

**AGENDA ITEM 4**

**Emerging Science and Bioethics Advisory Committee**

**DRAFT**

**EMERGING SCIENCE AND BIOETHICS  
ADVISORY COMMITTEE  
(ESBAC)**

**Scope and Working Practices**

This document describes the role of ESBAC including terms of reference, and Code of Practice. It outlines the Committee's ways of working, reporting lines and its membership.

This document was drafted in line with the Code of Practice for Scientific Advisory Committees and with the Government Policy on Standards in public life, openness and accountability.

**INTRODUCTION**

**Role**

1. ESBAC is the main UK advisory body on emerging healthcare scientific developments and their ethical, legal, social and economic implications. It is sponsored by the Chief Medical Officer (CMO) for the Department of Health (DH), England. Its membership includes representation from all UK Health Departments, for whom ESBAC also provides advice. ESBAC also provides a forum to consider and develop coordinated advice across the wider science, health and academic communities to help set priorities in response to new developments.

<p>Q. Is the above criteria sufficiently clear and yet broad for ESBAC to be guided and yet retain flexibility in the selection criteria for topics?</p>
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**Terms of Reference**

2. The purpose of ESBAC is to provide expert advice to support policy development and priority setting in healthcare science. Work will include but not be limited to:

- horizon scanning to identify developments in health related biosciences and biotechnologies;
  - analysing new and emerging health related biosciences and biotechnologies and providing advice on:
    - their likely impact on human health and healthcare;
    - their social, ethical, legal and economic implications;
  - providing a forum for the consideration of issues that cut across the remit of more than one interest group, government department or UK country;
  - detailed consideration of specific issues related to emerging health related biosciences and biotechnologies as requested.
  - responding to any requests from its constituent members or other bodies for its opinion on or consideration of emerging healthcare scientific developments and their ethical, legal, social and economic implications.
3. The Committee will operate in accordance with best practice for Scientific Advisory Committees (CoPSAC 2011)<sup>1</sup> with regard to openness, transparency, accessibility, timeliness and exchange of information.
4. Whilst the scope of the work of ESBAC will have to remain by definition, broad, ESBAC will not cover all bioethics issues. It will only address concerns arising from major new scientific and technological developments and their relationship to healthcare.
5. ESBAC will also operate as a networking forum to exchange information about matters relevant to its remit from Members, nominating organisations and wider stakeholders.
6. Aspects of bioethics that are currently covered by other organisations, or are long-running ethical debates are therefore out of scope. These include the work of:
- Human Fertilisation Embryology Authority (HFEA): Ethical issues concerning embryo research and new technologies for infertility treatment;
  - Nuffield Council on Bioethics (NCB): Ethical issues concerning advances in biological and medical research with a view to promoting public understanding and discussion;
  - Human Tissue Authority (HTA): Ethical issues concerning the the storage and the use of human tissue, including bone marrow, for

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<sup>1</sup> <http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

purposes such as research, patient treatment, post-mortem examination, teaching, and public exhibitions.

- Advisory Committee on the Ethical Aspects of Pandemic Influenza (CEAPI): Ethical issues concerning healthcare interventions during a pandemic;
- Advisory Committee on the Safety of Blood, Tissue and Organs (SaBTO) in its work to ensure the safety of blood, cells, tissues and organs for transfusion / transplantation.

[DN the organisations above will be contacted to ensure they are content]

Q. Do Members have any comments on ESBAC's scope of work?

Q. Would Members find it helpful to spell out, in this CoP, the organisations which are also actively engaged in bioethics, as above, to clarify remit?  
If yes, are there any other issues or areas that should be added or removed?

Q. Do Members agree that the bodies listed in paragraph 6, may form a joint working group with ESBAC where common or overlapping issues ?

## **COMMITTEE ORGANISATION**

7. The full list of Members is at Annex A. The Members and the Chair were appointed as outlined in the Recruitment section to provide ESBAC with the essential core skills, expertise and representation necessary to carry out its remit.

