

Minutes of Board of Trustees Meeting
13 May 2017, 11:00-15:40 at 39 Moreland Street, London EC1V 8BB

Present: Tamar Ghosh (TG, Chair), Patricia Rogers (PR, Vice Chair), John Adams (JA, Treasurer), Michelle Beckett (MB), Tom Copley (TC), Blaise Egan (BE), Guy Otten (GO), Naomi Phillips (NP), David Pollock (DP), Jeremy Rodell (JR), Alom Shaha (AS), Imtiaz Shams (IS [for 09/17-11/17]), Amy Walden (AW).

In attendance: Andrew Copson (AC, Chief Executive and Company Secretary), Jessica Layfield (JL, minutes), Wendy Kurman (WK, observer), Liam Whitton (LW, Communications Manager [for 14/17]).

Item		Action
09/17/01	Apologies for absence were received from Ewan Main (EM).	
09/17/02	There was a declaration of interest from GO for any matters concerning celebrant finance.	
09/17/03	The Board welcomed Wendy Kurman, who had recently joined the BHA staff team as the ACE.	
09/17/04	There were the following agenda additions, to be discussed under Any Other Business: <ul style="list-style-type: none"> - Gaining external accreditation for celebrant training 	
09/17/05	The Board approved the minutes of the previous meeting with the following changes: <ul style="list-style-type: none"> - 02/17/36 will be changed to 'The Board discussed how big the <i>drop</i> would be, in order to ascertain whether it should be a decision made at board level.' - 04/17/15 - This item will be changed to confirm that a meeting was not arranged, but that TC said he has a contact who could facilitate such a meeting. - 04/17/17 will be changed to 'The Board received a verbal update on CFI UK - CFI has pulled back on international programmes and has cancelled Stephen Law's stipend; therefore he no longer has funds to run the project.' - 04/17/18 will be changed to clarify that 'Robin' is Robyn Blumner, CEO of Center for Inquiry in the US. - 04/17/19 will be changed to 'Technically speaking, CFI UK does still exist in BHA section/bye-laws. AC starting point with Robyn is to discuss if they would continue and if so what are their plans/in what capacity within UK.' 	JL JL JL JL JL
09/17/06	AC reminded the Board that they can send any corrections on the minutes as soon as they receive them, to be collated by the ACE in advance of the next meeting, although not a requirement.	
09/17/07	There were the following matters arising from the minutes of the previous meeting, not covered elsewhere on the agenda: <ul style="list-style-type: none"> - 01/17/07 - All @humanism email accounts have been set up for Board members and the guidance on using these circulated. The Board 	

09/17/08	<p>requested that this guidance be circulated again. Board members to feed back any issues with access.</p> <ul style="list-style-type: none"> - 01/17/10 - It was confirmed that the twinning working group has not met since the last meeting and that they have not reported to AC. AC will follow this up with the group. - 01/17/11 - It was confirmed that the acronyms document has been emailed to Board members and has also been added to the intranet. This will be shared each time with Board papers and minutes. - 01/17/16 to be a recurring action for Board - 02/17/03 - AC confirmed that the EM is developing a policy on how we select speakers for lectures and events. - 03/17/03 - The Board noted that the agreed 2017 Risk Register is now available on the intranet. - 03/17/07 - TG agreed to consider the possibility of the Vice Chair being able to email the bot@ email address directly for relevant governance issues. In the meantime, TG confirmed she is happy to send any such emails on behalf of the Vice Chair. - 07/17 - AC confirmed that all actions have been completed regarding winding up CFI UK. <p>The Board enquired as to the definition of supporter, as referred to in the VIGs document. AC clarified that this includes members, regular donors, and those who have requested to be considered a supporter.</p>	<p>JL, BOT</p> <p>AC</p> <p>JL</p> <p>TG</p>
<p>10/17</p> <p>10/17/01</p> <p>10/17/02</p> <p>10/17/03</p> <p>10/17/04</p> <p>10/17/05</p> <p>10/17/06</p>	<p><u>Management (AC)</u></p> <p>The Board received the management report for 2017Q1. TG reminded the Board that discussion at the meeting should be restricted to significant questions or concerns on the management report, leaving time for discussion of the management dashboard.</p> <p>The Board agreed to send through any suggested amends to the template or questions on this to office.</p> <p>AC agreed to look into ways to prevent standard wording such as 'There was no activity in this period' being dropped into the management report, which is a result of the new template structure.</p> <p>The Board noted that, because of changed reporting dates, the management report will in future be ready well in advance of the Board meeting. The Board agreed that they would like this to be shared with them as soon as it's ready.</p> <p>The Board received a printed copy of the Events report from 2017Q1, which was delayed due to staff absence. The Board noted that this will be added to the end of section 1 of the report on the intranet.</p> <p>The Board received the management dashboard for 2017Q1 and discussed this new template. AC thanked the Board for their input in producing this new template.</p>	<p>BOT</p> <p>AC</p> <p>JL</p> <p>JL</p>

