



MEMBER ALLOWANCES POLICY

Author:	Senior Leadership Team
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Governance Approval Date:	3 rd February 2022
Review Cycle:	Annually
Next Review Date:	February 2023

This policy statement has been developed in accordance with the Education (Members' Allowances) Regulations 2003. These regulations give the Management Committee the discretion to pay allowances from the Pupil Referral Unit's annual budget allocation to Members for certain allowances which they incur in carrying out their duties. ACE Management Committee has decided that we will not pay members of the Management Committee allowances for completing their duties.

We will review this on a regular basis in possible consideration of the allowances Members may receive which are:

1. Members will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Member or representative of ACE, and are agreed by the Resources and Finance Board that they are justified before any reimbursable costs are incurred.
2. Members will be able to claim for the following, on a case-by-case basis and with the prior approval of the Management Committee:
 - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner)
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
 - The cost of travel relating only to travel to meetings/training courses at a rate of 24 pence per mile which does not exceed the specified rates for school personnel
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source
 - Telephone charges, photocopying, stationery, postage etc
 - Any other justifiable allowances.

The Management Committee at ACE acknowledges that:

- Members may not be paid attendance allowance
- Members may not be reimbursed for loss of earnings.

Members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Admin Office), attaching receipts where possible, and return it to the Admin Office within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Management Committee or Chair of Resources and Finance Board to be presented to the Resources and Finance Board (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Management Committee if they appear excessive or inconsistent.

This policy will be reviewed annually.

(This policy is taken from the National Members' Council, Good Practice Guides for Members)

Model Claims Form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

I claim the total sum of £ _____ for Member expenses as detailed below. I have attached relevant receipts to support my claim.

Signed _____

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for Members with special needs			
Support for Members whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to:

[Details e.g. Admin Office]