

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

23 April 2012

Present: Councillor M Stanley in the Chair

Councillors Fowler, Hayfield, Phillips and Sweet

An apology for absence was received from Councillor Smith (Councillor Fowler as substitute).

Councillors Fox, Moore and Pickard were also in attendance.

1 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Fowler, Hayfield and Sweet and membership of the various Town/Parish Councils of Councillors Phillips (Kingsbury) and M Stanley (Polesworth) were deemed to be declared at this meeting.

2 **Accommodation Project**

It was agreed that consideration of this report be moved to Part A of the meeting – Public Business.

The Assistant Director (Streetscape) updated Members on the actions taken following the appointment of Coventry City Council's Major Projects team to the role of Project Manager for the Accommodation Project and set out the next steps to be taken in the delivery of the project.

Resolved:

- a **That the contents of the report be noted; and**
- b **That an Accommodation Project timeline of Member decisions be provided to all Members .**

3 **Exclusion of the Public and Press**

Resolved:

That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A to the Act.

4 **Staff Travel Consultation**

Members were informed of the process undertaken relating to staff travel arrangements and the outcome of the consultation.

Resolved:

That the revised recommendations as set out below, be approved.

- (i) that no more staff car leases are authorised;**
- (ii) that existing leases continue and can be extended by up to one year save that all remaining leases shall be terminated on 30 April 2015.**

- (iii) (a) that where leases expire before 30 April 2015, those staff currently entitled to a car lease shall be given a travel allowance of:**

- (i) their current car lease entitlement up to 31 May 2013**
- (ii) their current lease car entitlement less 10% from 1 June 2013**

- (b) that where leases are terminated on 30 April 2015, those staff currently entitled to a car lease shall be given a travel allowance of their current lease car entitlement less 10% from 1 May 2015;**

The travel allowance will continue to be paid whilst the employee is employed by the Council in their current role, or redeployed into a similar role;

- (iv) the Council will continue to be responsible for the payment of insurance for the remaining duration of each individual lease car contract;**
- (v) that the criteria for essential user allowance will be reviewed, and this will be the subject of further consultation, and a report brought to Members**
- (vi) that from the date of implementation of any change in essential car user allowance, only staff meeting the new essential user criteria will be entitled to an essential car user allowance save that any staff in receipt of the travel allowance at (iii) above be given the opportunity to switch to essential user, provided they comply with the new criteria;**
- (vii) that, during 2014/15 a review of the market place for staff within the current entitlement range for car leases be carried out, with a view to determining whether there are any cases where market supplements should be paid;**

- (viii) that the upper limit for staff car loans be increased in line with inflation and that staff car loans be available to staff whose leases have expired;**
- (ix) that from 1 June 2012, the mileage rates for casual and essential users be changed to the HMRC rate of 45 pence per mile;**
- (x) that from 1 June 2012, or as soon as is practicable thereafter, the mileage rate for staff in receipt of a travel allowance will be changed to a rate of 25 pence per mile;**
- (xi) that staff receiving the travel allowance at (iii) above will be required to provide a suitable vehicle for business purposes and will be responsible for the running costs of their vehicle, including insurance;**
- (xii) that a salary sacrifice car scheme is approved in principle, provided it can be introduced at no cost to the Council, and a report on the detail brought to Members.**

In the event that any employees do not agree to their terms and conditions being amended on or before 08 May 2012, their contract be terminated with the appropriate contractual notice and re-engagement offered on new terms which:-

- a In the case of essential and casual users change their current mileage allowance to the HMRC rate of 45 pence per mile;**
- b In the case of employees currently receiving essential user allowance, this will continue only until such time as the Council has reviewed essential user criteria, at which point they would move to the appropriate allowance under the new criteria; and**
- c In the case of those employees currently entitled to car leases give them entitlement to the essential user allowance and mileage rate only until such time as the Council has reviewed essential user criteria, at which point they would move to the appropriate allowance under the new criteria.**

M Stanley
Chairman