

GENERAL INFORMATION

The Yorkshire Dales National Park

The Yorkshire Dales National Park covers 2,179 sq. km of outstanding countryside. It is one of fifteen areas of the UK that has been selected for National Park status. Its unique beauty provides enjoyment and recreation for 8 million visitor days every year and is home to over 20,000 people.

The Role of the Yorkshire Dales National Park Authority in relation to the Access Forum

In accordance with the Countryside and Rights of Way Act 2000, Local Access Forums (LAFs) are statutory advisers to local highway, National Park authorities and to other bodies having duties under Part I of the Countryside and Rights of Way Act about the improvement of public access to land for the purpose of open-air recreation and the enjoyment of the area. This should be done in ways that address social, economic and environmental interests whilst encouraging and assisting access provision.

The National Park Authority has a duty to appoint people to the forum who appear to the Authority to be representative of users of local rights of way or access land, owners and occupiers of land over which access rights subsist and any other interests especially relevant to the Authority's area.

The Role of the Forum

It is the function of Yorkshire Dales Access Forum, in respect to the Yorkshire Dales National Park, to **advise** -

- (a) Yorkshire Dales National Park Authority (as the appointing authority), and the local highway authority for any part of the area,
- (b) any bodies exercising functions under CRow Act Part 1 in relation to land in that area,
- (c) such other bodies as may be prescribed.

as to **the improvement of public access to land for the purposes of open air recreation and the enjoyment of the area, and as to such other matters as may be prescribed.** (CRow Act s94(4)).

INFORMATION FOR APPLICANTS

Size and Profile of the Forum

The forum currently consists of 18 members of which three are Members of the Yorkshire Dales National Park Authority. Further information of the forum members can be obtained from the Yorkshire Dales National Park Authority website at www.yorkshiredales.org.uk.

The Countryside and Rights of Way (CROW) Act requires that there shall be a balance of those representing users of rights of way and access land and those representing owners and occupiers of land affected by public access on the forum. Those representing other interests relevant to the area will also be appointed (see list below). It is recognised (and welcomed) that whilst candidates may come forward who are strongly representative of a particular interest they may well have other knowledge or experience in line with the list of relevant interests described below, and this will be taken into consideration during the appointment process

The following list provides an indication of interests that are considered relevant to the area:

- a) tourism/ local business
- b) parish councils
- c) access for people with disabilities
- d) local archaeology
- e) game keeping
- f) outdoor education
- g) moorland management
- h) moorland/upland ecology
- i) breeding birds
- j) volunteering
- k) health and safety
- l) health
- m) public transport
- n) woodland management
- o) angling
- p) limestone habitats
- q) grassland management
- r) dairy/beef farming
- s) upland sheep farming
- t) airborne recreation
- u) caving/climbing
- v) canoeing/water sports
- w) walking
- x) horse riding
- y) long-distance/challenge riding
- z) trailriding/4x4
- aa) cycling (touring)/ mountain-biking
- bb) fell-running/orienteering
- cc) camping/caravanning
- dd) Access for All (Equality, Disability, Youth etc..)

Time Commitment

It is expected that the forum will meet no more than four times per year and in addition there may be up to two training events/site visits. There is also an expectation of forum members to attend meetings of groups and/or advisory groups that are linked to the work of the forum.

Terms of Membership

In line with Government regulations, members of the forum will be appointed for not more than three years, and may resign by giving notice in writing to the National Park Authority.

The National Park Authority -

- (a) shall terminate the appointment of a member of the forum if they are satisfied that he/she has become a member of a relevant district or county council and/or the National Park Authority itself and, as a result, the allowable number of such members on the forum is exceeded, and
- (b) may terminate the appointment of a member of the forum if, without the consent of the appointing authority, he/she has been absent from all meetings of the forum during a period of one year.

The National Park Authority may re-appoint a person who ceases to be a member of the forum.

Training

The National Park Authority may provide training for the Forum either in relation to specific areas of forum business, or in relation to more general areas.

Remuneration

Members of the forum are unpaid but legislation requires the appointing authority to meet any reasonable expenses incurred by the members in connection with their attendance at meetings of the forum and any other activities relating to the discharge of the function of the forum, but only in respect of –

- a) Travel and subsistence costs, and
- b) any expenses in arranging the care of their children or dependants.

SCHEME OF FORUM MEMBERS' ALLOWANCES

1. General Points

- 1.1 A Member may choose to forego any part of their entitlement to an allowance by giving written notice to the Chief Executive (National Park Officer).

2. Travel Allowance (TA)

2.1 TA is:-

- claimable for any **approved duty (see Appendix A)**
- claimed on a quarterly Members' claim form
- payable at the rates set out in **Appendix B**

2.2 Notes

- **Train Fares** are reimbursed at **standard rate**
NB - Members who regularly use the train for forum business, and who are of State Retirement Age, may reclaim the cost of an OAP Railcard
- If practicable, Members should use public transport and claim the fare(s) rather than the mileage allowance
- Members should, wherever possible, share transport - an additional payment is payable for each passenger carried
- Reimbursement of **Taxi Fares** may be made in exceptional circumstances
- Reimbursement may be claimed for expenditure on **tolls, ferries, parking fees**, etc.

