

FRAMEWORK DOCUMENT

Committee on Radioactive Waste
Management

August 2019



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1 Introduction

- 1.1 This Framework document has been drawn up by the Department for Business, Energy & Industrial Strategy (BEIS) and the Devolved Administrations¹ in consultation with the Committee on Radioactive Waste Management (CoRWM). It replaces CoRWM's Terms of Reference.
- 1.2 The document sets out the broad framework within which CoRWM will operate and covers the following areas:
 - Role of CoRWM.
 - Governance and accountability.
 - Working arrangements for CoRWM.
- 1.3 CoRWM members are always expected to comply with the Framework Document and its associated documents.
- 1.4 This document does not convey any legal powers or responsibilities.
- 1.5 This document is a living document and will be reviewed at least annually and will be updated as necessary to reflect changes in policy, management and requirements of the committee. The document will be signed and dated by BEIS, the Devolved Administration² and the Chair of CoRWM.

¹ References to “Devolved Administrations” in this document refers to the Scottish Government, Welsh Government and the Northern Ireland Civil Service in the absence of the Northern Ireland Executive

² In Northern Ireland, this is subject to decisions to be made by incoming Ministers, see footnote 3 below

2 Sponsorship and Funding of CoRWM

- 2.1 CoRWM is jointly sponsored by and will provide advice to the UK Government, the Scottish Government, the Welsh Government and the Department of Agriculture, Environment and Rural Affairs.
- 2.2 The Committee is funded by the UK Government through the Department of Business Energy & Industrial Strategy (BEIS). BEIS will be responsible for the provision of and management of the CoRWM Secretariat and the Administration of the committee. The BEIS Permanent Secretary will be the Principle Accounting Officer (PAO) and discharge the appropriate duties in relation to CoRWM. They will nominate an official to act as the lead sponsor for the committee who will supervise the CoRWM Secretariat and ensure compliance with relevant policies.
- 2.3 In Scotland, the sponsor role will be performed by the relevant Scottish Minister and a Scottish Government official will act as a liaison between the Scottish Ministers and the committee.
- 2.4 In Wales, the sponsor role will be performed by the relevant Welsh Minister and an official in the Welsh Government will act as a liaison between the Welsh Ministers and the committee.
- 2.5 Under temporary arrangements for managing government business in Northern Ireland officials from the Northern Ireland Civil Service have worked with the UK Government on the development of this document. ³.
- 2.6 In the absence of a Northern Ireland Executive, a senior official within DAERA will act as a liaison between the Department and the Committee and fulfil any sponsorship role.
- 2.7 Sponsors of the Committee will form the Sponsor Group that will meet regularly, no less than bi-annually. The Sponsor Group will be chaired by BEIS Officials unless otherwise delegated.
- 2.8 BEIS will allocate appropriate and reasonable funding and agree appropriate resources to fund work relating to the specific needs of other Sponsors subject to the Committee's annual funding settlement. This will be discussed and agreed in advance as part of the CoRWM work programme or as per procedures for dealing with ad-hoc tasks throughout the year.

³ Officials from the Northern Ireland Civil Service have engaged in the development of this framework as the policy area intersects with the devolved competence of the NI Assembly. However, in the absence of the NI Executive, references to Northern Ireland matters are without prejudice to the views of future NI Executive Ministers, who may wish to review these arrangements. Similarly references to commitments made by the devolved administrations should be taken to mean the Scottish Government and Welsh Government and not the views of the NI Executive.

- 2.9 Devolved Administrations will have the ability to provide funding for the committee to deliver additional work on an ad hoc or regular basis beyond the normal scope of the work programme or that is not approved by BEIS in its annual work plan.
- 2.10 Authorisation to complete additional funded work will not be unreasonably withheld unless it has an impact on the delivery of the committees agreed programme of work. Changes to the funding of the committee will be reflected upon during reviews of the governance of the committee and the roles of sponsors.
- 2.11 BEIS will undertake the recruitment for new and additional members of the committee as necessary and Devolved Administrations will be asked to participate in the recruitment process and endorse all recruitment decisions. BEIS may, if deemed necessary, choose to renew the tenure of the existing members in consultation with the Devolved Administrations [or Sponsor Ministers].
- 2.12 BEIS will agree the work programme and annual report with CoRWM. Devolved Administrations will be invited to provide comments on both these documents and to endorse them.

