



SoR

THE SOCIETY OF
RADIOGRAPHERS

Handbook for UK Council Members

To accompany and be read in conjunction with this handbook:

- **The Nolan Principles of Public Life**
- **The Good Governance Code for the Voluntary and Community Sector**
- **Expenses policy**

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Chapter 1- History and Structure of the Society and College of Radiographers

The Society of Radiographers was incorporated as a company limited by guarantee on 6 August 1920. The organisation was concerned to establish itself as the principal organisation for the new profession of radiography which was developing quickly after the end of WW1. The need for a skilled and disciplined workforce was clear and the Society set out to establish the standards for training, to achieve official recognition and confidence and also look after the interests of radiographers.

The Society continued constitutionally unchanged until the Industrial Relations Act 1974 was passed. The consequence was that there was now a clear need to separate union activities from charitable aims. The College of Radiographers was incorporated as a company limited by shares on 18 October 1976 and is a registered charity, the only subsidiary of the Society.

The Society and College of Radiographers are therefore now two separate companies operating together to provide service and support for those involved in radiography. Together they comprise the professional body and trade union for those practicing in medical imaging and radiotherapy.

The Society is a trade union affiliated to the TUC. The College is a charitable body registered in England and Scotland.

Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of medical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly in the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.

The Society is a company limited by guarantee and registered at Company's House (No 169483). Every member guarantees a share of £1 should the organisation fold. The obligations include producing an annual report to members which confirms to current requirements and which is audited. An annual return of company directors (Council Members) is made. The Society is a registered Trade Union and makes an annual return to the Certification Officer. The Society has one subsidiary – The College. The governing body is The Council who are elected by countries/regions.

The College is a company with share capital, which is all held by the Society, and is a registered charity in England (No 272505). The governing body is The College Board of Trustees, half of which are appointed by Council.

The Society Benevolent Fund has a separate constitution and trustees are appointed or endorsed by Council.

The Society Staff Pension Fund has a separate constitution and trustees are appointed or endorsed by Council.

Chapter 2 - Statutory Documents – Objects, Memorandum and Articles, Handbook

Objects

- To promote and develop for the public benefit the science and practice of radiography and radiotherapeutic technology and allied subjects.
- To promote, study and research work in radiography and radiotherapeutic technology and allied subjects and to publish the results of all such study and research.
- To further public education therein
- To protect the honour and interests of persons engaged in the practice of radiography and radiotherapeutic technology and allied subjects including the regulation of relations between such persons and employers and employers' associations.
- To further all such objects which a trade union may lawfully pursue in accordance with statute.

Memorandum and Articles of Association and Handbook

The Memorandum, Articles of Association and handbook (often shortened to “mems & arts”) are the legal constitution of any company. These are a legally binding set of rules drawn up by Solicitors to comply with the Companies Acts but are really three documents.

The **Memorandum** of Association sets out the broad aims and objects of the organisation together with its powers. The Memorandum is the bedrock and changes very little through the years.

The **Articles** of Association set out how those aims objectives and powers are to be applied over certain areas of governance; - Notice, votes and proceedings at meetings, Council elections, educational programmes, minutes etc. These items may change over the years and require the approval of the membership at a general meeting.

The **Handbook** (many unions call this their rulebook) is more detailed still and contains items which may be adjusted by Council decision as appropriate :- Rights and duties of members, subscriptions, expulsion, Regions and Countries rules, ADC rules, Offices of Senior Council and Elections.

The Society adopted the Memorandum and Articles by special resolution dated 5th June 2004, and added the Handbook. This was after a major review to improve clarity and ensure that topics were included in the most appropriate document. There were further special resolutions dated 10th June 2007, 1st June 2008 and 7th

April 2014. The Society is evolving rapidly and the Handbook permits changes to be made more efficiently than was the case for the Articles.

The Certification Officer also requires to see all union governing “Rulebooks” each year and the Society is unusual in being constituted as a company limited by guarantee.

