being a supportive employer.
- 1.4 The policy has been approved by SAMT and been with the Trade Unions for their comments from 14 August 2019 and Service Managers from 14 August 2019.

2 Conclusions and Reasons for Recommendation

- 2.1 Approval of the attached policy will provide clear direction for managers when undertaking people management processes, delivering high performing services and supporting employees and other stakeholders in the workplace.
- 2.2 Agreement to the policy fulfils both legal and best practice guidance for employers.

3 Consultation and Equality Impact

- 3.1 There are no equality implications arising from the implementation of this policy. The policy supports corporate equality and diversity aims.

3.2 The policy is being submitted to this Committee for consultation purposes.

4 Alternative Options and Reasons for Rejection

4.1 The alternative option is not to have this policy which has been rejected on the grounds of risk to the Council of failing to fulfil legal obligations and best practice.

5 Implications

5.1 Finance and Risk Implications

5.1.1 The financial implications arising from approval of the policy will be met from existing budgets.

5.2 Legal Implications including Data Protection

5.2.1 There are no direct legal implications arising from the approval of the policy.

5.3 Human Resources Implications

5.3.1 The HR implications are contained within the policy.

6 Recommendations

6.1 That the Committee support the Mileage and Related Travel Expenses Policy.

7 Decision Information

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	<p>No</p>
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	<p>No</p>
<p>District Wards Affected</p>	<p>N/A</p>
<p>Links to Corporate Plan priorities or Policy Framework</p>	<p>Transforming our organisation. Provide our customers with excellent service.</p>

8 Document Information

Appendix No	Title
1.	Mileage and Related Travel Expenses Policy
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
HR & OD Manager – Sara Gordon	01246 217677



Mileage & Related Travel Expenses Policy

BDC

September 2019

We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

Chinese

我们会说你的语言

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in **large print**

or another format please call

Bolsover District Council on

01246 242424 or

North East Derbyshire District

Council on **01246 231111**

CONTROL SHEET FOR MILEAGE AND RELATED TRAVEL EXPENSES POLICY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	BDC Mileage and Related Travel Expenses Policy
Current status – i.e. first draft, version 2 or final version	Final Draft
Policy author (post title only)	Sara Gordon
Location of policy (whilst in development) – i.e. L-drive, shared drive	S Drive HR folder
Relevant Cabinet Member (if applicable)	Cllr McGregor
Equality Impact Assessment approval date	
Partnership involvement (if applicable)	N/A
Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council	SAMT UECC Council
Date policy approved	
Date policy due for review (maximum three years)	
Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)	

BDC MILEAGE & RELATED TRAVEL EXPENSES POLICY

Official travel must always be conducted in an economical manner and alternative means such as telephone/video conferencing, public transport, pool cars etc must be considered as a first option. This approach supports the Council's Climate Change and Transformation Agendas.

To meet business needs and to deliver excellent services to our residents, employees are required to work at any place of employment in the service of the Council. Therefore, travel and submission of related expenses will occur on a regular basis for some members of the workforce.

The Mileage and Related Travel Expenses Policy sets out the process to be followed by all employees. This policy document supersedes any previous mileage and related travel expenses policies or procedures in place previously at BDC.

Payment of mileage and related travel expenses will be made with salary.

1. Employee Responsibilities

- It is the responsibility of the employee to be fully conversant with this policy for Mileage and Related Travel Expenses.
- All employees should be fully aware of and have read and understood the terms and conditions of the Council's Driving at Work Policy.
- Employees have a responsibility to ensure any journey undertaken is essential to business operations and the cost to the Council is kept to a minimum. Employees are expected to co-ordinate work activities and travel to ensure value for money and to reduce the costs and time implications incurred.
- Employees must only submit claims for their own travel expenses and payment should only be claimed for journeys actually undertaken.
- Employees must provide the following details on a mileage claim form
 - Date of journey
 - Start location
 - Locations visited
 - End location
 - Reason for the journey
 - Total business mileage incurred
- Employees must provide sufficient and reasonable detail on their claim form to enable their Manager/Authorising Officer to fully consider and assess the claim.
- Employees using their cars on official Council business must:

- Possess a current full valid driving licence for the vehicle they are driving
 - Ensure the vehicle is in a roadworthy condition prior to the commencement of and during the journey
 - Ensure the vehicle has a current MOT certificate, where appropriate
 - Possess business use insurance for the vehicle
 - Provide the original copies of the above documents to their line manager on an annual basis (See Appendix One)
- Where it is appropriate for an employee to use their private vehicle, business mileage must be conducted in accordance with the Road Traffic Act in conjunction with the Highway Code and any current legislation.

