



Policy Title: Director & Governor Expenses Policy
(Non-Statutory Policy)

Drafted by:	W Whelan CEO
Date of approval by United Endeavour Trust	21.01.19
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Review Date:	Annually
Responsible for Day to Day Management:	CEO & Trust Director
Responsible for Review:	CEO & Trust Director

UNITED ENDEAVOUR TRUST
EQUALITY CHECKED

This policy/procedure seeks to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relationships between groups
- Meet requirements under the Equality Duty
- Set Equality objectives which are specific and measurable



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Directors'/Governors' Expenses Policy Statement

This policy statement has been developed in reference to the now archived and non-statutory Education (Governors' Allowances) Regulations 2003. These regulations gave Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. United Endeavour Trust believes that paying directors'/governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as directors/governors for all members of the community and so is an appropriate use of Trust funds. The specific items allowable reflect this objective.

Directors and Governors will be able to reclaim the actual costs which they incur as follows:

1. Directors/Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Director/Governor or representative of United Endeavour Trust, and are agreed by the Resources/Resourcing committees that they are justified before any reimbursable costs are incurred.
2. Directors/Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Trust Board or Governing Body:
 - Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner or family member);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or family member);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - Telephone charges, photocopying, stationery, postage etc;
 - Accommodation, travel and subsistence costs, at reasonable rates, associated with attending national meetings or training events;

Travel Expenses

- The cost of travel relating only to travel to meetings/training courses at a rate of 45p for Cars/Vans, 24p for Motorcycles and 20p for Bicycles per mile or via

public transport at standard rate which does not exceed the specified rates for school personnel

- Directors/Governors are encouraged to car pool where possible.
- Mileage claims must have attached a VAT receipt for fuel used. The claimant is responsible for attaching the receipt and budget holder/ Head of HR is responsible for checking the receipt is valid prior to payment.
- An appropriate receipt **must**:
 - Be dated before the date of the journey claimed for.
 - Show the amount of fuel purchased in litres.
 - Show the name of the fuel supplier and their VAT registration number.
 - Account for **at least** 25% of the total amount of the mileage claim.
- If several low mileage claims are submitted, a single receipt showing fuel purchased to cover all the miles claimed is sufficient.
- If a Directors/Governors starts/ends their journey at their home, and the distance travelled is less than the distance that would have been travelled had they started/ended at the academy, the lesser distance will be paid.
- The date of, reason for, starting point and destination of the journey should all be shown on the Expenses Claim Form.
- Claims submitted over a month after the expense incurred may not be paid.
- Parking or speeding fines will **never** be reimbursed.

Vehicle Insurance

- The Trust does not provide car insurance for staff using their own vehicles. Directors/Governors are responsible for ensuring they are appropriately insured prior to travel.
- Directors/Governors must also ensure that the car is safe and legal to drive.

Use of Public Transport

- The use of public transport for eligible journeys will be reimbursed upon receipt, provided the expenses are reasonable.
- Directors/Governors should use the most economical class of travel. Generally, standard or economy class.
- The Trust/Academy will not pay for the travel of any accompanying person, unless their attendance is required as a representative of the Trust/Academy or the Directors/Governors requires assistance by means of reasonable adjustments.

Subsistence Allowances

- Subsistence allowances may be claimed for meals purchased by Directors/Governors required to attend at a location 5 miles or more away from their home or the Academy. No reimbursement will be made for an activity or visit where Directors/Governors where normally have provided their own lunch e.g. school trips and residential visits.

- Overnight Subsistence Rates
 - Reasonable expenses for the cost of accommodation, food and drink will be reimbursed **when supported by receipts**.
 - Only the cost of accommodation required for business purposes will be reimbursed by the Trust. It will not meet the cost of additional parties or accommodation provided to a spouse or other family members.
 - Personal items, such as alcoholic drinks, mini-bars etc. will not be reimbursed and their total should be deducted from any bills submitted for expenses purposes.