All UK Council Members receive a copy of the amended Memorandum and Articles on appointment.

Chapter 3 - Role and Responsibilities of UK Council

The role of Council is to:

- Undertake the responsibility placed upon Council members by their legal status as the Directors of the Society of Radiographers, in compliance with private limited companies legislation; and as Elected Officers of a Certified Trade Union affiliated to the Trades Union Congress.
- Carry ultimate responsibility for the organisation including the College of Radiographers (The College Board of Trustees has the principle responsibility for College governance issues)
- Provide for effective governance and risk management.
- Establish policy for the organisation, and provide strategic direction for and oversight of policy.
- Be accountable to the membership of the organisation, and for the profession of radiography and the wider radiography workforce.
- Maintain secure financial and accounting standards such that the organisation remains viable and effective, and can continue to function legally.
- Appoint the Chief Executive and establish procedures to ensure that the person appointed is leading the organisation effectively.
- Appoint the six Council appointed members of the College of Radiographers’ Board of Trustees.
- Appoint the Trustees of the Society of Radiographers Staff Pension Fund and the SoR Benevolent Fund.

Council members are not themselves expected to be experts in the law or in financial matters but should be able to ask for information or ask questions in order to satisfy themselves that reasonable steps have been taken to comply with relevant regulations.

The Society and College employ qualified finance staff to prepare the Annual Report and accounts. Also The Society and College (at the Annual General Meeting) appoint a firm of independent Auditors who sign the accounts as being compliant with all relevant laws and regulations and also report directly to Council once a year and highlight any governance problems they see.

A firm of solicitors is retained for legal issues like any amendments to the Memorandum, Articles or handbook plus other governance items which can arise. This type of change would be expected to be legally correct but still come to Council for approval.

The Society and College also engage Bankers to process transactions and invest surplus funds together with an Investment manager. The names of all current advisers are included in the annual report.

There are two committees of Council and CBoT that are concerned with governance issues. The Remuneration Committee comprises senior members of both boards and is responsible for advising the president/ and or Council on CEO pay and it also advised the CEO on (employed) Directors pay. This is because Council appoints the CEO whereas the CEO is responsible for appointing all other paid staff of the organisation.

The Investment Committee meets twice a year to receive reports from the investment manager and makes reports and recommendations to Council if necessary.

The Pension Fund trustees are the legal custodians of the pension fund assets and employ administrators and appoint an actuary to the scheme. Pension schemes are now an integral and significant part of a company's report and accounts.

The role of Council is to take proper interest in compliance issues, hear what is said, ask questions if points are not made clear and form a common sense view that issues have been dealt with adequately.

Chapter 4 - The Presidential Team

The offices that are held by the Council members that make up the presidential team are:

- Vice President
- President Elect
- President
- Immediate Past President

With the exception of the Immediate Past President, each post is elected annually. However, it is usual for individuals to succeed to each position in the order shown. Members of the Presidential team share tasks of attendance at some external bodies and have specific duties associated with each specific role.

The four year cycle and specific duties of the Presidential Team

Vice President

Training and Development
Chair ADC
Attend SMT
Attend TUC as delegate

President Elect

Deputise for President
Attend Liaison meetings with RCR, IPEM, HCPC
Attend SMT

President – As outlined in detail in Chapter 5, page 8

Immediate Past President/Chair of Council

Support the President
Chair Council meetings
Attend TUC as delegate

All Presidential team

Chair sessions at UKRC/UKRO
Stand duty at UKRC
Attend ADC

Role relationships and liaisons

Council agreed in June 2008 that office holders rather than individuals should be identified and, for many of the liaison meetings, it would be important for the President to be involved, in line with the 'external facing' role of the President.

