



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

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Tuesday 21st January 2020

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, 6th February, 2020 at **11am.**

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

A handwritten signature in black ink that reads "Sarah Steenberg".

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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If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

**UNION / EMPLOYEE CONSULTATION COMMITTEE
AGENDA**

Thursday, 6th February 2020 at 11:00 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 26 th September 2019.	3 - 7
5.	Minutes of a special meeting - 5th December 2020.	8 - 10
6.	Sickness Absence Quarter 2 (July 2019 - September 2019).	11 - 17
7.	Sickness Absence Quarter 3 (October 2019 - December 2019).	18 - 25
8.	Draft Organisational Policies - Mileage and Related Travel Expenses.	26 - 40
9.	Facilities Agreement amendments.	To Follow

UNION/EMPLOYEE CONSULTATION COMMITTEE

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 26th September 2019 at 1100 hours.

PRESENT:-

Council Representatives:- Councillors Derek Adams, Mary Dooley, Graham Parkin, Ross Walker and Rita Turner.

Unison Representatives:- Kevin Shillitto.

Unite Representatives:- None in attendance at the meeting.

Officers:- Lee Hickin (Joint Strategic Director – People), Sara Gordon (Human Resources and OD Manager) and Alison Bluff (Governance Officer).

Christopher McKinney (Unison) in the Chair

0332. APOLOGY

An apology for absence was received on behalf of Dan Swaine (Chief Executive Officer).

0333. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

0334. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0335. MINUTES – 27TH JUNE 2019

Moved by Councillor Mary Dooley and seconded by Councillor Derek Adams

RESOLVED that the Minutes of a Union / Employee Consultation Committee held on 27th June 2019 be approved as a correct record.

UNION/EMPLOYEE CONSULTATION COMMITTEE

0336. SICKNESS ABSENCE QUARTER 1 (APRIL 2019 – JUNE 2019)

Committee considered a report which provided 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 this 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.

Benchmark data had been sought which showed that the average days' sickness absence per full time equivalent for councils in the East Midlands Region was 9.1 days, this meant that Bolsover had one of the lowest sickness absence outturns in the East Midlands Region.

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.

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

In response to a Member's query, the Human Resources and OD Manager advised Committee that the current number of full time equivalent Streetscene operatives was 183.16

The Chair noted that positive trends were now showing with regard to sickness absence.

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

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0337. DRAFT ORGANISATIONAL POLICIES – MILEAGE AND RELATED TRAVEL EXPENSES

Committee considered a report which provided information on the recently revised Mileage and Related Travel Expenses Policy.

The policy had been previously considered and approved by Strategic Alliance Management Team (SAMT) and from 14th August 2019 had been subject to consultation with the trade unions and service managers. The revised policy document superseded any previous mileage and related travel expenses policies or procedures in place at BDC.

The Human Resources and OD Manager advised Committee that upgrades to HR21 were being arranged to ensure the system was fit for purpose in relation to the details as set out in the revised policy document. Briefing sessions with practical demonstrations would be set up to enable staff to use the system after the upgrade and there would also be access to the system via an 'app' on work mobile phones.

A Unison representative advised the meeting of various concerns raised by Unison members regarding the revised policy and also by some managers with regard to the increased administrative burden when in their view there was no legal requirement for the documents to be produced and no reason to doubt that staff would adhere to the relevant laws. The Human Resources and OD Manager replied that professional advice had been taken from relevant Council teams that a requirement for staff to evidence insurance/MOT documents would protect both management and employees. With regard to business mileage claims and where it was not possible to take the shortest route due to road diversions or adverse weather conditions, paragraph 2 of Part 10 of the revised policy outlined that these instances were required to be appropriately identified on a claim form and authorised by an employees' line manager prior to submitting the claim. The Human Resources and OD Manager added that a review could be carried out in 6 to twelve months' time to see if the administration of the policy was having a significant effect on Managers' time. The Unison representative requested that for clarity and consistency, paragraph 2 of Part 10 should clearly apply to the first bullet point in Part 3 of the policy.

