

Report of Democratic Services Manager

Subject: Members' Travel Policy

Decision Required: Yes / ~~No~~

Recommendation:

Members are asked to approve the revised Members' Travel Policy

1. Key Messages

- 1.1 A revised Members' Travel Policy is presented for consideration which takes account of Members' comments.

2. Background

- 2.1 The Members' Travel Policy was agreed by the Authority in December 2013.
- 2.2 Earlier this year a request was made by a Member of the Authority to review the Policy, and it was initially given consideration by the People Services Committee in September 2024. At that meeting, the Committee asked that the Policy be circulated to all Members of the Authority for their comments prior to a report being made to the National Park Authority.

3. Consultation

- 3.1 The Policy was sent to all Members on 28 October 2024 and 4 responses were received. Only one contained substantive comments and most of the points raised are reflected in the revised policy.

4. Strategic Policy Context

- 4.1 The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic policy context.
- 4.2 The Policy supports the National Park Management Plan Partnership Themes and the Authority's Well-being Objective in respect of climate by encouraging Members to share transport where possible and to be mindful of their carbon footprint in their choices of transport.
- 4.3 The Policy also supports the Authority's Code of Corporate Governance by enabling Members to carry out their duties through the payment of travelling expenses.

5. Financial Considerations

- 5.1 The revised Policy allows greater discretion for payment of a higher level of expenses where Members do not travel in Authority provided transport which is likely to lead to a small increase in Members' travel expenses.

6. Risk and Compliance Considerations

- 6.1 There are no significant risks associated with amendment of this policy. The policy accords with the measures set out by the Independent Remuneration Panel for Wales in respect of travel expenses.

7. Impact on our Public Sector Duties

7.1 Integrated Assessment Completed: Yes/ No

7.2 Equality, Socio-Economic, Health and Human Rights Impacts

- 7.2.1 There are no negative or positive impact on people from protected groups, experiencing socio-economic disadvantage, health or human rights.

7.3 Welsh Language Impacts

- 7.3.1 The policy will have no negative impacts on the Welsh language and there are no opportunities to positively impact or promote the Welsh language.

7.4 Section 6 Biodiversity Duty and Carbon Emission Impacts

- 7.4.1 The policy encourages sharing of transport, but does provide greater opportunities for Members to travel independently for their own convenience.

8. Conclusion

- 8.1 The revisions to the policy include updates which reflect changes in ways of working since it was first developed and responds to Members' requests for greater discretion in taking account of individual circumstances when travelling to approved duties. Members are asked to approved the revised policy.

9. List Background Documentation:

Members Travel Policy, approved by the National Park Authority in December 2013

**PEMBROKESHIRE COAST NATIONAL PARK
AUTHORITY**



MEMBERS' TRAVEL POLICY

202413

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1. Introduction

Travelling is a necessary requirement of being a Member of the Pembrokeshire Coast National Park Authority. Meetings ~~may be normally held~~ either in person, virtually, or in hybrid format depending on what the situation requires. In person meetings tend to be held at the Authority's headquarters at Llanion Park, Pembroke Dock, ~~or at other agreed venues e.g. for site visits and workshops although there are sometimes exceptions to this rule.~~

Members ~~may be~~ also be required or invited 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 to~~ meetings. It, and is based upon the expectation that Members of need to make the best use of the Authority strive to make efficient and effective use of all the Authority's resources and act individually and collectively to reduce the Authority's carbon footprint in all practicable ways.

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 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 mileage¹ only will be paid.~~

43. Authority meetings elsewhere in the National Park at other venues

When meetings of the Authority and/or its Committees (including site inspections, workshops and other visits) 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) there is practical benefit in cost and/or carbon of coordinated journey sharing between individual~~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 or the agreed pick-up point, unless agreed in advance by the Democratic Services Manager, travel expenses for the lesser mileage² only will be paid.

54. Meetings, conferences, etc. elsewhere in the county

~~As part of their duties Members may at times are required to represent the Authority on various outside bodies or at particular events. Where an officer is also required to attend, Members should always endeavour to make cost and carbon effective travel choices. This may involve to making use of the Authority arranged transport / pool / hire car / travelling by public transport or coordinating travel to journey share with other Members or officers of the Authority who will also be attending. .~~

~~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.~~

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

² See footnote 1 above

Where no others from the Authority are ~~fficer 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 paid³. ~~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.~~

Travel expenses will be paid as set out in section 3 above. Where journeys are shared, a passenger supplement can be claimed as set out in section 5.

~~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.~~

75. Journey 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.

86. 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 3rd of each month date specified at the latest in order that the claim can be processed in time for payment at the end of that month. VA-valid VAT receipts for travel and/or other expenses incurred, together with a recent fuel VAT receipt relating to car mileage, must accompany each claim, ~~together with any other receipts if applicable.~~ Scanned or photographed receipts are acceptable.

³ 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

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

97. Insurance/Driving Licence check

All Members must ensure that they have adequate motor insurance covering business use ifor 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.~~ Members who drive a pool/hire car are required to register for an online DVLA licence check and give the Authority access to check their licence. This check is required to be done annually.

8. Reimbursement of other travel costs

All other claims for travel, including travel by taxi if this is the only, or most appropriate, method of transport, will only be reimbursed on production of receipts showing the actual cost. Members should always be mindful of choosing the most cost-effective method of travel.

9. Reimbursement of subsistence costs

<u>Subsistence rate</u>	<u>Subsistence allowance</u>
<u>£28 per day</u>	<u>Day allowance for meals, including breakfast, where not provided in the overnight charge</u>
<u>£200 per night</u>	<u>London</u>
<u>£95 per night</u>	<u>Elsewhere</u>
<u>£30 per night</u>	<u>Staying with friends and or family</u>

These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of Members by the Democratic Services Team, and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.

It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24-hour

period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.