



## Seaford Town Council

### **Seaford Town Council Personnel Agenda – 19 March 2026**

#### **To the Members of the Personnel Committee**

Councillors S Markwell (Chair), O Matthews (Vice Chair), L Boorman, S Dubas, O Honeyman, R Honeyman and L Wallraven

A meeting of the **Personnel Committee** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday, 19 March 2026** at **7.00pm**, which you are summoned to attend.

Steve Quayle,  
Town Clerk  
5 March 2026

#### **PLEASE NOTE:**

- **Public attendance at this meeting will be limited to 15 people although please note that in accordance with the Town Council's Public Participation Policy, there will be no agenda item for public participation.**
- **Public arrival time is between 6.45pm – 6.55pm, after which the front door will be locked and public will not be able to gain access to the meeting.**
- **Due to its confidential nature, the meeting will not be video recorded.**
- **See the end of the agenda for further details of public access.**
- **Councillor queries on agenda items should be reserved for the meeting so the answer and any subsequent points are shared with all councillors. If however a councillor has a question that officers may need to know in advance to prepare a response, please send this through the contact officer of the report so an answer can be prepared to be shared verbally at the meeting, rather than in advance of the meeting via email**

## AGENDA

### 1. **Apologies for Absence**

To consider apologies for absence.

### 2. **Disclosure of Interests**

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

### 3. **[Review of the Display Screen Users Policy](#)**

To consider report 192/25 presenting the review of the Display Screen Equipment Users Policy for consideration by committee to and recommendation to Full Council for adoption (pages 5 to 15).

### 4. **[Review of the Staff Travel Expenses Policy](#)**

To consider report 193/25 presenting the review of the Staff Travel Expenses Policy for consideration by Committee and recommendation to Full Council for adoption (pages 16 to 25).

### 5. **Exclusion of the Press & Public**

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item of business for the reasons as set out below.

The resolutions of the item will be recorded publicly in the minutes of this meeting.

*The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.*

*Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.*

### 6. **General HR Update - March 2026 EXEMPT**

To consider exempt report 190/25 providing the Committee with an update on HR matters within the Town Council (exempt pages).

*Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

## **7. Option for On Call Arrangements EXEMPT**

To consider exempt report 191/25 seeking the Committee's support of the on-call arrangements being proposed and a recommendation to Full Council to approve the necessary spend to enable a six-month trial of the arrangements (exempt pages).

*Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

## **8. Approval of an External Job Evaluation Process EXEMPT**

To consider exempt report 194/25 the Committee's approval to commission an external consultant to undertake a job evaluation process, with the outcome reported back to this Committee for consideration (exempt pages).

*Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

## **AGENDA NOTES**

### **For further information about items on this Agenda please contact:**

Steve Quayle, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

### **Circulation:**

All Town Councillors and registered email recipients.

### **Public Access:**

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited. The Town Council therefore asks that you contact [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

### **Public Access to the Venue:**

If you are attending the meeting in person, please arrive between 6.45 – 6.55pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 6.55pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required.

Entrance through the rear fire escape of the building will not be allowed.

There is a lift for those requiring it to access the first floor. Please note that motorised scooters cannot be brought into the lift. Electric and other wheelchairs can be accommodated but there is a maximum weight limit of 400kg.

### **Public Participation:**

In accordance with the Town Council's Public Participation Policy, there will be no public participation at this meeting.

### **Public Comments**

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all councillors.

Comments can be submitted by email to [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or by post to the Town Council offices.



## Seaford Town Council

<b>Report No:</b>	<b>192/25</b>
<b>Agenda Item No:</b>	<b>3</b>
<b>Committee:</b>	<b>Personnel</b>
<b>Date:</b>	<b>19 March 2026</b>
<b>Title:</b>	<b>Review of the Display Screen Equipment Users Policy</b>
<b>By:</b>	<b>Darryl Keech, Deputy Town Clerk &amp; Responsible Financial Officer</b>
<b>Purpose of Report:</b>	<b>To present the review of the Display Screen Equipment Users Policy for consideration by committee and recommendation to Full Council for adoption</b>

### **Actions**

#### **The Committee is advised:**

1. To review and discuss the Display Screen Equipment Users Policy
2. To move to a vote on the motions below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the contents of the report.
2. To recommend that Full Council adopts the revised Display Screen Equipment Users Policy with immediate effect.