3 Role of CoRWM

- 3.1 CoRWM was established in 2003 as a non-statutory advisory committee and is classed as a non-departmental public body (NDPB). Its purpose is to provide independent advice to the UK Government, and Devolved Administrations based on scrutiny of the available evidence on the long-term management of radioactive waste, arising from civil and, where relevant, defence nuclear programmes, including storage and disposal.
- 3.2 The remit for CoRWM is to:
 - 3.2.1 Give independent scrutiny and evidence-based advice on issues that concern the management, storage and disposal of radioactive waste to:
 - The UK Government.
 - The Devolved Administrations.
 - The Nuclear Decommissioning Authority (NDA), including Radioactive Waste Management (RWM).
 - Other interested parties (with the agreement of Sponsors).
 - 3.2.2 CoRWM's remit covers radioactive waste arising from civil, and where relevant, defence nuclear programmes, together with material that could potentially be included in the inventory for disposal in a geological disposal facility but has not yet been declared as waste.
 - 3.2.3 This involves providing independent, evidence based advice on scientific, technical, planning, legislative and regulatory issues relevant to radioactive waste management, including government policy and the NDA's and RWM's strategies, programmes and processes. This scrutiny and advice will be delivered in such a way that does not duplicate the role already fulfilled by the statutory independent safety, security and environmental regulators.
 - 3.2.4 The precise focus of CoRWM's work is agreed through discussion with the UK Government and the Devolved Administrations and is set out in its three-year rolling work programme, updated at least annually. The Committee will, as appropriate, undertake additional work as discussed and agreed with sponsors and in all its work use both the range of member expertise and other inputs as appropriate.
 - 3.2.5 CoRWM's scrutiny and advice will be independent and includes the duty to report any matters of concern as well as a duty to maintain public confidence in the work under consideration. CoRWM will seek to engage and communicate openly and regularly with stakeholders and with the public whilst ensuring that high ethical and professional standards apply, and that confidentiality is maintained as and when appropriate.
- 3.3 In fulfilling its remit to provide independent and evidence-based advice, CoRWM is expected to maintain an independent overview of the scientific and technical issues relevant to the delivery of UK Government and Devolved Administrations' radioactive waste management programmes. It should bring to the attention of relevant Ministers' issues that it considers to be either:

- Positive and worthy of note.
- Concerns that in the Committee's opinion need to be addressed.

3.4 CoRWM will have a collective responsibility for:

- Recognising the policy framework within which it will operate, including the roles and responsibilities of UK Government and Devolved Administrations, the NDA, RWM and the various statutory independent regulators in relation to CoRWM's own advisory role.
- Delivering its evidence-based advice to Sponsor Ministers in accordance with agreed work programmes.
- Delivering the work programme within the agreed budget and in accordance with HMT guidance 'Managing public money'. The Chair may request sponsor Ministers for an adjustment to this budget should this be considered necessary.
- Submit an annual written report to sponsor officials by 31st May each year. The report will include CoRWM's progress with the agreed work programme, advice deriving from it and costs incurred. Copies of the report are to be made available to members of the public on the CoRWM's website.

3.5 Subject to paragraph 2.2 the objectives of CoRWM are as follows:

- Advice on the management, storage and disposal of radioactive waste arising from civil, and where relevant, defence nuclear programmes, together with material that could potentially be included in the inventory for disposal in a geological disposal facility but has not yet been declared as waste.
- Scientific and technical advice on the Nuclear Decommissioning Authority (NDA) and Radioactive Waste Management Ltd's (RWM) proposals, plans and programmes to deliver geological disposal, together with robust interim storage, for the UK's higher activity waste.
- Community and public engagement to promote the work of the committee and support its advice as it pertains to policy of the UK Government and Devolved Administrations.

