

# ANIMAL HEALTH AND WELFARE BOARD FOR ENGLAND

## Code of Practice

*Author: AHWBE Secretariat*

*Revised: 12 July 2012*

### Introduction

1. As Ministerial appointees, the Chair and Non-Executive Members of the Animal Health and Welfare Board for England (“AHWBE” or “the Board”) are required to comply with the Cabinet Office’s Code of Conduct for Board Members of Public Bodies<sup>1</sup>, as well as the terms and conditions of their appointment, when undertaking the work of the Board. Executive Members are required to comply with the Civil Service Code<sup>2</sup> and the terms and conditions of their employment. Both Executive and Non-Executive Members of the Board are required to comply with any additional protocols for ways of working that the Board agrees to abide by.
2. This document outlines the specific AHWBE Code of Practice. It is a working document and subject to periodic review by Defra Ministers.
3. All AHWBE Members, including ex officio and co-opted members, and individuals who are appointed or co-opted to working groups and sub-groups for short periods of time, are expected to comply at all times with the Code of Practice.

### Role and remit

4. The role and remit of the AHWBE is covered in separate, detailed Terms of Reference<sup>3</sup> that have been agreed with the Cabinet Office and other relevant Government departments.

### Conduct and Standards in Public Life

5. All AHWBE Board members must:
  - follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (**Annex A**)
  - observe the highest standards of propriety including impartiality, integrity and objectivity in relation to the exercise of AHWBE functions;
  - be accountable to the Minister and the public more generally for AHWBE activities and for the standard of advice it provides;
  - not misuse information gained in the course of their public service for personal gain or for political purpose, nor seek to use the opportunity of public service to promote their private interests or those of connected persons, firms, businesses or other organisations;
  - not hold any paid or high-profile unpaid posts in a political party, and not engage in specific political activities on matters directly affecting the work of

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<sup>1</sup> [http://www.civilservice.gov.uk/wp-content/uploads/2011/09/code-of-conduct\\_tcm6-38901.pdf](http://www.civilservice.gov.uk/wp-content/uploads/2011/09/code-of-conduct_tcm6-38901.pdf)

<sup>2</sup> <http://www.civilservice.gov.uk/about/values>

<sup>3</sup> <http://www.defra.gov.uk/ahwbe/about/terms-of-reference/>

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this Board. When engaging in other political activities, board members should be conscious of their public role and exercise proper discretion; and

- comply with this Code, ensuring they understand their duties, rights and responsibilities, and that they are familiar with the function and role of this body and any relevant statements of Government policy.

6. Non-Executive Board Members can be removed from office by the Minister if they fail to perform the duties required of them in line with the standards expected in public office, or if they fail to fulfil the role set out in the Terms of Reference or their personal Terms and Conditions of appointment.

### **Responsibility and role of the Chair**

7. As well as leading by example on the principles of conduct and standards outlined above, the Chair of the AHWBE has particular responsibility for:

- Leading the Board (comprising Non-Executive Members and Executive Members), to reach agreed and soundly evidence-based views and decisions;
- Ensuring that every member of the AHWBE has the opportunity to be heard and that no view is overlooked or ignored;
- Serving in a personal capacity and not 'representing' any particular organisation or sector with which he has links;
- Building good working relations with Defra Ministers and officials to ensure the effective working of the Board;
- Developing effective engagement with the livestock industry, animal keepers, veterinarians, welfare groups and other stakeholders, and supporting the Non-Executive Members in also developing engagement mechanisms;
- Representing the Board, communicating its work, views and decisions to stakeholders and the general public;
- Conducting annual appraisals of Non-Executive Members; and,
- Ensuring the AHWBE meets at appropriate intervals.

### **Role of members**

8. Members of the AHWBE have joint responsibility for making recommendations to Ministers. All members must:

- Actively and constructively contribute to the deliberations and work of the Board (Non-Executive Members and Executive Members), whilst respecting the views of other Board members, to reach agreed and soundly based views and decisions;
- Build good working relations with other members of the Board and officials to ensure the effective working of the Board;
- Represent the Board, communicating its work, views and decisions to stakeholders and the general public.

