

Governor Expenses Policy

This policy applies equally to all governors, including co-opted members who are members of Committees. It is always open to any individual to choose whether or not to claim, irrespective of the College's approved policy.

Purpose – The RuTC Board is committed to the principles of openness and accountability as laid out in the Code of Conduct. In recognition of this, the Board have agreed a policy on payment of expenses to governors which meets the requirements of the Instrument and Articles of Government and arrangements in the Standing Orders and Financial Regulations. The College values the contribution of its governors and this policy aims to ensure that the circumstances under which a member of its Board, or a co-opted Committee member, is out of pocket as a result of their voluntary role in the College is minimised. This policy also reaffirms the Board's commitment to ensuring equality of participation for all members.

1. Introduction

1.1 The Education Act (1992) bestowed charitable status on further education corporations which are deemed exempt charities. This relieves the College of the need to register with, and report to, the Charity Commission although any applications for permissions under charity law must be made to the Charity Commission. The College Board comprises a number of unpaid and independent volunteers who serve as the governors.

2. Remuneration

2.1 Except as set out below, members of the Board or co-opted members of a Board Committee shall not normally be remunerated for any kind of service to the College or loss of earnings or receive any attendance allowance.

2.2 In exceptional circumstances, applications for remuneration may be made to the Charity Commission in line with any guidance issued by the Charity Commission or the Department. Any such applications by the College would require the approval of the Board prior to submission.

3. General Principles

3.1 Governors are entitled to receive reimbursement for expenses incurred while undertaking Board business.

3.2 Expense rates paid to Governors will be the same rates that apply to College staff.

3.3 Expense claims can be made to cover the costs incurred for travelling to meetings, conferences, and training events; for childcare and care arrangements for dependent relatives and for miscellaneous expenses.

- 3.4 Receipts need to be made available for all claims except for mileage claims.
- 3.5 College expense claim forms are to be used by Governors when claiming expenses.
- 3.6 Completed expense forms to be sent to the Governance office who will keep a record of all claims received.
- 3.7 The College to set up an annual budget for Governor's expense claims to allow for monitoring and disclosure in the College's financial statements.

4. Travel Expenses

Payment will be made for travel expenses incurred in attending Board or Committee meetings or other College events in line with the College's arrangements for reimbursing staff travel expenses.

Any costs or expenses incurred as a result of requests made to members (for example, to represent the Board outside the College or attend meetings in the interests of the College but outside the College's premises) should be discussed with the Chair or the Head of Governance and where appropriate will be paid in line with the College's arrangements for reimbursing similar staff expenses.

3.2 Any travel costs or expenses incurred as a result of attending training or conferences outside the College premises will be reimbursed in line with the College's arrangements for reimbursing similar staff expenses. Any overnight accommodation required whilst attending conference or training events outside the College premises will be paid by the College but must be agreed in advance with either the Chair or Head of Governance.

3.3 Taxi fares to meetings, where there is no reasonable public transport option, and taxi transfers home when there is limited public transport available or where there are concerns for the welfare and safety of the student may be paid for student Governors with the prior agreement of the Head of Governance or Principal.

4. Childcare and care arrangements for dependent relatives

4.1 It is acknowledged that there may be certain circumstances where governors may incur costs relating to childcare or care arrangements for elderly or dependent relatives in order to allow them to attend Board or Committee meetings. These will be paid on the basis of actual costs incurred, subject to appropriate evidence being provided.

5. Miscellaneous Allowances

1.1 As far as practicable the Board operates on a paper free basis. Administrative support to Governors is available, however, governors may claim reasonable expenses for the following costs incurred in carrying out their approved duties:

- Photocopying or printing; PC ink cartridges;
- Stationery including paper;
- Postage.

2. Payment of Expenses

- 2.1 Expense claims will only be paid if submitted on the approved form attached at Appendix 1 to this Policy. Governors should claim termly in arrears and claim forms must be submitted to the Governance office who will liaise with the Chair of the Corporation for review and approval. The Vice Chair will authorise payments in respect of any claims made by the Chair of the Corporation.
- 2.2 The Chair of the Corporation, Principal and Head of Governance have the right to ask for additional evidence to support any expense claims made under this Policy. The Head of Governance will maintain a record of claims made including date, name, amount and reason for budget monitoring purposes. Governors' expenses are subject internal and external auditing arrangements and this Policy must be complied with in all cases.
- 2.3 All claims must be supported by a valid receipt, e.g. bus ticket, till receipt, care receipt etc. All receipts which contain VAT must be retained by the College in accordance with current VAT legislation (i.e. VAT receipts for fuel used on work journeys must be held for six years plus the current year) and be available for inspection by Audit or HM Revenue and Customs. Claims outstanding for more than six months will not be accepted.
- 2.4 Payments will be made by BACs into the Governors bank account.

3. Publication of Expenses

- 3.1 In the interests of openness and transparency the College will disclose information on Governors' expenses on request.

Policy Review

- 3.2 This policy will be reviewed annually and following any changes in relevant legislation or College policy.

Appendix 1 – RuTC expenses form.

Please return forms to Sarah Connerty and Ellie Woods sarah.connerty@rutc.ac.uk; ellie.woods@rutc.ac.uk

Version	Effective from	Summary of change	Prepared by	Approved by
1	22.09.20	Revised version	Sarah Connerty	SRP – 22.09.20