4 Specific accountabilities and responsibilities of BEIS and Devolved Administrations' Principal Accounting Officers and Sponsoring Officials

- 4.1 Each sponsor organisation is responsible for advising their Ministers on CoRWM's work as the deem appropriate. This may include if the sponsor body sees fit.
- An appropriate framework of objectives for CoRWM in the light of their wider strategic aims and priorities.
 - How well CoRWM is achieving its strategic objectives and whether it is delivering value for money.
 - Any relevant risks both to their organisation and CoRWM in relation to the objectives and activities of CoRWM.
- 4.2 Each sponsor organisation is responsible for:
- Ensuring that a suitably nominated official is made available to form the sponsor group that will discuss progress of the committee on its work programme and on advice being provided.
 - Reporting any concerns about the activities of CoRWM to the Chair of the Sponsor Group and the Committee.
- 4.3 In addition, BEIS's PAO is responsible for advising the Secretary of State on an appropriate budget for CoRWM and ensuring arrangements are in place in order to:
- Monitor CoRWM's activities.
 - Ensure CoRWM continues to function effectively, making such interventions as are judged necessary.
 - Ensure that it delivers value for money.
- 4.4 Additionally, BEIS's Policy DG is responsible for:
- Informing CoRWM of relevant government policy in a timely manner.
 - Ensure that the Chair's performance is appraised annually by a member of the SCS in an appropriate policy area.
- 4.5 The CoRWM Secretariat within the Radioactive Waste and Decommissioning Team in BEIS is the primary contact for CoRWM. It is the main source of advice to the responsible minister for BEIS on the discharge of his or her responsibilities with respect to CoRWM. It also supports the BEIS PAO on his or her responsibilities toward

CoRWM. The CoRWM Secretariat is responsible for liaising with sponsor departments in the Devolved Administrations.

4.6 The CoRWM sponsor group will consist of representatives from BEIS and the Devolved Administrations. The meetings will be coordinated by the CoRWM Secretariat and will be chaired by BEIS. These meetings will normally occur quarterly or as required and will:

- Agree with CoRWM the issues to be addressed in the work plan (including any requests for advice, analysis, information or other assistance) and the timetable for its preparation prior to submission to Ministers.
- Prior to the end of the financial year review the performance of CoRWM and its outputs for the previous year.
- Discuss with the Chair of the Committee as appropriate progress on agreed work programme and advice being provided.
- Discuss ongoing risks and issues of the Committee.

5 The Chair's personal responsibilities

- 5.1 The Chair is responsible to the relevant serving BEIS Minister (currently the Parliamentary Under Secretary of State for Business) and relevant Devolved Administration sponsor Ministers. Communications between CoRWM and the responsible ministers should normally be through the Chair via the Secretariat.
- 5.2 The Chair is responsible for ensuring that CoRWM's affairs are conducted with probity and it delivers value for money. This should be clearly communicated to all CoRWM members. The Chair is responsible for ensuring that CoRWM delivers its work programme within the available budget and for jointly monitoring and managing the budget with the Secretariat team.
- 5.3 The Chair will meet sponsor Ministers from the UK Government and Devolved Administrations as necessary at the sponsor Minister's request. The Chair may also be required to present the position of CoRWM to Parliamentary or Assembly committees and representatives as appropriate. He/she may delegate this to another member of CoRWM if appropriate.
- 5.4 In addition, the Chair has the following leadership responsibilities:
- Formulating CoRWM's strategy.
 - Ensuring that CoRWM, in reaching decisions, takes proper account of guidance provided by the sponsors Ministers and the department.
 - Promoting the efficient and effective use of resources.
 - Delivering high standards of regularity and propriety.
 - Representing the views of CoRWM to the general public.
 - Ensuring that CoRWM's advice is of high quality, independent and evidence-based.
 - Ensuring the work of the committee is performed in an open and transparent manner.
- 5.5 The Chair also has an obligation to ensure that:
- The work of CoRWM and its members is of a high standard.
 - CoRWM has a balance of skills appropriate to carrying out its work.
 - Committee members are fully briefed on terms of appointment, duties, and responsibilities as supported by the Secretariat.
 - Responsible Minister is advised of CoRWM's needs when vacancies arise.
 - The performance of individual committee members is assessed annually or when being considered for re-appointment.

