



AMENDMENT TO EMPLOYEE EXPENSES RATES

Report by Chief Executive

PURPOSE

- 1.1 The purpose of the Report is to seek approval to amend the Employee Expenses Rate for Overnight Accommodation with Friends and Family.

EXECUTIVE SUMMARY

- 2.1 Updated Employee Expenses Rates were approved at Policy and Resources Committee on the 25 September 2024. Maximum allowable rates which employees can claim for subsistence were increased to reflect increases in costs.
- 2.2 The maximum allowable rate which Employees can claim for Overnight Accommodation with Friends and Family was decreased in error from £40 to £30. It is proposed that this rate is amended back to £40.

RECOMMENDATIONS

- 3.1.1 **It is recommended that the Comhairle approve that the maximum allowable rate which can be claimed by Employees for Overnight Accommodation with Friends and Family shall be £40.**

Contact Officer: Anna Hulme, Senior Researcher
Background Papers: Draft Business Travel and Expenses Policy – Policy and Resources Committee - 25 September 2024

IMPLICATIONS

4.1 The following implications are applicable in terms of the Report.

| Resource Implications | Implications/None |
|-------------------------------|---|
| Financial | None |
| Legal | None |
| Staffing | This report relates to employee expenses. |
| Assets and Property | None |
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| Strategic Implications | Implications/None |
| Risk | None |
| Equalities | None |
| Corporate Strategy | Effective governance of the Comhairle is a Strategic Outcome of the Comhairle's Corporate Strategy 2024-2027. |
| Environmental Impact | None |
| Consultation | The Employee Expenses Rates have been considered by the Joint Consultative Committee. |