

Cornwall and Isles of Scilly Local Enterprise Partnership Director Expenses and Hospitality Policy



**CORNWALL &
ISLES OF SCILLY**
LOCAL ENTERPRISE PARTNERSHIP

Date: March 2019

Board Directors' Allowances & Summary of Approved Duties

What's In

- Board meetings
- Committee & Sub-groups formally agreed by the Board
- Meetings on official LEP business (when approved in advance)
- Outside bodies (where ratified)
- Visits authorised by the Board or its committees
- All Board Director Briefings
- Meetings at the invitation of the Chair of the Board or other officer appointed to act on his behalf
- Training (where in annual programme/authorised)
- Conferences/seminars where approved in advance

What's Out

- Political Group Meetings
- Attendance at outside bodies where the bodies themselves pay expenses

If in any doubt then contact the LEP Executive Team.

Authorisation Process

If Directors would like to attend any conference/seminar/event, or if you would like to undertake any training, then please seek prior approval from the LEP Chair. All bookings should then be made via the LEP Executive Team.

Travel and Accommodation

All travel and accommodation booking arrangements should be made via the LEP Executive Team to ensure value for money. Please ensure that details of travel and accommodation requirements are provided as soon as possible so as to take advantage of possible reduced tickets.

If Board Directors have any discount cards i.e. rail cards, hotel membership, etc, please speak to the LEP Executive Team who will make the necessary arrangements in order to take full advantage of those discounts for you. If, by exception, arrangements need to be made personally by the Board Director, please advise the LEP Executive Team of those costs prior to booking for approval by the LEP CEO.

The most cost effective form of transport, taking all relevant circumstances into account such as time effectiveness, reasonable adjustments for disabilities and the opportunity to share transport with colleagues in some circumstances will be sought.

The cheapest hotel available which provides a reasonable level of comfort will be sought. Taking into account associated costs such as travelling costs to the meeting venue and where appropriate the safety needs of a lone traveller, the cheapest hotel will be taken at all times. Board Directors will be required to provide a satisfactory explanation if the cheapest option is not suitable. Requests for cancellations must be made, at the earliest opportunity, and within the agreed cancellation period.

Mileage Rates

(Last updated: 16/11/2018)

On the first 3,000 miles in the tax year 40p per mile

On each additional mile over 3,000 miles 20p per mile

A passenger rate of 5p per mile has been introduced in respect of each passenger carried who needs to travel for business purposes. This is in the interests of encouraging car sharing for business journeys and to reduce overall expenditure on business travelling. It is important that Board Directors are aware that the passenger rate is only payable where this avoids another Board Director necessarily making a separate business journey to the same destination.

Further information about tax relief on mileage allowances is available on request.

Subsistence

Board Directors may only claim subsistence allowances in respect of out of county/islands travel and when there is an out of county/islands overnight stay. A valid receipt for the actual expenditure incurred must be retained and attached to each claim. If there are no valid receipts attached to the claim form then those expenses will be classed as ineligible and not included in the payment.

Details of the rates that can be claimed are available on request.

All Mileage and subsistence claims should be submitted no more than 3 months after the expense has occurred and during the current financial year. Any claims submitted that are over 3 months will be returned and not paid. To aid this, Directors will receive a quarterly email reminder from the LEP Executive Team to remind you to submit your expenses/timesheet for the last 3 months.

Please submit all claims to:

LEP Executive Team, CloS Local Enterprise Partnership, PO Box 723, Pydar House, Pydar Street, Truro, TR1 1XU.

Claims Sign Off Procedure

Once Board Director claims are received and checked by the LEP Executive, they will then will be counter-signed by a member of the LEP Audit and Assurance Committee prior to payment.

Declaring Interest, Gifts and Hospitality

If it should come to light during the year that a conflict of interest occurs or if any gift or hospitality is offered, received or declined then Directors will need to complete or update their Register of Interest Form and return to the LEP Executive Team.

With the exceptions listed below, Directors must refuse any personal gift offered to them by any person or body that has any significant financial or other business connection with the LEP, for example, contractors and outside suppliers. If Directors

are in any doubt, they must refer this to either the LEP Chair or LEP Executive immediately.

Exceptions to this requirement are:

- a) A modest gift of a promotional nature, such as calendars, diaries and other articles which are of use in the office and can be considered to form part of the general mailings of a company; or
- b) A modest gift where refusal would cause needless offence and the giver is not seeking a business decision but merely wishes to express thanks for service, advice or co-operation received. Examples could include a box of chocolates or a bottle of wine or flowers.

Directors must record details of all gifts and/or hospitality accepted or declined, which are not covered by the stated exceptions. This must be done by completing a Board Directors Declaration of Gifts and Hospitality form (attached) as soon as possible which must then be passed to the LEP Executive who will arrange the necessary counter-signatory and retention.

The Registers held by the LEP Executive are open to inspection at any time by the Section 151 Officer. No other person can inspect a declaration without the Director's prior consent although anonymised responses to freedom of information requests may be provided.

Board Directors declaration of gifts and hospitality

Private and Confidential

All Directors must complete this form on the offer or receipt of a gift or hospitality not covered by the exceptions stated in the policy or where they consider it advisable to do so.

Name

		Yes	No	If Yes please provide details	Value	Donor
1.	Have you received any gifts?					
2.	Have you refused any gifts?					
3.	Have you received any hospitality?					
4.	Have you refused any hospitality?					

Signature of Director:

Date:

Signature of Counter signatory:.....

Date:.....

Once completed, please pass this form to the LEP Executive, who will arrange the Counter Signatory and retention.