

ANGUS COUNCIL  
PERSONNEL & PROPERTY SERVICES COMMITTEE

**ITEM No. 22**

29 AUGUST 2000

TRAVEL AND SUBSISTENCE COSTS 1999/2000

REPORT BY DIRECTOR OF PERSONNEL

**ABSTRACT**

This report advises of travel and subsistence costs within the Council during the 1999/2000 financial year.

**1. RECOMMENDATION**

The Committee note the terms of this report for its interest.

**2. INTRODUCTION**

The Director of Personnel is remitted to submit an annual report on travel and subsistence costs to the Chief Officers' Management Team and the Personnel and Property Services Committee.

**3. TRAVEL AND SUBSISTENCE COSTS - 1999/2000**

In 1999/2000:

- travel and subsistence payments of £1,179,242.93 were made with travel accounting for £1,117,539.83 and subsistence £61,703.10
- of the £1,117,539.83 travel payments, £823,930.30 was to Chief Officer/APT&C employees, £163,499.95 to Teachers and £130,109.58 to Manual employees
- of the £61,703.10 subsistence payments, £55,074.59 was to Chief Officer/APT&C employees, £3,890.35 to Teachers and £2,738.16 to Manual employees

A breakdown of expenditure on a department by department basis and a breakdown of expenditure for the previous financial year, 1998/99, is available in the "Member's Lounge".

A comparison of the 1999/2000 figures with those of 1998/99 shows that:

- travel and subsistence payments have increased by 12.40% (£130,080.73), with travel increasing by 12.81% (£126,860.18) and subsistence by 3.91% (£2,320.49).
- Chief Officer/APT&C travel payments have increased by 8.93%, Teachers by 16.49% and Manual by 39.82%
- Chief Officer/APT&C subsistence payments have increased by 7.28%, Manual by 14.10% with Teachers payments decreasing by 31.11%

A breakdown of increases/decreases on expenditure on a department by department basis is available in the "Members' Lounge".

Please note that the figures are taken from the payroll and as such expenses are generally paid one month in arrears the actual period the expenditure relates to is March to February inclusive.

In considering the information, and specifically increases in payments over the previous year, the Committee should note that there has been no increase in the subsistence rates which are

payable to employees and car mileage rates have increased on average by approximately 2.5%.

It should also be noted that travel payments directly relate to reimbursement for car usage. Expenditure on other modes of transport reimbursed through payroll are included in subsistence but any expenditure on rail or air travel organised directly by a department is not included as this is not reimbursed through payroll. The true costs of travel are therefore higher than illustrated.

#### **4. FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with the terms of this report.

#### **5. CONSULTATION**

The Chief Executive, Director of Finance and Director of Law & Administration have been consulted on the terms of this report. The Chief Officers' Management Team have been consulted on the content of the report and on the associated information available in the "Members' Lounge".

JANICE TORBET  
Director of Personnel

**NOTE** No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.