The Chair suggested further clarity to the wording in the 5th bullet point of Part 1 of the policy as highlighted in bold below;

- Employees must provide ~~the following details~~ **sufficient and reasonable detail** on a mileage claim form
 - Date of journey
 - Start location
 - Locations visited
 - End location
 - Reason for the journey
 - Total business mileage incurred

The Unison representative noted that the revised policy did not meet current HMRC guidance on what qualified as an employee's usual workplace for the day and provided the meeting with an example of a scenario which would result in some members of staff

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receiving less mileage expenses than with the previous policy. The Human Resources and OD Manager replied that the revised policy related to all staff contracts of employment where a normal place of work would be considered as any location within the District or a Council site. However, it would be slightly different depending on whether the member of staff was a joint officer or not and also whether a journey was within the District or outside of the District. Using the same example provided by the Unison representative, a Joint officer travelling from home e.g., (Sheffield) to a meeting in Derby would deduct the mileage from home to Mill Lane (which would be the nearest place of work to the officer's home) and claim the mileage from Mill Lane to Derby. The Joint Strategic Director – People, noted the Unison representative's concern and suggested further wording be added to the policy for clarity.

The Unison representative requested that the Council remained with the Bolsover policy of using the shortest distance rather than the deduction of commute. The changes had the potential to reduce the mileage that could be claimed by staff compared with the current policy and there was nothing to suggest the current policy was unlawful. The Human Resources and OD Manager replied that the Council needed to show that it was not paying employees commuter mileage and the revised policy left no doubt as to what employees could claim.

The Unison representative noted that he had further points to raise with regard to the revised policy but could address these outside of the meeting. The Chair suggested that the roll out of the policy take place after the briefing sessions had taken place which would provide time for the Unison representative's further points to be addressed.

The Human Resources and OD Manager noted that if approved, the policy would be presented to Council in November for approval and would be presented as set out at this meeting along with the suggested amendments. The policy would then be rolled out and briefing sessions would take place after approval by Council.

A Member suggested that a review on how the policy was working be carried out in 6 months' time.

Moved by Christopher McKinney and seconded by Councillor Mary Dooley
RESOLVED BY MEMBERS that (1) subject to the following amendments, UECC support the Mileage and Related Travel Expenses Policy;

- (i) paragraph 2 of Part 10 shall clearly apply to the first bullet point in Part 3 of the policy;
- (ii) wording in the 5th bullet point of Part 1 of the policy as highlighted in bold below;

*Employees must provide ~~the following details~~ **sufficient and reasonable detail** on a mileage claim form*

(2) that the revised Mileage and Related Travel Expenses Policy be rolled out after the briefing sessions had taken place.

(3) a review on how the policy was working be carried out in 6 months' time.

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(Human Resources and OD Manager)

Kevin Shillitto (Unison) voted against the recommendation and the Chair did not cast a vote. Accordingly, the UNION side REJECTED the recommendation.

The meeting concluded at 1235 hours.

SPECIAL UNION/EMPLOYEE CONSULTATION COMMITTEE

Minutes of a special meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Thursday 5th December 2020 at 1300 hours.

PRESENT:-

Council Representatives:- Councillors Derek Adams, Mary Dooley and Graham Parkin.

Unison Representatives:- Kevin Shillitto.

Unite Representatives:- None in attendance at the meeting.

Officers:- Lee Hickin (Strategic Director – People), Sara Gordon (Human Resources and OD Manager) and Alison Bluff (Governance Officer).

Christopher McKinney (Unison) in the Chair

0506. APOLOGIES

There were no apologies for absence.

0507. DECLARATIONS OF INTEREST

There were no declarations of interest.

0508. DRAFT ORGANISATIONAL POLICIES – MILEAGE AND RELATED TRAVEL EXPENSES

At its meeting held on 26th September 2019, UECC had considered the revised Mileage and Related Travel Expenses Policy and the following amendments had been recommended;

- paragraph 2 of Part 10 shall clearly apply to the first bullet point in Part 3 of the policy;
- wording in the 5th bullet point of Part 1 of the policy as highlighted in bold below;

*Employees must provide ~~the following details~~ **sufficient and reasonable detail** on a mileage claim form*

- that the revised Mileage and Related Travel Expenses Policy be rolled out after the briefing sessions had taken place.
- a review on how the policy was working be carried out in 6 months' time.

SPECIAL UNION/EMPLOYEE CONSULTATION COMMITTEE

On being put to the vote, a Unison representative voted against the recommendation and as the Chair of UECC (Unison) did not cast a vote, the UNION side had **REJECTED** the recommendation.

