

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

25th June 2018

Report of the Head of Human Resources - Sheenagh Rees

Matter for Information

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 March 2017 and there is a requirement to review it annually in line with the retail prices index, subject to certain criteria outlined in the Policy, based on current rates.
3. There has been an increase of 0.83% in the food element of the retail prices index during the period March 2017 to May 2018.
4. In relation to accommodation and 'out of pocket' expenses, there has been an increase of 5.61% 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 2018:-

	1/3/2017 Rate	RPI Increase (for May 2018)	Revised Rate
Breakfast	Up to £5.84	0.83%	Up to £5.88
Lunch	Up to £8.33	0.83%	Up to £8.39
Tea	Up to £3.33	0.83%	Up to £3.35
Evening Meal	Up to £14.02	0.83%	Up to £14.13
Bed and Breakfast (outside London)	Up to £86.02	5.61%	Up to £90.84
Bed and Breakfast (within London)	Up to £111.55	5.61%	Up to £117.80
Allowance for “out of pocket” expenses	£4.89 per night	5.61%	Up to £5.16

Car Allowance Payments

The amount in relation to car allowance and motorcycle payments remain unchanged and in line with the HMRC rates, as per below.

	Current Rate	
Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p

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 2018.

FOR DECISION

Appendices

11. Revised Travel and Subsistence Policy

List of Background Papers

12. None

Officer Contact

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