

Agenda Item 9

For decision - Approval of Chapter 4b – Staff Expenses policy and Lone Worker policy

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Chapter 4b – Staff Expenses policy

The proposed changes to the Staff Expenses policy can be viewed at [Appendix 9.1 on the website here](#). In summary they are:

- We have included an expenses claim process and forms for Councillors and Volunteers.
- Staff have two different expenses forms, one for claiming items purchased and one for claiming mileage, travel, parking and subsistence.
- We have included a deadline of within 3 months or before the end of the financial year, whichever is soonest. This is to ensure that expenses are being shown in the correct financial year.

Lone Worker policy

The Lone Worker policy is a section in Chapter 4 Staff Handbook and can be viewed at [Appendix 9.2 on the website here](#).

We propose to update this section due to the increase of lone working that is happening by staff, workers and volunteers. The Staff Handbook as a whole is due to be reviewed in October 2024.

The main changes to the Lone Worker policy are:

- We have included our workers and volunteers as well as employees in this policy as there will be times when they lone work.
- Lone workers may not have a line manager but will always have a contact at the Council.
- We have added that lone workers should ensure that their next of kin knows that they are lone working, when they should be expected home and to share the Council contact details in case of emergency.
- We have included a statement to be signed by employees, workers and volunteers to ensure that they read and understand the policy.

Recommendation

Approve and adopt the updated Staff Expenses policy at Appendix 9.1 and the Lone Worker policy at Appendix 9.2