The Governance Officer referred Committee to the following paragraph in the Terms of Reference for UECC, “**recommendations shall be reached only by a majority of each of the two sides voting separately**”, therefore, as Unison had rejected the recommendation at the last meeting, the policy was presented to this meeting unchanged.

The Human Resources and OD Manager advised that she had drafted a revised policy that took account of the points raised in the drafted minutes from the September meeting. She also confirmed that the approach taken to the working definition of ‘normal place of work’ was not required to comply with HMRC rules but reflected an interpretation based on the wording within the Council’s contract of employment.

After further consideration of the policy and given the outstanding issues, the following was agreed;

- The Human Resources and OD Manager to send a revised draft of the policy to the union representatives that incorporated the following amendments:
 - paragraph 2 of Part 10 shall clearly apply to the first bullet point in Part 3 of the policy;
 - wording in the 5th bullet point of Part 1 of the policy as highlighted in bold below;

*Employees must provide ~~the following details~~ **sufficient and reasonable detail** on a mileage claim form*

- additional wording to the policy to clarify what constituted ‘a normal place of work’
- Union representatives to respond to this and provide the Human Resources and OD Manager with their outstanding issues,
- A special meeting of UECC be arranged in early 2020 to consider the further revised policy.

The Governance Officer reminded Committee that any agreements made between management and the unions, outside of the Committee meeting, for example, in a pre-meeting, could not be implemented until they were agreed formally in the Committee meeting itself.

Moved by Chris McKinney (Unison) and seconded by Councillor Mary Dooley
RESOLVED that (1) the Human Resources and OD Manager send a revised draft of the policy to the union representatives that incorporated the following changes:

- a) paragraph 2 of Part 10 shall clearly apply to the first bullet point in Part 3 of the policy;

SPECIAL UNION/EMPLOYEE CONSULTATION COMMITTEE

- b) wording in the 5th bullet point of Part 1 of the policy as highlighted in bold below;

*Employees must provide ~~the following details~~ **sufficient and reasonable detail** on a mileage claim form*

- c) additional wording be added to the policy to clarify what constituted 'a normal place of work'
- (2) Union representatives to respond to this and provide the Human Resources and OD Manager with a list of their outstanding issues,
 - (3) a special meeting of UECC be arranged in early 2020 to consider the further revised policy.
(Human Resources and OD Manager/Governance Manager)

The meeting concluded at 1350 hours.

Bolsover District Council

Report of HR & OD Manager

Sickness Absence Quarter 2 – July 2019 to September 2019

This report is public

1. **Purpose of the Report**

- 1.1 To report the sickness absence figures throughout the Council for Quarter 2, July to September 2019.

2. **Issues for Consideration**

- 2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months July - September 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 2 was 1.84 days
- 2.4 The 2019/20 predicted outturn figure for the average number of days lost per employee is 7.38 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	Current Year Costs
Quarter One	1.92	2.00	2.23	1.85	£79136.56
Quarter Two	2.74	2.12	1.86	1.84	£69134.38
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%	57%
Quarter Two	47.4%	52.6%	35.5%	64.5%	35.0%	65.0%	54%	46%
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	87	11
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	1.Customer Services 2.Revs & Bens 3.Housing
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 &Payroll	

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	1.Legal 2.Governance 3.HR&Health& Safety
Quarter Three	1. Comm Safety 2. Improvement 3. Planning	1. Finance 2. Planning 3. Econ Growth	1. Procurement 2 .CEPT 3. Finance	1. 2. 3.

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

Table Five: Top Three Reasons for Absence

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

Key Trends

- The average number of days per fte Employee lost during Quarter 2 (1.84) is lower than the previous 3 corresponding Quarters.
- 6 Departments in total had nil sickness during Quarter 2, in comparison to only one Department with nil sickness in Quarter 1, the three Departments listed within the report were selected due to the highest number of FTEs.
- Other Muscular Skeletal and Stress/Depression continue to remain within the top three reasons for absence.

