

Board Members' and Senior Post-holders' Expenses, Gifts and Hospitality 2010/11

Business Expenses

The College's Financial Regulations include two sections that are relevant to the expenses claimed and hospitality received by Senior Post-holders: Section 7 – reimbursement of expenses and Section 15 – conflicts of interest. Both sections are reproduced at Annex 1, attached. Key principles are that all expense items claimed must be receipted and all claims must be authorised by a more senior member of staff, including the budget holder. For Senior Post holders, all claims are authorised by the Principal and Chief Executive, with the exception of claims from the Governance Executive, for which the Chair of Governors also provides authorisation. The Principal's claims are authorised by the Chair.

The College does not operate an allowance model, all claims must be evidenced by a receipt and actual cost is reimbursed.

There is no separate policy for Governors but the basic authorisation principles, as apply to staff, are adhered to.

Table 1 summarises the authorisation schedule for Senior Post-holders

Table 1: Authorisation of business expenses

Post Holder	Authorisation Required by
Principal	Chair of Governors
Deputy Principal	Principal
Vice Principals	Principal
Governance Executive	Chair of Governors and Principal
Chair of Governors	Principal & Vice Chair of Governors
Governors	Principal & Chair of Governors

The business costs reimbursed to senior post holders and Governors for the academic year 2010/11 are presented in Tables 2 and 3.

Table 2: Actual expenses claimed by Senior Post- holders relating to 2010/11

Name	Rail Travel	Mileage/ Parking & Tolls	Conference Accommodation & costs ¹	Vehicle Maintena nce	Hospitality	Sundry items e.g. stationery
Rob Badcock	£112.15 £137.60	£201.31	£532.80*	£178.46	£20.50 £34.50 public relations	£646.25 professional fees £30.10 subsistence £48 stationery £15.25 transaction fee
Julie Mills	£135.20	£324.24	£0	£0	£152.16	£21.55
Rob Jones	£79.60	£66.80	£0	£0	£29.05	£20.96
Liza Milligan	£62.50	£215.20	£0	£0	£0	£17.97
Keith Straughan	£1394.64	£991.92	£0	£0	£2165.45	£514.68 subsistence £1138.81 computer £122.47 stationery,

¹ For convenience, this includes accommodation expenses for all senior post –holders paid via the Corporate Credit card.

						telephone and postage
Karen Brown	£70.10	£0	£0	£0	£0	£75.00 Student Governors £30 Companies House Filing Fees

Table 3: Actual expenses claimed by Governors to 2010/11

Name	Rail Travel	Mileage/ Parking & Tolls	Conference Accommodation & costs	Vehicle Maintena nce	Hospitality	Sundry items e.g. stationery
Student Governor	£33.60	£0	£0	£0	£0	£0

Gifts and Corporate Hospitality

The College's Financial Regulations do not permit staff to accept any form of gift, however, in circumstances where it would cause offence, gifts must be declared to the Governance Executive and recorded on the Gifts and Hospitality Register. There were no Declarations of Gifts and Hospitality made by Senior Post-holders or Governors in 2010/11.

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Assurance

The College's expenses process, including the declaration of gifts may be audited as part of the annual external audit.

Extract from Financial Regulations - Section 7

REIMBURSEMENT OF EXPENSES

1. Introduction

The College will reimburse staff for travel and subsistence costs at rates authorised by the Senior Management Team and submitted on official expense claim forms. The College will reimburse staff for authorised petty cash expenditure.

2. UK Travel and Subsistence

Journeys must be authorised by a member of the Senior Management Team, Directorate or Budget Holder. Public transport must be used on all appropriate occasions. Staff requiring the use of motor vehicles for the efficient performance of their duties will be eligible to receive a mileage rate for the use of their cars on business only after being so authorised by the appropriate member of the Senior Management Team or Directorate or Budget Holder.

The College requires staff to carry official passengers without any additional payments. Staff shall have included and maintain in their policy of insurance a clause indemnifying themselves for business use.

Staff must maintain an official record of their journeys, showing full particulars of and the reason for each journey, including the names of passengers carried when claiming car mileage rate. Staff making the same journey on the same business should arrange to travel together. Payments may only be made within these approved rates. The claims must be:

- For the reimbursement of actual expenditure incurred on College business and be in accordance with the rates set.

- Full particulars and reason for incurring the expenditure must be shown.
- Accompanied by supporting vouchers for the cost of travel, accommodation, food and other items of expenditure.
- In respect of vehicles which are adequately insured where an owner's vehicle is being used for travel on College business.
- Subsistence expenses will only be paid where the employee is required to be away from their normal place of work.

All claims must be checked and authorised before reimbursement can be made. No member of staff shall authorise reimbursement of his or her own expenses. Claims must be approved by an employee senior to the claimant.

The current rates are available from the Finance Department.

3. Travel Overseas

The arrangements for travel overseas for staff accompanying students are set out in the Policy for Educational visits.

3.1 General

All staff travel overseas on college business requires the prior approval of the Senior Management Team or Principal.

Travel overseas on College business of the Principal or any Senior Post Holder requires the prior approval of the Chair of Governors.

Any overseas travel of a Senior Post Holder or Governor on College business and the cost thereof shall be reported to the next Board meeting. Wherever possible all travel and accommodation costs are to be invoiced to the College for payment, using the normal College procurement procedures

3.2 Mode of Transport

Overseas travel should be by the most advantageous and economic mode of travel available. Air travel will be by economy class unless the journey length makes it appropriate for the traveller to use a higher class. Exceptionally a member of staff, Senior Post Holder or Governor may use his or her own vehicle for travel overseas. The College will meet the direct costs of ferries/tunnel/tolls, and mileage at published College rates.

3.3 Accommodation and Subsistence

Direct costs of accommodation and subsistence (for which receipts are necessary) up to a maximum of £100 per day (unless otherwise approved by the Chair of Governors) will be reimbursed to staff, Senior Post Holders or Governors whilst overseas on College business. All expenses not associated with the business of the trip must be met by the traveller from their own resources.

4 Allowances for Members of the Governing Body

Only reasonable out of pocket expenses, accompanied by receipts, will be reimbursed. Claims for members of the Governing Body will be authorised by the Principal and the Chair of Governors.

Claims for the Chair of Governors will be authorised by the Principal and Vice Chair of Governors.

The table below summarises the authorisation required:

Post Holder	Authorisation Required by
Principal	Chair of Governors
Deputy Principal	Principal
Vice Principals	Principal
Governance Executive	Chair of Governors and Principal
Chair of Governors	Principal & Vice Chair of Governors
Governors	Principal & Chair of Governors

Extract from Financial regulations - Section 15

CONFLICTS OF INTEREST, GIFTS AND HOSPITALITY

1. Business Conduct

1.1 Application

This section sets out the expectations of the Board with regard to the business conduct of governors and staff. It also sets out the corresponding responsibilities and obligations of governors and staff. All persons on the College's payroll, or whose services have been procured through employment agencies on a part-time basis, or whose services have been retained on a casual basis but wholly within the direction and control of the College including visiting lecturers, are deemed to be 'staff' for the purposes of this section.

1.2 General Statement

The College's reputation together with that of its staff, individually and collectively, depends on the conduct of its governing body and its employees. The Board has adopted a code of conduct that states business will be undertaken in accordance with the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. The code would be breached, and the reputation of the College jeopardised, if more favourable treatment were given to certain individuals, groups or organisations. It is for this reason that the College's Financial Regulations do not permit staff to accept any form of gift. However there may be occasions when a gift may be impossible to refuse or when to do so would cause grave offence to the giver. Examples of such exceptions might be: promotional materials handed out by commercial companies at exhibitions or low value gifts from students to teaching staff.

The policy of the College is that gifts, favours and offers of hospitality should be politely but firmly refused. Wherever this policy cannot be applied, a declaration should be made in the gifts and hospitality register maintained by the Governance Executive (diaries and calendars need not be declared). If a gift is accepted then, if possible, it should be made available for general use (e.g. boxes of sweets placed in departmental offices; bottles of wine used for staff social functions). Governors and staff may find it helpful to consider whether an offer of hospitality could be reciprocated by the College at a similar monetary value before deciding to accept it.

1.3 Principles of Business Conduct

The Board expects every member of staff and all governors to:

- Be impartial and honest in the conduct of their official business
- Employ any resources committed to the best advantage of the College
- Ensure that quality and value for money are secured in every transaction
- Not abuse their official position in any way
- Not secure any personal advantage either for themselves or for their family and friends or for personal and business acquaintances, or seek to advance the private business or other interests of any such person or organisation.

1.4 Financial Interest

Where any member, co-opted committee member, member of the Senior Management Team, Director or Budget Holder has a financial interest in an order for supply of goods or services, it shall be declared to the College. A register of interests is kept by the Governance Executive and updated on an annual basis. All Board members, co-opted committee member, member of the Senior Management Team, Director or Budget Holder are required to complete the Register of Interest.

1.5 Acceptance of Gifts of Rewards by Way of Inducements

The Board will apply the provisions of the Prevention of Corruption Acts, 1906 and 1916.

Accordingly, staff or governors who accept any gift of consideration as an inducement or reward for:

- Doing, or for refraining from doing, anything in their official capacity
- Showing favour or disfavour to any person in their official capacity

will be deemed to have indulged in a corrupt practice and therefore this could lead to disciplinary action being taken up to and including dismissal. This includes the award of contracts of every description, the procurement of goods and services, and the commitment of the Board to the incurring of any expense or loss.

1.6 Acceptance of Casual Gifts and Hospitality

Staff may be occasionally offered gifts or hospitality gratuitously and without the explicit or implicit purpose of influencing their business decisions, e.g. Christmas gifts. All gifts received (with the exception of diaries and calendars) whatever the value, should be registered with the Governance Executive. Gifts which may be above the value of £25 cannot be accepted without the approval of the Principal.

All hospitality offered should be approved by the appropriate Budget Holder, Director or Senior Management Team member. If the value of the hospitality is likely to be in excess of £50 approval should be sought from the Principal.

In all of the above the Principal requires approval of the Chair of the Governors.

1.7 Unbecoming Conduct

Disciplinary proceedings may be taken against any member of staff who breaches any of the foregoing. Breaches of the provisions of the Prevention of Corruption Acts may also involve prosecution in the Courts.