

DERBYSHIRE COUNTY COUNCIL

CABINET MEMBER FOR COUNCIL SERVICES

22 December 2014

Report of the Director of HR

REMOVAL OF PAYMENT OF INTERVIEW EXPENSES

1. Purpose of the Report

To seek approval to remove the payment of interview expenses for candidates attending interview for Council vacancies to claim related travel and subsistence expenses.

2. Information and Analysis

Following the launch of the innovations and budget cuts suggestions initiative a number of employees have suggested that the Council should remove the provision for the claiming of interview expenses. The Council does not view interview expenses as a priority and is therefore proposing to remove the opportunity to claim with effect from 1st January 2015.

A provision currently exists which enables all applicants (internal and external), attending interview for a vacancy with the Council, to claim associated travel and subsistence expenses.

Costs which may be recovered are limited to:

- travel expenses claimable at 16.4p per mile or public transport costs incurred;
- subsistence;
 - Bed and Breakfast £45.61
 - Breakfast £6.55
 - Lunch £9.03
 - Tea £3.55
 - Evening Meal £11.20.

All claims are subject to the expenditure actually being incurred and the submission of receipts.

Analysis has been carried out and total payments made in relation to interview expenses, for the twelve months November 2013 to October

Public

2014 were £4650 which indicates that interview expenses are not extensively claimed.

Over the same twelve months, a total of 1899 interview panels were held and a total of 6605 candidates were interviewed. Of these, 123 individuals submitted claims, the average cost of which was £37.81. The proportion of interviewees who submitted a claim is therefore less than 2%.

It should be noted that many of these candidates are internal, and, if attending an interview at their normal place of work, would not be eligible to submit a travel claim e.g. for mileage at the agreed Council rate. However, if they were to attend an interview at a venue which involved additional travel, then they would be entitled to submit a claim based on the above provisions.

A copy of the related claim form, which is currently included with all invitations to attend interview, is attached at Appendix A.

Additional costs associated with payment of interview claims are in relation to the processing of such claims, both within the Shared Services Centre and Corporate Finance. Due to the limited numbers of candidates submitting claims, the costs are estimated at approximately £200 per annum.

Whilst the overall number of claims is modest the Council is conscious of the extreme financial pressures faced over the next four years and in consequence is reviewing the nature and level of all expenditure.

Enquires made to other local authorities within the east midlands regions indicate a mixed approach, with some councils paying interview expenses to external candidates only, or to successful external candidates only, and one other local authority not paying interview expenses at all.

3. Financial Considerations

The total savings with the removal of all interview expenses together with the associated process savings is estimated at approximately £5K per annum, based on current claim levels.

Given this represents the removal of an existing provision it is proposed that the recognised trade unions be consulted.

3. Financial Considerations

The total savings with the removal of all interview expenses together with the associated process savings is estimated at approximately £5K per annum, based on current claim levels.

4. Other Considerations

In preparing this report the relevance of the following factors has been considered; human resources, legal, prevention of crime and disorder, health, property and transport considerations.

5. Key Decision

No

6. Call-in

Is it required to call-in to be waived for any decision in the report?

No.

7. OFFICER'S RECOMMENDATION

That the Cabinet Member agree to the removal of the payment of interview expenses as detailed in the report.

**TONI COMPAI
DIRECTOR OF HR**

OFFICER'S RECOMMENDATION

That the Cabinet Member agree to the removal of the payment of interview expenses as detailed in the report.

**TONI COMPAI
DIRECTOR OF HR**

OFFICER'S RECOMMENDATION

That the Cabinet Member agree to the removal of the payment of interview expenses as detailed in the report.

**TONI COMPAI
DIRECTOR OF HR**

CLAIM FOR EXPENSES IN CONNECTION WITH AN INTERVIEW

Appendix A

Interview for appointment as DCC Reference No Date of Interview Name: Address:	FOR OFFICE USE ONLY SUCCESSFUL YES / NO Date started with DCC Employee No:
TRAVELLING (Please attach receipts where appropriate) (a) Rail Fare * single / return From: To: (b) Other (eg Taxi, Bus, Car) Mode of Travel From: To: Mileage Incurred	AMOUNT £ £
OTHER EXPENSES (Please attach receipts where appropriate) Please list.....	£ £
Total amount to be paid	£

Please supply the following details in order that a BACs payment can be made directly into your bank account.

Account Name:	
Bank Name:	
Sort Code:	
Account no:	
Reference: (if applicable)	

I certify that I have actually and necessarily incurred expenditure on travelling and subsistence expenses as claimed. No other claim has been made or will be made in respect of this interview. I understand that expenses may be reimbursed following the interview unless I withdraw my application or refuse an offer of employment, in which case expenses will not be paid. I also understand that if I am successful in obtaining the above post, expenses will only be paid following my commencement of employment with Derbyshire County Council.

Signature		Date	
------------------	--	-------------	--

Authorisation

Recruiting Manager		Date	
Signature			
Department		Division	