## **ROLE AND RESPONSIBILITIES**

### **The Chair**

8. The Chair is responsible for leading the Committee and facilitating the effective contribution of all Members of the Committee.
9. In addition, the Chair is responsible for ensuring that the minutes of meetings, produced by the Secretariat, and any reports or advice record the decisions taken and, where appropriate, the views of individual Committee members have been taken into account.
10. The Chair will indicate that the minutes of meetings accurately reflect proceedings by "signing-off", once the Committee has agreed them, which may happen electronically.
11. There may be times when urgent advice is required. On such occasions, the Chair may, on behalf of the Committee, provide such advice. The Committee will be updated at the earliest opportunity of any advice provided.

## **The Members**

12. The Chair and Members main role is to support the development of healthcare science advice as needed by the Department of Health, England or the Health Departments of Scotland, Wales and Northern Ireland.

13. The Chair and Members are essential in the identification of relevant scientific developments within the scope of the Committee. Members are expected to share with the Secretariat relevant information they may come across.

14. The Chair and Members are expected to:

- Be conversant with and keep abreast of developments in health related biosciences and biotechnologies.
- Take account of the impact on human health and healthcare of the issues addressed by the Committee.
- Engage in meetings and contribute to discussion when appropriate and sit on its working groups as agreed.
- Provide advice and guidance from the perspective of their particular area of expertise.
- Contribute to debate in a professional or personal capacity, even when the issue falls outside their expertise.
- Be prepared, as requested by the Secretariat, to provide expert advice on relevant issues outside of formal meetings.
- Demonstrate a commitment to the values of accountability, probity and the Government's best practice principles on transparency, timeliness and exchange of information, in accordance with the Nolan Principle, Annex B.

15. The Chair and Members of the Committee are:

- Full and equal members.
- Responsible for carrying out the functions of the Committee.
- Responsible for ensuring that DH officials have the best available independent advice about the impact of new developments in health related biosciences and biotechnologies.
- Not liable, when acting in good faith, for the activities of the Committee.

## **Representatives and Observers**

16. Officials from other Government Departments and the Devolved Administrations are invited to attend all ESBAC's meetings. Other Observers may participate by invitation of the Chair. These may include other Government Departments representatives and Members/Secretariats of other Committees.
17. The Representative of each Chief Medical Officer has an equivalent role to that of Members and has a particular responsibility for ensuring that the perspectives of the CMO they represent are taken into account. Observers are also expected to abide by this code of practice.

Q. Who should ESBAC's Observers be?

Q. Should ESBAC hold open meetings? What format should such meetings have? i) a one off workshop, ii) a yearly event, a stakeholder only event, or iii) be agenda-led, iv) any other suggestion?

Q. Should ESBAC have an open call for topics on its website?

## **Secretariat**

18. The Secretariat for ESBAC is provided by the Department of Health, England (DH). It is responsible for the day to day management of the Committee. The Secretariat is responsible for the production of minutes of meetings.
19. The Secretariat will generally be Members' point of reference for all matters, whether on scientific or administrative issues and all contact with the media.
20. Communications between the Committee and the CMO as the Senior Responsible Officer will generally be through the Secretariat, except where it has been agreed otherwise.
21. Nevertheless, any Committee Member has the right to raise any concerns with the Secretariat, with the senior civil servant responsible for the policy area and ultimately through the CMO to Ministers.
22. Contact details for the Secretariat can be found at Annex C.

## WORKING PRACTICES

### Requesting and Reporting advice

23. Annex D illustrates ESBAC's communication routes. In particular, it shows how advice from ESBAC is requested and is reported.
24. In addition to advice required by the UK Health Departments, other Committees or organisations may request advice upon application to the Secretariat. The Secretariat will bring the relevant requests for advice to the Committee as agreed with the Chair.
25. ESBAC will follow the processes set out in the "Guidelines on the Use of Scientific and Engineering Advice in Policy Making"<sup>2</sup> to obtain and use scientific advice by government departments in the course of policy development and implementation.
26. Any policy advice provided by ESBAC to any part of the UK Government or its agencies falls within the provisions laid down in the Freedom of Information Act 2000. This includes the application of the conditions contained in Section 35 of the Act when considering issues of the Public Interest.

