

## REPORT OF ADMINISTRATION & DEMOCRATIC SERVICES MANAGER

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### **SUBJECT: MEMBERS' TRAVEL POLICY**

#### Purpose of the report

To adopt a Travel Policy for Member attendance at meetings, conferences, events authorised by the National Park Authority.

#### Background

Travelling is a necessary requirement of being a Member of the National Park Authority, whether to meetings of the Authority itself, or when representing the Authority on various outside bodies and/or at conferences, functions, etc.

It is also recognised that Members have other interests outside the Authority, which sometimes conflict with Authority business. Over recent months, these interests have caused some Members to have to travel separately to events which, in the absence of an approved policy, have resulted in various agreements being reached regarding the claiming of travel expenses.

With this in mind, and taking into consideration the impending budget cuts, a Members' Travel Policy has been drafted to provide clarity and consistency to both Members and Officers when dealing with travel claims in future.

#### Financial considerations

There will be some financial savings to the Authority as a result of co-ordinated travel arrangements.

#### Risk considerations

There are no risks involved with following the process recommended in the final report.

#### Compliance

The proposal complies with Corporate Objective 4: The National Park Authority is recognised as meeting good practice standards in terms of governance, providing value for money and listening to the views of residents, visitors and partners.

#### Human Rights/Equality issues

The report has no Human Rights/Equality implications.

#### Biodiversity implications/Sustainability appraisal

Co-ordinated travel arrangements should help reduce carbon emissions.

### Welsh Language statement

The report has no implications for the Authority's Welsh Language Scheme.

### **RECOMMENDATION**

**That the Members' Travel Policy be adopted.**

*(For further information, please contact Janet Evans, Administration & Democratic Services Manager on extension 4834, or by e-mailing [janete@pembrokeshirecoast.org.uk](mailto:janete@pembrokeshirecoast.org.uk))*

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**PEMBROKESHIRE COAST NATIONAL PARK  
AUTHORITY**



**MEMBERS' TRAVEL POLICY  
2013**

## **1. Introduction**

Travelling is a necessary requirement of being a Member of the Pembrokeshire Coast National Park Authority. Meetings are normally held at the Authority's headquarters at Llanion Park, Pembroke Dock, although there are sometimes exceptions to this rule.

Members are also required to represent the Authority at external events, be they meetings with partner organisations locally or nationally, formal events with Welsh Government Ministers or National Parks Wales/National Parks UK Conferences, etc.

This document sets out the Authority's policy in relation to such travelling, and is based upon the need to make the best use of the Authority's resources.

## **2. Authority meetings at headquarters**

When a Member joins the Authority for the first time, the mileage between the Member's home address and the Authority's headquarters at Llanion Park will be agreed with the Administration and Democratic Services Manager, and a form will be signed by the Member to this effect. The agreed mileage will normally be the shortest route between the two points, unless there is good reason to determine otherwise (e.g. the need to drop a child at school en route to Pembroke Dock).

The form also provides an 'opt-out' clause whereby Members can choose not to claim for routine Authority meetings, but can claim for attending meetings on behalf of the Authority at other venues.

It is the responsibility of the Member to advise of any changes in circumstance which affects the agreed mileage.

## **3. Site inspections**

Whenever possible/practicable, transport will be arranged by the Democratic Services team for Members to attend site inspections. Members should endeavour to travel to Llanion Park to avail themselves of the arranged transport, unless:

- (a) arrangements have been made for the Member to be picked up en route to the site, in which case travel expenses to and from the pick-up point only will be paid, or
- (b) the distance from the Member's home to the site is less than the distance to Llanion Park, in which case travel expenses will be paid for the lesser mileage.

Where transport has been arranged and the distance travelled by a Member directly to the site is **greater** than the distance to Llanion Park, travel expenses for the lesser mileage<sup>1</sup> only will be paid.

#### **4. Authority meetings elsewhere in the National Park**

When meetings of the Authority and/or its Committees have been arranged away from Llanion Park, transport will be arranged by the Democratic Services team whenever possible/practicable. Members should endeavour to travel to Llanion Park to avail themselves of the arranged transport, unless:

- (a) arrangements have been made for the Member to be picked up en route to the meeting venue, in which case travel expenses to and from the pick-up point only will be paid, or
- (b) the distance from the Member's home to the meeting venue is less than the distance to Llanion Park, in which case travel expenses will be paid for the lesser mileage.

Where transport has been arranged and the distance travelled by a Member directly to the meeting venue is **greater** than the distance to Llanion Park, travel expenses for the lesser mileage<sup>2</sup> only will be paid.

#### **5. Meetings, conferences, etc. elsewhere in the county**

Members are required to represent the Authority on various outside bodies. Where an officer is also required to attend, Members should endeavour to travel with the officer concerned, and travel expenses will be paid for the mileage travelled to and from the pre-arranged pick-up point (whether at Llanion Park or elsewhere if the mileage is less. If the distance travelled to the pick-up point is **greater** than the distance to Llanion Park, travel expenses for the lesser mileage only will be paid). Members travelling alone to an event where transport has been arranged will not be eligible to claim travel expenses.

Where no officer is attending, or pool/hire car/train arrangements are found to be impractical and a Member has to use his/her own vehicle to attend a meeting, travel expenses from the Member's home directly to and from the venue will be paid<sup>3</sup>. If more than one Member is attending the same meeting, arrangements should be made to travel together whenever possible, and a passenger supplement of 5p per mile can be claimed by the driver.

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<sup>1</sup> Whether to Llanion or a pre-arranged pick-up point, whichever is less

<sup>2</sup> See footnote 1 above

<sup>3</sup> Members are reminded that, if they have travelled from (or are intending to travel to) another meeting en route, for which they can claim expenses, they should ensure that the same journey is not claimed for twice

## **6. Meetings, conferences, etc. outside the county**

In the majority of circumstances, travel arrangements will be made by the Democratic Services team, whether via pool/hire car or train and Members should endeavour to avail themselves of these arrangements at all times. Travel expenses will be paid for Members' journeys to and from pre-arranged pick-up points en route. Members travelling alone to an event where transport has been arranged will not be eligible to claim travel expenses.

## **7. Car sharing**

Members are encouraged to share journeys whenever possible, whether with officers, other Members or partner organisations. If carrying passengers in their own vehicle, a passenger supplement of 5p per mile can be claimed by the driver.

If a journey to an Authority meeting is shared, the passenger should indicate this by ticking the box alongside his/her name when signing the meeting attendance list.

## **8. Travel expenses claims**

Individual travel expenses claims will be generated at the end of each month by the Democratic Services team after checking the relevant meeting attendance list(s) for that month. A claim form will be sent electronically to each Member, and it is the Member's responsibility to check that the details are correct and to include details of any other meeting(s) that s/he has attended on behalf of the Authority during that month.

Completed claim forms must be returned to the Democratic Services team by the 3<sup>rd</sup> of each month at the latest in order that the claim can be processed in time for payment at the end of that month. A valid VAT receipt must accompany each claim, together with any other receipts if applicable.

Claim forms over three months old will not be paid, save in exceptional circumstances.

## **9. Insurance**

All Members must ensure that they have adequate motor insurance for using their car for Authority business, and that a copy of a current certificate is made available for inspection when using a pool or hire vehicle.