10/17/07	It was confirmed that if the text is in black then it can be considered to correspond to the colour of the title of that specific section.	
10/17/08	AC clarified that the wording in each box describes aims for the year, taken from either the VIGs or the bottlenecks. This wording will remain consistent for the year, with the colour of each point changing if the situation needs to be discussed. JL will add the word 'AIMS' to each box for clarity, to ensure the text is not confused for a written update of the current situation.	JL
10/17/10	The Board agreed that additional commentary on areas in amber or red, where there are concerns is needed, so that Board members can be prepared to discuss those topics at the meetings. JL will ensure a section on commentary is added to the template.	JL
10/17/10	The Board enquired about the current situation with regards to member and donor income. AC clarified that this situation was resolved by the time the dashboard was prepared, meaning the bullet point on this did not need to be coded Amber.	
10/17/11	The Board discussed the possibility of reporting online, which would allow links from the document to relevant additional commentary or the relevant sections of the management report. AC will consider this for future meetings but it was agreed that this might be too complicated to implement at present.	AC
10/17/12	The Board discussed how to colour-code the bullet point on our public policy aims. It was agreed that this should not reflect whether or not we are on track to achieve all of the aims in this calendar year, but whether or not the actions required for this year which will allow us to achieve them in due course are on track. In addition, this item should be coded Amber or Red if anything has changed significantly that the Board should be aware of in relation to achieving our public policy aims. The commentary provided would then contain further details.	AC
10/17/13	The Board agreed the conditions under which an item in the dashboard may be red. This includes examples where an item carries significant financial risk, reputational risk or an impact on governance.	
10/17/14	The Board agreed to add the following additional bullet point under the 'People and Systems' heading, to ensure the report includes an update on risk management: <i>'Implement agreed processes for risk mitigation'</i> .	JL
10/17/15	The Board received an update from AC on the property project. The working group has met twice, and members have met with councils, consultants and donors who have expertise in property development for charities. The most likely option at the moment is that we will stay in the current office, or a similar office, for at least the next five years, while we run a capital appeal to raise the funds to develop the humanist centre. The group agreed that it makes most sense for this to be in London.	
10/17/16	The Board noted that AC is meeting with fundraising consultants about this project in the next fortnight. AC advised that we are not likely to see significant increases in staff in the next few years, so the current office should be big enough	