- There is a Framework Agreement in place setting out the role and responsibilities of the members consistent with the Government Code of Good Practice for Corporate Governance and BEIS policy.
- There is a code of practice for committee members in place, consistent with the Cabinet Office Code of Conduct for Board Members of Public Bodies. CoRWM must follow any relevant Code of Conduct that is applicable.

6 The Deputy Chair's Responsibilities

6.1 The Deputy Chair's responsibilities are to:

- Support the Chair in formulating CoRWM's Strategy, work programme and annual report;
- Conduct meetings/activities where the Chair is not available; and
- Support the Chair in the discharge of their leadership responsibilities and obligations.

7 Individual committee members' responsibilities

7.1 Individual committee members should:

- Always comply with the Code of Conduct for Board Members of Public Bodies and with the rules relating to the use of public funds and to conflicts of interest.
- Not misuse information gained in the course of their public service for personal gain or for political profit, nor seek to use the opportunity of public service to promote their private interests or those of connected persons or organisations.
- Comply with the BEIS rules on the acceptance of gifts and hospitality, expenses, and of business appointments.
- Act in good faith and in the best interests of the CoRWM.

8 Annual Report

- 8.1 CoRWM must publish an annual report of its activities after the end of each financial year. The report must outline main activities and performance during the previous financial year.
- 8.2 The annual report should be submitted to sponsor officials by 31st May each year. The report may contain recommendations and opinions.

9 Corporate governance

- 9.1 CoRWM is a non-departmental public body. Appointments to CoRWM are made in accordance with the Code of Practice of the Commissioner for Public Appointments. All appointments are made on merit and political activity plays no part in the selection process. The appointment of the Chair and Committee members is recommended by the BEIS minister and approved by the Secretary of State. Devolved Administrations are involved and consulted in the process and will jointly approve final appointments.
- 9.2 The Committee consists of a Chair and up to 11 members, one of whom will be appointed by the BEIS minister as Deputy Chair on the recommendation of the Chair. Members are appointed in a personal capacity and must remain independent of organisational or sectoral interests.
- 9.3 The committee Chair and committee members are appointed for a period of up to four years. The BEIS Secretary of State, in consultation with ministers from Devolved Administrations retain the right to terminate appointments at any time considering: individual members' performance, changes in CoRWM's work requirements, or completion of the work required of CoRWM.
- 9.4 The skills and expertise which will need to be available to the Committee will vary depending on the programme of work. Sponsor ministers may at any time review the membership of the Committee, and the skills and expertise required.
- 9.5 CoRWM delivers its workplan through the work of subgroups of members. The Devolved Administrations and CoRWM are able to establish a subgroup(s) to specifically consider issues pertinent to their administration. The subgroups report back to the full committee at Plenary meetings which take place either 4 or 5 times a year. Decisions are reached through consensus and are taken by the whole committee in Plenary. Urgent decisions can be taken outside of Plenary meetings via correspondence.
- 9.6 Members of CoRWM may not have all the skills and expertise necessary to advise Government. The Committee will need to decide how best to secure access to other appropriate sources of expert input during the course of its work. It will have the option of setting up expert sub-groups containing both CoRWM members and other appropriate co-opted persons. The engagement of consultants will be dependent on sufficient funds being available to CoRWM and the necessary business cases being approved by sponsors as appropriate and, if required, Cabinet Office.
- 9.7 The engagement of consultants will be dependent on sufficient funds being available to CoRWM and the necessary business cases being approved by sponsors as appropriate.
- 9.8 The budget allocated to CoRWM is part of the BEIS budget and is accounted for within the BEIS Annual Report published on Gov.uk. As the CoRWM budget is consolidated with the BEIS budget it is equally open to be audited by the C&AG on economy, efficiency or effectiveness. The main spending areas are members' fees and expenses and general administration. As set out in para 5.2 of this document, 'the Chair is responsible for ensuring that CoRWM delivers its work within the available budget and for jointly monitoring and managing the budget, together with the secretariat team'.