External body	Frequency of meetings	Representative
RCR Faculty of Radiology Board	Quarterly	Member of Presidential team, or a nominated Member of Council who is a diagnostic radiographer
RCR Faculty of Oncology Board	Quarterly	Member of Presidential team, or a nominated Member of Council who is a therapeutic radiographer
IPEM	Annual	President
BIR	Annual	President

HCPC	Annual	Chair AAB; President or Presidential nominee
RCR Liaison	6 monthly	President
AHPF	Quarterly	Member of Presidential team (3 year appointment)

Chapter 5 - UK Council Member Role and Responsibilities

Legal requirements

- not be an un-discharged bankrupt
- not be barred from being a director or have a criminal conviction
- not be subject to a mental health court order
- be domiciled in the UK

Society of Radiographers conditions of Council Membership

- Be a full Member of the Society of Radiographers
- have an SoR registered address in one of the countries/regions designated
- have a wide experience of radiography

UK Council Members Terms of Office and responsibilities

Council Members are elected by Society of Radiographers' Members from within each country/region to serve on the UK Council of The Society of Radiographers for a period of three years. They may be re-elected and there is no bar on the number of times an individual may be elected to serve on UK Council.

Expectation of Council Members

Council Members have a responsibility towards the Society, and a legal obligation to carry out their duties conscientiously. It is therefore important that they read this Guide as well as the other statutory documents associated with it, take part in training days, and attend as many meetings as possible. It is also required that Council Members devote time to prepare for meetings, by reading and being prepared to discuss any papers presented, and to contribute to group decisions on policy. Although members will contribute their own views to Council meetings, and the views of the regional membership who have elected them, Members need to appreciate that the Council decision is what is supported by individual Council members.

They are expected to have a strong commitment, both to the Society and to the profession as a whole. Part of their role is to promote the organisation and its aims, so they are expected to communicate well, and to be diplomatic. Attendance and speaking at events is part of the role, particularly for the Presidential team.

Members are expected to demonstrate appropriate behaviour and appearance for any events where they represent the Society.

The trade union function of the Society requires political awareness, alongside the ability to promote the Council's views above personal viewpoints.

The role involves travel in the UK, and possibly abroad, with occasional overnight stays. Apologies for non-attendance at meetings must always be given by email to the Executive Secretary in advance of the meeting. Member must vacate office if s/he misses three consecutive Council meetings. A record of attendance at Council meetings is published in the Annual Report.

Summary of Main duties:

- To represent and promote the agreed policies of UK Council
- To represent the trades union and professional interests of all Society Members.
- To develop and promote the advancement of the radiography profession and the wider radiographic workforce.
- To liaise between the UK Council and its National Councils/Regional Committees, and to provide written reports from Countries/Regions.
- To liaise with the relevant Regional/National Officers to ensure that Regional Committees/National Councils operate effectively and efficiently, and that there is a good two-way flow of information.
- To support the Society's Industrial Relations, Health & Safety, and Learning Representatives, and to provide advice and assistance where required.
- To undertake campaign work as required by UK Council.
- To encourage recruitment of Members in the Countries and Region(s).
- To attend and speak at National Council/Regional Committees on behalf of the Society.
- To attend, participate and, if directed to do so by UK Council, speak at the Annual Delegates Conference, UKRC, UKRO, SoR AGM, Radiographer of the Year Awards ceremony and other occasions as Council from time to time determine.

It is appreciated that some of the skills above will be developed once a Council Member is elected. Induction and training is provided, and new Council Members are also provided with a mentor.

President of UK Council Role and Responsibilities

Term of office:

One year. The President is elected by the UK Council, normally for the year immediately following election and service as President Elect.

