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.

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 Quarter 3 2013/14

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.

Name **A McLeish**

Role **Chair**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 13)	198.22	156.10	0.00	0.00	117.00	0.00	14.20	485.52
Quarter 3 (Oct-Dec 13)	40.81	47.30	0.00	6.00	0.00	0.00	6.00	100.11
Quarter 4 (Jan-Mar 14)								

Name **A Liles**
Role **Chief Executive**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	52.30	0.00	13.60	79.95	0.00	0.00	145.85

Quarter 2 (Jul-Sep 13)	0.00	21.20	0.00	0.00	400.98	0.00	10.00	432.18
Quarter 3 (Oct-Dec 13)	0.00	166.30	0.00	45.70	0.00	0.00	26.00	238.00
Quarter 4 (Jan-Mar 14)								

Name **P Taylor (Left 31st October 2013)**
Role **Non-Executive Director**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 13)	0.00	11.55	0.00	0.00	0.00	0.00	5.00	16.55
Quarter 3 (Oct-Dec 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 14)								

Name **T Price**
Role **Non-executive Director**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	63.60	33.40	0.00	0.00	0.00	0.00	5.20	102.20
Quarter 2 (Jul-Sep 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 14)								

Name **P Beesley**
Role **Non-executive Director**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Quarter 4 (Jan-Mar 14)								

Name **S Ells**
Role **Non-executive Director**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 14)								

Name **Jim Gollan**
Role **Non-executive Director**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Quarter 3 (Oct-Dec 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 14)								

Name **Clive Goodwin**
Role **Non-executive Director**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 14)								

Name **R Bhamber** **Left 6th May 2013**
Role **Director of Workforce & OD**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Name **S Marshall**
Role **Director of Finance**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	5.32	0.00	0.00	0.00	0.00	0.00	0.00	5.32
Quarter 2 (Jul-Sep 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 14)								

Name **L McKenzie**
Role **Director of Workforce Transformation**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Quarter 3 (Oct-Dec 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 14)								

Name **V Bartlett**
Role **Deputy Chief Executive**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	33.60	8.90	0.00	0.00	0.00	0.00	20.20	62.70
Quarter 2 (Jul-Sep 13)	48.72	0.00	0.00	0.00	0.00	0.00	0.00	48.72
Quarter 3 (Oct-Dec 13)	78.40	40.30	0.00	17.00	200.00	0.00	104.25	0.00
Quarter 4 (Jan-Mar 14)								

Name **D Fluck**
Role **Medical Director**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Quarter 2 (Jul-Sep 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 3 (Oct-Dec 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 14)								

Name **S Rankin**
Role **Chief Nurse**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**
Quarter 1 (Apr-Jun 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 2 (Jul-Sep 13)	130.40	206.50	0.00	0.00	0.00	0.00	88.40	425.30
Quarter 3 (Oct-Dec 13)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quarter 4 (Jan-Mar 14)								

Name **C Simons (commenced 1st November 2013)**
Role **Non-Executive Director**

Month to end of	**Total miles value**	**Rail**	**Air Fares**	**Taxi**	**Accommodation**	**Subsistence** *Food/Refreshment*	**Miscellaneous**	**Total Amount Claimed (£)**

Quarter 3 (Oct-Dec 13) Quarter 4 (Jan-Mar 14)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00