
Transparency and accountability

Version 3

1. Policy statement

PFEW accepts that trust and accountability depend upon openness about how decisions are taken and money spent.

We will ensure the prudent use of resources in fulfilling our statutory responsibilities and in line with our core purpose. We will operate to the highest standards of corporate governance.

2. Responsibility

The INB is responsible for all policy formation.

3. Summary

We believe that members have a right to know how PFEW is spending their subscriptions and income derived from services they purchase through us. They should be able to view full sets of accounts; to know where decisions were taken, by whom and the rationale for such decisions; to see what benefits or expenses PFEW representatives receive from the organisation; and they should have access to all committee papers other than where there is genuine commercial, personal, or external sensitivity.

We will work to the strategic vision and core purpose and will evaluate our achievements through measurable results.

4. Procedures/implementation

To this end we will:

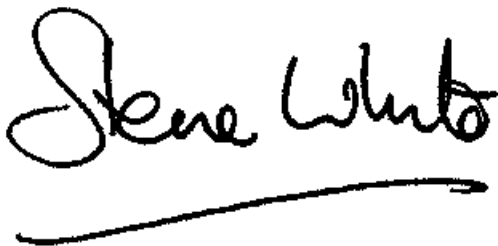
- Produce national guidance on expenses, honoraria, and hospitality, which all national and local boards will be required to comply with.
- All individual expenses, honoraria and hospitality and gifts received by Federation representatives will be declared and published online
- Produce national guidance on the production of committee papers to ensure decisions are made based on evidence and in accordance with Federation policies.
- All national and local committee papers and minutes will be published unless there is genuine commercial, political or negotiation sensitivity
- All accounts from which the Federation derives income or contributes revenues will be published – this includes Number 2, member services, group insurance trusts, accounts or funds.

- Produce guidance through our Publication Scheme on information that we intend to routinely publish or intend to publish.
- Establish an independent reference group to assist PFEW in ensuring accountability to the public interest and monitor progress on such issues as equality and implementation of the IR recommendations. We will publish an assessment of progress by the independent reference group on an annual basis.
- Nationally and each branch board to publish online an annual public value report explaining the value they bring to their members and the public.
- Each branch board and the National Board will publish online an Annual Report.

Responsibility is delegated to the General Secretary and/or the appropriate sub-committee.

	Author	Date	Date to be reviewed	Change
Version 1	EP-KP	April 2015	April 2016	
Version 2	EP-KP	April 2016	April 2017	No change
Version 3	EP-KP	April 2017	April 2018	No change

Signed by:



Chairman



General Secretary