- There seems to be a direct correlation between employees aged over 50 undertaking physically demanding work and high levels of sickness

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	0	0	0	5	0
Democratic	3	2	0	0	3	5.51	0.54
Elections	0	0	0	0	0	4.2	0
Human Resources/Payroll/H&S	0	0	0	0	0	5.03	0

Legal	0	0	0	0	0	8.69	0
Comms - Performance	0	0	0	0	0	4	0
Performance	0	0	0	0	0	2.81	0
Finance	11	1	0	0	11	14.04	0.78
Revenues & Benefits	56	9	25	1	81	30.88	2.62
Customer Services	8	6	158	3	166	22.57	7.35
Leisure	20	6	0	0	20	44.32	0.45
Partnerships Strategy	14	1	0	0	14	7.7	1.82
Streetscene	102	24	66	2	168	82.01	2.05
Econ Dev	3	1	0	0	3	4.6	0.65
Housing/ CS	111	23	152.5	5	263.5	124.42	2.12
Planning	8	4	0	0	8	20.75	0.38
Prop/Commercial/Estates	6	3	0	0	6	17.59	0.34

FOR INFORMATION ONLY – NEDDC EMPLOYEES

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
Environmental Health	30	6	160	3	190	41.55	4.57
ICT	16	6	0	0	16	31.1	0.51

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	0	0
People	236.76	214	54	249	6
Place	167.36	128	33	152.5	5

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of FTE Employees	Top 3 Reasons for Absences
Directors/Heads of Service	5	Nil sickness
People	236.76	1. Headaches/Chest Respiratory 2. Other Musc/Skeletal 3. Stress/Depression
Place	167.36	1. Stress/Depression 2. Other Musc/Skeletal 3. Back Problems

Bolsover District Council

Report of HR & OD Manager

Sickness Absence Quarter 3 – October 2019 to December 2019

This report is public

1. Purpose of the Report

- To report the sickness absence figures throughout the Council for Quarter 3, October to December 2019.

2. Issues for Consideration

- 2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months October - December 2019.
- 2.2.1 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.
- 2.2.2 The average number of days lost per employee for the Quarter 3 was 2.43 days.
- 2.2.3 The 2019/20 predicted outturn figure for the average number of days lost per employee is 8.16 days.
- 2.2.4 The annual target for the Local Performance Indicator to the end of March 2020 is 8.5 days.

3. Summary of Key Corporate Trends

- 3.1 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	Current Year Costs
Quarter One	1.92	2.00	2.23	1.85	£79,136.56
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Quarter Three	3.05	2.38	2.52	2.43	£84,863.87
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%	57%
Quarter Two	47.4%	52.6%	35.5%	64.5%	35.0%	65.0%	54%	46%
Quarter Three	29.7%	70.3%	50.3%	49.7%	32.4%	67.6%	44.8%	55.2%
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	
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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	1.Customer Services 2.Revs & Bens 3.Housing
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	1. Customer Services 2.HR/Health & Safety 3. Revs & Bens
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	1. 2. 3.
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 &Payroll	1. 2. 3.

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	1.Legal 2.Governance 3.HR&Health& Safety
Quarter Four	1. CEPT 2. Legal 3. Improvement	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	1.Elections 2.Econ Dev 3.Legal

Overall Outturn	1. CS&I 2. CEPT 3. Comm Safety	1. Finance 2. Legal 3. CEPT	1. Procurement 2. Finance 3. CEPT	1. 2. 3.
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Table Five: Top Three Reasons for Absence

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

Key Trends

- The average number of days per fte Employee lost during Quarter 3 (2.43) is lower than the previous 1 corresponding Quarter.
- Other Muscular Skeletal and Stress/Depression/Chest Respiratory continue to remain within the top three reasons for absence.
- There seems to be a direct correlation between employees aged over 50 undertaking physically demanding work and high levels of sickness

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	3	2	0	0	3	6	0.5
Democratic	16	4	0	0	16	5.51	2.9
Elections	0	0	0	0	0	4	0
Human Resources/H&S	27	3	0	0	27	6.03	4.47
Legal	4	2	0	0	4	8.69	0.46
Communications	19	1	26	1	45	5	9

