



NOTICE OF MEETING

Meeting:	Staffing Committee
Date and Time:	Thursday 20 October 2022 7.00 pm
Place:	Council Chamber
Telephone Enquiries to:	Committee Services Committeeservices@hart.gov.uk
Members:	Makepeace-Browne (Chairman), Bailey, Butler, Crampton, Farmer, Neighbour, Radley, Wildsmith and Worlock

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

This Agenda and associated appendices are provided in electronic form only and are published on the Hart District Council website.

Please download all papers through the Modern.Gov app before the meeting. •

- At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- The Chairman will announce that this meeting will be recorded and that anyone remaining at the meeting had provided their consent to any such recording.**

1 MINUTES OF PREVIOUS MEETING (Pages 3 - 4)

The Minutes of the meeting held on 2nd September 2022 are attached to be confirmed and signed as a correct record.

2 APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members*.

***Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they will be absent.

3 DECLARATIONS OF INTEREST

To declare disposable pecuniary, and any other interests*.

***Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they may have an interest to declare.

4 CHAIRMAN'S ANNOUNCEMENTS

5 CAR MILEAGE ALLOWANCE REVIEW (Pages 5 - 13)

To recommend to Staffing Committee that it approves the Tier 2 efficiency savings associated with the Council's car mileage allowance policy

6 EXCLUSION OF THE PUBLIC

Members to discuss whether the public interest in maintaining an exemption outweighs the public interest in disclosing the information.

RECOMMENDATION

Cabinet agrees that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to, on the grounds that they involve the likely disclosure of exempt information, as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

7 CONSIDERATION OF THE BUSINESS CASE FOR SHARING A CHIEF EXECUTIVE - HART DISTRICT COUNCIL AND RUSHMOOR BOROUGH COUNCIL (Pages 14 - 66)

To make comments to Cabinet on the business case for sharing a Chief Executive – Rushmoor Borough Council and Hart District Council (Appendix 1)

RECOMMENDATION

1. That the committee discusses the report at Attachment 1, and makes recommendations to Cabinet

Date of Publication: Wednesday, 12 October 2022

STAFFING COMMITTEE

Date and Time: Friday 2 September 2022 at 9.00 am

Place: Council Chamber

Present:

Bailey, Butler, Crampton, Farmer, Makepeace-Browne, Radley and Worlock

In attendance:

Officers:

Daryl Phillips, Joint Chief Executive

Sharon Black Committee Services Officer

1 ELECTION OF VICE-CHAIRMAN

Cllr Worlock was elected as Vice-Chairman of the Staffing Committee for the 2022/23 Municipal Year.

2 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10th February, including Exempt minutes, were agreed as a correct record and signed by the Chairman.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Neighbour. The absence of Cllr Wildsmith was noted.

4 DECLARATIONS OF INTEREST

No declarations of interest were made.

5 EXCLUSION OF THE PUBLIC

It was agreed that the following item(s) contain exempt information.

DECISION

Members decided the public interest in maintaining an exemption outweighed the public interest in disclosing the information.

It was agreed that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to, on the grounds that they involve the likely disclosure of exempt information, as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

6 SHAPLEY HEATH AUDIT REVIEW REPORT

This item was held in Exempt Session, see Part II Minutes.

Exempt Minute - Shapley Heath Audit Review Report

The meeting closed at 10.03 am

STAFFING COMMITTEE

Meeting Date: 20 OCTOBER 2022

Issue Title: CAR MILEAGE ALLOWANCE REVIEW

Report of: CORPORATE SERVICES

Confidentiality: Non Exempt

PURPOSE OF REPORT

1. To recommend to Staffing Committee that it approves the Tier 2 efficiency savings associated with the Council's car mileage allowance policy.

RECOMMENDATION

2. That Staffing Committee **APPROVES** the proposed changes to the Council's Car Mileage policy and that the new policy becomes effective from 1 April 2023.
3. The recommended changes are:
 - The use of HM Revenue & Customs (HMRC) rates for car mileage, carrying passengers, and the use of cycles and motorcycles for business travel.
 - The addition of criteria for Essential Car user lump sum payment for Essential car users.
 - All employees, essential or casual car users, to apply HMRC rates for claiming business travel
 - That any future HM Revenue & Customs rate changes are applied.

