

POLICY STATEMENT ON PAYMENT OF ALLOWANCES AND EXPENSES FOR DIRECTORS AND MEMBERS

1. The Purpose of the Policy

1.1 The aims of this policy are to

- minimise the circumstances in which a Member or Director of the Trust would be obliged to be out of pocket as a result of freely giving of his/her time to the work of the Trust;
- confirm the Trust's commitment to ensuring equality of participation for all Members and Directors.

2. The Policy

2.1 Remuneration

Except as detailed below, Members and Directors of the Trust will not be paid by the Trust for any kind of service to the Trust, or attendance allowances or be reimbursed for any loss of earnings.

2.2 Travel and subsistence

All Members and Directors are allowed to receive expenses for additional costs incurred when fulfilling their role. Any member or Director not employed at the registered office site may be reimbursed for the expenses they incur in travelling between their homes and the registered office and other locations where they may be required to undertake their duties as Members or Directors.

Travelling expenses will be paid for:

1. bus and second class rail travel (or first class rail travel where there is evidence that this is cheaper than second class);
2. taxi fares, where there is no realistic public transport alternative and taxi transfer home may be paid for lone travellers, where there may be limited evening public transport or concerns about the welfare and safety of the individual;
3. parking charges and tunnel fees or
4. payment of mileage related expenses for use of their own car in respect of journeys from and to home (or place of work, whichever is the lesser distance) for:
 - attendance at Trust meetings;
 - attendance at approved Trust training courses, either at the registered office or elsewhere;
 - visits to any academy on Trust business;
 - attending meetings away from the registered office, but on Trust business.

The mileage allowance will be in accordance with the Sponsoring College's scheme for staff travelling expenses (as at November 2015 41p per mile).

All meals and overnight accommodation will be provided free by the Trust to Members and Directors attending Trust organised meetings or events.

All meal costs, or allowance at the Trust's approved rate, to be payable when absent from home on Trust business for more than five hours and where refreshments are not provided at the venue. The cost of alcoholic drinks will not be reimbursed.

Conference and training event fees will either be paid in advance or reimbursed.

2.3 Child care, baby-sitting expenses, care arrangements for an elderly or dependent relative

A carer's allowance will be paid on the basis of actual costs incurred in line with Local Authority norms covering child care and dependent relative care, subject to appropriate proof and registrations details from the provider concerned.

Costs may be refunded in similar circumstances to child care. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the Member or Director would otherwise have provided during his/her period of absence.

2.4 Members or Directors with a special need

Every effort will be made by the Trust to provide, free of charge, the arrangements, facilities or equipment required to enable a Member or Director with a special need to participate fully and meaningfully in all the activities of the Trust.

2.5 Postage, photocopying and stationery provision

Members and Directors are expected to use the facilities of the Trust in the performance of any work in his/her capacity as a Member or Director of the Trust.

2.6 Claiming

Claims are to be made on appropriate Trust forms and must be supported by appropriate documentation, e.g. tickets or receipts, as appropriate. Members and Directors are asked to claim monthly, in arrears, and prior to the end of the financial year in question. Claims should be sent to the Company Secretary.

Approved by the Board of Directors
13 October 2016