2. Manager/Authorising Officer's Responsibilities

- It is the responsibility of the Manager/Authorising officer to be fully conversant with this policy prior to any claim being made.
- Managers/Authorising officers will be required to review, check and authorise claims ensuring the claim is accurate to the best of their knowledge as far as reasonably possible and the journey has been necessarily incurred.

3. What Mileage and Related Travel Costs can Employees Claim?

- Any business mileage incurred based on the shortest route, and where the corporate standard mileages have been established, these must be used and can be found at Appendix Two.
- Any reasonable parking fees etc, incurred during the journey will be reimbursed. Receipts should be retained in support of any claim.
- BDC - for the purpose of claiming mileage allowance for approved passengers, the claimant must declare the name of each passenger as part of their mileage claim.

4. What Mileage and Related Travel Costs cannot be Claimed?

- Any home to work mileage and work to home mileage i.e. commuter mileage The Council is not responsible for the cost incurred by an officer in travelling to and from home to work because an individual is free to choose their residence and is expected to meet any expense in travelling between home and his/her place of work *
- If travelling to a different site from home, normal home to work mileage must be deducted. For example, if attending a training course in Leeds (north of both Districts), normal commuter mileage from home to Arc for joint officers would have to be deducted, if travelling by car.

- If employees choose to take a longer route through personal choice/convenience e.g. to avoid motorway driving, the employee must only claim for the actual shortest distance between locations.
- Fixed penalty parking fines, fixed penalty notices, driving endorsements and associated costs etc, are the sole responsibility of the employee.

5. *Travel from Home Outside Contracted Working Hours

Where a journey in the course of duty starts and ends at home because of work outside of normal contractual hours, or there is a requirement to return to work after a normal days work, the mileage to be claimed is the actual mileage from and return to home. This mileage is taxable and must be recorded separately. In these circumstances employees can claim the travel time. Employees with no fixed work base should check the arrangements with their Line Manager who must consult with HR or Payroll.

6. Journeys which Start at Home

If an employee's journey to a temporary workplace for the day such as a training course at an external site starts from home, mileage can be claimed. However, employees must deduct their ***normal home to work mileage (from the closest available place of work)*** from the home to temporary workplace journey. If the journey is ***greater*** than the normal home to work commute, employees should only claim for the difference. If the journey is ***less*** than the normal home to work commute, no claim should be made. An employee cannot turn their normal commute into a business journey by merely arranging an appointment on the way; HMRC expect an employee to demonstrate the appointment was necessary and not a matter of convenience. For example, if the HR & OD Manager (joint officer) is undertaking a training a course in York, the normal journey from home to the Arc must be deducted, as the training is north of both Districts.

7. Journeys which End at Home

The same applies for journeys where employees do not return to their workplace following their last visit and go straight home. If the journey is ***greater*** than the normal work to home commute (***from the closest available place of work***), employees should only claim for the difference. If the journey is ***less*** than the normal work to home commute, no claim should be made. An employee cannot turn their normal commute into a business journey by merely arranging an appointment on the way home; HMRC expect an employee to demonstrate the appointment was necessary and not a matter of convenience. For example, if the HR & OD Manager (joint officer) is undertaking a home visit in South Normanton, no claim could be made, as this is classed as a place of work reflective of the job role.

It is important to note employees are required to work at any place of employment in the service of the Council, this includes undertaking site visits which would be classed as a place of work

8. Homeworking

During home working (i.e. if contracted to work at home), mileage will be payable on business journeys from home to work site subject to this not exceeding the mileage which would have been incurred to these sites from the closest available workplace. It will be necessary for the manager and the employee to agree the detail of this in advance in each individual case in consultation with HR.

9. Agile/Flexible Working

As our workforce becomes more flexible, many employees find they have the benefit of a flexible working arrangements including agile working. In these circumstances, it is important and expected that all employees (in conjunction with their line manager) manage their travel efficiently and limit it, and any claims, as far as reasonably possible. This ensures employees work within the spirit of agile working and the increasing flexibility this brings to the individual. If an employee **chooses** to travel to other locations (other than their closest available workplace) as part of agile working, HMRC will consider this as personal convenience and no claims can be made.

10. Mileage Distances between Locations (Shortest Distances Principal)

The corporate mileage guidance table is available on the S Drive (HR & Payroll folder) and the Extranet. This has been developed using three different routes for the journey and taking the average mileage to give an accurate and consistent mileage distance as possible. The spirit within which Local Government policies work is to shortest distance rather than shortest time.