3. Childcare Dependent and Carers' Allowance (CDCA)

3.1 **How to Claim:-**

- A childcare and dependent carers' allowance shall be paid to all members of the Access Forum in respect of costs necessarily incurred by them in making arrangements for the care of children (under 14) or other dependent relatives (requiring care because of age and/or disability) to enable them to perform an approved duty (other relatives include parents, partners, siblings and others agreed by the Chief Executive).
- For childcare, the allowance payable will be the lower of actual expenditure and the national minimum wage.
- For care of others, the allowance will be the lower of actual expenditure and the cost of home care by NYCC/CCC Social Services.
- All claims for childcare should be accompanied by a statement signed by both the forum member and carer certifying that the childcare has been provided, that the expenditure has been incurred and that the carer does not live in the same household as the member. If the childcare is provided by a professional carer the a receipted invoice is required.
- All claims for elderly and/or disabled dependent relatives care should be supported by a receipted invoice. It is expected that this care will be provided by professional carers.
- In exceptional circumstances, variations to the scheme may be approved on an individual basis by forum members making written representations to the Chief Executive. Any individual alteration to the Scheme is entirely at the discretion of the Chief Executive, whose decision is to be treated as final.

4. Subsistence Allowance (SA)

4.1 **SA is:-**

- claimable for any approved duty exceeding 4 hours which spans the agreed meal time periods
- claimable for the actual cost of the meal(*) or the overnight expenses up to the maximum allowed

- claimable quarterly via the Members' claim form; receipts should be submitted whenever possible, to support expenditure(*)
- when the Authority provides lunch for Members at meetings **NO** claim for subsistence will be paid
- reimbursed at the rates set out in **Appendix B**(*).

4.2 **Note**

- Any subsistence claims must be supported by receipts.
- Time spent taking subsistence should not be included in the calculation of hours spent on the approved duty.

5. Claims

5.1 **How to Claim**

- SA and TA must be claimed on the Access Forum Members' Claim Form for allowances.
- Claims should be submitted quarterly.
- Late claims will probably result in late payment.
- A supply of claim forms can be obtained from the Access Development Officer at Yoredale, Bainbridge.

YORKSHIRE DALES ACCESS FORUM

APPROVED DUTIES

1. Attendance at any of the following is specified as an approved duty for the purpose of the payment of travel and subsistence allowances:
 - (a) Any meeting of the forum.
 - (b) Any training events organised by the National Park Authority.
 - (c) Any site visits organised by the National Park Authority.
 - (d) Any meetings or events (non-social), not covered elsewhere in the Scheme, on the official invitation of the Chief Executive

APPENDIX B

Summary of rates of Allowances for Access Forum Members

(effective from 1st November 2001)

CATEGORY OF ALLOWANCE	RATE PAYABLE
Travelling Allowance [TA] Standard mileage rate Passenger supplement – (maximum 4 passengers)	Per mile 45p 5p
Subsistence Allowance [SA] Breakfast allowance – more than 4 hours absence before 11am Lunch allowance – more than 4 hours and between 12 noon and 2pm Tea allowance – more than 4 hours including between 3pm and 6pm Evening meal – more than 4 hours ending after 7pm NB Claims in excess of £3.00 will only be paid if supported by receipts	£6.45 £8.91 £3.50 £11.02
Overnight absence Greater London area Elsewhere	£91.04 £79.82
Meals on trains If breakfast, lunch or dinner need to be taken on the train, the reasonable cost of the meals may be reimbursed in full, subject to the provision of appropriate receipts – further details can be obtained from the Access Development Officer	

YORKSHIRE DALES ACCESS FORUM

APPLICATION FOR MEMBER APPOINTMENT

PERSONAL DETAILS

Full Name:

Address:

Telephone:

Day	Evening	Mobile
-----	---------	--------

E-mail:

**Current
Employment:**

A. CURRICULUM VITAE AND QUALIFICATIONS

Please attach a CV with details of educational and professional qualifications, appointments and positions held and such other information as you consider relevant

The role of the Access Forum is to provide an opportunity for representatives of users of access, landowners and occupiers, and those representing other interests

relevant to the area, to advise the National Park Authority on the improvement of public access to land in the National Park for the purpose of open-air recreation and the enjoyment of that area. This should be done in ways that address social, economic and environmental interests, whilst encouraging and assisting access provision.

B. EVIDENCE OF YOUR SUITABILITY FOR APPOINTMENT AS A MEMBER

In answering the questions below, please refer to the following information contained within the application pack:

- the role of the forum,
- the role of a forum member,
- the person specification,
- the forum profile,
- the list of 'interests relevant to the area',
- the terms of reference for the Yorkshire Dales Access Forum.

**1. For which of the following interest group do you wish to be considered?
(TICK ALL THOSE THAT APPLY)**

Land Management **Users** **Other interests**

Please give further details to explain your choice

2. Why are you interested in becoming a member of the Yorkshire Dales Access Forum?

3. In your opinion, what are the areas of interest and issues that need to be taken into account when considering open air recreation in the Yorkshire Dales?

4. In your opinion, what are the three most pressing access issues facing the Yorkshire Dales National Park Authority at the current time?

5. What relevant experience do you feel you will bring to the forum? (e.g. experience of working with others to reach solutions, experience of involvement in public meetings, etc)

6. Please use the space below to give any additional information you feel is relevant to your application.

C. EVIDENCE OF YOUR SUITABILITY FOR APPOINTMENT AS A MEMBER

Please demonstrate in the space provided that you will be able to fulfil this role if appointed? (i.e. time commitment, contacts with relevant interest groups)

D. ADDITIONAL INFORMATION

Legislation requires that in appointing members to the forum the NPA achieves a balance of interests. Please disclose any relevant interests.

E. SOURCE OF INFORMATION ABOUT THIS APPOINTMENT

Please state where you heard about this appointment, e.g. newspaper, personal recommendation, other source (please specify).

Signed

Name (in block letters)

Date

Please return your completed form to Rachel Briggs, Yorkshire Dales National Park Authority, Yoredale, Bainbridge, Leyburn, North Yorkshire. DL8 3EL or by email to Rachel.Briggs@yorkshiredales.org.uk

The closing date for applications is noon, Thursday 17 November 2016. Successful candidates will be invited to an interview on the afternoon of Monday 5 December 2016.