Surrey Heath Borough Council
Employment Committee
26 January 2023

Car and Road Users Policy

Head of Service   Sally Kipping – Head of HR, Performance & Communications
Report Author: Julie Simmonds – HR Manager
Key Decision: no
Wards Affected: n/a

Summary and purpose

This report provides the Employment Committee with details of the Car and Road Users Policy which is adopted within Surrey Heath Borough Council. This policy has tracked changes to show the amendments made. The Joint Staff Consultative Group considered this Policy at its meeting on 12 January 2023.

Recommendation

The Employment Commottee is advised to RESOLVE that the revised Car and Road Users Policy and Procedure, as attached at Annex A to this report, be adopted.

1.   Background and Supporting Information

1.1   This policy continues to evolve as we continue to review and monitor the processing of mileage claims for staff ensuring HMRC guidelines are adhered to.

2.   Reasons for Recommendation

2.1   To ensure that employees are correctly reimbursed for valid business expenses whilst on Council business.

3.   Proposal and Alternative Options

3.1   It is proposed that the Car and Road Users Policy is adopted, with or without any amendments considered appropriate.

4.   Contribution to the Council's Five Year Strategy

4.1   No matters arising.

5.   Resource Implications

5.1   No matters arising.

6.   Section 151 Officer Comments:

6.1   This Car and Road Users Policy was reviewed by CMT including S151 Officer for comment which have been noted in the policy.

7.   Legal and Governance Issues

7.1   No matters arising.

8.   Monitoring Officer Comments:

8.1   This Car and Road Users Policy was reviewed by CMT including the Monitoring Officer for comment which have been noted in the policy.

9.   Other Considerations and Impacts

Environment and Climate Change

No matters arising.

Equalities and Human Rights

9.1   Equalities Impact Assessment will be completed.

Risk Management

9.2   n/a

Community Engagement

9.3   Not applicable.

Annexes

Annex A – Car and Road Users Policy