

# APPENDIX A

## Portsmouth SACRE allowances policy and procedure



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### Aims

Portsmouth SACRE (Standing Advisory Council for Religious Education) has decided to pay reasonable allowances from the SACRE's delegated budget from Portsmouth City Council to cover any costs that SACRE members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a member of the Portsmouth SACRE on the grounds of cost.

### Background

#### 2.1 Duty to establish a SACRE

Since the Education Reform Act of 1988, all Local Education Authorities (LAs) have been required by law to constitute a Standing Advisory Council for Religious Education (SACRE) within their local area.<sup>1</sup>

#### 2.2 What does a SACRE do?

SACRE is a unique body; it is set up by the LA but is independent of it, with the role to give advice to that LA. The law states that Religious Education must be taught in all maintained schools<sup>2</sup> and a SACRE's role is to advise what needs to be done to improve religious education (RE) and collective worship for schools in its area. The main purpose of the annual report is to hold the LA to account, by informing the Secretary of State and key partners what advice SACRE gave the LA during the year and how the LA responded to that advice. This includes advice on Religious Education and Collective Worship in those schools for which the LA has responsibility.

#### 2.3 Composition of SACRE

There are four groups or committees, as below:

A: The Christian denominations and other religious denominations, reflecting the principal religious traditions of the area.

B: The Church of England

<sup>1</sup> Education Act 1996 Section 390:1

<sup>2</sup> School and Standards Framework Act 1998 Section 69

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C: Teacher and head teacher associations

D: The Local Authority

The Local Authority has determined that the SACRE should comprise of:

- Representatives of Christian denominations and other religious groups reflecting the principal religious traditions of the area
- Four representatives of the Church of England.
- Six representatives of teachers' associations.
- Four representatives of the local authority, at least two of whom should be elected members.

Other members may be co-opted from time to time as appropriate for all or part meetings.

## Guidance

This policy has been written in line with Portsmouth City Council's policy for Travel and Subsistence.

- **Public transport** - claims can be made for reasonable public transport fares for travel undertaken as part of the role of the volunteer
- **Parking** - claims can be made for parking fees incurred while undertaking duties which form part of the role of the volunteer
- **Mileage** - Mileage will be paid at the rate of 45p per mile for travel undertaken as part of the role of the volunteer. Mileage claims must be supported by VAT fuel receipts.

**EXPENSES** - This guidance relates to approved circumstances in which a PCC volunteer/placement student may claim expenses and the nature of expenditure that may be claimed. Portsmouth City Council (PCC) reserves the right to refuse an incomplete claim or defer until resolution. Claims must be submitted using the Portsmouth Link Volunteer Expenses Claim Form, available from the clerk to SACRE.

## Overview

Members of the SACRE may claim allowances to cover expenditure necessary to enable them to perform their duties. This does **not** include an attendance allowance, or payment to cover loss of earnings.

Non-teaching members of the SACRE may claim allowances by completing a claim form and submitting it to the clerk to the Portsmouth SACRE.

Teaching members of SACRE should complete any claims via their school/college and then liaise with clerk to the Portsmouth SACRE.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt. All travel claims must be submitted within 3 months of the journey occurring, in accordance with PCC Financial Regulations.

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Members of the SACRE may only claim for:

- Travel and subsistence costs
- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the chair of the SACRE **before** they are incurred.

Travelling expenses incurred by a member of SACE in the performance of their official duties will be reimbursed after authorisation by the named Portsmouth City Council local authority link officer.

The chair of SACRE (or the clerk, where appropriate) may initially investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

## **Monitoring arrangements**

This policy will be reviewed when the constitution is reviewed by SACRE. Any amendments will be presented at a meeting of the full SACRE.

Agreed: Date