

<b>Report to:</b>	<b>HEALTHWATCH BLACKPOOL</b>
<b>Relevant Officer:</b>	Mark Towers, Company Secretary
<b>Date of Meeting</b>	17 May 2016

## **BOARD EXPENSES POLICY**

### **1.0 Purpose of the report:**

1.1 To adopt an expenses policy for Healthwatch Blackpool Board Members.

### **2.0 Recommendation(s):**

2.1 To adopt the policy as attached at Appendix 7(a).

### **3.0 Reasons for Recommendations**

3.1 To put in place a policy to define criteria for the approval of expenses as allowed for in the articles of association, on the basis that no Board member should be out of pocket for undertaking their official duties.

### **4.0 Contract with Empowerment**

4.1 As Board Members are aware, Empowerment was successful in winning the tender for delivering Healthwatch services. As part of the contract, a recruitment process was instigated, which has resulted in the composition of the Board as it is today. Following discussions with Empowerment, the Council has set aside a sum of money to cover all expenses claims from Board Members and this has been ring-fenced in the commissioning agreement. Although the position of Board Members is not remunerated, the Council and Empowerment are key to ensure that no Board Members will be out of pocket for undertaking their duties with Healthwatch Blackpool.

4.2 Following research of a number of other Healthwatch organisations, a draft policy has been put together which hopefully will ensure all claims are validated fairly.

#### **List of Appendices:**

Appendix 7(a) - Draft Board expenses policy.

**5.0 Financial and Legal considerations:**

5.1 The Lead Healthwatch Officer will make arrangements for reimbursing Board Members in line with the policy and will then claim the paid amounts back from the Council on a quarterly basis.

**6.0 Other considerations:  
(Performance, Risk, Human Resource and Equalities)**

6.1 An expenses policy is a transparent way of managing claims and ensuring Board Members are not out of pocket from undertaking Healthwatch activities.

**7.0 Consultation with Volunteers (if appropriate)**

7.1 No consultation was appropriate with this proposed policy as provision for it is already covered in the articles of association.