

Board Meeting paper

Mar 16 BM C 3.3

Purpose of report

Decision¹
 Discussion / debate
 Information only²

Sensitive Information?

Yes
 No

If sensitive, protective marking³

Date of Meeting 17 March 2016

Agenda Item C 2.2

Report Title Expenses policy proposed changes

Sponsor Nigel Holden

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1. Summary

Following the Internal Audit of core controls earlier this year it was recommended and agreed that Transport Focus would review and update its expenses policy.

2. Recommendations or decision required

The Board are asked to consider the proposed changes to the expenses policy and if appropriate approve these for consultation with the Staff Forum and staff.

3. Further details

Following the Internal Audit of core controls earlier this year it was recommended and agreed that Transport Focus would update its expenses guidance to ensure the policy meets current business needs whilst ensuring compliance with HMRC guidance and good practice in other publicly funded bodies.

The table at Annex 1 summarises the proposed changes to the travel and subsistence rates which would allow staff more flexibility in determining the level of subsistence they wish to incur between different meals (within set limits) and also aligning our policy more closely to the guidelines set out by HMRC.

The proposed changes have been reflected in the Draft Policy included at Annex 2.

Once approved by the Remuneration Committee the changes to policy required discussion with the staff forum, management team and final approval by the Board before implementation.

4. Implications – Financial, Risk, Legal, Staffing, Equalities

1. Financial

The financial impact of these changes is unlikely to be significant as there are a limited number occasions when staff have to work extended hours away from home without an overnight hotel room.

2. Risk

¹ If a decision is required, or you are asking for the paper to be formally noted, please set this out in section 2

² If for information only, please make clear in section 1 **why** this information is being provided

³ ie **OFFICIAL/SENSITIVE** plus COMMERCIAL / POLICY / MANAGEMENT-STAFF / PERSONAL PROTECT

There are no specific risks issues arising from this paper

3. Legal
There are no specific legal issues arising from this paper

4. Staffing
There are no specific staffing issues arising directly from this paper.

5. Background information

6. Equalities screen

Sometimes, an equalities impact assessment (EIA) is required for a given report, proposal or project. To help decide whether an EIA is required, a screen must be undertaken based on the information provided above. The screen seeks answers to four questions which are used to determine impact on the protected characteristics – major, minor or none (default). Please choose the correct impact value and, if **major**, link it to an explanation below.

Gender	Age	Sexual orient'n	Disability	Marital status	Political belief	Religious belief	Racial group
1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?							
None	None	None	None	None	None	None	None
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?							
None	None	None	None	None	None	None	None
3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?							
					None	None	None
4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?							
					None	None	None