

## **WILTSHIRE COUNCIL**

### **STAFFING POLICY COMMITTEE 23<sup>rd</sup> NOVEMBER 2011**

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#### **Travel Expenses Policy**

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

1. To present the Travel Expenses policy, with the inclusion of several smaller related policies, to clarify the arrangements and circumstances when travel expenses will be paid. This policy applies to all Wiltshire Council employees (with the exception of teaching staff in locally managed schools).

##### **Background**

2. Following an internal audit of officers' expense claims in February 2011, it was evident that the travel expenses policy required updating to provide clear detail on processes, procedures and allowance rates to ensure the accuracy and appropriateness of claims.
3. In addition, following the recent trade union ballot on the changes to terms and conditions, the travel expenses policy needed updating to reflect the new arrangements.
4. The travel allowances/expenses have not changed. However, the policy has been rewritten as new clarification of the processes and procedures will help to ensure the accuracy and appropriateness of claims.

##### **Main Considerations for the Council**

5. Human Resources aims to create policies which are consistent in format, easy to read and understand and are fit for purpose. This procedure is in the new format which supports these aims.
6. The main points of the policy include:
  - Travel and mileage allowances for cars, motorbikes, bicycles and public transport.
  - Guidelines for acceptable mileage between hubs
  - Use of private, lease and council owned vehicles
  - Public transport
  - Excess travel expenses due to relocation
  - Protection of parking benefits

- Making and authorisation of claims
  - Roles and responsibilities of managers and employees
7. The procedure has been created and formatted in line with the new HR policy template.

### **Consultation**

8. The policy was approved and ratified by JCC on 20 October 2011 following consultation with HR, Legal, Union representatives and other key stakeholders.

### **Environmental Impact of the Proposal**

9. None

### **Equalities Impact of the Proposal**

10. No negative impacts have been identified.

### **Risk Assessment**

11. None

### **Options considered**

12. None

### **Recommendation**

13. To recommend that Staffing Policy Committee approve the Apprenticeship Programme policy.

**Barry Pirie**  
**Service Director**  
**HR & OD**

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Report Author: Rebecca Williams, Human Resources Policy & Reward team

**The following unpublished documents have been relied on in the preparation of this report:** None