## **1. Introduction**

- 1.1** The Display Screen Equipment (DSE) Users policy was last reviewed and adopted in January 2019, with a date of next review scheduled for 2025 – 2026.

- 1.2 Whilst there have been no changes to legislation concerning this policy, there have been other changes that have required an update to the policy.
- 1.3 As with all policy updates, they continue to be produced in the newly branded format and to cross reference any other policies and procedures.

## 2. Information

- 2.1 The proposed policy document is presented at **Appendix A**. The current version of the policy is available to view on the [Town Council's website](#) (see the Personnel policy section).
- 2.2 The key changes to this policy are more detailed information regarding workstation set up which has been added, along with the change to the eye test provider and the process for an eye test.
- 2.3 Officers have elected to work with Specsavers as the eye test provider. Previously, the Town Council has worked with a local independent optician, however over the last year they have chosen to withdraw discounts on eye tests that have previously been in place and attempts to review this have not been positive.
- 2.4 The cost of eye tests via Specsavers are also significantly reduced for corporate partners (which the Town Council is), coming in at £19 per test, rather than the previous £29 fee.
- 2.5 Whilst this change in policy does mean the Town Council will only contribute towards eye tests at and glasses from Specsavers, due to the geographical spread of officer's hometowns, partnering with Specsavers actually allows officers to use stores within their local towns rather than being tied to Seaford.

## 3. Financial Appraisal

- 3.1 So far in 2025 - 2026, the Town Council has contributed £108 towards eye tests for four members of staff. Whilst it cannot be known how many staff will submit expense claims going forwards, the change in policy would have reduced this year's cost by 30%, to £76.
- 3.2 The Town Council's contributions towards glasses for DSE use has been rounded up from £49 to £50. The financial impact of this is therefore negligible.

#### **4. Contact Officer**

- 4.1** The Contact Officer for this report is Darryl Keech, Deputy Town Clerk & Responsible Financial Officer.



SEAFORD  
TOWN  
COUNCIL



# DISPLAY SCREEN EQUIPMENT (DSE) USERS POLICY

*This policy defines the Town Council's approach to the safe use of display screen equipment and to supporting the health and wellbeing of its officers through fair and transparent practice*

*Working with our community to secure Seaford's best future*

## Policy Status

<b>Version</b>	0.2	<b>Last Review Date</b>	TBC
<b>Adopted Date</b>	TBC	<b>Next Review Date</b>	Five years from adoption
<b>Review Period</b>	Five years	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
January 2019	0.1	Full Council	Adopted Policy

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>
HRP7	Disciplinary Policy
HRP11	Flexible Working Policy
C7	Health and Safety Policy

## Table of Contents

<b>Section</b>	<b>Title</b>
1.0	Introduction
2.0	Aim and Scope
3.0	Who This Applies To
4.0	Legal Framework
5.0	Defining Display Screen Equipment (DSE)
6.0	Roles and Responsibilities
7.0	Statement of the Council
8.0	Eye-Health Risks of Working with DSE
9.0	Eye Tests and Requesting Spectacles for DSE Use
10.0	Arranging Eye Test and Providing Reimbursement
11.0	Failure to Comply with the Policy
12.0	Further Support

## **1. Introduction**

- 1.1. Seaford Town Council (the Council) prioritises the wellbeing of its officers and aims to protect their health by creating a safe working environment.
- 1.2. The Council recognises that eye-health risks may arise from the regular use of Display Screen Equipment (DSE), such as computers, monitors or other display screens.
- 1.3. The Council is therefore committed to supporting the eye health of its officers and reducing the risks associated with DSE use.
- 1.4. This policy provides guidance to officers and managers to help them understand and benefit from the support available within the Council regarding the eye-health risks faced.

## **2. Aim and Scope**

- 2.1. The purpose of this policy is to outline the Council's arrangements for supporting the health and safety of its officers who use DSE as part of their work.
- 2.2. The Policy defines the Council's approach and responsibilities regarding DSE users and helps them to Understand the potential eye health risks associated with DSE use

## **3. Who This Applies To**

- 3.1. This policy shall apply to all officers of the Council, irrespective of their employment status i.e., whether they are engaged on a full-time, part-time, temporary or permanent basis.
- 3.2. This policy shall not apply to any third parties engaged in work on behalf of the Council, including but not limited to, agency personnel, consultants, and providers of services or supplies whose staff carry out duties for or in association with the Council.

