

Trust Board expenses

Overview

Ashford and St Peter's Hospitals NHS Foundation Trust has decided to proactively publish summary details of expenses claimed by Board members (i.e. the non executive directors and executive directors). The spreadsheet below shows the amount of expenses claimed for reimbursement by the named Board member, broken down by category, during the quarter shown.

This approach is in accordance with guidance from the Information Commissioner and with the Nolan Principles.

The following notes will help readers understand the information we have published.

Expenses are claimed by Directors on a retrospective basis i.e. the actual expense shown will have been incurred and paid for by the individual who then submits a claim for reimbursement via their monthly salary. So, the chart below shows the amounts actually reimbursed to the individual in a particular quarter. The timing of the journey or event itself may have been at an earlier time. Not all Directors opt to claim expenses, hence there is some disparity in the amounts recorded on the schedule.

Total miles value: This shows the cost of the mileage travelled on behalf of the Trust, reimbursed at nationally agreed mileage rates.

Typically this travel will have been incurred where a Director's journey is between the Trust's two hospitals, Ashford Hospital and St Peter's Hospital, or to other health and social care organisations such as the Strategic Health Authority, Primary Care Trusts or Social Services. It will also include mileage to other meetings and events.

Accommodation. Board members will occasionally attend conferences held around the country which may necessitate over-night stays. In addition, on occasions Board members may have late night meetings or other emergency commitments at the hospitals which mean they cannot travel home at a reasonable hour.

Subsistence. This is predominantly the cost of food and refreshments while attending events away from the Trust. This is not a standard payment to recognise the individual has stayed away from home for a period of time, as is paid in many private companies

Miscellaneous Typically this category includes the cost of car park fees while on Trust business at another site. It will also be the cost of conferences paid for by the individual.

General Notes:

As a Foundation Trust the Terms of Service of Non Executive Directors, including expenses, are agreed by the Council of Governors. The Council of Governors agreed revised Terms of Service for the Non Executive Directors which came into effect from 1st April 2011. From this date Non Executive Directors are not able to claim home to office mileage. This is a change to the system in place prior to authorisation as a Foundation Trust (see note below) and readers will see a difference in the amounts claimed by Non Executive Directors for mileage claimed for travel incurred after 1st April 2011.

(Background; As a non Foundation Trust expenses are paid to NHS chairs and non-

executives at rates set by the Secretary of State for Health. NHS Chairs and non-executives are entitled to receive payment of "home to office" expenses. "Home to office" expenses are wholly taxable. The Inland Revenue has, however, agreed to "Special Arrangements" for NHS bodies to enable them to meet the resulting tax liability. This is similar to a PAYE Settlement Agreement)

Benefits in kind , for example lease cars, are declared in the Annual Report and Accounts

Conclusion

All claims for expenses are fully documented with receipts.
All Executive Directors expenses are authorised by the Chief Executive.
All Non Executive Directors expenses are authorised by the Chairman.
The Chief Executive authorises the expenses of the Chairman.
The Chairman authorises the expenses of the Chief Executive.
The Audit Committee acts as an additional independent check on this process.

Any queries about the information provided can be made to the
Trust Board Secretary
St Peter's Hospital
Guildford Road
Chertsey
Surrey
KT16 0PZ

Board Expenses 11-12 Qtr 3

Ashford and St Peter's Hospitals has decided to proactively publish summary details of expenses claimed by Board members (i.e. the non executive directors, voting executive directors and those non-voting directors who regularly attend the board); The spreadsheet below shows the amount of expenses claimed for reimbursement by the named Board member, broken down by category, during the quarter shown. This information will be updated within one month of the end of the quarter date– i.e. by the beginning of November for the quarter which ends on 30th September 2009.

Name A McLeish

Role Chair

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	290.44	73.80	0.00	0.00	109.00	0.00	0.00	473.24
Quarter 2 (Jul-Sep 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 11)	196.10	110.40	0.00	0.00	134.00	0.00	13.40	453.90
Quarter 4 (Jan-Mar 12)								

Name A Liles

Role Chief Executive

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 11)	0.00	100.80	0.00	62.00	134.00	0.00	123.29	420.09
Quarter 3 (Oct-Dec 11)	40.60	193.40	0.00	28.40	0.00	157.06	139.36	558.82
Quarter 4 (Jan-Mar 12)								

Name P Taylor

Role Non-executive Director

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	0.00	14.70	0.00	0.00	0.00	0.00	49.95	64.65
Quarter 2 (Jul-Sep 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 12)								

Name T Price

Role Non-executive Director

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	186.56	15.00	0.00	0.00	0.00	0.00	0.00	201.56
Quarter 2 (Jul-Sep 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 11)	31.80	8.00	0.00	11.00	0.00	0.00	3.00	53.80
Quarter 4 (Jan-Mar 12)								

Name P Beesley

Role Non-executive Director

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 12)								

Name S Ells

Role Non-executive Director

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 12)								

Name Jim Gollan

Role Non-executive Director

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 11)	0.00	91.40	0.00	0.00	144.00	44.76	10.14	290.30
Quarter 3 (Oct-Dec 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 12)								

Name Clive Goodwin

Role Non-executive Director

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 12)								

Name J Headley

Role Director of Finance

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	0.00	42.30	0.00	0.00	0.00	39.48	32.30	114.08
Quarter 2 (Jul-Sep 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 11)	55.86	65.20	0.00	0.00	0.00	0.00	45.00	166.06
Quarter 4 (Jan-Mar 12)								

Name R Bhamber

Role Director of Workforce & OD

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 12)								

Name V Bartlett

Role Deputy Chief Executive

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	179.20	15.20	0.00	0.00	0.00	0.00	7.10	201.50
Quarter 2 (Jul-Sep 11)	149.70	62.30	0.00	15.00	138.00	0.00	67.05	432.05
Quarter 3 (Oct-Dec 11)	35.20	39.80	0.00	0.00	0.00	0.00	7.80	82.80
Quarter 4 (Jan-Mar 12)								

Name M Baxter

Role Medical Director

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	0.00	53.90	0.00	40.00	0.00	0.00	0.00	93.90
Quarter 2 (Jul-Sep 11)	0.00	52.40	0.00	0.00	0.00	0.00	14.00	66.40
Quarter 3 (Oct-Dec 11)	0.00	77.10	0.00	0.00	0.00	12.80	41.00	130.90
Quarter 4 (Jan-Mar 12)								

Name S Rankin

Role Chief Nurse

Month to end of	Total miles value	Rail	Air Fares	Taxi	Accommodation	Subsistence <i>Food/Refreshment</i>	Miscellaneous	Total Amount Claimed (£)
Quarter 1 (Apr-Jun 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 11)	111.20	33.70	0.00	0.00	0.00	0.00	10.00	154.90
Quarter 3 (Oct-Dec 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 12)								