

2014

Freedom of Information Request

Reference number – 14-001

Information relating to mileage costs and the Museum's car rental agreement

- 1.** What did National Museum Wales spend in 2013 reimbursing staff mileage?
What rate are staff reimbursed at? Total miles reimbursed?
- 2.** Who is the current supplier car hire supplier and when does the contract end?
What was spend on car hire in 2013?
- 3.** Can you please provide me with the individual within your organisation responsible for the contract decision?

Reference no.: 14-001

6 February 2014

Dear

REQUEST FOR INFORMATION – *Information relating to mileage costs and the Museum's car rental agreement*

Thank you for your request for information. As Museum Secretary for Amgueddfa Cymru - National Museum Wales ('the Museum'), I am responsible for responding to your request for information.

I refer to your email of 13 January 2014, in which you asked for the following information:

- 1. What did National Museum Wales spend in 2013 reimbursing staff mileage? What rate are staff reimbursed at? Total miles reimbursed?**
- 2. Who is the current supplier car hire supplier and when does the contract end? What was spend on car hire in 2013?**
- 3. Can you please provide me with the individual within your organisation responsible for the contract decision?**

Response

In responding to your request for information, I will be referring to each element of your request separately.

- 1. What did National Museum Wales spend in 2013 reimbursing staff mileage? What rate are staff reimbursed at? Total miles reimbursed?**
 - £32,611 was spent on staff mileage between 1 January 2013 and 31 Dec 2013.
 - Rates are: 45p/mile for journeys up to 100 miles (round trip); £45 flat rate for journeys of between 100 and 180 miles (round trip); 25p/mile for journeys over 180 miles (round trip).
 - Total miles reimbursed: 81,307.

2. Who is the current supplier car hire supplier and when does the contract end? What was spend on car hire in 2013?

- The car hire supplier is Days Rental Ltd, Cardiff, contracted under the All Wales Framework agreement sponsored by the Value Wales/Welsh Government. The current contract expires on 31 March 2014. It will be extended by Value Wales and transferred under the Welsh Government's National Procurement Service.
- The total value of the spend for 2013 was £36,299.

3. Can you please provide me with the individual within your organisation responsible for the contract decision?

- With regard to the car hire contract decision, as above, the Museum uses the Value Wales/Welsh Government contract, through the Welsh Government's National Procurement Service. The contract decision was made by the Welsh Government.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at www.information.wales.gov.uk.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Director Finance and Corporate Resources at the following address:

Mr. Neil Wicks
Director of Finance and Corporate Resources
Amgueddfa Cymru – National Museum Wales
Cathays Park
Cardiff
CF10 3NP

When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at www.museumwales.ac.uk/en/45/.

Internal review requests should be submitted within two months of the date of receipt of the response to your original letter.

You also have the right to complain to the Information Commissioner's Office (ICO) if you are not content with the outcome of your complaint or review. Generally, the ICO will not make a decision unless you have exhausted the complaints procedure provided by the Museum.

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you have any further queries or concerns then please contact me via my email address.

Yours sincerely

Elaine Cabuts
Museum Secretary