It is appreciated there may be rare occasions e.g. due to traffic accidents, adverse weather conditions etc, when it may not be possible for the shortest route to be taken. Such instances must be appropriately identified when making a claim. This must be discussed with and authorised by an employees' line manager prior to submitting a claim.

11. How and When to Make a Mileage Claim

All claims for mileage should be submitted via HR21 or for those with no access to a PC via completion of a mileage claim form at the end of each calendar month and authorised as appropriate. Claims should be submitted on a monthly basis and must be submitted within three calendar months of undertaking the journey. A late claim will not be paid. A guide on how to record mileage/travel claims is included in the HR21 Guidance on the Extranet or S Drive.

12. When will a Payment for Mileage not be made?

The Council reserves the right to refuse to meet the whole or part of claims in respect of unreasonable expenses or expenses which could have been avoided had the journey been better planned.

The Council will withhold payment of any claim until an employee satisfies the requirement to provide the relevant documentation as outlined in this policy e.g. insurance documents.

All required documents must be provided within 28 calendar days of request. Failure to provide all documents within this timeframe will result in the following action being taken until the appropriate documents are provided:

- cessation of payment of any monthly allowance
- the employee will not be permitted to use their vehicle to carry out any council business journeys, and:
- non-payment of any mileage claims.

Allowances and payments will not be back-dated if reinstated at a later date.

Please note employee's failure to perform faithfully the duties specified in their contract of employment and follow a reasonable management instruction will be dealt with under the Council's Disciplinary Policy.

13. Joint Officers or Employees with Multiple Bases

Employees are required to work at any place of employment in the service of the Council/s.

If employee's work across two Councils or have multiple bases, only journeys undertaken during the working day can be claimed. This does not include home to work mileage/time and work to home mileage/time. Employees are not able to claim home to work mileage/time, i.e. travel to and from first location and last location, they can only claim travel/time during the day and only if the travel is necessary i.e. to attend a meeting etc.

For example, if an employee works from multiple locations such as The Arc, Mill Lane Offices, Depots, Contact Centres, Business Centres, Leisure Centres etc. Any available workplace is classed as an employees' place of work for that day. No journey mileage/time to or from home/work can be claimed. Site visits are considered as places of work and the above policy is applied accordingly.

14. VAT receipts – (BDC Only)

A VAT receipt for fuel used on work journeys **must** be obtained and kept in an orderly fashion for a period of six years after the end of the tax year to which they relate. Receipts must be available for inspection during this period.

15. What if I change my Vehicle?

If an employee changes their car then they will need to complete the "Change of Vehicle" form available on S Drive or from Payroll.

16. When will I receive Payment for Mileage and related Travel Expenses?

Claims made electronically will be processed and paid within the next available salary payment. Claims submitted on paper forms will be processed and paid as soon as possible and no later than with the salary for the month following the submission of the form.

17. Mileage Rates

All journeys are paid at the appropriate mileage rate applicable for that car user. Employees must ensure the journeys claimed are accurate and reflect the Council's policy and practice. For example, commuter mileage must not be claimed

BDC

Current mileage rates detailed below are based on HMRC rates and are not liable for tax and national insurance:

- 45p per mile for the first 10,000 miles
- 25p per mile after the first 10,000 miles

An extra 5p per mile can be claimed for carrying each approved passenger.

Public transport rate is 16.4p per mile and is applicable at the Council.

18. Qualification Courses/Training

If an employee travels to an approved qualification course or exam at an external site, you can claim travel expenses for any miles travelled over and above your normal journey to the closest available workplace, paid at public transport mileage rate. Employees can claim other reasonable costs subject to the provisions of the Learning and Development scheme.

19. Public Transport

The same principles identified above apply to employees who incur travel fares in the course of undertaking their duties. Where alternative means of public transport exist (e.g. bus or rail) the most suitable in terms of cost and time should be used and claimed accordingly. Cheap rate fares should be used where possible.

20. Rail Travel

All employees will travel standard class unless a less costly fare is available. Where possible, tickets should be purchased in advance.

21. Taxi Fares

The cost of hiring a taxi will only be reimbursed where it is absolutely necessary and in the interests of the Council, or where it is otherwise reasonable e.g. if public transport is not available. Receipts are required.