	for the staff team over the next five years, although the project could take longer.	
10/17/17	AC confirmed that the ACD has been looking at the costs of this project and how this breaks down in terms of how many donations we will need of different amounts. TG agreed to send through names of other contacts who have been involved in running capital appeals.	TG
10/17/18	The Board discussed the possibility of designating some of the reserves to this project, which JA is supportive of. They also discussed briefly the idea of trying to crowdfund for it. The Board noted that we need to be careful not to alienate members with this project, and to ensure we stress the importance of finding a home for the BHA and a humanist centre, rather than just an office for staff, and the benefit this would provide to projects like Faith to Faithless and the 'soup kitchen' project. It was agreed that the property working group will discuss this question further.	AC
10/17/19	It was agreed that we should look into available sites for this project in Lewisham, Southwark, and Lambeth, where there may be some that are suitable.	AC, TC
10/17/20	The Board received the 2017Q1 accounts and noted the commentary provided on variances against the budget.	
10/17/21	The Board noted that the fund with Barclays is now at total of £683,318 as of 12 May.	
10/17/22	The Board discussed the membership growth rate over the past few years, which has been very high. JA advised that he does not expect this same high level of growth over the next few years, and that the membership growth rate is likely to stabilise and be more sedate than it has been.	
10/17/23	The Board enquired about what information we gather from new members about why they joined the BHA. AC advised that there is an exit survey but not a survey for new members. The implementation of the survey is part of our plans.	
10/17/24	The Board enquired about retention levels. It was agreed that BE will speak to LW about conducting a 'churn analysis' of departing members, as BE has relevant professional experience of conducting such analyses.	BE
10/17/25	The Board discussed opportunities for new member recruitment. AC advised that there has been a poor return on investment of our supporter recruitment initiatives in print media this year, and that we will most likely invest more in online supporter recruitment for the rest of the year.	
10/17/26	The Board noted that we regularly take advantage of relevant media stories in new member recruitment. For example, the recent media story about Stephen Fry being investigated on blasphemy charges in Northern Ireland was shared widely by us on Facebook to those who may not have heard of the BHA before.	
10/17/27	The Board congratulated staff on having developed the systems to monitor the membership situation so closely and on their responsiveness to potential issues.	

10/17/28	The Board discussed the extent to which the BHA should offer media comment on social and ethical issues outside the topic of Humanism or religion and belief, such as homelessness, the war in Syria, etc. AC advised that this question is considered very regularly. We may comment on such issues through our social media communications, but we don't have the capacity to do so as part of our public policy output. The Board agreed to add this as a topic for discussion at the away day in September.	JL
10/17/29	The Board noted that CM is looking at alternative options for the BHA's main bank account. JA hopes to have an update for the next meeting. JA advised the Board he had recommended that BHA move away from the Cooperative Bank, due to recent reports. He also informed the Board of a concern that BHA have a large number of bank accounts, which could be reduced by moving away from the Cooperative Bank. The Board agreed to ask CM to carry out a review of the Bank accounts.	AC
11/17	<u>Annual Report and AGM</u>	
11/17/01	The Board received the draft Annual Report and Accounts for 2016.	
11/17/02	AC advised that in future years the commentary on our activities for the year will be slimmed down significantly, as the report is now far too long and takes a large amount of staff time.	
11/17/03	The Board agreed that corrections on spelling and rewording be sent to the ACE. In addition, some changes were sent very late in the day by the auditor, which need to be added in. These include some new statutory requirements.	
11/17/04	The Board agreed that the updated version of the Annual Report and Accounts, including the corrections and the new content and management letter from the auditor, will be sent to trustees by email next week for final comment. The Board agreed to send any subsequent comments or corrections to JL, if they wish any to be made.	JL
11/17/05	The Board noted that an update on the Faith to Faithless project is missing from the Annual Report, and that this should be added in before it is sent round to the Board for final review.	JL
11/17/06	The Board discussed the wording of the reserves policy and whether the upper limit should be increased. JA confirmed that this policy is reviewed triennially and that a review is scheduled for 2018. TG commented on the importance of ensuring a link between the risk register, reserves policy and budget. PR would like it noted for future discussion that she would like the cap on reserves to be increased	
11/17/07	The Board discussed the wording of the Fundraising Policy section, which seemed very negative. AC confirmed that this is suggested wording from government, but that it could be adapted. The Board agreed to change the wording of the sentence: 'We do not approach or pressure vulnerable people to support our work' (which the Board felt was very blunt) to 'We take very seriously our responsibility not to approach or pressure vulnerable people to support our work.'	JL

