

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