## **4. Legal Framework**

- 4.1. The Council has a legal duty under [The Health and Safety at Work Act 1974](#) to ensure, as far as reasonably practicable, the safety of its staff in the workplace.
- 4.2. By adopting and applying this policy, the Council also complies with the [Health and Safety \(Display Screen Equipment\) Regulations 1992](#), and

extends its duty to ensure that DSE users and their workstations are safe to use, thereby reducing eye-health risks.

- 4.3. Besides prioritising the health of its officers, the Council is dedicated to providing equal access to this policy for all and preventing any form of less favourable treatment. In line with the [Equality Act 2010](#), the Council ensures that all DSE users are treated fairly and equally, without discrimination or disadvantage on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

## **5. Defining Display Screen Equipment (DSE)**

- 5.1. DSE refers to any device or equipment with a display screen regardless of the technology used. This includes laptops, desktop computers, smartphones, and similar devices, as well as any screens used during working.
- 5.2. DSE Users (or users) are individuals who regularly use DSE for a significant part of their work. For the purpose of this policy, the Council officers are considered users, if they meet any of the following criteria:
- Rely on DSE for their work in either office or remote settings, with no suitable alternatives available
  - Have received training in the specific skills required to use DSE
  - Perform a role that involves using DSE continuously for one hour or more at a time
  - Perform a role that requires a high level of concentration and focus
- 5.3. A workstation refers to a working environment equipped with computer-related devices and accessories (e.g., touchpad, headphones, keyboard and dual monitors etc.), including, but not limited to:
- A DSE including software that enables interaction between the equipment and the user
  - A keyboard or other input devices such as mouse, webcams, microphones or speakers
  - Optional or adjustable accessories including wrist supports, anti-glare or blue light screen filters, laptop stands, larger monitors and adjustable monitor brightness and contrast controls

## **6. Roles and Responsibilities**

- 6.1. The Council recognises that fulfilling the purpose of this policy (see Section 2) requires collaboration and mutual understanding between managers

and staff members. Accordingly, the roles and responsibilities are defined to reflect the Council's commitment to the policy and its guiding principles, as follows:

- **Line managers** are responsible for ensuring that they:
  - Communicate this policy clearly and effectively, making every effort to ensure it is understood by, and accessible to all users.
  - Promote and support safety and wellbeing in relation to eye health, addressing concerns wherever possible and maintaining appropriate contact with users during extended periods of DSE use.
  - Provide clear guidance and visible support on health matters, including risks identified in relation to DSE use.
  - Identify, control and monitor potential risks arising from DSE use.
  - Ensure that all identified risks and any required adjustments for DSE users are properly assessed and managed in collaboration with the HR & OD Manager.
  - Provide additional training sessions or provide relevant information when requested, to support safe and effective DSE use.
- **All Officers** will:
  - Take full responsibility for promptly reporting to their line manager any DSE-related concerns, including defective equipment or unsuitable workstations.
  - Report to their line manager any eye-health issues or discomfort believed to be associated with DSE use.
  - Seek advice regarding any health conditions that may affect, or be affected by, regular DSE use.
  - Request reasonable adjustments to their workstation where necessary.
  - Follow all instructions and attend any training provided on safe workstation set-up and use.

## **7. Statement of the Council**

- 7.1. The Council recognises that a high proportion of DSE users may experience aches, pain, or eye discomfort as result of their prolonged DSE use.
- 7.2. By acknowledging this, the Council has implemented precautionary measures and proactive steps to ensure that users can work comfortably with display screen equipment and minimise visual fatigue.

- 7.3. This policy has therefore been developed to enable users to take appropriate action to reduce DSE-related risks, including access to contributions towards eye examinations and eyesight tests.
- 7.4. The Council adopts a zero-tolerance approach to inappropriate behaviour in the workplace. Any mistreatment of an officer by a colleague in relation to a health condition will be investigated and, where appropriate, addressed in accordance with the Council's Disciplinary Policy.