11/17/08	The Board agreed the Letter of Representation to the auditors and authorised the Chair to sign it.	
11/17/09	The Board noted a concern about the auditors given the delay in hearing back from them about the report. TG agreed to write a note to the auditors from the Board	TG
11/17/10	The Board reviewed the AGM notice and papers and agreed to make the suggested changes sent through by DP and PR in advance (both to the current set of papers and to the proforma papers for future years). This included some small changes to the 2016 AGM minutes, the final version of which is to be agreed at the 2017 AGM.	JL
11/17/11	The Board approved the AGM notice and agenda with the changes agreed above.	
11/17/12	The Board noted that there are seven candidates for four Board vacancies and that an election will therefore be administered by the Company Secretary according to our Byelaws.	
11/17/13	The Board noted that Ewan Main and Guy Otten have been appointed as scrutineers from its number to scrutinise the election count on 5 July 2017.	
12/17	<u>Governance</u>	
12/17/01	The Board reviewed the current Trustee Handbook, in accordance with its decision to do so every May.	
12/17/02	The Board agreed the updated version of Section Five of the Trustee Handbook as appended.	JL
12/17/03	The Board agreed the updated version of Section Eight of the Trustee Handbook as appended, and further agreed that the number of potential appointments that trustees may make to the Board (as detailed in this section) should be updated from three to five following the AGM, if this suggested change to the Articles of Association passes.	JL WK
12/17/04	The Board agreed the updated version of Section Nine of the Trustee Handbook as appended.	JL
12/17/05	The Board agreed the updated version of Section Ten of the Trustee Handbook as appended. However, it was noted that a separate expense policy for Trustees should be developed this year.	JL
12/17/06	The Board agreed that the Handbook requires no further revision at this time, but noted that additional changes may be made after the appointment of new officers in July.	
12/17/07	The Board approved the below provisional dates for the 2018 calendar, to be formally agreed at the August meeting:	

	<p>Board Meetings:</p> <ul style="list-style-type: none"> ● Saturday 3 February, 11.00-16.00 ● Saturday 12 May, 11.00-16.00 ● Saturday 11 August, 11.00-16.00 ● Saturday 10 November, 11.00-16.00 <p>Board Away Days:</p> <ul style="list-style-type: none"> ● Policy Away Day - Saturday 8 September, 11.00-15.00 ● Strategy Away Day - Saturday 8 December, 11.00-15.00 <p>Other Dates:</p> <ul style="list-style-type: none"> ● Annual Convention - 22-24 June (Newcastle) ● AGM - Saturday 7 July, 10.30-17.30 	
13/17	<u>Strategy</u>	
13/17/01	The Board received an update on the launch of new brand from AC.	
13/17/02	The Board noted that the general election announcement has caused some problems in terms of timing of the rebrand, as we are not sure when we will get the best coverage. The launch of the new brand will most likely be before the election, but we may hold some elements of the launch back to help with future publicity.	
13/17/03	The Board noted that we will be working to a 14 day schedule, where day one involves communicating plans to internal stakeholders, and day 14 is the launch itself. AC confirmed that the relevant URLs and Twitter handles have already been reserved/purchased in advance.	
13/17/04	The Board received a report on ceremonies finance. AC confirmed that from April 2018 there will be a flat fee covering accreditation and membership for celebrants, to replace the levy system. There will be the option for celebrants to apply for a fee reduction in some circumstances. Communication about this will be sent to celebrants this week.	
13/17/05	JA advised that this is a strategically very important decision. Although there will be a reduction in income in the short term, it is a necessary change for the longer term.	
13/17/06	The Board noted the decision taken to enact this change.	
13/17/07	The Board reviewed the member complaint about the tone and style of fundraising communications.	
13/17/08	AC confirmed that our fundraising style is backed up by a large evidence base that shows this to be the most effective method. It is working well for our cash appeals and we received few complaints.	
13/17/09	The Board noted that there is a carefully considered standard response to	