Non-Executive Members must:

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- Serve in a personal capacity and not 'represent' any particular organisation or sector with which they have links; and
- To take lead responsibility for effective engagement and communication with a sector (or sectors) of the livestock industry and/or animal keepers, and/or other interested groups.

### **The Quorum**

9. In order for the Board to be quorate, at least half of the Non-Executive Members should be present, plus the non-executive Chair and half the executive members, excluding the two *ex officio* members.

### **Role of the Secretariat**

10. The Secretariat will support the AHWBE members in establishing ways of working, understanding the political, legislative and financial environment, and in building engagement networks.

11. The Secretariat will support the operation of the Board by assisting with planning AHWBE's business, reviewing and driving forward work plans, providing strategic guidance to ensure Board members are aware of wider policy issues and act as a key link back into Defra, liaising with Defra policy teams that have submissions on the Board's agenda.

12. The Secretariat will ensure AHWBE meetings run smoothly and efficiently, with clear agendas, a published forward work plan and relevant papers provided in advance, and summaries of meetings published afterwards. The Secretariat will ensure that the proceedings of the AHWBE are properly documented so that there is a clear audit trail showing how decisions were reached. The Secretariat will be an impartial reporter, at all times respecting the Chair's and Non-Executive Members' independence.

13. The Secretariat will advise the AHWBE on key governance issues, ensuring that it operates within its Terms of Reference. It will also assist the Chair with reviewing the AHWBE's and Non-Executive Members' performance.

### **Code of conduct for observers of meetings**

14. Members of the public and government officials attending AHWBE meetings are asked to observe the following code of conduct:

- Observers may not participate in AHWBE's discussions unless invited by the Chair to do so;
- Observers are required to refrain from attempting to influence members' views in the margins of the meeting.

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### **Policy on Confidentiality and Openness**

15. The AHWBE will aim to operate within the principles of openness so far as possible.

16. To achieve this, the following steps will be taken:

- A forward work plan for the AHWBE will be published online.
- A summary of matters considered by the AHWBE will be published after each meeting.
- The Minister of State for Agriculture and Food will publish his reasons where he does not accept the joint advice of the AHWBE in relation to a specific recommendation.
- There will be periodic open meetings of the AHWBE at which stakeholders can observe.
- The AHWBE will report annually on its business and performance.

17. It is important to note that some AHWBE business should remain confidential and might fall within the scope of one or more of the exemptions provided in the Freedom of Information Act (see below).

18. The need for confidentiality is to allow the AHWBE to consider and provide advice on a full range of policy options. This is considered to be an important part of the policy development process that would be unduly constrained if all considerations were subject to public scrutiny.

### **Freedom of Information Act 2000**

19. The provisions of the Freedom of Information Act apply to Defra. Under the legislation, each request for information will be dealt with on a case by case basis. However, it is generally presumed that requests for information will be agreed to unless a relevant exemption applies. In cases where information is withheld, the requester has a right of appeal to the Information Commissioner.

20. The most likely exemption to apply to the deliberations of the AHWBE will be the qualified exemption concerning:

- Information relating to the formation of government policy, ministerial communications, advice from government legal officers, and the operation of any ministerial private office (section 35 of the Act).

21. The application of qualified exemptions is subject to a public interest test. This means that, even if information falls within an exemption, the AHWBE can only

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refuse to provide the information if the public interest in doing so outweighs the public interest in disclosure.

### Official Secrets Act

22. All Board Members are subject to the provisions of the Official Secrets Act 1989. Unauthorised disclosure of any information gained in the course of this appointment, or its use for personal gain or advancement, could result in the appointment being terminated early, or even criminal prosecution.