- 9.9 The Chair's performance will be appraised annually by the BEIS policy Director-General, or a suitable delegated alternative.

10 Risk Management

- 10.1 CoRWM shall ensure that the any risks identified in undertaking its objectives are managed in an appropriate and proportionate manner through the maintenance of a risk register that is reviewed at each Plenary meeting. Risks will be determined during the preparation of the Work Plan.
- 10.2 The risk register will be shared and discussed with Sponsors at regular intervals.
- 10.3 All reasonable actions within the power of the committee shall be taken to manage and mitigate risks.

11 Workplan

- 11.1 CoRWM's deliverables will be set out each year in a proposed three-year rolling work programme. The work programme will be submitted to sponsor officials by 30th April each year for discussion and agreement. Any in-year changes will be the subject of agreement by CoRWM and sponsor Ministers.
- 11.2 The plan shall reflect CoRWM's overarching objectives, and the priorities set from time to time by the sponsor Ministers (including decisions taken on policy and resources in the light of wider public expenditure decisions). The plan shall demonstrate how CoRWM's advice contributes to the achievement of the UK Government's and Devolved Administrations' priorities.
- 11.3 The workplan will include details of specific areas of work, reports which the Committee intends to produce, the proposed role of sub-groups and any other activities or events, including proposals for stakeholder engagement. The workplan should be published on CoRWM's website.

12 Engagement & Transparency

- 12.1 CoRWM shall undertake its work in an open and consultative manner in order to secure the confidence of stakeholders in the advice it provides. It will engage with stakeholders and it will publish advice and the underpinning evidence, where appropriate, in a way that is meaningful to the intended audience. It will comply, as will sponsoring departments, with 'The Government Chief Scientific Advisor's guidelines on the Use of Scientific and Engineering Advice in Policy Making', as well as other relevant Government advice and guidelines. Government will respond to all substantive advice. Published advice and reports will be made available on the websites of the UK Government.
- 12.2 To secure stakeholder confidence in its activities and advice, CoRWM's work will be characterised by:
- A published reporting and transparency policy.
 - Relevant stakeholder engagement as required.
 - Clear communications including where appropriate the use of plain language.
 - Publishing its advice and the underpinning evidence where appropriate in a way that is meaningful to the intended audience.
 - Making information on its website accessible.
 - Encouraging people to ask questions or make their views known and considering their concerns.
 - Providing opportunities for people to challenge information, for example by making clear the sources of information and points of view on which the Committee's advice is based.

13 Review of CoRWM's Status

- 13.1 The status of CoRWM will be reviewed periodically as per UK Government policies, with the next review taking place in 2021.
- 13.2 During the review of CoRWM's status, consideration will be given to the role and function of CoRWM. This will consider the demand by government and public for the services of the committee, available resources and the past performance of the committee.

14 Dispute Resolution

- 14.1 Any issues of dispute will be reviewed by BEIS and CoRWM (at working level) and all attempts will be made to resolve it.
- 14.2 If a resolution is not possible, the issue is escalated for review by the senior policy sponsor or Chair, with the Principal Accounting Officer (PAO) briefed on evolving developments, and with the option to directly engage with the Chair. If there is still no resolution, the PAO appoints a neutral third party to review the dispute act as mediator between the parties, and if necessary, seeks views from experts.
- 14.3 Any findings and recommendations will be referred to the PAO for approval. If there is still no resolution, the Minister will be invited to write to the Chair clarifying the policy priorities. Audit trails on decision-making will be kept and maintained for transparency.
- 14.4 The behaviours expected for the Committee Members are described in the Code of Conduct for Board Members of Public Bodies – June 2019. All the Committee members are expected to follow the guidance as confirmed in their appointment letters. Where CoRWM doesn't have their policies, it should follow BEIS policies where appropriate.

