

Meeting
29/01/10

Agenda Item
16

Reference No
HEFCW/10/10

1 Issue

- 1.1 No policy has been issued to date to formalise the basis for claiming and paying travel and subsistence expenses on a consistent basis across the various Council committees. Council approval for such a policy is now being sought in parallel with Welsh Assembly Government approval.

2 Rationale for paper

The Committee Members' Travel & Subsistence Policy is based upon the same policy for Council Members' Travel & Subsistence, with appropriate variations to account for the different role and status of Committee Members. For this reason, Council approval for the policy is being sought without discussion.

3 Recommendation

- 3.1 The Council is invited to approve the Committee Members' Travel & Subsistence Policy (see Annex A).

4 Timing for decisions

- 4.1 Approval for this policy is required at this meeting with a view to its implementation from 1 February 2010.

5 Council members' interests

- 5.1 No conflicts of interests have been declared in advance of the meeting.

6 Further information

- 6.1 Further information can be obtained from Nick Williams (Tel 029 20682299 ; E-mail: nick.williams@hefcw.ac.uk.)

7 Background

- 7.1 Travel & subsistence expenses have been claimed by and paid to Council Committee Members for several years but without having a formal policy in place to ensure consistency of application of the expenses process across all HEFCW committees.

Such a policy has now been prepared, and approval for it has been sought from the Welsh Assembly Government, as required under the Further and Higher Education Act 1992. Parallel approval from the Council will enable the policy to be implemented as quickly as possible..

8 Next step

- 8.1 The policy is to be subjected to an equalities impact assessment by HEFCW internally, prior to implementation.

9 Financial implications

- 9.1 Committee Members' travel & subsistence expenses are largely funded from the Council-approved relevant programme funded budget each year, and can be met from within those budgets.

10 Communications implications

- 10.1 There are no communications implications arising from this paper.

11 Diversity and Equal Opportunities implications

- 11.1 This paper has no implications for age, disability, gender, race, religious belief, sexual orientation or the Welsh language.

12 Risk Assessment

RISK	ACTION TO ADDRESS RISK
External members of committees cannot be persuaded to take up appointments without being able to claim travel & subsistence expenses.	Formal policy approved by Council and principle of the payment of travel & subsistence expenses to Committee Members approved by the Welsh Assembly Government.
Basis for claiming and payment of travel and subsistence expenses to Committee Members not consistently applied across all HEFCW committees.	Implementation of approved policy ensures consistency of claiming and paying travel & subsistence expenses.

13 Further information

For further information contact Nick Williams (Tel 029 2068 2299; e-mail: nick.williams@hefcw.ac.uk).