### Confidentiality of papers

23. The AHWBE will operate in an open and transparent way in accordance with its policy on openness (as outlined above). However, at times, members will receive papers which should be treated as confidential. To ensure clarity in this area, all AHWBE papers will have one of the following handling markings:

- **‘Members only’**. These papers include draft summaries of meetings and draft reports or advice. This mark is also to be used for any commercially or other sensitive information released solely for the information of the AHWBE. Papers with this marking are for the exclusive use of Members and should not be shown to, or discussed with, anyone else.
- **‘Do not circulate’**. These papers may be shown to professional colleagues, e.g., trusted stakeholder representatives, for the purpose of furthering the AHWBE’s work on a ‘need to know’ basis, but they are not for wider disclosure. They may be shown to, or discussed with, colleagues on a confidential basis. They should not normally be copied but if for any reason they are, the copy should be returned to the member.
- **‘Can be circulated’**. These papers may be shown freely or discussed with anyone.

Some AHWBE papers may also have protective markings, for example **‘Restricted’** or **‘Protect’**, in line with Defra guidelines.

24. If draft documents are produced for eventual public release they should not be disclosed until they have been formally released by the AHWBE.

### Non-Executive Members’ Interests

25. It is important that the public has trust and confidence in the independence and impartiality of the AHWBE and the way it makes its decisions, so Non-Executive Members of the AHWBE will be required to register their private and/or business interests. The Register of Members’ Interests will be published on Defra’s public website. All personal or business interests which may influence or, in the judgement

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of the member, might be perceived by a reasonable member of the public to influence their judgement in relation to AHWBE work should be declared. Such interests include, but are not limited to, involvement in the agriculture, animal-keeping, animal health, food and related industries. A guide to the categories of interest is attached at Annex B.

26. There is no lower threshold for declaration of interests, including shareholdings. All relevant current interests should be declared. Non-Executive Members are asked to inform the AHWBE Secretariat as soon as is practicable of any changes in their interests. The Register of Members' Interest will be reviewed annually and members will also be required to provide an annual declaration of interests.

27. Executive Members of the AHWBE are not required to register interests specifically for the Board as they declare conflicts of interest annually and are covered by their terms and conditions of employment and by the Civil Service Code<sup>4</sup> and its core values: integrity, honesty, objectivity and impartiality.

### **Conflicts of interest**

28. In addition to the register of interests, the Chair and Non-Executive Members must declare their relevant interests and consider whether those interests give rise to any conflicts in relation to issues to be discussed at formal meetings of the AHWBE.

29. All conflicts of interest, whether real or perceived, should be considered on a case by case basis.

30. Interests should be declared in advance of meetings and again prior to discussion of the relevant agenda item at the meeting. After members have fully explained the nature of their interests, the Chairman (or agreed deputy, in the case of a declaration from the Chair) will decide whether and to what extent the member should participate in the discussion and determination of the issue.

31. It is important that the Chair and Members (both Executive and non-Executive) give advance warning before an AHWBE meeting of any possible conflict of interest. This will allow time for the Chair (or the Senior Sponsor, in the case of a declaration from the Chair) to take advice from relevant personnel (e.g., Defra lawyers), for the facts to receive proper consideration and for a proportionate and

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<sup>4</sup> <http://www.civilservice.gov.uk/about/values>

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reasoned response to be made. If an interest is declared at the meeting itself, this is likely to result in exclusion in a borderline case, where participation might otherwise have been permitted.

32. The extent to which joint responsibility will (and will be seen to) override any perceived unconscious bias at the individual level should be considered, taking into account the degree of influence which the member may have – and be seen to have – on the rest of the Board. This might be a difficult judgment to make in advance of the AHWBE member disclosing his or her views in the discussion, but it should be remembered that someone can hold strong views on a subject without having a closed mind about the eventual outcome.

33. Openness is essential to ensure public confidence. Where the Senior Sponsor or Chair decides not to disqualify a member in circumstances where the public may have concerns, it is important to explain the reason before the discussion starts.

### Financial (pecuniary) conflicts of interest

34. If there is an actual financial interest, then the member is required to remove themselves from the discussion or determination of matters. Depending on the severity of the conflict, this might also extend to excluding the member from access to relevant papers.

35. In circumstances of a perceived (but not actual) conflict of interest, then members can take steps to address that perception and demonstrate that a conflict does not exist. This might take the form of assurances and undertakings to the Chair, at AHWBE meetings and to stakeholders.