Q. Are the reporting arrangements sufficiently clear? Are there any comments Members wish to make?

Q. In the interest of transparency, openness and accessibility, would it be appropriate to develop and include a section on the framework or criteria by which ESBAC will decide whether issues will fall within its remit? This is further explored in paper ESBAC 01(05)(01).

### Relationships with other Committees

27. ESBAC may need to assess evidence or seek expert advice from external sources or other committees. Conversely, other committees may require ESBAC's expertise. In such cases, with agreement, an ESBAC representative may be co-opted onto that committee.

Q. Do Members wish to formalise any working relationship with any other Committee? If so, which Committee should ESBAC approach?

Q. Are there any organisations ESBAC should seek to involve at this stage?

<sup>2</sup> <http://www.bis.gov.uk/assets/goscience/docs/g/10-669-gcsa-guidelines-scientific-engineering-advice-policy-making.pdf>

## Meeting Papers

28. All ESBAC papers are subject to the Freedom of Information Act 2000 and will be made available to the public or outside organisations. Items of commercial or personal confidential nature, research information, pre-publication and policy in development may be excluded.
29. Papers will only be made publicly available after the meeting for which they have been prepared has taken place. Members should raise any concerns about the disclosability of certain pieces of information with the Secretariat immediately on receipt, or at the Committee meeting. If no concerns are raised, the Secretariat will assume that members are content.
30. In the interest of sustainability, meeting papers will be made available electronically and will not be available in hard copy at the meetings. Members can request hard copies to be sent in the post or be made available for them at meetings. Members should contact the Secretariat if they require large print or any other adjustment to be made.

## Records of Meetings

31. In the interest of openness and transparency, a record of discussions or draft minutes may be published before the following meeting of the Committee. Members will be given the opportunity to comment electronically before these are published and the Chair can sign them off electronically. It is the collective responsibility of the Committee to ensure that these record comments and decisions taken accurately and appropriately and that the views of individual members have been taken into account.

<p>Q. Are Members content to comment and finalise minutes of ESBAC's meeting electronically out of Committee?</p>
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<p>Minutes will reflect comments and will not name individuals.</p>
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## Frequency of Meetings

32. It is envisaged that the full committee will meet approximately three times a year.

## Working Groups and Partnerships

33. At the Chair's discretion, any issue can be dealt with outside a full Committee meeting and/or by smaller *ad hoc* and/or virtual working groups, which may include additional expertise from outside of the Committee.
34. Experts co-opted to the Committee or to its Working Groups will be expected to abide by the Code of Practice for Members. A list of Working Groups (to be drafted) is at Annex E.

Q. Are there any Working Groups that ESBAC should start considering setting up at this stage?

Q. Should ESBAC have a Horizon Scanning Working Group or any other formal arrangement?

If yes, please comment on the membership and remit.

Q. In addition to Working Groups, can Members suggest possible partnerships or collaborations and what these might look like?

## **Media Relations**

35. The Secretariat is the contact point for handling media enquiries about ESBAC and its work. Members may also receive media enquiries directly and are asked to contact the Secretariat and/or the Department of Health England Press Officer (contact details at Annex C) prior to any engagement.

36. Members who may speak at conferences, seminars or have public speaking arrangements with the media present, should take care to make clear whether they are speaking in a personal capacity or as a Member of ESBAC.

## **Declaration of Interest**

37. It is important to avoid any impression of members of the ESBAC being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. All members must, therefore, declare any personal or business interests relevant to the work of the ESBAC which may, or may be perceived (by a reasonable member of the public) to influence their judgement. This should include, as a minimum, payments to members personally and payments to the relevant part of the organisation for which a member works. Members should be aware of their responsibility not to be seen to allow their judgement to be influenced in considering receipt of any gifts or hospitality offered in the exercise of their public duties.