List of Annexes

- Annex 1 - Government Security Classifications
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf
- Annex 2 - Freedom of Information Code of Practice
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/744071/CoP_FOI_Code_of_Practice_-_Minor_Amendments_20180926_.pdf
- Annex 3 - Code of practice for CoRWM
<https://www.gov.uk/government/organisations/committee-on-radioactive-waste-management/about/recruitment>
- Annex 4- Compliance with government-wide corporate guidance and instructions
<https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy/about/complaints-procedure>

The Authority shall comply with the following general guidance documents and instructions:

Corporate Governance in Central Government Departments

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609903/PU2077_code_of_practice_2017.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609668/PU2076_corporate_governance_guidance.pdf

Governance Code on Public Appointments.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Guidance on annual reports and accounts

<https://www.gov.uk/government/collections/government-financial-reporting-manual-frem>

Public Bodies Staff

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/690948/Public_Bodies_-_a_guide_for_departments_-_chapter_5.pdf

Code of Conduct for Board Members of Public Bodies <https://www.gov.uk/government/publications/board-members-of-public-bodiescode-of-conduct>

Managing Public Money (MPM) <https://www.gov.uk/government/publications/managing-public-money>

Public Sector Internal Audit Standards <https://www.gov.uk/government/publications/public-sector-internal-audit-standards>

Management of Risk: Principles and Concepts <https://www.gov.uk/government/publications/orange-book>

HM Treasury Guidance on Tackling Fraud

http://webarchive.nationalarchives.gov.uk/20130129110402/http://www.hmtreasury.gov.uk/d/managing_the_risk_fraud_guide_for_managers.pdf.pdf

Government Financial Reporting Manual (FReM) <https://www.gov.uk/government/publications/government-financial-reportingmanual>

Fees and Charges Guide, Chapter 6 of Managing Public Money

Departmental Banking: A Manual for Government Departments, Annex 5.6 of Managing Public Money

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/742189/Managing_Public_Money__MPM__with_annexes_2018.pdf

Relevant Dear Accounting Officer letters

<https://www.gov.uk/government/organisations/hm-treasury/series/dao-letters>

Regularity, Propriety and Value for Money

http://webarchive.nationalarchives.gov.uk/20130129110402/http://www.hmtreasury.gov.uk/psr_governance_valueformoney.htm

The Parliamentary and Health Service Ombudsman's Principles of Good Administration

<http://www.ombudsman.org.uk/improving-publicservice/ombudsmansprinciples>

Consolidation Officer Memorandum, and relevant DCO letters

Relevant Freedom of Information Act guidance and instructions (Ministry of Justice)

Model Code for Staff of Executive Non-departmental Public Bodies (Cabinet Office)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/80082/PublicBodiesGuide2006_5_public_body_staffv2_0.pdf

Code of Conduct for Board Members of Public Bodies – June 2019

<https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>

Other relevant guidance and instructions issued by the Treasury in respect of Whole of Government Accounts

Other relevant instructions and guidance issued by the central Departments

Specific instructions and guidance issued by the sponsor Department

Recommendations made by the Public Accounts Committee, or by other Parliamentary authority, that have been accepted by the Government and relevant to the ALB

Latest HMT guidance on pay and terms

- Annex 5- Processes on Whistleblowing

<https://www.gov.uk/government/publications/whistleblowing-guidance-and-code-of-practice-for-employers>

- Annex 6- Processes on complaints

<https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy/about/complaints-procedure>



Department for
Business, Energy
& Industrial Strategy

- Annex 7

GUIDANCE on claiming fees and expense

2. 1 Introduction

This Guidance aims to support both Public Appointees and their countersigning officers in claiming fees and expenses. This Guidance provides information on how to make expense claims and what expenses can be claimed for. It also aims to support Public Appointees in making judgements as to what “reasonable use of public money” is in relation to travel and subsistence expenses incurred when undertaking official Departmental business.

This Guidance should be used in conjunction with the BEIS Expenses policy (“the Policy”). Both this Guidance and the Policy should be sent to you by your Secretariat alongside the expenses forms.

The Guidance aims to complement (not supersede) the Expenses policy. The Expenses policy is applicable to all claims and it is the responsibility of Public Appointees and their countersigning officers to familiarise themselves with the policy and ensure claims comply with it.

