



GOVERNOR EXPENSES POLICY

Ref No	0085	Version	3
Dept	Governance	Last Updated	24 th October 2023
Responsible Manager	Clerk to Corporation	Next Review	October 2026
Date Approved	23/10/2023	Category	Public
Where Approved	Corporation	Covers	Governors
Equality Impact Assessment Completed	Yes		

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1 Introduction

Unless by personal choice, no governor should be 'out of pocket' as a result of carrying out their normal duties and responsibilities.

As a charity with exempt status, it is important the college complies with legislation and guidance issued by the Charity Commission on this topic. Governors are therefore also trustees. Whilst the concept of unpaid trusteeship has been one of the defining characteristics of the charitable sector, the Commission advises trustees are entitled to have their expenses met from the funds of the charity. This policy sets out the terms on which such expenses will be paid.

This policy applies to governors (also known as Corporation members) of Telford College.

This policy should be read in conjunction with other college policies/documents including:

- The Corporation Handbook
- Telford College Instrument & Articles of Government
- Governors' register of interests
- Corporate Hospitality Policy
- Anti-Bribery Policy
- Receipt of Gifts Policy
- Staff Expenses Policy

2 Legislation and guidance

Payment of expenses to governors is not a legal requirement; however, it is considered good practice by The Charity Commission and is common across the sector.

The payment of expenses to governors of further education colleges is covered by charity legislation - trustees must not benefit in any way from their connection with the charity. There are, however, limited exceptions to this rule allowing trustees to be paid in certain circumstances for providing services to the charity over and above their normal trustee duties. This can include the provision of specialist services, occasional use of a trustees' premises or facilities, conducting a piece of research and delivering a lecture.

Trustees should not receive payment from the charity other than reasonable and necessary out-of-pocket expenses, such as the cost of travel to attend trustee meetings and events. Under charity legislation, expenses can include instances of travel and other costs associated with attending meetings such as the provision of childcare or care of other dependants incurred while attending meetings; travel relating to trustee business including overnight accommodation, and costs associated with support for a trustee with a disability.

3 Policy

Members of the governing body (governors) may claim expenses to cover expenditure necessary to enable them to perform their duties as a governor of Telford College, this includes attendance at meetings of the Corporation and committees on which they serve; training and development events; induction sessions and senior officer recruitment activity. This does not include an attendance allowance or payment to cover loss of earnings.

Governors may claim expenses by completing an expenses claim form, which can be obtained from the Clerk to the Corporation. Claims will be paid in arrears on a case-by-case basis, although there may be cases where this could be paid in advance (this should be discussed with

the Clerk). Reimbursable costs should be agreed in principle with the Clerk **before** they are incurred. Claims should be submitted as soon as possible after they are incurred, and no later than 3 months thereafter.

Governors may claim for:

- Costs associated with childcare and care for elderly/dependant relatives, where virtual/remote attendance is not possible;
- Additional costs incurred because they have a special need or English is not their first language;
- Travel and subsistence costs, as per the staff expenses policy; and
- Any other justifiable allowances **agreed in advance**

Claims will be signed off by the Clerk to the Corporation and counter-signed by the Principal.

Any claims appearing excessive or inconsistent will be investigated. All claims will be subject to independent audit.

Where a governor uses their own vehicle, travel expenses must not exceed the HM Revenue & Customs approved mileage rates.

4 Policy monitoring arrangements

This policy will be reviewed every three years by the Clerk to the Corporation. Any amendments will be presented for consideration to the Audit Committee and then approval to the Corporation.

5 Guidance from The Charity Commission

The guidance document 'Trustee expenses and payments (CC11)' be found at the following link <https://www.gov.uk/government/publications/trustee-expenses-and-payments-cc11>