



**GRIMSBY INSTITUTE GROUP**

# **Policy on Governor Expenses**

## Change Control

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## Revision History

Version	Type	Date	History
V1	New	23 October 2012	New
V1.1	Replacement	3 September 2013	Changes to incorporate the Framework for the Development of Strategies, Policies and Procedures
V2	Replacement	7 April 2014	Changes to incorporate the Instrument and Articles of the Grimsby Institute of Further and Higher Education, name change of a committee and delegated powers to the Governance Committee.

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## **1. Introduction**

The Corporation is committed to the principles of openness and accountability as laid down by the Nolan Committee on Standards in Public Life. In recognition of this, the Corporation have agreed a policy on payment of expenses to Governors which meets the requirements of the Instrument and Articles of Government of the College and arrangements in the Financial Regulations.

## **2. Scope**

All Governors / Co-opted Members  
Principal and Chief Executive  
Clerk to the Corporation

## **3. Responsibility for Implementation**

The Clerk to the Corporation.

## **4. Governors' Expenses**

- 4.1 In accordance with the Instrument of Government of the College, Governors are entitled to receive reimbursement for expenses incurred while undertaking Corporation business.
- 4.2 Expenses claims can be made to cover the costs incurred for travelling to meetings, conferences, training events, and to cover child care costs incurred whilst on Corporation business.
- 4.3 Expenses rates paid to Governors will be the same rates that apply to staff, as detailed in the Institute's Travel and Subsistence Policy and this policy will apply to all Governors' expenses.
- 4.4 Governors are expected to claim for the cheapest method of travel.
- 4.5 Receipts need to be provided for all claims except for mileage claims.
- 4.6 College expense claim forms are to be used by Governors when claiming expenses.
- 4.7 Completed expense forms should be sent to the Clerk who will keep a record of all claims received. The Clerk will authorise to indicate that the claim represents legitimate Governor expenses.
- 4.8 The College will confirm an annual budget for Governors' expenses to allow for monitoring and disclosure in the financial statements.

## **5. The Principal's Expenses**

- 5.1 The Principal is entitled to receive reimbursement for expenses incurred while undertaking Corporation business, in accordance with his/her contract of employment.
- 5.2 Expenses rates paid to the Principal will be the same rates that apply to staff, as detailed in the Institute's Travel and Subsistence Policy, or will otherwise be specifically authorised by the Corporation.
- 5.3 Receipts need to be provided for all claims except for mileage claims.
- 5.4 Institute expense claim forms are to be used by the Principal when claiming expenses.
- 5.5 Completed expense forms should be sent to the PA who will keep a record of all claims received. She/he will pass the claim for authorisation to the Chair of the Corporation, in accordance with normal College practices.

## **6. The Clerk's Expenses**

- 6.1 The Clerk is entitled to receive reimbursement for expenses incurred while undertaking Corporation business, in accordance with his/her contract of employment or contract for services with the Corporation.
- 6.2 Expenses rates paid to the Clerk will normally be the same rates that apply to staff, as detailed in the Institute's Travel and Subsistence Policy, or will otherwise be specifically authorised by the Corporation.
- 6.3 Receipts need to be provided for all claims except for mileage claims.
- 6.4 Institute expense claim forms are to be used by the Clerk when claiming expenses.
- 6.5 Completed expense forms will be sent to the Chair of the Corporation for authorisation. The Clerk will keep a record of all claims made.

## **7. Policy Review**

This policy will be reviewed on a three yearly basis by Governance Committee.