## **8. Eye-Health Risks of Working with DSE**

- 8.1. The Council recognises that DSE users may face eye-health risks, including potential long-term health effects, where:
  - **Visual Discomfort and Impairment** may occur when display screens are positioned at an excessive viewing distance, set with inappropriate brightness or contrast, or when on-screen text is too small to read comfortably. These factors may lead to eye strain, reduced visual efficiency, and decreased work performance.
  - **Incorrect Vision Correction** may result from the use of inappropriate prescription spectacles or contact lenses, or from the absence of corrective eyewear. This can significantly contribute to visual discomfort and fatigue, increasing the likelihood of headaches, reduced concentration, and overall eye discomfort during screen-based tasks.
- 8.2. The Council encourages users to report any signs of ill health related to DSE use to the HR & OD Manager, or to inform their line manager where this may affect the safe use of DSE.
- 8.3. In such cases, the Council is committed to supporting users experiencing DSE-related health issues by supporting appropriate eye-examinations and eyesight tests where required or upon request.

## **9. Eye Tests and Requesting Spectacles for DSE Use**

- 9.1. The Council accepts that access to eyesight tests helps users to maintain comfort, job satisfaction, and perform their work effectively.
- 9.2. An eye test includes a comprehensive eye and vision examination, taking into account the nature of the user's work and the typical viewing distance of the screen.
- 9.3. Users are entitled to eye and eyesight tests, and corrective spectacles specifically required for DSE use, (every two years) upon request. The Council's contributions towards spectacles will be provided in accordance with this policy, accordingly, requested tests will be provided:

- As soon as reasonably practicable after a user submits a request.
  - At intervals determined by the optician's clinical judgement for repeated examinations.
  - Where users experience visual difficulties, considering individual factors such as age or disability.
- 9.4. If an eyesight test shows that a user requires spectacles specifically for DSE work, the Council will contribute towards the cost of a basic pair of frames, in addition to covering the eye test itself. The Council's contribution will be as follows:

<b>Eye Tests</b>	Voucher Issued for Specsavers
<b>Spectacles for DSE Use</b>	£50

- 9.5. If users already have spectacles (for other purposes for example driving/reading etc) that are suitable for regular work, including DSE tasks, the Council is not obligated to cover the cost of new spectacles.

## **10. Arranging Eye Test and Providing Reimbursement**

- 10.1. The Council has arranged a discounted rate with Specsavers. A voucher will be issued on request for an eye test appointment, and this can be booked and redeemed at any Specsavers store. The eye test voucher also provides discounts again various ranges of glasses; this is at Specsavers' cost.
- 10.2. Officers may request an appointment for an eye test once their employment with the Council has been confirmed.
- 10.3. For reimbursable spectacles arranged through Specsavers, officers will need to pay for their glasses initially and then follow the claims process by completing the DSE Eye Test Expense Claim Form, ensuring that all sections are fully completed.
- 10.4. Officers must ensure that the form is completed accurately, dated, signed, and submitted for authorisation at the end of the month in which the eye test and expense was incurred, or by the payroll cut-off date, in order for it to be paid within that month's payroll.
- 10.5. Once the form is completed and signed, officers should submit it by email, to their line manager for approval. Following the line manager's approval, the form should be forwarded to the HR & OD Manager and the Finance Manager to ensure reimbursement.

- 10.6. The reimbursement will be processed through the officer's next available salary payment and will not be subject to tax, National Insurance, or pension deductions.
- 10.7. Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the payment.

## **11. Failure to Comply with the Policy**

- 11.1. The Council emphasises that under [the Health and Safety at Work Act](#), it is an offence to interfere with or misuse any equipment or measures provided in the interest of health and safety.
- 11.2. Any officer who fails to follow this policy for expense claims, or who misuses the Policy in any way (including submitting false claims, receipts, may be subject to a thorough investigation, and treated as a serious matter.
- 11.3. In such cases, all related expenses and/or claims will be considered unauthorised and will not be reimbursed.

## **12. Further Support**

- 12.1. Officers may seek further advice and assistance from the HR & OD Manager, if they continue to experience health issues linked to their DSE work, despite the support provided under this policy.