13/17/10	<p>complaints about the tone of the fundraising letters, and members who receive this are usually very happy to hear how much evidence we have to support the style of the communications.</p> <p>The Board agreed to suggest to remove this member from future fundraising communications, and to contact her to clarify the difference between a fundraising appeal letter and a newsletter, and also to answer her question. The response will be sent from TG.</p>	JL, TG
14/17	<u>Presentation from Liam Whitton</u>	
14/17/01	The Board received a presentation from Liam Whitton, Communications Manager, on fundraising data regulations.	
14/17/02	The Board agreed that it would be useful to have an 'explainer' page on the website so that members and supporters understand the data and lobbying regulations we have to abide by, why we have to do things a certain way, and why there are some things we are prevented from doing.	AC
14/17/03	The Board agreed that the best approach to the regulations being brought in is to see how some of the larger charities cope with them and adapt to them.	
14/17/04	The Board enquired about whether religious organisations and the C of E would have to comply with these regulations. AC confirmed that we would monitor that situation to see if they are given any leeway that other charities are not.	AC
14/17/05	The Board agreed to discuss the BHA's position on the fundraising regulations at the September away day.	JL
14/17/06	The Board received a presentation from LW on the brand review and the visual brand guidelines.	
14/17/07	The Board discussed how the new brand relates to the BHA's vision and mission. It was agreed that this should be reviewed at the September or December away day to ensure alignment between them.	JL
14/17/08	AC confirmed that we are still waiting to receive the key messages document from the consultants. This will be shared with the Board when finalised.	AC
14/17/09	TC confirmed that he has a contact at Facebook who may be able to help with getting our Facebook URL changed. TC will pick up with LW directly about this.	TC
14/17/10	The Board asked what help staff would like from trustees in promoting the new brand. AC confirmed that there will be a strategy for patrons and other stakeholders in the public eye, and it would be helpful for trustees with a social media presence to also follow that strategy. This will be shared with the Board when ready.	AC
14/17/11	The Board requested that the updated slide deck with the new branding be shared on the intranet when ready. LW confirmed that he would do so and JL will	JL

	ensure this is completed.	
15/17	<u>Any Other Business</u>	
15/17/01	AC confirmed that there is a piece of work that to be completed for Community Services, to help get our celebrant training courses accredited by an external body. AC will share the briefing on this with the Board to see if anyone might have capacity to help with it on a voluntary basis. There may be other such pieces of work in future, which AC will share with the Board if appropriate.	AC
15/17/02	The Board agreed to send an email via TG to BHA staff, to thank them for their exceptionally hard work and to let them know how happy the Board are with everything that is being achieved.	TG
	<u>Dates of the next Meetings</u> BHA AGM, 8 July 2017 at Bishopsgate Institute, 230 Bishopsgate, London EC2M 4QH. BHA Board of Trustees Meeting on 12 August 2017, 11:00-15:40 , at 39 Moreland Street, London EC1V 8BB.	

SECTION FIVE: Procedure for the adjudication of complaints against individual Trustees of the British Humanist Association

Any person may make a complaint about the conduct of a Trustee if they believe the Trustee has breached the Articles of Association, the Byelaws, or the Code of Conduct. Such complaints must be made within three months of the complainant learning of the behaviour with which they are taking issue and should be handled according to the procedure below. All complainants should be informed of this procedure in full as soon as a complaint is made.

1. A complainant should in the first instance raise their complaint with the individual Trustee directly. In the event that this does not resolve the complaint or the complainant does not wish to approach the Trustee directly for reasons related to the nature of the complaint, the complainant should raise the matter in writing to the Chief Executive.
2. In the event of the Chief Executive receiving a complaint, s/he may either (i) dismiss it as vexatious, informing the Chair or (ii) inform the Chair and Vice-Chair of the complaint and investigate it, approaching the Trustee complained about for a response to the complaint. As a result of the investigation the Chief Executive may decide either to reject the complaint or uphold the complaint and decide upon a remedy. The Chief Executive should inform the Chair and Vice Chair of the decision taken.
3. In the event that either the complainant or the Trustee concerned objects to the decision of the Chief Executive, they may refer the matter to the Chair of Trustees (or if the Chair is a party to the complaint, to the Vice-Chair). S/he shall investigate it and as a result of the investigation may decide either to uphold or to overturn the decision to uphold or reject the complaint, and to uphold or vary any remedy decided upon.
4. Remedies available shall include but not be limited to: an instruction to a Trustee to apologise for unacceptable conduct; a resolution to the Board that a Trustee be removed from office; or the referral of a serious allegation to relevant external authorities.

SECTION EIGHT: Co-options and Appointments to the Board

Co-options to the Board

The Articles of Association give the Board the power to co-opt in order to fill vacancies arising among the elected Trustees. Co-options are made until the next election and may be advertised to members for self-nomination if the Board so decides.

