

## NFNPA RAPC 314/16

### NEW FOREST NATIONAL PARK AUTHORITY

### RESOURCES AUDIT AND PERFORMANCE COMMITTEE – 21 NOVEMBER 2016

### TRAVEL AND SUBSISTENCE POLICY

**Report by:** Heleana Aylett, HR Manager

#### **1. Introduction**

- 1.1 This paper provides the Resources Audit and Performance Committee with the details of a Travel and Subsistence Policy recommended for adoption by the Authority, and attached as **Annex 1**.

#### **2. The Background**

- 2.1 Until now the Authority has been using the travel and subsistence policy which they adopted from NFDC.

#### **3. Moving Forward**

- 3.1 We have had the recent mileage rate consultation with employees and notice has been given that the new rates will come into effect from January 2017. Therefore it was thought timely to introduce a new travel and subsistence policy for the Authority.
- 3.2 The new mileage rates are attached as Appendix A.
- 3.3 The policy seeks to ensure value for money is achieved in relation to Travel and Subsistence and promotes the use of the pool cars where possible.

#### **Employee Side Comments**

Employee side has read and considered the Travel and Subsistence Policy, and is satisfied that it is clearly and fairly expressed and in keeping with the relevant legislation

#### **Recommendation:**

**It is recommended that Members adopt the Travel and Subsistence Policy with effect from 1 January 2017.**

**Papers:**

NFNPA/RAPC 314/16      Cover paper  
NFNPA/RAPC 314/16      Annex 1- Travel and Subsistence Policy

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**Equality and Diversity Implications:**

There are no specific equality or diversity implications arising out of this report as the policy would apply equally to all employees.