## Seaford Town Council

<b>Report No:</b>	<b>193/25</b>
<b>Agenda Item No:</b>	<b>4</b>
<b>Committee:</b>	<b>Personnel</b>
<b>Date:</b>	<b>19 March 2026</b>
<b>Title:</b>	<b>Review of the Staff Travel Expenses Policy</b>
<b>By:</b>	<b>Darryl Keech, Deputy Town Clerk &amp; Responsible Financial Officer</b>
<b>Purpose of Report:</b>	<b>To present the review of the Staff Travel Expenses Policy for consideration by Committee and recommendation to Full Council for adoption</b>

### **Actions**

#### **The Committee is advised:**

1. To review and discuss the Staff Travel Expenses Policy.
2. To move to a vote on the motions below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the contents of the report.
2. To recommend that Full Council adopts the revised Staff Travel Expenses Policy with immediate effect.

## **1. Introduction**

- 1.1** The Staff Travel Expenses policy was last reviewed and adopted in January 2019, with a date of next review scheduled for 2025 – 2026.
- 1.2** Whilst there have been no changes to legislation concerning this policy, there have been other changes that have required an update to the policy.
- 1.3** As with all policy updates, they continue to be produced in the newly branded format and to cross reference any other policies and procedures.

## **2. Information**

- 2.1** The proposed policy document is presented at **Appendix A**. The current version of the policy is available to view on the [Town Council's website](#) (see the Personnel policy section).
- 2.2** The policy is a broad refresh of the 2019 policy providing clearer clarification on staff travel claims and how these are processed.

## **3. Financial Appraisal**

- 3.1** So far in 2025 - 2026, the Town Council has contributed £870.49 towards travel expenses. The budget for 2026 – 2027 has been increased in line with the growth of the Town Council's officer team.
- 3.2** There are no direct financial implications as a result of this report, because the business mileage reimbursement rates within the policy (section 7.5) mirror those of the HM Revenue and Customs, which remain unchanged.

## **4. Contact Officer**

- 4.1** The Contact Officer for this report is Darryl Keech, Deputy Town Clerk & Responsible Financial Officer.



SEAFORD  
TOWN  
COUNCIL



## STAFF TRAVEL EXPENSES POLICY

*This policy provides guidance to ensure that staff travel arrangements and expense reimbursements are processed fairly and in line with the Council's standards of transparency and accountability*

*"Working with our community to secure Seaford's best future"*

## Policy Status

<b>Version</b>	0.3	<b>Last Review Date</b>	TBC
<b>Adopted Date</b>	TBC	<b>Next Review Date</b>	Five years from adoption
<b>Review Period</b>	Five years upon adoption	<b>Approving Body</b>	Full Council

## Version History

<b>Date</b>	<b>Version</b>	<b>Approval</b>	<b>Status</b>
January 2019	0.1	Full Council	Adopted Policy
January 2022	0.2	Full Council	Updated Policy

## Related Policies and Other References

<b>Policy Reference Code</b>	<b>Policy Name</b>
C7	Health and Safety Policy
CE3	Data Protection Policy
HRP7	Disciplinary Policy
HRP11	Flexible Working Policy

## Table of Contents

<b>Section</b>	<b>Title</b>
1.0	Introduction
2.0	Aim and Scope
3.0	Who This Applies To
4.0	Legal Framework
5.0	Statement of the Council
6.0	Defining Travel Expenses
7.0	Travel Expenses
8.0	Claiming Reimbursement
9.0	Approval of the Expenses
10.0	Failure to Comply with the Policy
11.0	Monitoring and Recording

## **1. Introduction**

- 1.1. Seaford Town Council (the Council) demonstrates high standards of honesty and transparency in efficient and cost-effective use of resources. This commitment extends to all travel expenditures and their reimbursement.
- 1.2. The Council recognises the importance of reimbursing officers for travel expenses that are necessarily and exclusively incurred in connection with authorised duties undertaken on behalf of the Council.
- 1.3. Therefore, the Council accepts that no member of staff, whether paid or unpaid, should be placed at a financial disadvantage as a result of using their private vehicle or paying for public transport to conduct Council-related business.
- 1.4. The Council adopts this policy to provide clear guidance for both officers and their line managers on managing travel expenses incurred and seeking approval for reimbursement, where applicable.
- 1.5. This policy should be read in conjunction with the officer recruitment pack, which outlines any role-specific requirements, terms, or conditions, relevant to the position and this policy.