Appointments to the Board

The Articles of Association give the Board the power to make three appointments of Trustees in addition to the elected or co-opted members.

Appointments must be made either to provide expertise, such as to fill a gap identified in the Skills Audit, or to make the Board more representative of the membership of the BHA (e.g. regionally, by sex, age, ethnicity, membership category, etc).

In the event that any obvious gaps emerge from the annual skills audit, they may be addressed by appointment, which might follow advertisement to members or elsewhere. Any such Appointments will normally be made in the half-year following the skills audit and will be made for a three-year term, unless the purpose of the appointment is to fulfill a shorter-term need.

All three appointed vacancies will not normally be filled at any one time and, if they are, all three Appointments will not be scheduled to end at the same time.

SECTION NINE: BHA Trustee and Officer Review Process

In order to help us improve our performance as Trustees, at each Trustee's mid-term (i.e. the second February after their election or cooption) – we carry out an appraisal exercise (based on a simplified version of that proposed by ACEVO, the Association of Chief Executives of Voluntary Organisations). The Appendices suggest some of the responsibilities, activities, attitudes and skills that Trustees might consider when completing the grid below.

Appraisal of Officers will be annual (nine months after appointment to the office).

The feedback will be collated electronically and sent to the Vice Chair (or the Chair, for responses concerning the Vice Chair), who will feed back to the relevant Trustee, collect any comment, then pass on to the Chief Executive and Chair for information and for central, confidential storing.

Officer and Trustee Appraisals

Each Trustee and the Chief Executive should complete an appraisal for each Trustee or Officer being appraised. The Appendices suggest activities, attitudes and skills that might be included. The format is as below, but will be entered on an online form.

Person doing the review:

Person being reviewed	Main skills strengths, abilities	Suggestions for improvement

SECTION TEN: BHA Expenses Policy for Trustees

An honorarium is available to trustees who incur significant IT related expenses in the course of BHA business. This is currently set at £40 per year, and can be claimed by sending an expenses claim form to finance@humanism.org.uk. Alternatively, higher or lower amounts of home-office expenses can be claimed on production of receipts.

For other expenses, the Trustees' expenses policy will be similar to the staff expenses policy given below (which is reviewed annually in November). Any necessary consultation or approval should be sought from the Chair (or, in the case of the Chair's expenses, from the Vice Chair).

Introduction

This policy provides guidance to all individuals claiming reimbursement of travel, subsistence or other expenses incurred in connection with BHA business. Expenses claims or invoices which do not to comply with this policy may not be paid. The policy reflects the need to manage our activities efficiently, keeping bureaucracy to a minimum, while complying with tax and other statutory obligations. You are expected to minimise costs without impairing the efficiency of the BHA. Details below explain what the BHA sees as 'reasonable' but you should seek guidance from your line manager or the Head of Operations if you are unsure.

All expense claims must be fully supported by receipts (unless explicitly stated below) and claimants should obtain VAT receipts whenever possible so that we may reclaim such VAT as we are entitled to. Non-attachment of receipts will mean that the item(s) may be disallowed from the claim. All expense claims must be submitted within three months of the date the expense was incurred. Claims submitted after this may be refused. Where an individual incurs expenses frequently as part of their routine duties, they should discuss with their line manager whether a credit card may be appropriate.

What expenses can be claimed/paid for by the BHA?

Travel

You may claim the costs of necessary business travel, whether by public transport, personal vehicle, or a hired vehicle. Details of the start and end journey, plus reason for travel must be included on the expenses claim form.

Air / Rail / Bus / Taxi Fares

Air & rail fares – individuals who need to travel by air should travel in standard/economy class if it is the cheaper option. (If it is not, 1st class travel may be an option depending on duration of journey and whether you will be working during the journey – approval should be sought from line manager either in principle or for specific instances, as appropriate.)

If your travel requirements are known in advance, we expect you to book tickets reasonably in advance, thereby benefiting from cheaper fares. Air miles collected from business travel must be reported by the individual to HM Revenue & Customs as this is classed as a 'Benefit in Kind'.