Two forms are available for Public Appointees to claim their expenses: taxable and non-taxable. Guidance on which form to use is in the “Frequently Asked Questions” section below.

To advise UKSBS of your personal details when you are first appointed (or to update your personal details when these change) please use the Personal Details form.

The Expenses policy includes a summary table of rates. These are benchmark amounts which are expected to be sufficient for subsistence costs incurred when travelling on behalf of the Department. However, the Department recognises that meeting these rates is not always possible, and that greater costs are sometimes unavoidable e.g. due to higher living costs in some countries. Countersigning officers should judge the reasonableness of claims along with supporting receipts when authorising your claim.

All Countersigning Officers should be Grade 7 or above.

All subsistence claims must be receipted.

For group bookings (for example, attending plenaries, UK and international visits, away days), the Secretariat may book accommodation and travel on behalf of members through Clarity Travel Management. Public Appointees should therefore not claim for these through the expenses policy.

Members should book their own travel for attending meetings and claim back as an expense using the appropriate expenses form.

If you have any questions about payment of fees or taxable expenses, please contact in the first instance UKSBS HR and Payroll team: hrandpayroll@services.uksbs.co.uk or 0333 207 9120.

If you have any questions about payment of non-taxable expenses, please contact in the first instance UKSBS Travel queries: travel.queries@uksbs.co.uk or by phone: 01642 366114.

Public Appointees can seek further guidance from their Secretariat.

Personal detail forms and taxable expenses forms should be sent to UK SBS, North Star House, North Star Avenue, Swindon, SN2 1FF.

Non-taxable expenses forms should be sent to UK SBS, Concept House, Cardiff Road, Newport, South Wales, NP10 8QQ.

3. 2 Expenses Codes and Rates

The BEIS expenses rates apply to Public Appointee expenses, and the Policy includes a summary table of rates.

For subsistence in the UK and overseas (excluding Europe and North America) the rates are £5 for breakfast, £5 for lunch, and £15 for Dinner.

For subsistence in Europe (excluding the UK) and North America, the rates are £10 for breakfast, £15 for lunch, and £25 for Dinner.

These are benchmarks that Public Appointees should always seek to meet, or spend less than. However, as mentioned in the Policy and the introduction to this Guidance, the Department recognises that meeting these rates is not always possible, and that greater costs are sometimes unavoidable e.g. due to higher living costs in some countries. Countersigning officers should judge the reasonableness of claims along with supporting receipts when authorising your claim.

As acknowledged in the Expenses policy, when staying overnight in a hotel, breakfast costs in that hotel may be significantly higher than the benchmark rate. Public Appointees should ensure the breakfast costs are always included in the final invoice, either for reimbursement, or direct bill back to the Department.

Current mileage rates (which are in line with HMRC rates) are below:

Cars and Vans

On the first 10,000 miles in the tax year (standard rate) 45p per mile

On each additional mile over 10,000 miles (lower standard rate) 25p per mile

Passenger supplement 5p per mile

Motor Cycles 24p per mile

Bicycles 20p per mile

When completing your expenses form, the following codes should be used for travel and other expenses:

Travel codes

For mode of travel please use one of the following codes:

A1 - Air Fare First Class R1 - Rail First Class

A2 - Air Fare Business Class R2 Rail Standard Class

A3 - Air Fare Premium Economy SL - Sleeper

A4 - Air Fare Economy Class M - Motor Cycles B - Bus PC - Pedal Cycles

C - Cars and Vans T - Tube LC - Hire and Lease Cars TX - Taxi O - Other

Other Expenses codes

H – Hotel Hos – UK Hospitality

S – Subsistence Payments

O – Other UK T&S

E – UK Entertaining

4. 3 Frequently Asked Question

When should I use the Public Appointments Personal Details form?

This form should be used to register your personal details including bank details with BEIS's shared service provider, UKSBS, when you start your appointment, so you can be paid fees and expenses.

This form should also be used to make any changes to your personal details including bank details.

Which claim form should I use for the reimbursement of fees?

The Public Appointments fees and taxable expenses form should be completed.

How do we define our usual place of work?