Key Roles/Main responsibilities

- Ambassador for the Society and College of Radiographers

- Provide leadership to Council and the profession at large, developing the strategic viewpoint in conjunction with Council and the Senior Management Team
- All key roles/main responsibilities and duties associated with being a UK Council member

Main duties

- To attend UK Council meetings
- To attend CBoT meetings and to Chair if required.
- A member/participant of external committees: RCR Faculty Boards, HCPC liaison meetings, RCR/SOR liaison meetings, and others as required
- To liaise with external agencies on behalf of the organisation as required
- To carry out, or arrange to be carried out, the annual performance appraisal of the Chief Executive Officer.
- To approve with Council the accounts of the Society and College of Radiographers
- To undertake administrative duties associated with the presidential role, e.g. agenda approval, signing of documents, etc
- To be responsible for the pre-Council training sessions
- To attend specified events on behalf of the organisation
- To attend, or delegate attendance, at National Council/Regional committees as invited (usually AGM/Study days)

NB – The President is entitled to attend all committees and groups in an ex-officio capacity

Desirable skills/qualities

In addition to requirements of all Council Members the following are also required:

- Ambassadorial and leadership skills
- Chairing skills
- Organisational skills
- Commitment
- Time management (an average of 2 days per week is necessary to discharge the role)

Chapter 6 - Meetings

Council Members

National Councils/Regional Committees: A primary duty of Council Members is to meet with, advise the National Councils/Regional Committees and report back to Members. The National Councils/Regional Committees meet at least four times a year.

Annual Delegates Conference: Council Members are expected to attend and may be asked to speak at this two-day meeting. The **Annual General Meeting** is held at this event and Council members are expected to attend and vote.

UK Radiology Congress: Council will be asked to attend UKRC/UKRO to promote the organisation's profile, chair sessions, judge prizes, work on the organisation's exhibition stand and be available to speak to the members attending.

Presidential Inauguration: Council Members are expected to attend the Presidential Inauguration, which is held during the evening following the July Council meeting.

Other Council Representations

There are a large number of other organizations, special interest groups, networks, etc with which Council liaises. Council members will be expected to be the Society Representative on some of these. The actual number depends on your interests and experience but time must be allowed for this role.

In order for Council members attending external committees to be fully prepared, it is important to liaise with the appropriate officers prior to the meeting. The table of Allocation of Areas of Responsibility, produced yearly directly after the July Council meeting, indicates the lead member of the CEO/Directors team and in most cases the officer carrying the relevant portfolio.

Agendas and relevant papers should be shared wherever possible to allow a full briefing to be given. After meetings, please share meeting notes with the relevant officers together with any informal feedback and specific action points. These can then be agreed to form the basis of a briefing for Council using the usual format.

Sub-Committees

Council may set up sub-committees and working parties. Council members will be expected to be a part of these as appropriate.

Council Induction Day

Induction of newly elected UK Council Members will take place annually in July and will be a standard item in the Council calendar. At least one member of the Presidential Team will be in attendance, and other Council Members may be asked to attend, according to need. The responsibility for organising Council Induction rests jointly with the President and the Executive Secretary.

Frequency of standard meetings:

Six standard meetings, commencing with a training/communications session at 9.30am; the Council Meeting convening at 10.00 a.m., and business concluding by 4.00 p.m. normally:

January, May, July, September, November (timing of this meeting will reflect the awards ceremony in the evening);

Exceptionally, where business cannot be completed by 5.00 p.m., the President/Chair of Council may request suspension of standing orders so that business can be completed on the day.

Additional meetings:

Three additional meetings of Council will be held per year, as follows:

October (strategy meeting)

February (Council training and development awayday)

April (linked to ADC and dealing primarily with ADC business)

Council Members' Induction Programme

Urgent Council Business

Should there be matters of urgent business that occur during the year and which the President determines requires Council to meet, the President may call an additional meeting having given due consideration to costs, etc. There are also opportunities for Council to deal with urgent matters at the October Strategy meeting, the training and development day in February, and at the meeting associated with ADC.

Annual General Meetings / Extra-ordinary General Meetings

The AGM will normally be held in conjunction with ADC. Any EGM that becomes necessary will be convened as and when required.

