

# Council and Trustee Expenses Policy – Child and Dependant care

<p><b>Eligibility</b></p>	<p>1.1 This policy sets out the rules governing the reimbursement of out of pocket expenses for child and dependant care for members of Council and ICE Trustee Board when engaged on Institution business.</p>
<p><b>Policy Statement</b></p>	<p>2.1 The ICE Group wants to ensure that all members of the Council and Trustee Board have the maximum opportunity to take part in meetings.</p> <p>The ICE recognises that some members of Council or trustees have carer responsibilities and this policy (in conjunction with the overall ICE Group Expenses policy) seeks to address this. Reasonable expenses for childcare and dependant care will be paid for trustees and members of Council.</p>
<p><b>Policy Status</b></p>	<p>3.1 This policy does not form, nor should be deemed to form, any contract of employment nor scheme for remuneration. It is wholly for the reimbursement of out of pocket expenses for child and dependant care and is subject to change from time to time without consultation.</p>
<p><b>Background</b></p>	<p>4.1 Trustees and members of Council are entitled to have their expenses met from ICE funds. Expenses can include a wide range of costs including, for example, travel and other costs associated with meeting attendance. They can also include care provision for children or dependent adults.</p> <p>This policy provides guidance on reclaiming the costs of childcare or the care of other dependants while attending Council or Trustee Board meetings.</p> <p>Unless specifically stated, expenses claimed within the ICE Group's policy should not create any exposure to tax and National Insurance. If unauthorised out of policy spend is incurred, the employee may be held personally responsible for any resultant tax and/or National Insurance exposure</p>
<p><b>Policy Guidelines</b></p>	<p>5.1 <b><i>What can be claimed</i></b></p> <p>Care costs may be paid up to a maximum of £10.00 per hour per dependant upon provision of a relevant receipt. Care costs may only be</p>

paid for the number of hours spent at Council and / or Trustee meetings and the time taken travelling to and from these meetings.

ICE Group would only consider reimbursing a higher hourly rate for child and dependant care on an **exceptional** basis and where it can be clearly demonstrated that the costs in a particular area exceed this amount.

Childcare costs will be paid for children who are looked after in registered childcare and proof of registration must be submitted to the ICE Group. The ICE Group will not reimburse claims for children who are looked after in unregistered childcare.

ICE will reimburse invoices and receipts for dependant care expenses from professional registered agencies. The receipt or evidence should provide details of the carer or support worker's registration and/or the professionally registered organisation or individual providing the care.

The ICE Group will not reimburse expenses, travel and subsistence expenses for any carer, support worker or other associated professional.

For the avoidance of doubt, and in all cases, the childcare, care, or support worker is engaged by the individual and not by ICE Group. The ICE Group accept no liability in respect of this engagement.

No payment will normally be made to anyone who is a parent, step-parent, grandparent, guardian, sibling or child of the dependant, or who is living within the same household as the dependant.

ICE Group will not reimburse, or contribute towards, costs for existing care arrangements that Trustees or Council members may already have for their dependants.

#### 5.2 **Authorisation**

The Governance Executive will authorise Council members' expense claims for attendance at Trustee Board or Council.

#### 5.3 **Reimbursement of Expenses**

Expenses will be reimbursed by bank transfer, fortnightly. If expense claim forms are not submitted on time i.e. within three months of incurring the expense, and correctly completed, the expenses may not be reimbursed.

<b>Policy Owner</b>	6.1	Head of Governance
<b>Author</b>	7.1	Director, Group Support Services
<b>Policy Date</b>	8.1	February 2020
<b>Issue</b>	9.1	1.0