Your usual place of work will be the place where you make a regular attendance in respect to your main duties as a committee member. For most this will be the location where the regular meetings are held. There may be some situations where attendance is only for a limited duration or temporary purpose, for these trips the travel expenses are non-taxable (see below for further explanation of limited duration and temporary purpose).

For example, as a board member Tim is expected to attend quarterly meetings in London, these are regular meetings (as they are held around the same time every year) and are not for a limited duration or temporary purpose. For Tim, London will be considered his usual place of work, and his travel expenses from home to London for these meetings are taxable. This year the Q1 meeting has been changed to Edinburgh, since Edinburgh is not Tim's usual place of work, his home to Edinburgh travel expenses are non-taxable

What do you mean by 'Limited duration'?

Where a committee member attends a workplace for a limited period of time to do a particular task or project then the workplace will be a temporary workplace, even where the committee member's attendance is regular. This is on the basis that they are attending for the purpose of performing a task of limited duration.

For example, continuing from the above example, as well as the quarterly London meeting, Tim is also on a sub-committee group that meet on a regular basis (once a month) in London to approve work done on a 9 month long project. After the project is over the committee is expected to disband. (Please note if you attending a location for a specific purpose or project for longer than 24 months, the work is no longer temporary or limited in duration.)

What do you mean by attendance for a 'temporary purpose'?

A committee member may attend a workplace regularly and perform duties there which are not of limited duration, without it becoming a permanent workplace provided the reason for each visit is for a temporary purpose. Where a visit is self-contained (arranged for a particular reason rather than as part of a series of visits to the same workplace for the continuation of a particular task) it is likely to be for a temporary purpose.

For example, as well as quarterly London meeting, Tim sometimes has occasional meetings in Cardiff, these are not regular and only occur on an ad-hoc basis when there is a specific problem/reason to meet.

Which claim form should I use to claim travel and subsistence expenses?

Firstly, please identify which location is your usual place of work (please note your home is not your usual place of work see below).

Secondly, for your upcoming meeting was there a limited duration or temporary purpose for the meeting or was the meeting a standard regular meeting in relation to your role?

	Usual place of work (London in most cases)	Outside of usual place of work
Core/main meetings	Public Appointments fees and taxable expenses form	Public Appointments non-taxable expense form
Limited duration or temporary purpose	Public Appointments non-taxable expense form	Public Appointments non-taxable expense form

I work from home most of the time and only attend meetings when relevant, therefore would my home be classed as my “usual place of work”?

HMRC have made it clear in their guidance that ‘home to work place’ is a taxable expense. You may consider your home your usual place of work and this may very well be the case for many committee members. However this does not stop another location besides your home being your usual place of work (see the definition of “usual place of work” above). Therefore home to usual place of work travel expenses are taxable when reclaimed from BEIS.

Am I now considered an employee of BEIS, entitled to employee benefits, pension etc?

HMRC view the payments BEIS makes to Public Appointees as payments made to individuals that are taxable individuals (from a tax perspective). This is why the day rates paid to members are paid via payroll and are taxed at source, like a salary. However this does not make you an employee of BEIS. Members are not employees are therefore not entitled to employee benefits.

For my taxable expenses how will I receive my reimbursement and how do I pay the tax liability?

Once the taxable expenses form has been received, UKSBS will arrange reimbursement of the expenses through payroll, the amount will be taxed at source and you will receive the amount net of tax.

This is the same mechanism as when you receive fees/salary etc. Since you are taxed at source, you will not need to make a separate payment to HMRC file a self-assessment tax return as a result of being paid through BEIS payroll (unless you are required to do so for other reasons).

Signed



Date 23.09.2019

(On behalf of BEIS)



Department for
Business, Energy
& Industrial Strategy

Signed



Date 23.09.2019

(On behalf of CoRWM)

Signed



Scottish Government
Riaghaltas na h-Alba
gov.scot

Date 4.11.2019

(On behalf of Scottish Government)

Signed



Date 5.11.2019

(On behalf of Welsh Government)

Llywodraeth Cymru
Welsh Government

Signed



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

Date 6.11.2019

(On behalf of DAERA)