38. If members feel that there are interests, outside the scope of this Code, which could be perceived as influencing their work in relation to for example the personal or business interests of close family members (personal partners, parents, children, brothers and sisters and the personal partners of any of these) they should declare those or approach the Secretariat for advice.

39. Gifts should, in general, be refused, but gifts and benefits of a trivial or inexpensive nature (such as calendars and other gifts of a small monetary value) can be distinguished from more expensive and substantial offers. For hospitality, there is a similar division between a working lunch and more expensive social functions, travel or accommodation.

40. The context in which the offer is made and the effect on ESBAC as an independent advisory committee is important. If the gift is likely, or seen as likely, to influence the member concerned it should be refused. On the other



hand, if it normal business practice for the organisation concerned to offer gifts and/or hospitality then acceptance might be more appropriate.

41. Where fees are offered for a broadcast, lecture or other work, consideration or acceptance should be based on how much of the content is about about ESBAC or the Member's particular area of expertise.
42. The template for declaration of interest is at Annex F.

### **Declarations of Interests at Meetings**

43. A declaration of any interest must be made at any Committee meeting where it relates specifically to a particular issue under discussion. The Secretariat will record this declaration in the minutes (whether or not a member also withdraws from the meeting). It may not be appropriate for members to participate in the discussion or determination of matters in which they have an interest, and may be asked by the Chair to withdraw from the meeting.

### **Register of Interests**

44. The Secretariat will publish an up to date register of Members' interests. Members should notify the Secretariat immediately of any changes to their entry.
45. The ESBAC Register of Interests will be published on the DH, hosted website.

### **Terms of Appointment**

46. The Chair and Members are appointed for a period of up to two years. Appointments may be renewable at the end of the period of office, subject to an assessment of performance. There will be no automatic reappointment.
47. Appointments may be terminated at Member's request, in the event of unsatisfactory attendance at meetings or if their conduct is in conflict with ESBAC's Code of Practice.
48. All members on appointment are required to abide by the Code of Practice for Scientific Advisory Committees<sup>3</sup>, the Principles of Advice to Government, at Annex G, the Universal Ethical Code at Annex H and to sign the letter of acceptance at Annex I.
49. In line with best practice, names of appointed members will be published along with other information on period appointed and remuneration rates.

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<sup>3</sup> <http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

### **Accountability**

50. The Chair was appointed by the Chief Medical Officer England as Senior Responsible Officer (SRO) at the Department of Health England (DH) and is accountable to the SRO on all matters concerning the position of the Chair and ESBAC business.

### **Diversity and Equality of Opportunity**

51. The Department of Health values and promotes diversity and is committed to equality and opportunity for all and appointments are made on merit.

### **Remuneration**

52. Members will be paid expenses in line with the Department for Health policy, for travel and subsistence costs necessarily incurred on ESBAC business. The claims form can be found at Annex J.

### **Recruitment**

[This section is for transparency's sake on the recruitment process as this intended to be published on the web.]

53. To function effectively the Committee needs a broad spectrum of expertise, not only in the health related biosciences and biotechnology, but also in medical, social, ethical, legal, commercial and public communication issues.

54. Most importantly, those appointed to the Committee must be fully committed to the satisfactory discharge of its functions. Those recommended for appointment need to be good communicators with a strong track record of committee experience.

55. The Chair and Members were recruited on their individual merit. The Chair and Members were recruited via the Appointments Commission and *ex-officio* Members were nominated by their organisations.

**The Secretariat**

**DATE**

## **LIST OF ANNEXES**

Annex A - **ESBAC Membership**

Annex B - **Nolan principles**

Annex C - **Contact details for the Secretariat and Press Office**

Annex D - **Reporting lines**

Annex E - **Working Groups** (to be set up)

Annex F - **Declaration of Interest**

Annex G - **Principles of Scientific Advice to Government**

Annex H - **Universal Ethical Code**

Annex I - **Letter of acceptance of code of practice**

Annex J - **Expenses Form**

## **Annex A**

### **ESBAC Membership**

**Chair:** Professor Sir Alasdair Breckenridge

#### **Social Sciences, Humanities and Economics**

Dr Paula Boddington (bioethics specialist)

