1. Trustee Expenses

1.1 Cardiff University trustees are not paid for being trustees.

1.2 Trustees are entitled to have their expenses met from the funds of the charity. Expense claims should be made within 3 months on Cardiff University’s cash expenses claim form and should be supported by bills or receipts. Trustee expenses will normally be approved by the COO or an authorised deputy.

1.3 Expenses claims will cover:

   a) The reasonable cost of travelling to and from trustee meetings, and on trustee business and events which have been approved by the board or the delegated authority of the Chair; this can include the cost of using public transport, taxi fares, and petrol allowances to the level permitted by HM Revenue and Customs (HMRC) before tax becomes payable: - Train fare will be reimbursed at a rate which is no higher than ‘standard class’ – where first class rail fare is booked, Cardiff University will only pay for standard class travel on the same line and the same train.

   b) Reasonable refunds for the cost of meals taken while on charity business.

   c) The cost of postage and telephone calls on charity business from itemised bills.

   d) Special transport, equipment or facilities for a trustee with a disability.

   e) Cost of reasonable overnight accommodation while attending Cardiff University events – overnight accommodation should normally be booked through Committee Services, but every effort will be made to keep the price of accommodation as low as possible.

2. Payments or Benefits for Trustees

2.1 On the basis that these are not provided for private use and that trustees will abide by Cardiff University’s policies for their use, Cardiff University may make items or services available to trustees where they support the trustee in fulfilling their duties. Examples of these are (but are not limited to):

   - Provision of IT equipment
   - Provision of a private working area on-campus for trustee-related activity

2.2 Where it is determined to be justifiable and in line with the Charity Commission guidance, and subject to Council’s approval, further benefits may be provided to trustees.

3. Gifts and hospitality

3.1 Trustees may retain all gifts valued at £40.00 or under, whether given in recognition of presentations or otherwise. For gifts exceeding a value of £40.00 the following options are suggested:

   • Share the gift with all staff;
   • Raffle the gift for charity;
   • Donate the gift to charity; or
   • Make a donation to charity and keep the gift.

3.2 Hospitality offered should only be accepted where there is a direct link to working arrangements and a genuine business reason can be demonstrated, for example:

   • Attendance or speaking at a conference, which provides complimentary subsistence,
   • Travel and accommodation (this does not need to be declared on the register except where a gift was received);
   • Attending a free training course;
   • Attending working lunches or dinners; and
   • Attending a drinks reception to network.
3.3 Trustees in receipt of gifts or hospitality should declare this as soon as possible after the offer or receipt of gifts or hospitality. All declarations are to go to Committee Services where a record of declarations will be kept. The register is an annual document and will be maintained on a calendar year basis and reported annually. It is recommended that trustees make their declaration by email.

3.4 The declaration will need to include the following information:

- Date of offer of gift or hospitality, and date of event where relevant;
- Name, job title and organisation of recipient / provider;
- Nature and purpose of gift or hospitality received or declined;
- The name of any other organisation involved;
- Estimated value.

3.5 It is acceptable for Cardiff University to provide hospitality with the Board’s or Chair’s prior approval in the way of working lunches and/or dinners to existing and potential policy makers, members and stakeholders subject to a genuine business reason.

4. Payments to Trustees and connected persons for services over and above those over being a trustee

4.1 In accordance with the Charities Act 2011, Cardiff University may, under contract, pay a trustee (or a connected person) for the supply of services over and above normal trustee duties.

4.2 Such a contract is subject to the Council’s approval, agreeing first that the service is required by the University, aligns with procurement principles, and is in the University’s best interests to be made with the person concerned.

4.3 The definition of ‘connected person’ used for the purposes of this policy is taken from Charities Act 2011 s.118.

4.4 The total number of trustees who are either receiving payment or who are connected to someone receiving payment will only ever be in a minority.

Appendix: Charities Act 2011 s.118 Meaning of “connected person”

(1) In section 117(2) “connected person”, in relation to a charity, means any person who falls within subsection (2)—

- (a) at the time of the disposition in question, or
- (b) at the time of any contract for the disposition in question.

(2) The persons are—

- (a) a charity trustee or trustee for the charity,
- (b) a person who is the donor of any land to the charity (whether the gift was made on or after the establishment of the charity),
- (c) a child, parent, grandchild, grandparent, brother or sister of any such trustee or donor,
- (d) an officer, agent or employee of the charity,
- (e) the spouse or civil partner of any person falling within any of paragraphs (a) to (d),
- (f) a person carrying on business in partnership with any person falling within any of paragraphs (a) to (e),
- (g) an institution which is controlled—
- (i) by any person falling within any of paragraphs (a) to (f), or
- (ii) by two or more such persons taken together, or
- (h) a body corporate in which—
- (i) any connected person falling within any of paragraphs (a) to (g) has a substantial interest, or
- (ii) two or more such persons, taken together, have a substantial interest.

(3) Sections 350 to 352 (meaning of child, spouse and civil partner, controlled institution and substantial interest) apply for the purposes of subsection (2).