36. Where financial conflicts of interest pertain, whether actual or perceived, then the member will also be required to set out in a formal letter to the Chair, copied to the Senior Sponsor (or to the Senior Sponsor and the Minister, in the case of the Chair), the reasons for the potential conflict of interest and the mitigation actions they are putting in place to resolve it. Such letters might also be placed in the public domain.

37. In certain circumstances, if it is decided that the member should not be involved in the discussion, the Chair (or agreed deputy, in the case of a declaration from the Chair) may first allow them to make a statement – either verbal or written - on the item under discussion. This statement would be to provide information or knowledge only on the matter.



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38. If the issue is one that requires input from external stakeholders and a member is not allowed to make a statement or see the papers relating to the issue, another member will be delegated responsibility for engaging with the necessary external groups.

39. If the conflict is extreme and would mean that the member is unable to participate in a significant amount of the AHWBE's business, and mitigating actions do not negate the conflict, the member should be asked to consider stepping down from their position on the AHWBE.

### Non-financial conflicts of interest

40. The creation of the AHWBE raises a novel issue in relation to non-financial conflicts of interest. For most Boards this issue is clear cut and where a non-financial conflict of interest arises the member is required to withdraw from relevant discussions or determinations. In the case of the AHWBE, the Non-Executive Members have been recruited because of their expertise, knowledge and proximity to animal health and welfare stakeholder groups. This might lead to a presumption that conflicts of interest would arise. However, to fulfil their terms of appointment, all Non-Executive Members of the AHWBE are required to work together to reach joint decisions. They are expressly not permitted to represent particular groups or advance positions advocated by such groups.

41. Observation of the requirements for joint decision-making will reduce the likelihood of non-financial conflicts of interest arising. However, there may be situations in which general conflicts of interest pertain (eg. in situations where Non-Executive Members also serve on the Boards of organisations with objectives which do not align well with those of Defra). In such situations, Non-Executive Members must make the conflict of interest known to the Chair and agree an appropriate method of handling by making use of the range of options available from withdrawing from discussions through to resignation from the Board.

42. Should any Non-Executive Member of the AHWBE demonstrate a bias, then the primary concern would be that they were not fulfilling their terms of appointment and steps would be taken by the Chair, the Senior Sponsor and/or the Minister of State to correct the situation. If such a bias persisted then the member would be removed from their position on the AHWBE on the basis of a breach of their terms and conditions.



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43. Where Non-Executive Members are uncertain as to whether an interest should be declared they should seek further guidance from the Secretariat.

### **Grievances**

44. If Non-Executive Members have issues of concern regarding any aspect of the work of the AHWBE or the conduct of other members, they should discuss their difficulties with the Chair in the first instance. If still dissatisfied (or if the Chair is the AHWBE member with difficulties, or is the cause for the concern) then the Non-Executive Member can raise their concerns with Defra's Senior Sponsor and through them to the Permanent Secretary and Minister, if necessary. Although communications between the AHWBE and the Minister will generally be through the Chair, any Non-Executive Member has the right of access to Ministers on any matter which he or she believes raises important issues relating to his or her duties as an AHWBE member. In such cases, the agreement of the rest of the AHWBE should normally be sought.

### **Working Groups and/or sub groups of the AHWBE**

45. The AHWBE may decide to establish working groups or sub groups to deal with particular topics. These will include one or more AHWBE members, who may be the chair of the group, and membership must be agreed by the Board and published online. These groups may also include non-AHWBE members to increase the range of expertise available. Any such co-optees are expected to adhere to this Code of Practice.

46. The AHWBE will determine the remit of working groups or sub groups and remains responsible for all work delegated to them. These groups will report on strategic issues directly to the AHWBE, who will then provide advice to Ministers, as appropriate. These groups will not normally report directly to Ministers except on non-strategic matters relating to implementation.