BACKGROUND

4. The Council currently pays NJC mileage and car allowance rates as set out in Appendix 1.
5. There are currently two types of car user status that apply to employees.
 - Essential Car Users (ECU) are those whose duties are of such a nature that it is essential for them to have a motor car at their disposal whenever required. The payment of essential car user allowance takes into consideration, wear & tear, additional business insurance and service costs
 - Casual users are those for whom it is desirable that a car should be available when required.
6. It is the requirement of the post which determines whether an employee is an essential or casual car user.
7. As part of the Tier 2 Savings agenda endorsed by Council in November 2021 it was agreed that the payment of ECU would be reviewed and in principle replaced with HMRC allowable mileage rates.
8. Since November 2021 no new staff have been granted ECU status

MAIN ISSUES

9. Over the years, job appointments and changes to roles have led to a position whereby the scheme has not been consistently applied and car user

allowances are sometimes being paid where the level of mileage is low annually. It is therefore an appropriate time to review the current arrangement particularly as many local authorities are no longer paying an essential car user payment, and most are adopting the HMRC mileage rates.

10. As part of the Tier 2 savings agenda, it was reported that based on a two-year, pre-pandemic assessment:

- 11 officers receiving ECU allowance had claimed zero business mileage
- No users had travelled sufficient business mileage to make ECU and efficient was for the Council to remunerate business mileage

11. It was also noted that savings could be made across the board if HMRC rates were used rather than the outdated NJC rates.

THE PROPOSAL

12. The proposal is that one rate of mileage payment is introduced at Hart. The rate, based upon HMRC rates, would apply to all employees, regardless of their vehicle engine size and CO₂ efficiency level (see Appendix 2).

13. A form of ECU would be retained but only for those employees who would do an annual business mileage of 2,500 miles or more (pro rata for part time employees).

14. All current and new staff would be affected by the policy and status change.

15. It is proposed that the new HMRC car mileage rates will be effective from 1st April 2023 for all users.

Legal and Constitutional Issues

16. The new scheme will be more transparent and fairer.

Financial and Resource Implications

17. The Tier 2 savings identified that the use of HMRC mileage rates would save the Council around £5k/annum and that the limitation on the availability of ECU would save a further £70k/annum.

EQUALITIES

18. The revised policy will ensure a fairer approach to reimbursing employees for business mileage.

CLIMATE CHANGE IMPLICATIONS

19. Staff will be encouraged, if travel is needed, of alternative means of travel e.g. public transport. However, employees are still able to travel by car and provided this is for business use, can claim HMRC rate therefore, no direct carbon/environmental impacts arising from the recommendations.

ACTION

20. For staffing committee to approve the recommendations.

Contact Details: Brijesh Mehta, Brijesh.Mehta@hart.gov.uk

Appendices

Appendix 1 – NJC Rates

Appendix 2 - Car Mileage Policy

Background Papers: None

Essential Car User Allowance

Rates were set by the National Joint Council (NJC) for Local Government Services. The last review of these allowances was in July 2010 and is based on the engine size of the vehicle. With the rising costs of running a vehicle Hart have revised the allowances as follows

Engine Size	Annual Car Allowance
451 - 999 cc	£927
1000 -1199cc	£1055
1200 – 1450cc and above including electric vehicles	£1,357

Car Mileage Allowances

These are paid to all staff required to use private vehicles for official Council duties as set out above. The amount payable will be made in line with the rates set by the National Joint Council (NJC) for Local Government Services each year. This was last reviewed in July 2010 and is based on the engine size of the vehicle as follows:

Essential Users:

Engine Size	451 - 999 cc	1000 -1199cc	1200 – 1450cc
Rate per mile first 8,500	36.9p	40.9p	50.5p
Rate per mile after 8,500	13.7p	14.4p	16.4p

Casual Users:

Engine Size	451 - 999 cc	1000 -1199cc	1200 – 1450cc
Rate per mile first 8,500	46.9p	52.2p	65.0p
Rate per mile after 8,500	13.7p	14.4p	16.4p

Hybrid cars are treated as either petrol or diesel cars for this purpose.

Electricity Rate for fully electric cars as follows

Essential User	0.25p per mile
Casual User	0.45p per mile



Hart

DISTRICT COUNCIL

CAR MILEAGE POLICY

Date Issued: April 2023
Review Date: April 2025

Department: HR
Version: 1.0

CAR MILEAGE POLICY

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Hart District Council believes that interests of staff and the Council are best served by the formulation and implementation of clear and consistent employment policies and procedures. This policy statement details the Authority’s policy in relation to Car Mileage. It takes into consideration all legal requirements and will be applied in accordance with the Authority’s Equality and Diversity Commitment to treat all its employees with dignity and respect.

Policy Statement

This policy sets out the rules and procedures for claiming Car Mileage.

The Council will review this document on a regular basis to ensure that the policy is in line with its strategic and operational requirements and that the allowance rates are up to date.

