

Report to the Cabinet

Report reference: C-036-2008/09
Date of meeting: 1 September 2008.



Portfolio: Corporate Support & ICT Services
Subject: Car and Cycle Allowance Policy
Responsible Officer: Paula Maginnis (01992-564536)
Democratic Services Officer: Gary Woodhall (01992-564470)

Recommendations/Decisions Required:

That, as requested by the Joint Consultative Committee, the Council adopts the Car and Cycle Allowance Policy attached at Appendix 1.

Executive Summary:

Further to the Council's Equal Pay Audit in 2007 and the work undertaken by the Car Park Working Group it was proposed to develop a Policy which clearly sets out the Council's expectations regarding essential car user status and reimbursement of mileage and travel claims.

Reasons for Proposed Decision:

The policy will be used by Directors to ensure that the appropriate employees are designated as essential users and also by managers in making sure that any claims submitted by their employees are valid.

Other Options for Action:

The Cabinet could decide not to agree the Policy or substitute it with another approach.

Report:

1. A policy has been developed covering all categories of car user, motor cycles/mopeds and pedal cycles. The policy and guidance explains;

- (a) When employees may be able to claim allowances;
- (b) What they are able to claim; and
- (c) How to make a claim.

Managers will use the policy to ensure that any claims submitted by their employees are valid.

2. The Policy is attached to this report at Appendix 1. The rates are those agreed

nationally and based on the HM Revenue and Customs Approved Cycle rate.

3. It is proposed that the Policy will be implemented as follows:

(i) the Policy is applied to new employees only;

(ii) Directors will determine essential car user allowance for new starters using the previous post holder's annual business mileage, which will be subject to an annual review by HR;

(iii) the Council will withdraw essential user allowance if the post holder's mileage no longer meets the criteria;

(iv) contracts of employment, for new employees and existing staff recruited to another post which attracts an essential user allowance will explicitly state that reviews will be undertaken and if the post holder no longer meets the criteria the essential user allowance and status will be withdrawn; and

(v) car allowances for employees in benchmarked posts will be determined on an individual basis, based on the criteria.

Resource Implications:

Not applicable.

Legal and Governance Implications:

Not applicable.

Safer, Cleaner and Greener Implications:

Not applicable.

Consultation Undertaken:

Internal consultation has been undertaken with the Trade Unions and members of the Car Park Working Party.

Background Papers:

None.

Impact Assessments:

The adoption of the Policy will set out the Council's expectations to employees when they may be able to claim allowances, what they are able to claim and how to make a claim. Managers will use the Policy to ensure that any claim is valid.