Professor Bobbie Farsides (bioethics specialist)

Professor Joyce Tait

Dr Stuart Hogarth

Mr James Peach

#### **Law**

Mr David Townend

Mr Julian Hitchcock

Ms Madeline Colvin (lay member)

#### **Industry**

Professor Duncan McHale

Dr Dipti Amin

#### **Science in Society (media, public engagement)**

Dr Isabella Starling

#### **Biosciences and Biotechnology**

Professor Nicholas Lemoine

Dr Jonathan Mill

Professor Neil Scolding

Professor Peter Littlejohns

Professor Andrew Baker

#### ***Ex-officio Members***

Dr John Brown (Technology Strategy Board)

Professor Angus Clarke (Wales Chief Medical Officer)

Ms Katherine Littler (Wellcome Trust)

Dr Julie Maxton (The Royal Society)

Dr Michael McBride (Northern Ireland Chief Medical Officer)

Professor Andrew Morris (Scotland Chief Medical Officer Representative)

Dr Rachel Quinn (Academy of Medical Sciences)

Professor Sir John Savill (Medical Research Council)

Ms Diana Sternfeld (BioIndustry Association)

Mr Stephen Whitehead (Association of the British Pharmaceutical Industry)

Mr Hugh Whittall (Nuffield Council on Bioethics)

## **Annex B**

### **The Seven Principles of Public Life (Nolan Principles)**

#### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

#### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

**Annex C**

**Secretariat Contact Details**

ESBAC Secretariat: [esbac@dh.gsi.gov.uk](mailto:esbac@dh.gsi.gov.uk)

**Dr Simona Origgi** (Head of Secretariat)

Tel: +44 (0) 20 7972 1255

Mob: 07900 135 988

**Ms Vi Pereira-Marron** (Administrative)

Tel: 01132 546950

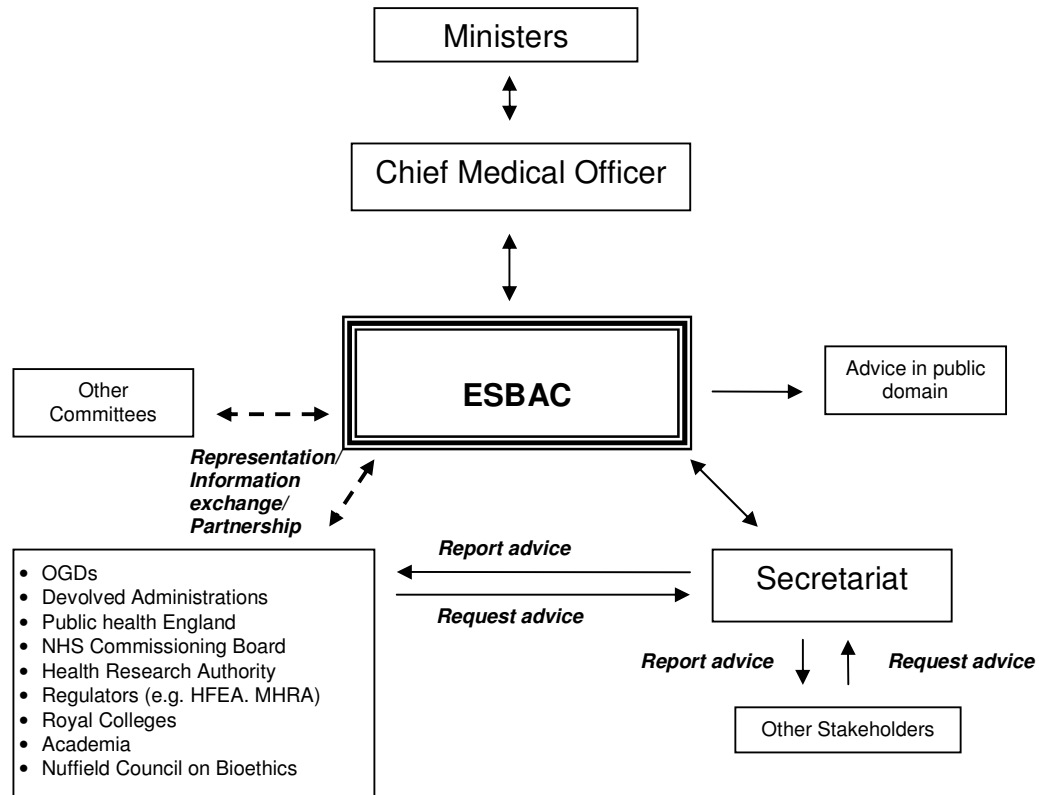
**Department of Health Press Officer Contact Details**