Scope

The policy will apply to all employees undertaking official duties on behalf of the Council. The policy covers the following:

- Car Mileage – HMRC rates
- Essential Car User Lump Sum
- Travelling by Public Transport

Responsibility & Accountability

Employees must:

- Submit claims for car mileage in a timely fashion, ideally on a monthly basis, but no more than two months after the event.
- Complete all the requested information on the relevant claim form.
- Ensure that all claims submitted are accurate.
- Ensure they hold a valid driving licence, a vehicle with a valid MOT and insurance cover for business use when claiming business miles and using the vehicle for business use.

Managers must:

- Take responsibility when authorising a claim to confirm they have verified the amount claimed is within the permitted limits and the reason for the claim is valid before authorising.
- Check, annually, appropriate documentation i.e., Driving licence and Car Insurance.
- Deal with any concerns or allegations of fraudulent claims under the Council's Disciplinary Policy and with reference to the Anti-Fraud & Corruption Policy.

Eligibility criteria

In accordance with the requirements of this policy, approved duties are defined as:

“Any work undertaken, during normal working hours or approved overtime, in connection with the discharge of the functions of the Council, that involves travelling to and from the normal place of work, using a private vehicle”

It should be noted that approved duties include travelling to work from home at the start of the working day or from work to home at the end of the working day.

Approved duties would include, but are not limited to, the following:

- Attendance at any meeting of the Council, a Committee, Sub Committee, Panel, or Working Group, taking place away from the normal place of work.
- Attendance at outside meetings relating to the employee's area of responsibility.
- Attendance at conferences, seminars, or training courses.
- Travelling to and from other Council buildings and facilities away from the regular place of work.
- Travelling to meet contractors and suppliers.
- Meeting members of the public in connection with the Council matters.
- Attendance at official meetings of outside organisations by employees appointed to represent the Council on such outside organisations;

This list is not exhaustive, and any duties reasonably undertaken in the discharge of the functions of the Council or matters relating to the employee's area of responsibility would be classified as official duties subject to approval by the appropriate Service Manager.

Employees should not be reimbursed for travelling from home to their place of work on normal working days. There are situations where they are required to report directly to site from home on a working day, rather than their normal place of work. If the site visited is further from home than the normal place of work, then the employee is entitled to claim for the additional distance travelled, e.g., the difference between car mileage from home to the normal place of work and the site visited.

Mileage claims submitted after 2 months of the event, will not be paid unless there are exceptional circumstances.

Car Mileage – HMRC rates

The Council operates a single car mileage scheme for all employees which adopts the HMRC approved rates of mileage i.e. applicable for Essential and Casual car users.

For financial and environmental reasons, the use of cars for Council business should only be used where necessary and where alternative methods of transport are not available or practical. Line managers and employees are advised to encourage the use of public transport, cycling, and walking wherever possible.

The cost of any Tolls and/or car park charges incurred whilst on official business can be reclaimed if accompanied by official receipts.

The rates apply to electric cars also.

Type of Vehicle	Per mile (Up to 10,000 miles per year)	Per mile (over 10,000 miles per year)
Cars and Vans*	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

*Passenger payments — cars and vans

5p per passenger per business mile for carrying fellow employees in a car or van on journeys which are also work journeys for them.

The use of private vehicles must be undertaken in line with the following guidelines:

- If more than one employee is due to travel to the same event, only one car should be used, other than in exceptional circumstances.
- Hart reserves the right to pay the train fare, rather than the mileage and parking. If there is a genuine good reason (e.g., carrying a quantity of equipment or materials), this must be detailed on the claim form. Employees are expected to check what is the best value.

The mileage allowance is taxable, and Income Tax and National Insurance contributions will be deducted in accordance with the employee's Tax Code and HMRC regulations.

If employees have any concerns or queries about the tax implications of claiming allowances, they are advised to communicate directly with HMRC.

Essential Car User Lump Sum

No new employees of Hart will have Essential car user status.

For those staff that are Essential car users, the full lump sum will be paid at the end of the financial year, provided the following criteria is met;

- Annual business mileage of 2,500 miles or more (pro rata for part time employees).

Employees who do not qualify for the lump sum will only receive the HMRC mileage rates.

Engine Size	Lump Sum
451 – 999cc	£927
1000 – 1199cc	£1,055
1200cc and above (inc electric Vehicle)	£1,357

Travelling by Public Transport

The Council's overall policy for travelling by public transport is to encourage this approach where possible, based on the principle that the most cost-effective means of travel is adopted, bearing in mind the number of employees travelling, the distance and location of the venue and the availability of public transport.

Travel by rail should always be standard class and only reimbursement to the value of a standard class will be paid.

If a taxi is required to be used for part or all of any journey, the rate must not exceed:

- (a) in the case of urgency or where no public transport is reasonably available, the amount of the actual fare, and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Exempt from Publication

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