

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

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:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC:</i> <i>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>	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	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