Annual Report

A copy of the Society's Annual Report is distributed to members with the April edition of Synergy News. It is also made available at the AGM, held at the Annual Delegates' Conference in April, and published on the website.

Preparation for Meetings

Agenda and papers

The expectation is that agenda and associated papers will be uploaded to the Synapse group page and posted out to those Members who wish to receive paper copies one week (7 days) before the meeting.

Minutes

Minutes of meetings will be distributed as soon as possible after a meeting date. It is advisable to read through minutes promptly to ensure that any actions allocated have been dealt with and that any changes can be noted in time for the next meeting.

Presentation of reports and papers to Council

Permission for the inclusion of reports and papers on Council agenda must be sought from the Chair. Once agreed copies should be forwarded to the Executive Secretary.

Management of Reports and Report Template

All papers for consideration must be circulated prior to meetings so that Council can prepare adequately. It has been agreed that no tabled papers at Council meetings are to be permitted without the express permission of the Chair of Council, unless there are exceptional circumstances. No decisions will be possible on tabled papers until the following Council meeting.

There is a template for reports and cover sheets, which is on Synapse.

Voting

Observers to Council can take part in discussions but are not entitled to vote on Council business.

When a formal vote is required by Council, there must be a quorum in accordance with the Memorandum and Articles of Association.

Council Diary

A comprehensive meetings and events diary is produced each month and is included on all Council agenda and Minutes.

Chapter 7 - Standing Orders for UK Council Meetings

Quorum

As stated in the Articles of Association, six members of Council must be present in order for a meeting to be quorate. This figure includes the Immediate Past President if s/he is attending Council in an ex-officio capacity (ie after the normal term of office has expired).

Etiquette

Council meetings are normally chaired by the Chair of Council (i.e. Immediate Past President). In the absence of the Chair of Council, the Chair may be taken by the President or President-Elect or Vice President (in that order). In exceptional circumstances it may be necessary to nominate another Council member to Chair a meeting.

Members of Council and other attendees who wish to speak must raise their hands clearly, so that the Chair knows that they wish to speak. Members should only speak when invited to do so by the Chair.

Start and finish times should be fixed for all UK Council meetings and these timings should be adhered to. The finishing time of meetings and associated business should be by 5.00pm. In the exceptional event that business is not concluded at 5.00pm, the President / Chair may request that Council agree to a suspension of this order so that the remaining business may be finished.

Decisions at meetings

Items presented to a UK Council meeting should clearly indicate the action required from Council (e.g. "Council are asked to note"/"Council are asked to approve" etc.)

The majority of decisions of UK Council may be accepted on a consensus agreement basis.

The decision to take a formal vote on any particular item of business lies with the President/Chair of the meeting. A request for a formal vote at the end of discussion may be made and must be supported by at least two Council members.

In the case of a requested vote, abstentions should be avoided and are not recorded, the numbers voting for and against will be confirmed and a proposer and seconder identified.

After a motion has been proposed and seconded, the proposer may not withdraw the motion without the unanimous consent of the meeting.

After a proposal has been proposed and seconded, any further proposals on the same subject must be in the form of amendments. When voting on the subject, amendments must be voted on first and the substantive motion last. An amendment must not contradict the motion.

The proposer of the motion may not propose an amendment to it.

In the case of a formal vote, the numbers voting for and against the motion will be recorded in the minutes.

In view of the representative nature of Council, abstentions from a formal vote will be exceptional and must be made only with a stated reason. For this reason, Council members may request further debate or time to collect evidence prior to a formal vote being taken. The decision to postpone a vote in this way lies with the Chair.

Chapter 8 - Recording of Closed Sessions of UK Council

Background

From time to time it is necessary for the UK Council of the Society of Radiographers to meet separate from the CEO, Directors, Executive Secretary and observers that normally attend and support full Council meetings. Such meetings are necessary when matters for discussion are of a confidential nature. Exclusion of staff and observers may be necessary, for example, if the pay and conditions of service of the CEO are discussed or where conduct of CEO or Directors is at issue.