### **Engagement with Ministers and officials**

47. Communications between the AHWBE and Ministers will usually be through the Chair, except where the Chair or the AHWBE has agreed that an individual member should act on its behalf. Nevertheless, any member has the right to seek access to Ministers on any matter that he or she believes raises important issues relating to his or her duties as a Board member. In such cases, both the Secretariat and the Chair should be informed, who will in turn inform the rest of the AHWBE.

48. Communications from the Chair of the AHWBE, Chairs of working groups (and any sub groups therein) to Ministers or any other senior Government officials about the work of the AHWBE should be through the Secretariat.

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### **Communications with stakeholders and the media**

49. Recommendations of the AHWBE will be jointly made by all members. In discharging this responsibility, members are expected to publicly agree with the AHWBE's decisions.

50. The Chair of the AHWBE will be the spokesperson for any contacts with the media unless other specific arrangements have been made by the Chair and Secretariat.

51. Members should refer any media or public appearance inquiries - including requests for interviews, articles to be published and speeches on behalf of the AHWBE - to the Secretariat, which will liaise with Defra's Press Office.

52. The Secretariat, in liaison with Defra's Press Office, will make the AHWBE aware of news stories relating to Defra's (and its Agencies') animal health and welfare policies that are not part of the AHWBE's work programme, as they may still get asked about them. Members should not comment on these and should refer any enquiries to Defra's Press Office.

53. If a member is speaking or writing to the media in a personal or professional capacity (which they are entitled to do) and they are identified as a member of the AHWBE, it should be made clear that the individual's view is not necessarily that of the AHWBE. Any such activities will still be bound by the restriction on publicly disagreeing with the views of the AHWBE (as set out in para 47 above).

### **How advice from AHWBE will be presented**

54. Recommendations from the AHWBE will be given to the Minister in writing.

55. In giving its recommendations, the AHWBE will make clear where there are substantial gaps in the knowledge base, available data is inadequate or incomplete, complexity makes it impossible to predict the outcome of a policy or intervention with substantial certainty and where judgments have been made in the face of any of these forms of uncertainty.

56. The Board is generally expected to reach a consensus on the recommendations it gives to Ministers. However, on occasions where consensus cannot be reached, the Board may offer a range of options rather than an overall recommendation and must explain to the Minister that this is because the Board could not reach consensus.

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57. Recommendations of the AHWBE will be jointly made by all Board members.

58. Ministers expect to accept advice offered by the Board where that advice is the agreed view of all the Board members. If, in exceptional circumstances, they decide not to do so, they will make public the reasons for taking a different view. Board members are expected to accept the Ministers' final decision and act accordingly.

### **Period of appointment for Chair and Non-Executive Members**

59. Appointments, usually for a term of three years, are ordinarily made by the Minister of State, on behalf of the Secretary of State, and Non-Executive Members will have an annual performance appraisal.

60. Reappointment will only be made subject to satisfactory performance assessment, and will be at the discretion of the Secretary of State, in consultation with the Senior Sponsor (for the Chair), and the Chair (for Non-Executive Members). The Secretary of State may choose to appoint new members rather than reappoint. In line with best practice in public bodies, the maximum time any member would be expected to serve is 9 years over three, 3 year terms.

61. The performance of the Board as a whole will be evaluated 2 years after its establishment and will be measured against the benefits it is expected to achieve. The continuation of the Board will be subject to it having a satisfactory evaluation.

### **Time commitment**

62. The AHWBE will normally meet between six and ten times a year, with meetings mainly being held in Defra offices in London. Each member is expected to prepare for and attend all official AHWBE meetings. Non-Executive Members are also expected to meet with stakeholders around the country relevant to their 'portfolio', as necessary.

63. AHWBE appointments are based upon a paid time commitment of up to 4 days per month for members and an average of 8.5 days a month (maximum of 10 days in any one month) for the Chair. This time commitment will be reviewed regularly.

### **Travel and subsistence**

64. The Chair and Non-Executive Members will be reimbursed for their time, travel and subsistence when on AHWBE business, in accordance with their Terms and Conditions. In order to ensure that AHWBE budgetary information is kept accurate and up-to-date, members should submit claims for expenses within one

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month of the expense being incurred. The rules which apply to travel and subsistence claims are available at Annex C.