- Any other justifiable allowances.

United Endeavour Trust acknowledges that:

- Directors/Governors may not be paid attendance allowance;
- Directors/Governors may not be reimbursed for loss of earnings.

Directors/Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (at Appendix 1), attaching receipts where possible, and return it to the Trust Finance team within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Directors to be presented to the Resources/Resourcing Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Directors/Governors (or Chair of Resources/Resourcing in respect of the Chair of Directors/Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

Appendix 1
Director/Governor Expenses Claims Form

Name:	Name of Academy:
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for director/governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed..... Date

Summary of expenses	£	p	p
Child care/Babysitting expenses/Care arrangements for dependent relative Date: Reason for expense:			
Support for governors with special needs Date: Reason for expense:			
Support for governors whose first language is not English Date: Reason for expense:			
Travel to meetings/training courses Date: Reason for expense: Starting point: Destination:			

Travel/subsistence to national meetings or training events Date: Reason for expense: Starting point: Destination:			
Telephone Charges Date: Reason for expense:			
Postage Date: Reason for expense:			
Photocopying Date: Reason for expense:			
Stationery Date: Reason for expense:			
Other (please specify) Date: Reason for expense:			
TOTAL EXPENSES CLAIMED			

This form should be submitted to:
HR Manager
Trust Office - Newcastle Academy

Appendix 2

Key Messages from DfE

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the academies delegated budgets.

DfE information and legislation on Governor Allowances:

<https://www.gov.uk/government/publications/governors-handbook--2>

Equality Impact Assessment of UET Policy						
Title of Policy	Director/Governor Expenses Policy					
PART 1	Positive Impact – reducing inequalities					
Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied. <i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i>	How is the policy likely to have a <u>significant positive impact</u> on equality by reducing inequalities that already exist? Could the policy have a <u>significant negative impact</u> on equality in relation to each of the following groups or characteristics? 1. Policy is applicable to all directors/governors regardless of foregoing characteristics 2. Controls and probity are maintained and should ensure adherence to financial standards 3. Disciplinary procedures in place support this aspect					
	Characteristics Indicate areas of likely	Promote equal opportunities	Get rid of discrimination	Get rid of harassment	Promote good community relations	Promote positive attitudes
D	✓	✓	✓		✓	✓
GA	✓	✓	✓		✓	✓
P	✓	✓	✓		✓	✓
R	✓	✓	✓		✓	✓
R/B	✓	✓	✓		✓	✓
S	✓	✓	✓		✓	✓
SO	✓	✓	✓		✓	✓
A	✓	✓	✓		✓	✓
M/CP	✓	✓	✓		✓	✓
Equality Impact Assessment of UET Policy	Records					
Name of person responsible for policy	Wendy Whelan					
Date of EIA of Policy	January 2019					

Equality Impact Assessment of UET Policy	Evidence
PART 2	
<p>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied. D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</p>	<p>What is the evidence for your answers above? (list any quantitative and qualitative)</p> <p>All documentation in relation to expenses will be held in line with the Trust retention policy.</p>

Equality Impact Assessment of UET Policy	Conclusion
PART 3	
Summary of findings	<p>The policy should have minimal impact due to thorough standards which are documented and monitored routinely; as a result it is likely that occurrences of the nature envisaged under the whistleblowing policy will rarely occur. The policy is open to all staff (permanent and temporary) regardless of characteristics. Reports are routinely provided to Governors and monitoring also undertaken by outside agencies, governors oversight ensure opportunity for whistleblowing is not prevented and that standards of probity are maintained in financial and other areas of Academy or Trust activity.</p>

Equality Impact Assessment of UET Policy	Next steps		
PART 4			
Category	Actions	Target Date	Person responsible
Next Steps – Action Plan	Ratification of policy and communications	Sept 2018	Head of HR
Practical changes required to reduce adverse impact	1. None		
Monitoring and evaluation and Review	1. Annual Checkpoint Review	Sept 2018	Head of HR