Chris Dawson

Tel. 020 7210 4990

## Annex D

### ESBAC communication routes





## **Annex E**

### **ESBAC Working Groups**

To date there are no Working Groups.

**Annex F**

**Register of EMERGING SCIENCE AND BIOETHICS ADVISORY COMMITTEE  
Members' Interests**

**Name (please print):**

<b>Remunerated employment, office, profession, <i>etc</i></b>
<b>Miscellaneous and unremunerated interests</b>
<b>Registrable shareholdings</b>
<b>Other interests</b>

**Signed:** .....

**Date:** .....

## **Annex G**

### **Principles of Scientific Advice to Government**

The Principles of Scientific Advice set out the rules of engagement between Government and those who provide independent scientific and engineering advice. They provide a foundation on which independent scientific advisers and government departments should base their operations and interactions. The Principles apply to Ministers and Government departments, all members of Scientific Advisory Committees and Councils (the membership of which often includes statisticians, social researchers and lay members) and other independent scientific and engineering advice to Government. They do not apply to employed advisers, departmental Chief Scientific Advisers or other civil servants who provide scientific or analytical advice, as other codes of professional conduct apply.

#### **Clear roles and responsibilities**

Government should respect and value the academic freedom, professional status and expertise of its independent scientific advisers.

Scientific advisers should respect the democratic mandate of the Government to take decisions based on a wide range of factors and recognise that science is only part of the evidence that Government must consider in developing policy.

Government and its scientific advisers should not act to undermine mutual trust.

Chairs of Scientific Advisory Committees and Councils have a particular responsibility to maintain open lines of communication with their sponsor department and its Ministers.

#### **Independence**

Scientific advisers should be free from political interference with their work.

Scientific advisers are free to publish and present their research.

Scientific advisers are free to communicate publicly their advice to Government, subject to normal confidentiality restrictions, including when it appears to be inconsistent with Government policy.

Scientific advisers have the right to engage with the media and public independently of the Government and should seek independent media advice on substantive pieces of work.

Scientific advisers should make clear in what capacity they are communicating.

## **Transparency and openness**

Scientific advice to Government should be made publicly available unless there are over-riding reasons, such as national security or the facilitation of a crime, for not doing so.

Any requirement for independent advisers to sign non-disclosure agreements, for example for reasons of national security, should be publicly acknowledged and regularly reviewed.

The timing of the publication of independent scientific advice is a matter for the advisory body but should be discussed with the Government beforehand.

Government should not prejudge the advice of independent advisers, nor should it criticise advice or reject it before its publication.

The timing of the Government's response to scientific advice should demonstrably allow for proper consideration of that advice.

Government should publicly explain the reasons for policy decisions, particularly when the decision is not consistent with scientific advice and, in doing so, should accurately represent the evidence.

If Government is minded not to accept the advice of a Scientific Advisory Committee or Council the relevant minister should normally meet with the Chair to discuss the issue before a final decision is made, particularly on matters of significant public interest.

## **Applying the Principles**

Scientific Advisory Committees, Councils and government departments should consider the extent to which the Principles in this document are reflected in their operation and to make changes as necessary. Issues relating to the function and working of scientific advisory bodies that are not reflected in these high-level Principles are discussed in more detailed guidance such as the Code of practice for Scientific Advisory Committees or the Guidelines on scientific analysis in policy-making.