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### Annex A

#### THE SEVEN PRINCIPLES OF PUBLIC LIFE

##### 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 material 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.

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*These principles apply to all aspects of public life. The Committee has set them out for the benefit of all who serve the public in any way.*

Committee on Standards in Public Life

[www.public-standards.gov.uk](http://www.public-standards.gov.uk)

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### Annex B

#### **Further information about Conflict of Interest and Form for registering interests**

Interests are categorised as direct (interests from which members derive a direct benefit or which they are personally involved), or indirect (rewards or payments which benefit an organisation for which the member is responsible, is employed, or for which he/she benefits financially, but which is not received directly by the member).

Where members are uncertain as to whether an interest should be declared they should seek further guidance from the Secretariat or, where it may concern a particular issue or product to be considered at a meeting, from the Senior Sponsor.

If members have interests not specified in these notes but which they believe could be regarded as influencing their advice they should declare them. Members should make reasonable enquiries to determine links of which they might be expected to be aware, for example, either through the interests of close family members or links of direct ownership between one company and another. For the purposes of these terms, “close family members” is taken to mean personal partners, parents, children, brothers, sisters and the personal partners of any of these.

#### **Categories of direct interests include, but are not necessarily limited to:**

- **Consultancies and/or direct employment:** Any consultancy, other employment, partnership, directorship or position in or work for an industry or other relevant bodies which attracts regular or occasional payments in cash, recognition in any other form, or derives any other benefit.
- **Fee-paid work:** Any commissioned work for an industry or other relevant body for which the member is paid in cash or kind.
- **Shareholdings:** Any shareholding or other beneficial interest in industry shares. This does not include shareholdings through unit trusts or similar arrangements where the member has no influence on financial management of the shares.
- **Clubs and other organisations:** Any membership, role or affiliation to clubs or organisations with an interest or involvement in the work of the Board.

#### **Categories of indirect interests include, but are not necessarily limited to:**

- **Fellowships:** The holding of a fellowship endowed by industry or other relevant body.
- **Support by industry or other relevant bodies:** Any payment, other form of support or sponsorship which benefits an organisation in which you or a close



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family member has an interest (for example, a grant or sponsorship for an academic post).

- **Trusteeships:** Any investment in industry held by a charity for which a member is a trustee.

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### Annex C

#### Animal Health and Welfare Board for England

#### Remuneration and Expenses

##### (1) Remuneration

The Chair of the AHWBE will be paid £400 per day and members will be paid £250 per day. Records should be kept of all work claimed for, including preparation for meetings. Part days can be added together and a claim submitted for a full day once sufficient hours have been worked. A full day is considered to be 7.5 hours.

The paid time commitment for members (except the Chair) is 4 days per month. Any proposed paid work in excess of this must be cleared with the AHWBE Secretariat in advance.

The paid time commitment for the Chair is an average of 8.5 days per month with a maximum of 10 days in any one month. Any proposed paid work in excess of this must be cleared with the Senior Responsible Officer in advance.

##### Tax and National Insurance

Tax and National insurance are payable on fees. These will be paid under PAYE rules with appropriate deductions made at source.

All claims for remuneration must be made on form CPU 47 – Account of taxable expenses and fees of members or witnesses of commissions, committees etc.

##### (2) Expenses

When absent from home/office on Committee/Department business, you may be reimbursed reasonable actual expenditure necessarily incurred on overnight accommodation, main meals and travel.

All expense claims for work related to the AHWBE must adhere to the following key principles:

1. Defra will reimburse AHWBE members only for the expenses which they actually and necessarily incur in the course of official business;
2. All claims must be supported by receipts.
3. All claims must be made on the appropriate forms and submitted to the Secretariat monthly.
4. All claims must be verified and authorised by the AHWBE Secretariat.

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### Rail Travel

Class of travel – only standard class travel will be reimbursed.

### Air Travel

All air travel requires prior approval from the AHWBE Secretariat.

Any air travel for journeys of less than 5 hours should be via economy class only.

