

Report To:	SCHOOLS FORUM
Date:	13 February 2018
Reporting Officer:	Kathy Roe – Director of Finance.
Subject:	SCHOOLS FORUM EXPENSES PROCEDURE
Report Summary:	A report for noting outlining the Expense Procedure for Schools Forum.
Recommendations:	Members of the Schools Forum are requested to note the contents of the report.
Links to Community Strategy:	Effectively calculated and targeted resources will improve access to a quality education experience for all our children.
Policy Implications:	Expenditure in line with financial and policy framework. Financial procedures are delegated to the Director of Finance under Part 4b of the Council's Constitution Financial Regulations and Procedures (section 19).
Financial Implications: (Authorised by the Section 151 Officer)	The Dedicated Schools Grant is a ring fenced grant solely for the purposes of schools and pupil related expenditure. This report outlines the procedure for claiming out of pocket expense with regards to attendance at the Schools Forum Meetings.
Legal Implications: (Authorised by the Borough Solicitor)	There is a statutory duty to use resources efficiently and effectively against priorities.
Risk Management:	The correct accounting treatment of the Dedicated Schools Grant is a condition of the grant and procedures exist in budget monitoring and the closure of accounts to ensure that this is achieved. These will be subject to regular review.

ACCESS TO INFORMATION

NON-CONFIDENTIAL

This report does not contain information which warrants its consideration in the absence of the Press or members of the public.

Background Papers

The background papers relating to this report can be inspected by contacting Christine Mullins – Business Partner:



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1. BACKGROUND AND INTRODUCTION

- 1.1 Schools Forum members identified the need for some forum representatives, who attend Schools Forum in a voluntary capacity to be able to claim out of pocket expenses. With a view to enabling them to attend meetings and not be at a financial disadvantage in doing so.
- 1.2 Forum members felt that some representatives had been unable to attend meetings as they were unaware of being able to claim such expenses as a formal procedure was not in place to refer to.
- 1.3 The attached procedure is to address these concerns.

2. SCHOOLS FORUM BUDGET

- 2.1 A small annual budget is made available from the Central Support Block of the Dedicated Schools Grant
- 2.2 The budget for 20/17/18 is £1,000 which is subject to annual review and specific agreement of Schools Forum. This is approved alongside the annual schools funding report.

3. PROCEDURE

- 3.1 The procedure outlines the type of expenses that can be claimed, including the following
 - Travel payments for volunteer members;
 - The costs of specialist advice that may be required from time to time agreed by Forum in advance
 - Training approved by Forum in advance.
 - Cost of hire of premises;
 - Other Specific Forum related costs to be approved by Forum in advance.
- 3.2 Travel rates payable will be paid in line with Tameside Council rates for car mileage and will be updated in line with changes to them. Rates claimed for Motorcycles will be updated in line with HMRC rates.
- 3.3 The full procedure can be found at **Appendix A**, which outlines the procedure, the claim form for expenses and a supplier form to enable payments to be made to forum members.

4 RECOMMENDATIONS

- 4.1 Forum notes the expenses procedure.