Taxis should only be used when there is sufficient justification (e.g. health reasons, shared fares making it economical, significant unavoidable time pressure, night travel). Taxis between home and the office will not be reimbursed unless for one of these justifications, or unless there is significant

luggage that would make public transport challenging (e.g. returning banners after a conference, having large suitcase for travel later that day).

Using your own vehicle on business

If you use your own private vehicle on BHA business you must ensure that your insurance cover extends to business use and the insurer should, if necessary, be asked to endorse the certificate to confirm that driving in the performance of the BHA's business is covered by the insurance policy. If you seek to utilise BHA insurance you should wait until this cover has been confirmed prior to travelling.

The BHA's policy is to minimise the use of the car for travel. Before travelling, individuals are required to compare standard class public transport costs, and, if cheaper and still practical, should opt for rail travel rather than car.

Car travel whilst on BHA will be reimbursed at the rate of 45p per mile for the first 4,000 miles in any tax year (6th April – 5th April), dropping thereafter to 25p per mile. For use of motorcycles, an allowance of 24p per mile may be claimed and, if using a bicycle, an allowance of 20p per mile may be claimed.

Parking costs incurred in the course of business travel may be claimed. Any fines incurred are a personal liability, with repayment at the discretion of the Head of Operations.

Hotels/Accommodation

When you are travelling on business you should obtain accommodation in a reasonable quality hotel (the BHA defines a 'reasonable quality hotel' as being one of up to 3* standard). However, if a reduced rate for 4* or above can be obtained and would be the equivalent to a 3* price or if there is no other accommodation available at 3* then this is acceptable. Rooms should be booked on a single-occupancy basis. The BHA will bear the cost of the room and breakfast.

Food

If your duties require you to travel outside of your normal commute, you are entitled to claim the cost of meals taken en route. **The BHA views reasonable (receipted) maximum meal costs as follows: breakfast £8, lunch £12 max, dinner £25.** You may claim either the actual costs of food and drink, supported by receipts, or, as an alternative, use HMRC-recognised subsistence rates as follows:

HMRC standard rates (which still require itemization, even if not receipted):

- **Breakfast rate (£5 max) if you leave home before 6am.**
- One meal (5 hour work away from office) rate (£5 max) - The rate may be paid where the individual has been undertaking qualifying travel for a period of at least 5 hours and has incurred the cost of a meal.
- Two meal (10 hour) rate (£10 max)- The qualifying a period is at least 10 and two meals have been purchased
- **Late evening meal rate (£15 max) if you are working after 8pm**
= **Daily Maximum claim of £25.**

Personal Incidental Expenses while travelling on business

You may claim the actual costs of personal incidental expenses such as newspapers, private calls, laundry, drinks etc provided that the total amount spent on such items amounts to no more than £5 per night (where the night is spent in the United Kingdom) or £10 per night (where the night is spent

outside the United Kingdom). No receipts will be required to support such a claim, but staff should claim only the costs incurred up to the limit, rather than claiming a round sum allowance. The BHA will monitor claims for personal incidental expenses to ensure the HM Revenue & Customs limits are not exceeded.

Telephone calls and IT related expenses

Home and telephone calls –BHA staff that are required to make business calls on their home or mobile telephones must attach the appropriate bill to the expenses claim form with the relevant business calls highlighted and only these will be reimbursed. In all cases provision of top up cards for Pay as you Go services are not permitted as HM Revenue & Customs rules cannot be met.

Broadband and Internet Connections

The BHA will not normally reimburse staff for broadband or internet connections as the BHA cannot demonstrate sole and exclusive business use to satisfy HM Revenue and Customs guidelines.

The BHA recognises there will be exceptional cases where it is an absolute necessity for staff to work from home, using a dedicated internet connection or telephony. In these circumstances the BHA shall arrange for direct provision of the service (eg by buying a mobile device for sole use by employee, or a pay as you go dongle) or may, by arrangement, agree to pay up to £18 per month (pro rata for part time employees) to cover the cost of home working. Staff who do a substantial amount of home-working as a requirement of their job (rather than choosing to work at home), should speak to their line manager about claiming expenses.