### Taxis

Taxi fares are not admissible except where heavy luggage has to be transported to or from terminal stations, where there is no other suitable method of public transport or where the urgency of the journey justifies the extra cost. Receipts and justifications should be provided in all instances.

### Mileage claims

Travel using private vehicles is discouraged unless essential and no alternative means exists.

Type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars – no public transport rate <sup>5</sup>	45p	25p
Private cars – public transport rate <sup>1</sup>	25p	25p
Passenger supplement	5p	5p

### Subsistence

Subsistence may be claimed where the following conditions apply:

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<sup>5</sup> The “no public transport rate” for car travel may only be claimed where the use of a private vehicle for the journey is essential e.g. on grounds of disability or where there is no practical public transport alternative. If the use of a vehicle is not essential the “public transport rate” should be claimed.

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- The expenses arise necessarily from the proper performance of the board member's duties.
- The claim is fully supported by receipts submitted with the claim.
- The claim is within the limit for each category.

### **Meal 1 Ceiling (5 hour rate)**

A person claiming this would be expected to be away from his/her base for a period of more than 5 hours.

### **Meal 2 Ceiling (10 hour rate)**

A person claiming this would be expected to be away from his/her base for a period of more than 10 hours.

### **Meal 3 Ceiling (12 hour rate)**

A person claiming this would be expected to be away from his/her base for a period of more than 12 hours.

### **24 hour claim**

A person can only claim this if there is an overnight stay at a hotel where lunch and/or dinner is not included in the hotel rate.

These expenses cannot be claimed if:

- The meal does not constitute additional expenditure
- Meals are provided during the meeting

Additionally

- Costs relating to alcohol will **not** be reimbursed

Subsistence types	Upper limit
Meal 1 Ceiling (5 hour rate)	£5
Meal 2 Ceiling (10 hour rate)	£10
Meal 3 Ceiling (12 hour rate)	£15
24 hour ceiling	£20

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## Code of Practice

*Author: AHWBE Secretariat*

*Revised: 12 July 2012*

### Hotel Upper Limits

Location	Upper Limit
London (bed and breakfast)	£115
UK other (bed and breakfast)	£75

Overnight expenses should be limited to £115 per night (B & B) for London and £75 elsewhere. Receipts should be provided. In the event that no accommodation is available within these limits please contact the Secretariat before booking a more expensive rate

### Tax implications

Any expenses that are incurred as a result of travelling to a **fixed place of work** are taxable. As AHWBE meetings will usually be held in London these expenses will be classified as taxable. These expenses should be claimed on form CPU 47 – see above.

Where there is a taxable reimbursement to be made, a process known as grossing up will be applied. Under this arrangement a gross payment is calculated which, after deduction of appropriate tax/NIC, will ensure members receive the required net payment.

Any meetings held outside London or expenses to visit other locations are not taxable and should be claimed on form A/AP5 - Non Taxable Expenses incurred in relation to Board Members, Attendees of Commission, Committees, Volunteers etc.

### How do I claim?

You must submit your claim on form CPU 47 or form AAP5 depending upon whether the expenses are taxable or not. Completed forms, together with supporting receipts, should be sent to AHWBE Secretariat, Area 5E Millbank, c/o Nobel House, 17 Smith Square, London SW1P 3JR. To avoid delays please ensure claims are submitted promptly at the end of each month. All signatures must be original for audit purposes.

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You should be aware that the payroll system is used for the payment of fees and taxable expenses and this only makes payments **once a month**. Claims need to be received by payroll by the 10<sup>th</sup> of each month in order for them to be paid at the end of that month. Therefore if your claims arrive too late for us to process by 10<sup>th</sup> of the month, they will not be paid until the end of the following month.

### **Quick reference summary of the forms to use**

Fees	Taxable	Use form CPU47
AHWBE Board meetings held in London	Taxable	Use form CPU47
AHWBE meetings held outside London	Non taxable	Use form A/AP5
Other expenses eg travel to stakeholder meetings	Non taxable	Use form A/AP5

**July 2012**