

Terms of usage for employee travel pass scheme for Non-Executive Directors

As Non-Executive Board members you are entitled to partake in the current employee travel pass scheme which applies to all employees, both part time and full time, including the Executive Directors. The entitlement is for all employees, therefore as a Board Members of Cardiff City Transport Services Limited you fulfil this requirement. This practice is common amongst municipal bus operators.

Terms of usage and ownership are:

1. By issue of the employee travel pass it will allow you to experience the service from a customer perspective, so that you can understand at first hand the impact of delays, cancellations, or other service problems. Having direct knowledge of the product is deemed vital in terms of decision making as this creates a more cross representative “customer” view.
Any feedback gathered from your time using the employee travel pass needs to be forwarded to the Executive Team to review at subsequent Board meetings.
2. The employee travel pass is issued for use as a secondary mode of transport only. Users who use this as their primary mode of transport need to advise accordingly.
3. In line with the issue of this employee travel pass Non-Executive Directors are reminded that the travel pass does not give an entitlement to travel – if the bus is otherwise full then that space has to be given up to a paying passenger.
4. The travel pass is only issued, for and during, the period that the Councillor, who has been appointed by the Shareholder, is a serving Non-Executive Director of the Board.
5. The travel pass remains in the ownership of Cardiff City Transport Services Limited and must be returned on cessation of the term of office as a Non-Executive Director on the Board. Should the card not be returned the Company will hot list the travel pass and deactivate its use without further contact.
6. Loss of the pass must be reported immediately to Cardiff Bus.

It has been a longstanding arrangement for Non-Executive Directors to receive a travel pass, the consistent view of all the previous and current Board have been that this does not constitute payment, reflecting the fact that the benefit for tax purposes is calculated as nil. The tax status of the benefit of travel pass was confirmed by our auditors in 2012. On this basis there would appear to be no difference between a pass for the Non-Executive Director personally, or an arrangement that mirrored the company scheme as applied to all other employees.