22. Monitoring and Administration of Mileage and Related Travel Claims

Payroll are responsible for administering the scheme. Advice in relation to mileage and related claims may be sought from Payroll or HR. In any matter relating to the scheme, the decision of the Payroll Manager and HR & OD Manager, in consultation with a representative from the Strategic Alliance Senior Management Team, is final.

Abuse of travel/mileage allowances and failure to follow the policy will be dealt with under the disciplinary procedure. Please note the submission of false or fraudulent mileage claims or related travel expenses is considered gross misconduct.

HR & OD Manager & Payroll Manager June 2019

Appendix One - Annual Documents Check Responsibilities

Employees using their cars on official Council business must provide original copies of the following documents to their manager on an annual basis or whenever a vehicle is changed or any other related changes occur:

- Full Driving Licence
- MOT Certificate
- Insurance Documents covering the employee for Business Use Insurance

In order to undertake the driving licence check the employee is required to visit the following website <https://www.gov.uk/view-driving-licence> in order to generate the check code.

The Manager/Authorising Officer checking the licence should go to <https://www.gov.uk/check-driving-information> and use the check code provided by the employee to view the employee's licence information.

Managers should then complete the Employee Driving on Council Business Checklist Record online form available under Do it Online on the Extranet, which will be sent direct to the Payroll Team as a record the Manager has undertaken the check.

Managers are not required to keep copies of the original documents seen.

Endorsements/Convictions

Employees must inform their manager immediately if they receive points on their licence, any other penalty in relation to driving or any health condition or reason that relates to driving a vehicle. If an employee has six points or more on their Licence or another similar penalty or concern arises, the frequency of the document checks should increase to every six months.

The above ensures the Council is compliant with its own insurance arrangements and is based on guidance from the Finance Team.

Appendix Two BDC Mileage Guidance Table	Clowne S43 4JY	Doe Lea S44 5NY	Mill Lane S42 6NG	Shirebrook CC NG20 8AW	South Normanton CC DE55 2AA	Bolsover CC S44 6HR	Pleasley Vale NG19 8RL	Tangent B Park NG20 8RX	Dronfield SC S18 1PD	Sharley Park S45 9LX	Eckington Pool S21 4DA	Eckington Depot S21 4HL	Pioneer House S42 6NT	Coney Green S45 9JW	Derbyshire Dales DE4 3NN
Clowne S43 4JY	0	8	10.5	7.5	14	4	8.5	9.5	12	12.5	5	5.5	10.5	12	18
Doe Lea S44 5NY	8	0	6.5	5.5	9.5	4	4	6	14	5	10.5	11	6.5	5	13.5
Mill Lane S42 6NG	10.5	6.5	0	5.5	9	7.5	11	12.5	11	3.5	9.5	10.5	0	3.5	9
Shirebrook CC NG20 8AW	7.5	5.5	5.5	0	12.5	5	3.5	1	18.5	10.5	12	12.5	13.5	11	18.5
South Normanton CC DE55 2AA	14	9.5	9	12.5	0	11.5	9.5	11.5	21.5	7.5	17.5	17.5	9	7.5	11.5
Bolsover CC S44 6HR	4	4	7.5	5	11.5	0	6	5.5	13	7.5	7.5	8	8.5	7.5	15
Pleasley Vale NG19 8RL	8.5	4	11	3.5	9.5	6	0	4	18.5	9	14	14.5	12	9	17
Tangent B Park NG20 8RX	9.5	6	12.5	1	11.5	5.5	4	0	19.5	11	13	13	14	11	18.5
Dronfield SC S18 1PD	12	14	11	18.5	21.5	13	18.5	19.5	0	14.5	6	6.5	10.5	14.5	17
Sharley Park S45 9LX	12.5	5	3	10.5	7.5	7.5	9	11	14.5	0	12	13	4.5	0.5	8.5
Eckington Pool S21 4DA	5	10.5	9.5	12	17.5	7.5	14	13	6.5	12	0	1	10	13	16.5
Eckington Depot S21 4HL	5.5	10.5	10.5	12.5	17.5	8	14.5	13	6.5	13	1	0	10.5	13.5	19
Pioneer House S42 6NT	10.5	6.5	0	13.5	9	8.5	12	14	10.5	4.5	10	10.5	0	5	8.5
Coney Green S45 9JW	12	5	3.5	11	7.5	7.5	9	11	14.5	0.5	13	13.5	5	0	8.5
Derbyshire Dales DE4 3NN	18	13.5	9	18.5	11.5	15	16.5	18.5	17	8.5	16.5	17	8.5	8.5	0