Government departments and their independent scientific advisers should raise issues of concern over the application of the Principles, or other guidance, with the relevant departmental Chief Scientific Adviser (CSA). If the matter of concern cannot be effectively resolved or is especially serious CSAs should approach the Government Chief Scientific Adviser (GCSA) and Ministers should approach the GCSA and the Minister for Science. The matter will be examined against a clear set of criteria, which include a breach of the Principles or CoPSAC.

## Annex H

### Universal Ethical Code – Rigour, Respect and Responsibility

This is a public statement of the values and responsibilities of scientists. They are intended to include anyone whose work uses scientific methods, including social, natural, medical and veterinary sciences, engineering and mathematics. It aims to foster ethical research, to encourage active reflection among scientists on the wider implications and impacts of their work, and to support constructive communication between scientists and the public on complex and challenging issues.

Individuals and institutions are encouraged to adopt and promote these guidelines. It is meant to capture a small number of broad principles that are shared across disciplinary and institutional boundaries. They are not intended to replace codes of conduct or ethics relating to specific professions or areas of research.

#### Rigour, honesty and integrity

Act with skill and care in all scientific work. Maintain up to date skills and assist their development in others.

Take steps to prevent corrupt practices and professional misconduct. Declare conflicts of interest.

Be alert to the ways in which research derives from and affects the work of other people, and respect the rights and reputations of others.

#### Respect for life, the law and the public good

Ensure that your work is lawful and justified.

Minimise and justify any adverse effect your work may have on people, animals and the natural environment.

#### Responsible communication: listening and informing

Seek to discuss the issues that science raises for society. Listen to the aspirations and concerns of others.

Do not knowingly mislead, or allow others to be misled, about scientific matters. Present and review scientific evidence, theory or interpretation honestly and accurately.

There are already powerful incentives for individuals and for institutions to adhere to the principles set out in these guidelines. These include: the high professional and ethical standards upheld by the scientific community; structures put in place by employers, professional bodies and funders to enforce these standards; and national and international conventions, treaties and laws.

Scientists and institutions are encouraged to reflect on and debate how these guidelines may relate to their own work.

**Annex I**

**Code of Practice for the Chair and Members of the Emerging Science and Bioethics Advisory Committee**

**Letter of acceptance of the terms of the Code of Practice for Members**

**To: The Secretariat,**

I, ....., a Member of the Emerging Science and Bioethics Advisory Committee have received a copy of the Code of Practice for Members and agree to abide by the terms of that Code of Practice.

**Signed:**.....

**Date:** .....

Annex J

COMMITTEE EXPENSES ONLY CLAIM FORM

<b>DATE OF CLAIM:</b>			<b>TOTAL (£)</b>
<b>Name of Committee/ad hoc group :</b> <b>Date:</b>			
<b>PUBLIC TRANSPORT**</b>	MODE		
	FARES PAID		£
<b>PRIVATE TRANSPORT</b>	NUMBER OF MILES		
	RATE (30p per Mile)		£
<b>MISC**</b> (eg Train meal, Taxi, Tolls, Parking etc)	ITEM		
	RECEIPTED COST		£
	AMOUNT CLAIMED		£
<b>**Receipts <u>MUST</u> be provided in order to receive reimbursement</b>			
<b>GRAND TOTAL</b>			£
<b>CLAIMANT DECLARATION</b>			
<p>I hereby request payment of this claim totalling £_____</p> <p>I declare that the expenses claimed were necessarily and correctly incurred***</p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p> <p><b>Please print full name:</b> _____</p>			
<b>***Payment of sum claimed is subject to verification of claim details and resulting payment may differ.</b>			

<b>TO BE COMPLETED BY BUDGET MANAGER/HOLDER</b>	
<b>CERTIFICATION &amp; CODING</b>	
I have checked this claim and I am satisfied that it is correct for payment.	
<p><b>Signed:</b> _____ <b>Date:</b> _____</p> <p>_____</p> <p><b>Please print full name:</b> _____</p> <p>_____</p>	
<b>Payment Reference:</b>	<b>For prompt action please submit this form to:</b>