

Payments to trustees and connected persons

There are a number of situations in which UKLA makes payment to trustees, or persons connected to trustees, in respect of specialist services provided, over and above their normal trustee activities. This does not refer to expenses properly incurred on UKLA business.

In the UKLA context, such payments are most likely to comprise:

- author fees;
- speaker fees;
- consultancy fees;
- payments for research work;
- payments for other specialist services which in the judgement of trustees are best performed by a trustee, i.e. this is in the best interest of the charity;
- payments for casual work to family members or other persons connected to trustees.

The following principles should ensure compliance with the UKLA Constitution and charities legislation.

1. The number of trustees and connected persons who may be paid a fee during any given financial year must remain as a minority of all persons who have served as trustees during that period (UKLA Constitution, article 1) (*pending approval by members at the AGM, July 2016*)
2. The General Manager maintains a register of such payments, which is presented annually at the AGM by the Treasurer (Appendix to SOs 2, Sept 2009) and disclosed in the annual accounts.
3. Such payments must be in the best interests of the charity.
4. Any decision to pay a trustee or connected person for a specialist service is taken by the Executive Committee, or a subcommittee to whom decision making is delegated, on either of the following grounds:
 - a) the service is required by the Association; it is in the best interests of the Association for the service, i.e. a positive advantage, to be performed by the person in question; and the fee is reasonable;
 - b) the proposed services of the person in question meet UKLA's normal criteria for that particular service, in the view of the committee making the decision (i.e. payment would be awarded if that person were not a trustee).
5. Decisions regarding payment are made by those trustees who will not benefit, taking into account consideration of potential risks or conflicts of interest.
6. Decisions are properly recorded; in addition to minuting decisions made, a written agreement between the Association and trustee or connected person who will receive payment must be lodged with the General Manager.
7. If the number of trustees in receipt of payment reaches the maximum permitted, no further payments may be made within the financial year.