

WIRRAL COUNCIL

EMPLOYMENT AND APPOINTMENTS COMMITTEE

16 SEPTEMBER 2010

REPORT OF THE DIRECTOR OF FINANCE

SUBSISTENCE REIMBURSEMENTS

1. EXECUTIVE SUMMARY

- 1.1 The Employment and Appointments Committee on 17 June 2010 considered a report regarding the current reimbursement rates for subsistence expenditure which relates to all staff.
- 1.2 It was agreed that the report should be deferred pending the outcome of national pay negotiations; this report brings forward further proposals.

2. BACKGROUND

- 2.1. As part of the 1997 Pay Settlement the previously nationally recognised "Purple Book" that contained the conditions of service for Administrative, Professional, Technical and Clerical (APT&C) staff was significantly amended. Included in the changes was provision to locally set certain allowances. The revised "Green Book" made it the responsibility of individual local authorities to set their own levels of subsistence reimbursement.
- 2.2. Wirral Council has established these amounts with the proviso that:
 - (i) these are not allowances;
 - (ii) this is a maximum level of re-imburement;
 - (iii) the cheapest available and appropriate service should be chosen;
 - (iv) valid receipts must accompany claims wherever possible and reasonable.
- 2.3 The agreed policy for reviewing any increases to the levels of reimbursement is to use the All Items (excluding mortgage interest payments) Retail Price Index (RPI).

3. REVIEW OF SUBSISTENCE RATES

- 3.1. In the current economic climate it is proposed that no allowances will be increased for 2010-11. The amounts are set out in Appendix 1
- 3.2. In using the current maximum rates the amounts for subsistence will continue to be evidenced by the production of valid receipts wherever reasonably possible. No reimbursement will be made where an officer has received a meal as part of the travel arrangements.

4. FINANCIAL AND STAFFING IMPLICATIONS

4.1 The reimbursements are not allowances but represent only the amount spent by officers up to the preset maximum.

5. EQUAL OPPORTUNITY IMPLICATONS

5.1 There are no specific implications arising from this report.

6. HUMAN RIGHTS IMPLICATIONS

6.1 There are none arising directly from this report.

7. COMMUNITY SAFETY IMPLICATIONS

7.1 There are no specific implications arising from this report.

8. LOCAL MEMBER SUPPORT IMPLICATIONS

8.1. There are no specific implications for any Member of Ward.

9. LOCAL AGENDA 21 IMPLICATIONS

9.1 There are no specific implications arising from this report.

10. PLANNING IMPLICATIONS

10.1 There are no specific implications arising from this report.

11. BACKGROUND PAPERS

11.1 None were used in the preparation of this report.

12. RECOMMENDATIONS

12.1. That the rates remain the unchanged for 2010-11.

12.2 That the Director of Finance continues to review these rates annually.

IAN COLEMAN
DIRECTOR OF FINANCE

Table of current and proposed maximum subsistence allowances

Allowance	Current Rate	Proposed Rate from 1 July 2010
Overnight Subsistence		
• London and 'approved' conferences.	£153	£153
• Provinces	£116	£116
Day Subsistence		
• Breakfast	£7	£7
• Lunch	£10	£10
• Tea	£3	£3
• Evening Meal	£12	£12
• Total	£32	£32
24 Hour Subsistence		
• London and approved conferences	£185	£185
• Provinces	£148	£148