Performance	1	1	0	0	1	2.81	0.35
Finance	40	4	0	0	40	13.04	3.06
Revenues & Benefits	39.5	11	57	1	96.5	29.97	3.22
Customer Services	28	13	106	2	134	22.24	6.02
Leisure	50.5	12	58	2	108.5	45.80	2.37
Partnerships Strategy	22	3	0	0	22	7.71	2.85
Streetscene	30	9	54	2	84	81.22	1.03
Econ Dev	2	1	0	0	2	4.60	0.43
Housing/ CS	128	30	247	6	375	127.37	2.94
Planning	12	3	0	0	12	21.76	0.55
Prop/Commercial/Estates	23	3	0	0	23	16.59	1.38

FOR INFORMATION ONLY – NEDDC EMPLOYEES

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
Environmental Health	27	8	107	3	134	39.05	3.43
ICT	17	13	50	2	67	32.1	2.09

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	6	3	2		0	0
People	232.02	277	63		301	8
Place	170.32	165	37		247	6

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of FTE Employees	Top 3 Reasons for Absences
Directors/Heads of Service	6	1. Viral Infection
People	232.02	1. Operations/Hospital 2. Other Musc/Skeletal 3. Chest/Respiratory
Place	170.32	1. Stress/Depression 2. Chest/Respiratory 3. Back Pains

Bolsover District Council

Union Employee Consultation Committee

6th February 2020

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 draft version of the Mileage and Related Travel Expenses policy for consideration.
- 1.2 The policy was originally brought to UECC on 27 September 2019. Councillors, SAMT and Service Managers supported the proposed policy, however Trade Unions raised some concerns about specific aspects of the policy. Minor amendments were agreed to the policy. The Trade Unions, then requested a special UECC be convened to discuss the proposed policy. The special UECC took place on 5 December 2019 and the Trade Unions raised new concerns about the policy. Therefore, the Committee agreed the policy would be taken to UECC on 6 February 2020 following discussions with the Trade Unions and Management, with a final draft policy being submitted for consideration.
- 1.3 Significant changes have been proposed by the Trade Unions, therefore consultation on these changes has been undertaken with SAMT, Service Managers, the Leader and Deputy Leader.
- 1.4 Summary of the differences are:
 - Anywhere in the District is not classed as a place of work for mileage purposes e.g. site visits
 - If the first/last journey within the District is longer than a “normal commute” as defined by the manager, both mileage/time can be claimed
 - Managers must specify “normal places of work” for each post where travel is incurred

1.5 Feedback from Senior Management Team and Service Managers throughout the consultation period, is for a simple and clear policy to be introduced to avoid any ambiguity and administrative burden.

1.6 Attached at Appendix One is the proposed policy following meetings between the Trade Unions and Management since the last UECC meeting. The differences to the Policy from that originally proposed are highlighted.

2 Conclusions and Reasons for Recommendation

2.1 Following significant consultation the attached policy is submitted for consideration by UECC.

3 Consultation and Equality Impact

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

4 Alternative Options and Reasons for Rejection

4.1 The alternative option is to continue with the current policy in place at BDC. Or not to have a policy in place 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 covered within the report

6 Recommendations

6.1 That the Committee consider the Mileage and Related Travel Expenses Policy attached at Appendix One.

7 Decision Information

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: BDC: Revenue - £75,000 Capital - £150,000 <input type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework <ul style="list-style-type: none"> Transforming our organisation. Provide our customers with excellent service 	

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

January 2020



We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

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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)	SAMT Trade Unions Leader & Deputy Leader
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 **sufficient and reasonable detail** on a mileage claim form including:
 - 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. If a manager has any concerns in relation to an employee adhering to this, please consult the HR Team.

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. Please also refer to paragraph 2 of Part 10 of the policy.
- 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 normal 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 outside of the District), 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.
- Normal place of work - The manager will confirm the normal place/s of work for the post. This will be defined as where the postholder:
 - works on a day to day basis and
 - where facilities are provided that the employee needs to perform their duties

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/normal** 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 location** 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 in line with their contract of employment, this includes undertaking site visits which would be classed as a place of work

8. Contracted 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 normally 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

If employee's work across two Councils or have multiple bases, the manager will confirm the normal place/s of work for the post in line with Section Four of the Policy. ~~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 normal work location and last normal work location. Travel/time during the working day can be claimed 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.~~

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

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 are based on HMRC rates and the current rates are detailed below 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 currently 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, **they** 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.

January 2020

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.

<u>Appendix Two</u> <u>BDC Mileage</u> <u>Guidance Table</u>	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	105	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