

GUIDELINES FOR COMMITTEE MEMBER EXPENSES

As agreed at the Committee meeting on 01 February 2012 and amended 01 May 2013.

These guidelines are derived from the accepted concept that trustees will abide by *the seven principles of public life** and from Clause 4 of the Memorandum of Association which states that:

"... no remuneration or other benefit in money or money's worth shall be given by the Group to any Member of such Committee or Governing Body except repayment of out of pocket expenses..."

- 1 No Trustee should be left personally out of pocket for expenses incurred on behalf of the Colour Group.
- 2 This includes travel to Committee, AGM, EGM, and officially convened meetings such as the awards panel, whether or not other events such as public meetings with topical speakers occur on the same day at the same location.
- 3 The Trustee should make every effort to minimise the expenditure incurred:
 - a) wherever possible the expenses should be reclaimed from a third party, such as an employer or research grant.
 - b) transport fares should be booked in advance to obtain the cheapest, off-peak ticket prices; other discounts related to travel cards, over-60s, students, etc should be sought. Travel by means other than the cheapest off-peak rail or bus should be pre-approved by the Treasurer or Chairman.
 - c) a member's normal requirements for food would have to be paid by the member wherever they were and would not be covered.
- 4 The expenses will be claimed directly from the Treasurer, and claims should in all cases be accompanied by receipts.
- 5 Payment of such out of pocket expense claims shall be at the discretion of the Chairman and Treasurer.
- 6 The Treasurer will maintain proper records and copies of all receipts.

* These are available from many sources, e.g.

http://www.public-standards.org.uk/About/The_7_Principles.html

The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.