

Notts NUT Division policy on financial irregularity agreed at the Notts NUT Division Council Meeting on December 6th 2012

Expenses and honoraria

1. All expenses payments to officers of Division be made on the basis of submitted receipts, for example for travel and subsistence or for mileage actually claimed for specific journeys – eg 20 miles, Mansfield to Rushcliffe.
2. A decision be made about honoraria based on the existing policy which is to pay honoraria using a formula last known to have been used in 2005 but changed, without agreement. If honoraria is to continue the formula last used should apply.
3. If it is agreed to revive payment of honoraria
 - a) a guide be produced to explain the tax implications for those in receipt of it.
 - b) Honoraria payments be reviewed at every AGM of the Division.
4. In the light of the ongoing dispute over finances no honoraria payments be made for the year 2012 in advance of the AGM.

Hourly rate payments

End all hourly rate payments in the Division. However, the Division Council will not approve any retrospective authorisation of payments already made and will expect redress. Any agreement on paying officers or members, the rate of payment, the nature of work warranting payment and the monitoring procedures for such payments to be ratified by Notts NUT members at association AGMs or general meetings.

Signatories to the account and cheque signing

1. The sole signatories of the Division cheque book should not be in a relationship or reside in the same accommodation.
2. Cheques payable to individual signatories of the account must be signed by signatories other than themselves and full details of the purpose of the payment be known to the two signatories.
3. No cheques to be pre-signed in advance of payment to a known authorised recipient.

Fixed facilities days and the use of facilities time

1. All 7 fixed days currently available to Division Council officers should be named days of the week whenever possible. A website based system such as 'Drop Box' be used by officers on fixed facilities days to inform division of activities to be undertaken, location etc on the allocated fixed days. The allocation of fixed facilities time be reviewed and approved in advance annually by the Division Council. This should be determined in good time to allow schools sufficient notice to establish arrangements to cover the facility time, or stop cover arrangements in the case of an officer ceasing to take facility time.
2. To ensure accountability and a collective identity for our work officers on fixed facilities time should - as a ***rough guide*** - be
 - a. Representing members in casework or collectively.
 - b. Organising NQT/student recruitment at the times of year required
 - c. County Hall meetings
 - d. In our place of work (NUT Office, 571a Mansfield Road, Sherwood, Nottingham NG5 2JN) in the interests of accountability and in order to ensure collaborative working.
 - e. Organising school reps and building our active membership base.

Presentation of the accounts at the Division AGM

1. The Division Cashbook along with all the receipts and bank statements for the financial year prior to the AGM be available for inspection at the AGM and where possible a table showing how these compare to the previous year.

2. No item over £50 should be purchased without reference to a meeting of some kind, for example Division or Division Officers.
3. A rationale should be presented to Division Council or a Division Officers meeting why the item is needed by the officer or the division.
4. Items of equipment purchased for Division officers should be subject to strict 'value for money' criteria.

Phone bills

1. End the practice of paying home phone bills for all officers.
2. Division investigate collective phone contracts.
3. Division review its mobile phone policy to ensure best value for those officers eligible to use such a phone
4. Division develop a policy containing the criteria for providing a mobile phone, for example the carrying out of casework on behalf of members.