

Charging Policy

Approved by Directors:

June 2025

Review date:

March 2026

DIRECTOR LEAD

Ben Cox

SCOPE

This policy and procedures applies to all employees of eCAPH.

This applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, apprentices and volunteers. The policy also relates to job applicants and is relevant to all stages of the employment relationship.

The policy also applies to sexual harassment by third parties.

The policy and procedures do not form part of any employee's contract of employment, and it may be amended at any time following consultation with the recognised trade unions.

ROLES AND RESPONSIBILITIES

The Directors will be responsible for:

- Overseeing the management of eCAPH's finances.
- Ensuring eCAPH staff and representatives acts in accordance with this policy at all times.
- Ensuring money is spent for the benefit of the schools/academies in Cheshire East.

The Chair/s will be responsible for:

- Hosting events in appropriate locations.
- Getting value for money with venue/s and catering
- Selecting speakers and experts relevant to Cheshire East schools' need.

The BM will:

- Invoicing for events – schools and sponsors.
- Day to day finance monitoring.
- Budgeting for current year and forecasting for following 2 years.
- Complete quarterly VAT returns
- File annual accounts at Companies House.

What Employees Can Expect From eCAPH

eCAPH will:

- Refund expenses termly in accordance with Scheme of Delegation.
- Pay for venues and catering for staff and representatives of eCAPH at events

What eCAPH Expects of Employees

eCAPH expects employees to:

- Have relevant vehicle insurance for business use.
- Plan journeys to avoid excessive mileage wherever possible.
- Submit expenses termly; mileage costs at 45p per mile using eCAPH expenses form.

What Subscribed Schools/Academies can Expect of eCAPH

Schools/academies can expect eCAPH to:

- Provide 2 free conferences per year (Autumn and Summer) for 1 delegate.
- Choose venues appropriate to host conferences and training.
- For eCAPH to charge delegates minimal costs for events; eCAPH should not make profit from conferences and training.

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What eCAPH can Expect of Schools / Academies

eCAPH can expect Schools / Academies to:

- Settle invoices in the 4week period.
- Notify eCAPH of any changes in attendance at events.