## **2. Aim and Scope**

- 2.1. The purpose of this policy is to provide guidance on the Council's approach to managing travel expenses and the necessary arrangements for claiming for these expenses.
- 2.2. To achieve this, the policy aims to:
  - Ensure that officers receive fair compensation for additional expenses incurred while performing Council business or attending events on behalf of the Council.
  - Ensure that officers are not placed at a financial disadvantage while carrying out work for the Council, nor gain any personal advantage from authorised expenses.
  - Provide clarity and direction on which travel expenses are eligible for reimbursement.
  - Promote and sustain a work ethic that supports the Council's commitment to environmentally friendly practices by encouraging officers to use sustainable modes of transport (where it is cost effective) in the course of their duties and responsibilities.

- Ensure that all travel expenses comply with the Council's objectives and operations and represent best value from a financial perspective.
- Ensure that all managers have the necessary support and resources to clearly explain this policy and the travel expense claim process to newly employed officers, where applicable.

### **3. Who This Applies To**

- 3.1. Unless stated otherwise, this policy shall apply to all officers of the Council, irrespective of their employment status i.e., whether they are engaged on a full-time, part-time, temporary or permanent basis.

### **4. Legal Framework**

- 4.1. By adopting and applying this policy, the Council aims to ensure that officers' travel expenses are reimbursed lawfully and transparently under the relevant regulations, thereby supporting effective participation in Council business while safeguarding the responsible use of public funds.

### **5. Statement of the Council**

- 5.1. The Council is committed to adopting a responsible policy that is fair and reasonable for all officers of the Council, while preserving a culture of trust and accountability in service delivery.
- 5.2. In order to foster this culture in the workplace, the Council shall:
- Maintain a zero-tolerance approach to any unauthorised travel or travel that is strictly prohibited, which may create a safeguarding risk to officers or colleagues involved in collaborative work.
  - Ensure that all authorised and approved travel expense claims are considered in a timely manner, with proactive action taken where necessary.
- 5.3. All officers carrying out work or duties on behalf of the Council are responsible for using limited funds and financial resources responsibly and respectfully, while showing consideration for colleagues and individuals engaged with the Council's operations.

## **6. Defining Travel Expenses**

- 6.1. The Council acknowledges that travel expenses are costs associated with travelling for the purpose of conducting Council-related activities (i.e., attending a meeting on behalf of the Council or travelling to, or running an errand for business purposes).
- 6.2. The Council expects Councillors and officers to travel together or use shared transport where possible when undertaking any Council business, to promote the responsible and efficient use of Council resources. When this is not feasible, travel expenses will be considered, as follows:

### **6.2.1. Travel Expenses Covered**

- Public transport tickets (e.g., travel by train, ferry or taxi)
- Private cars and motorcycle travel costs
- Bicycle journeys
- Car parking fees (where strictly necessary)

### **6.2.2. Travel Expenses Not Covered**

- Routine commuting costs between officer's place of residence and their place of work
- Any travel undertaken without the prior approval of the Council while performing duties
- Any kind of parking fines, traffic infringements or penalties incurred while travelling to the working place
- Late booking surcharges for public transport tickets
- Luxury or premium travel upgrades (e.g., first-class train tickets) or additional costs incurred due to personal preference rather than operational or safeguarding necessities.
- Travel costs resulting from the relocation of an officer's workplace
- This list is not exhaustive and will be based on a case-by-case basis

## **7. Travel Expenses**

- 7.1. The Council emphasises that an expense will only be paid for "approved duties" as outlined in section 26(1) of the Local Authorities (Members Allowances) (England) Regulations 2003 (see Section 4) and as determined by the Council. These duties include, but are not limited to:
- Participating in approved training sessions or conferences outside the town, relevant to the Council's operations and objectives.

- Conducting site visits, inspections, or consultations on behalf of the Council.
  - Attending events where an officer officially represents the Council.
  - Travelling between different organisations or premises to carry out official duties in relation to Council business.
- 7.2. In circumstances where shared transport (see Section 6) is not reasonably practicable, the Council may reimburse travel expenses for the following options:
- **Using an officer’s private vehicle**, as the preferred and most cost-effective option when travelling on Council business.
  - **Purchasing public transport tickets**, at standard-class fares, and booking in advance where possible to benefit from any available discounts.
  - **Travelling by taxi**, which will only be reimbursed in emergency or exceptional circumstances that involve safeguarding risks.
- 7.3. For officers to be able to claim travel expenses whilst using their private vehicles they must provide the HR & OD Manager with the following documents as proof that they have suitable “occasional business use” cover:
- A full UK driving licence
  - Proof of a valid MOT certificate and/or DVLA registration
  - Comprehensive motor insurance that includes business use
- 7.4. Travel expenses for use of the officer’s private vehicle are reimbursed on a per mile basis. Business mileage will be reimbursed in accordance with [HM Revenue and Customs](#) guidelines, as follows:

Type of vehicle	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year	Additional passenger @ 5p per mile
Cars and vans	45p	25p	50p / 30p
Motorcycles	24p	24p	29p / 29p
Bicycles	20p	20p	N/A

\*Approved mileage rates from tax year 2011 to 2012 to present date

- 7.5. The mileage is calculated from the officer’s normal place of work to the location of the activity carried out on behalf of the Council, not from their private residence.
- 7.6. Standard business mileage, as shown in the table, is paid at a fixed rate per mile up to a threshold of 10,000 miles per tax year, above which the rates decrease for car and van drivers. Officers should be aware that business mileage in all types of vehicles counts toward the 10,000-mile threshold.

- 7.7. Officers must adhere to all driving safety rules when using their private vehicle for Council business. Otherwise, the Council accepts no liability for any accident, loss, damage, or claim arising from such journeys, except where directly caused by the Council's negligence.

## **8. Claiming Reimbursement**

- 8.1. Reimbursement claims are subject to actual expenditure incurred, specifically and exclusively in connection with the Council duties.
- 8.2. Officers may claim the cost of travel to other locations (see Sections 6 and 7) if, they use their own vehicles or public transport, provided the travel is undertaken for Council business.
- 8.3. Expense reimbursement is generally valid for travel within the town and nearby locations. The Council will only reimburse travel costs for the most appropriate route.
- 8.4. If officers use their private vehicles, they can claim for the cost of business-related mileage (see Section 7). Alternatively they may claim reimbursement for valid bus or train ticket fares (standard class) when using public transport for travel on Council business
- 8.5. To claim expenses, officers must complete the Council's Travel Expense Claim Form, providing details of why and how the expense was incurred. If an officer is unsure whether an expense is eligible for reimbursement, they must seek guidance and obtain prior authorisation from their line manager in the first instance, or the HR & OD Manager in their line manager's absence.
- 8.6. Officers must ensure that the form is completed accurately, dated, signed, and submitted for authorisation at the end of the month in which the expense was incurred, or by the payroll cut-off date, in order for it to be paid within that month's payroll.
- 8.7. Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless claiming for mileage). When claiming for travel expenses on public transport, officers must enclose the tickets showing the departure point and destination of the journey.
- 8.8. Once the form is completed and signed, officers should submit it by email to their line manager for approval or a member of the Strategic Management Team for approval in the absence of their line manager. Once approved, the claim form should be sent to the Finance Manager for payment.

- 8.9. The Council may return an expense claim form without payment if it is completed incorrectly or lacks supporting evidence.

## **9. Approval of the Expenses**

- 9.1. The Council is only responsible for, and eligible to approve, travel that is necessary for the conduct of official Council business.
- 9.2. The cost-effectiveness of travel expenses will be reviewed by the Finance Manager.
- 9.3. Once approved, the claim will be forwarded to the Deputy Town Clerk before payment is authorised by the Finance Manager.
- 9.4. Claims should be approved within four (4) months of the expenditure being incurred.
- 9.5. Line managers do not have authority to approve expenses that fall outside of the limits explained under this policy.

## **10. Failure to Comply with the Policy**

- 10.1. Any officer who fails to follow the Council's procedures for expense claims, or who misuses this policy in any way (including submitting false claims or receipts), may be subject to a thorough investigation and this will be treated as a serious matter. Depending on the severity of the breach, formal action may be taken under the Council's disciplinary or relevant conduct procedures.
- 10.2. In such cases, all related expenses and claims will be considered unauthorised and will not be reimbursed.

## **11. Monitoring and Recording**

- 11.1. All travel expenses, whether major or minor, will be subject to regular review, and expenditure performance will be monitored.
- 11.2. The Finance Manager will ensure that all travel expense records and related documentation are recorded, treated as confidential, and securely stored in the Council's database, in accordance with the Council's Data Protection Policy.