When a closed session refers in particular to a named person, that person has a right to be informed of the outcome of the discussion and to have a copy of the minutes that refer to them. This is in line with Data Protection and Human Rights Legislation. However, the general availability of minutes from that session would still be considered sensitive and precludes general open circulation.

Business conducted during these “closed sessions” is nevertheless part of the proceedings of UK Council and as such needs to be properly and accurately recorded and the records agreed, disseminated, and stored appropriately. This should be done as follows:

- At the beginning of any closed session, the President (or member of the Presidential team in the Chair) will nominate a Council member to take notes and produce minutes of the session.
- Following the session the notes will be written up by the Council member nominated and sent to the President for checking. This would most appropriately be done by email although care must be taken to ensure security and accuracy of address details.
- The agreed notes must be disseminated to all Council members (including those not present at the closed session) within two working weeks of the date of the meeting.
- It is the responsibility of each Council member to ensure security of information contained within closed session minutes in their possession.
- Any disagreement over the contents of the minutes should be notified to the President who will either:
 - a. Call another closed session at the subsequent Council meeting in order to agree the minutes or
 - b. Achieve agreement over the minutes by email circulation if this can be done easily.
- When an individual, named Director or the CEO has been the subject of a closed session discussion, the President will undertake to inform that person of the outcome of the discussion and to provide a copy of the relevant minutes. The President will also undertake with the express permission of the individual concerned, to inform the contents of the discussion to the CEO for information (where relevant).
- A final version of the minutes should be printed and sealed in an envelope which should be marked with the date of the closed session, the names of those Council members present, and the signature of the President together with the date of signing.
- This sealed copy of minutes should be given to the Executive Secretary for filing. A separate file will be maintained of closed session minutes. This file will consist only of sealed envelopes containing those minutes and will be kept securely at head office.
- On occasions when it becomes necessary to examine the paper copy of closed sessions kept on file, the envelope may be opened by a member of the Presidential team who must sign and date the exterior of the envelope prior to re-sealing and returning it to file.
- As it is unlikely that proceedings of a closed session will have relevance in perpetuity, a destruction policy for closed session records is appropriate. Records will be destroyed 8 years after the original meeting.

(removed – One electronic copy of the minutes should be made on to a CD which is kept by the President and passed on at the end of their term of office. This CD may be used for a number of closed sessions but its purpose is to provide an independent copy in the event that the paper file becomes damaged – to speak to Jason)

Chapter 9 - Council Protocol for Electronic Communications

Introduction

The accompanying protocol applies to correspondence initiated between meetings involving Council and Observers. This may take the form of commenting on documents or discussing matters raised that require the attention of Council between formal meetings.

Responsibilities

It is a responsibility of Council members to participate in the business of Council during and between meetings.

Informal group discussion

Informal discussions can be initiated by any Council Member. The “lead” manages the discussion taking responsibility for the conduct of informal business and communicating outcomes to Council. Communication relevant to the discussion should be circulated to all respondents using Synapse.

Formal group discussion

Where there is a requirement for a formal decision by Council, the discussion shall be led by the Chair of Council, the President, or a member of the Presidential team in that order.

Communication relevant to the discussion should be circulated to all respondents using Synapse.

When an established form of wording is required, a consensus should be sought and all must be notified as to the approved text.

It is a governance requirement that records are kept of formal decisions made by Council. The “lead” Council member in formal discussions is responsible for keeping a record of the discussion and the decision reached including voting results. This record should be lodged with the Executive Secretary as a part of the official record of Council.

Chapter 10 - Terms of Reference for Representing the Society and College of Radiographers

The Society of Radiographers’ reputation and standing as the professional body and trade union for those engaged in radiography is an important asset to the

organisation, its members and the profession. In seeking to protect this position and effectively manage the achievement of its Objects, the Society requires that, in its relationships with external bodies and individuals, its policies, standards and values should be maintained.

