

Policy on Expenses and Allowances for Governors

Purpose - The ESCG 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 of the Group and arrangements in the Financial Regulations.

The East Sussex College Group (ESCG) values the contribution of its Governors and this policy aims to ensure that the circumstances under which a member of its Board of Governors, 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.

Supporting documentation:

Standing Orders item 6.1 Governors are encouraged to claim back any travelling, subsistence, childcare or other allowances connected with their work on the Corporation. A claim form is available on request from the Director of Governance who has the authority to authorise payment.

ESCG Financial Regulations

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 for Business, Energy and Industrial Strategy (BEIS). Any such applications by the College would require the approval of the Board prior to submission.

3. 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 prevailing 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 Director of Governance and where appropriate will be paid in line with the College's prevailing arrangements for reimbursing similar staff expenses. Cost of reasonable coffee, tea and basic snacks will be included in the Board Budget.

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 prevailing 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 Director 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 Director 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. E-governance

Governors will be supplied with a ipad or other similar digital device, case and stylus for use during their term as a Governor. Although in the care of the Governor, the ipad remains the property of the College and members are required to report any theft or damage immediately to the Director of Governance. Insurance is provided through the College's policy. Each ipad will be written down over a three year period and any Governor leaving within that time will be required to return the device or may purchase it at an agreed price in line with its depreciation.

6. Claims

6.1 All claims should be submitted to the Director of Governance on the relevant form, and should be accompanied by appropriate documentation evidencing costs incurred. Claims should normally be submitted no later than three months since they were incurred.

Version	Effective from	Summary of change	Prepared by	Approved by
1	2.10.18 8.10.18	Version for the ESCG. Previous version was the SCCH policy	Directors of Governance	S&G Committee ESCG Board
2	10.12.19	Timeframe of claims extended to three months & the Department for Business,	Director of Governance	ESCG Board

		Innovation and Skills (BIS) and the Department of Energy and Climate Change (DECC) have merged to form the Department for Business, Energy and Industrial Strategy (BEIS), amended.		
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