

# LEICESTERSHIRE

## FIRE and RESCUE SERVICE

Status of Report: Public Agenda Item: 19

**Meeting:** Combined Fire Authority  
**Date:** 8<sup>th</sup> April 2015  
**Subject:** Travel, Subsistence and Other Allowances and Expenses Policy  
**Report by:** Chief Fire and Rescue Officer  
**Author:** Trevor Peel (Director of Finance and Corporate Services)  
**For:** Decision

### 1. Purpose

The purpose of this report is to seek the endorsement of the Combined Fire Authority (CFA) for a change to the final Travel, Subsistence and Other Allowances and Expenses Policy.

### 2. Executive Summary

The proposed Travel, Subsistence and Other Allowances and Expenses Policy was approved by the CFA in December 2014 for consultation with the Representative Bodies. This consultation has now concluded with one amendment identified which the CFA is asked to endorse.

### 3. Report Detail

- 3.1 The main proposed changes to the Travel, Subsistence and Other Allowances and Expenses Policy were highlighted in the report to the CFA in December 2014. The draft Policy was presented to the Staff Consultation Forum on the 8<sup>th</sup> January 2015. The Representative Bodies have reviewed the changes and agreed them. One amendment was identified which is detailed below.
- 3.2 It has been suggested that where an Officer or Member can fully claim the cost of their travel and subsistence from another body then that organisation's own policy should be followed in that instance. This has now been incorporated into the final policy.
- 3.3 Any inflationary increases for all subsistence allowances are reviewed prior to the 1<sup>st</sup> April each year and that this will form part of the Medium Term Financial Plan that is agreed by the CFA in February of each year. The planned review in December 2015 will incorporate this review.

#### **4. Report Implications / Impact**

##### **4.1 *Legal (including crime and disorder)***

None.

##### **4.2 *Financial (including value for money, benefits and efficiencies)***

The updated travel and subsistence rates are incorporated in the policy.

##### **4.3 *Risk (including corporate and operational, health and safety and any impact on the continuity of service delivery)***

None.

##### **4.4 *Staff, Service Users and Stakeholders (including the Equality Impact Assessment)***

Travel rates for all employees will remain in line with the National Joint Council (NJC) for Local Authority Fire and Rescue Services.

##### **4.5 *Environmental***

None.

##### **4.6 *Impact upon Our Plan Objectives***

This policy will assist in the aim of achieving efficient financial management of the CFA.

#### **5. Recommendations**

The CFA is asked to endorse the amendment to the Policy proposed in paragraph 3.2.

#### **6. Background Papers**

Travel, Subsistence and Other Allowances and Expenses Policy – Proposed Changes (CFA Report - 10<sup>th</sup> December 2014)

#### **7. Appendices**

None