



**Subject** Policy for claiming Attendance Allowance, Reading/Preparation Time, Travel and Subsistence  
**Purpose** For Decision  
**From** Remuneration Committee

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## 1. Summary

At its September 2016 meeting, the Board recommended agreed that the travel and subsistence policy would remain the same, pending a review of the policy and rates. It agreed that any recommendations to amend the policy and rates payable would be considered by the Remuneration Committee and brought to the November Board meeting.

A paper was taken to the November 2016 meeting of the Remuneration Committee. The purpose of which was to remove some of the ambiguity in order to make it clearer as to what can and cannot be claimed for, review the applicable rates payable and to clarify the process for claiming and documentation required to support any claims.

Following discussion and challenge around the some of the wording, the Remuneration Committee requested a number of changes be made. A summary of the key changes are attached at [Annex A](#). The amended policy is attached at [Annex B](#) for approval by the Board.

## 2. Recommendations

It is recommended that the Board:

- i. Agrees the introduction of the revised policy in relation to claiming Attendance Allowance, Reading/Preparation Time, Travel and Subsistence with effect from 1 December 2016.

## 3. Open

## 4. Contribution to the Board's Purpose and Objectives

In delivering the Act, ARB's objectives are:

Protect the users and potential users of architects' services  
Support architects through regulation.

An appropriate Travel and Subsistence Policy for Board, Committee, panel members, advisers and ARB's staff ensures that ARB is fair, effective and efficient, and assists in supporting all of ARB's strategic objectives.

## 5. Background

- i. ARB has in place a Travel and Subsistence Policy which is adhered to by all individuals who work for, or undertake work on behalf of the Board (including Board members).
- ii. Guidance to accompany the policy is available to staff, Board members and all other advisers. The guidance is currently provided in slightly different formats for different groups of people. Along with the proposed changes to the overarching policy, an additional aim of this review has been to standardise the information provided on the policy for all individuals.
- iii. Under the existing policy and guidance provided, there have been a number of claims received that have had to be queried, due to the nature of the expense or missing documentation/supporting evidence of the claim. After reviewing the claims, none of them have been as a result of an inappropriate expense, but result in lack of clarity within the existing policy/guidance.
- iv. The Remuneration Committee, at its November 2016 meeting, provided challenge to the proposed changes and requested that additional changes be made in order to provide further clarity around what is and isn't claimable. Details of their discussion can be found in the Draft Minutes, under item 18 of the Confidential session.
- v. The existing policy has been revised to provide further clarity as to what can and cannot be claimed. We have also included further information in relation to the claims procedure.
- vi. Having undertaken some research into other similar organisations expense policies and guidance, a number of changes have been made to the policy. The proposed changes are outlined in [Annex A](#).

## 6. Resource implications

The changes within the policy should not have any specific impact on ARB's finances as no increases in expense payments are being proposed.

## 7. Risk Implications

Providing a clearer policy helps to mitigate the risk of inappropriate claims being made as well as protecting ARBs financial resources and reputation.

## 8. Communication

The revised policy will be distributed to all existing (and new) staff, Board members and all other advisers, examiners etc. The information will also be made available on our website for transparency.

A summary of Board members expenses are published on the ARB website and annual Financial Statements.

**9. Equality and Diversity Implications**

The policy includes specific reference to how an individual might raise enquiries about any special needs, which may not be adequately covered by this policy.

**10. Further Actions**

Subject to approval by the Board, the policy will be distributed to all parties concerned. It is acknowledged that some costs may have been incurred under the old policy and therefore, any such claims will be allowed.

All claims have to be submitted within 3 months of the meeting taking place. However, we will ask that all claims for meetings taking place up to 31 December 2016 are submitted by 5 January 2017 to facilitate a smooth transition.