

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **Personnel Committee**

26th June 2017

### **Report of the Head of Human Resources - Sheenagh Rees**

**Matter for Decision**

#### **Wards Affected:**

All wards

### **Review of Payments for Travel and Subsistence**

#### **Purpose of the Report**

1. The purpose of this report is seek Members approval to review the payments made to employees in respect of travelling, accommodation and meals expenses incurred whilst on business journeys as part of their role.

#### **Background**

2. The Authority's Travel and Subsistence Policy was last reviewed in April 2011 and the Finance and Corporate Services Directorate has requested that a review takes place in line with the retail prices index, to increase the expenses, subject to certain criteria outlined in the Policy, based on current rates.
3. There has been an increase of 9% in the food element of the retail prices index during the period April 2011 to March 2017.
4. In relation to accommodation and 'out of pocket' expenses, there has been an increase of 6.8% in the travel and leisure index during the same period.

5. The table below shows current rates and the proposed rates, which, if agreed, would apply from 1st July 2017:-

	1/4/2011 Rate	RPI Increase (for March 2017)	Revised Rate
Breakfast	Up to £5.36	9%	Up to £5.84
Lunch	Up to £7.64	9%	Up to £8.33
Tea	Up to £3.06	9%	Up to £3.33
Evening Meal	Up to £12.87	9%	Up to £14.02
Bed and Breakfast (outside London)	Up to £80.55	6.8%	Up to £86.02
Bed and Breakfast (within London)	Up to £104.45	6.8%	Up to £111.55
Allowance for “out of pocket” expenses	£4.58 per night	6.8%	£4.89 per night

### Car Allowance Payments

The amount in relation to car allowance payments remains unchanged and in line with the HMRC rates, as per below. However, the amount in relation to motor cycles will increase, in line with HMRC rates, please see below:-

Type of vehicle	Current Rate		Revised Rate (from 1st July 2017)	
	First 10,000 miles	Above 10,000 miles	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p	45p	25p
Motorcycles	11p	11p	24p	24p

Consultation has taken place with the Trade Unions at the Local Government Services Forum and the Trade Unions have agreed to these changes.

It is important that these changes are communicated to all employees within the Council. It is planned to place an article 'In the Loop' and the Policy will be placed on the HR Intranet pages.

### **Financial Impact**

This proposal will ensure that expenses for travel and subsistence are up to date and are in line with the retail prices index and HMRC rates.

### **Workforce Impacts**

6. This proposal will affect all employees within the Council who travel as part of their role. This will be a positive impact as the majority of the expenses are increasing.

### **Legal Impacts**

7. There are no legal implications in relation to this report.

### **Risk Management**

8. There are no risks associated with this report.

## **Consultation**

9. There is no requirement under the Constitution for external consultation on this item.

## **Recommendations**

10. It is RECOMMENDED that Members APPROVE the review of payments made to employees in respect of travelling, accommodation and meals expenses incurred whilst on business journeys as part of their role. This review to be effective from 1st July 2017.

FOR DECISION

## **Appendices**

11. Revised Travel and Subsistence Policy

## **List of Background Papers**

12. None

## **Officer Contact**

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