Members, colleagues and officers may seek, or be asked, to represent the Society and College in a variety of areas including consultations, meetings, conferences and other events. The organisation is grateful to those undertaking these tasks, and for their special skills and expertise. However, such individuals are asked to be mindful of the above requirements in undertaking dealings on behalf of the Society.

In carrying out the role of ambassadors, representing the Society/College, individuals are asked to note the following points:-

- Behaviour must at all times be beyond reproach, conforming to legal obligations and social norms for courtesy and consideration for others.
- Statements and comments must be in line with Society policy, as approved by Council.
- An appropriate Society/College officer or group should clarify the remit for the particular role or event envisaged.
- Those acting as Society representatives should ensure that they are adequately briefed by an appropriate Society officer or recognised group.
- Feedback from events should be reported back to the appropriate Society/College contact. (Council members report back to the President. Officers and Society representatives and members report back to Director/s)
- Arrangements for travel and other expenses must be clarified prior to expenditure, and in accordance with current SoR policy on these.
- Those seeking to act as Society/College representatives must declare potential conflicts of interest prior to undertaking the event or task envisaged.
- Information learned in the course of representing the Society/College may be confidential: clarification of this must be sought prior to further disclosure.

On agreeing to take up a role on behalf of the Society/College the individual will be asked to give an undertaking to comply with the above points.

Chapter 11 - Procedure for resigning from UK Council

UK Council members are elected for a period of three years, and if at all possible, Council members are expected to remain in office until this period has expired. However, the Society of Radiographers acknowledges that personal or professional pressures might make this impossible, and accept that UK Council members may need to step down at any time.

When a Regional Representative to Council steps down, there are various administrative duties that need to be completed; not least finding a replacement. As

this takes time, Council members are requested to give as much notice as possible of their resignation if it is outside their term of office, or at the very latest by the March Council meeting date if they are approaching the end of their three year term. Resignation should be made to the Executive Secretary by email, or post if you prefer, but must be in writing.

Council members who have decided not to stand for re-election at the end of their term of office are still welcome to attend the July Council meeting, to say goodbye to their colleagues and to attend the Presidential inauguration.

Chapter 12 - Administration Matters

Expenses

Council Members and Observers are entitled to claim for their travel to meetings, and also for accommodation if required. Every attempt should be taken to keep costs reasonable level. Refreshments and lunches etc are provided at all meetings.

- Travel should always be booked via the Society's Trainline account and be undertaken by 2nd class public transport wherever possible.
- Local travel in London by tube or bus is now cashless and has to be paid for either by Oyster Card or contactless debit or credit card, so a record can be presented to accompany an expenses form in the usual way.
- For Council Members who have to travel a long way to attend meetings, or for overnight stays following events a Premier Inn card is provided to book accommodation at the Tower Bridge Premier Inn. Council Members are expected to do this themselves, although any events that are organized by our Conference and Events team will generally include accommodation booking
- There are several requirements of new Council Members to make administration easier; Members should be prepared to complete a contact details form, provide information for the Companies House return, and to agree to having a photograph taken
- If you have a special dietary requirement, please let the Executive Secretary know. Please note that special diets add to the Society's costs, and should be used for allergies/intolerances only. Vegetarian options are always provided at meetings.
- If Council Members need to make any bookings for travel, accommodation or other expenses that is not allowed for in the Expenses policy, they should contact the CEO or the Director of Finance and Operations in advance.

On agreeing to take up a role on behalf of the Society/College the individual will be asked to give an undertaking:

That they have read:

- **The Nolan Principles of Public Life**
- **The Good Governance Code for the Voluntary and Community Sector**
- **The Council Handbook**

And that they agree to comply with the legal requirements of being a Company Director, and the requirements of being a member of UK Council as set out in this handbook.

Name:

Membership no.:

Signed:

Date: