**October 13th Trustee Meeting decision relayed to Alan**

Decision was made by the International Trustees, based on a joint recommendation by the International SG and the CILT UK CEO not to pay expense claims from 2013 to 2017 totalling £9265.94 in total and split 50/50 with CILT UK.

The reasons given by Trustees were explained to Alan as being -

1. That the claims lacked sufficient proof of payment
2. That the records could not be found in Corby of the invoices and receipts having been received
3. That the time boundaries for legitimate claims had been excessively exceeded

**Alan Waller’s response**

The decision by the Trustees questioned his integrity.

He could demonstrate that he had sent the claims & invoices in.

He had all the receipts and proof of meetings / expenses incurred and could produce that.

He is deeply unhappy about the situation.

**KN’s request**

KN requested that he took the two significant invoices from 2013 – PCP 14003 and PC 14003 (Total sum = £3555.63) – and produced the proof of payment including receipts and activities. I also requested proof that these invoices had been sent and received at Corby.

**Alan Waller’s response to the request**

Alan has produced all the receipts and evidence that back up the two invoices. These two claims are legitimate business carried out by Alan as past President and include attendance at the convention in 2013 in Sri Lanka.

The documentation provided would not stand the current test of legitimacy for expense claims as they are supported by handwritten notes that require interpretation and time to review.

However, Alan has produced evidence that shows that his practices had been accepted by CILT in the past for previous successful claims and were his standard practices.

Alan has also produced email evidence that the first two invoices sent in 2013 to Richard Ebbage – PCP 13029 and PC 13029 – had been replied to by Richard Ebbage as received but had not been paid.

Alan has no further evidence for the remaining invoices having been received by CILT, as he has lost his computer files through PC damage and has no means to retrieve this information.

Alan believes all the invoices and claims will have been received by the Corby office and mislaid or lost. He is of the view that to dispute that challenges his personal integrity and he believes it is a nonsensical stance to take knowing the robustness of the finance office at Corby at that time.

Alan recognises that in spring 2017 he was requested not to submit further expense claims without pre-authorisation.

**KN’s comments on Alan’s response**

The two invoices & back up receipts reviewed in detail do support the claim factually, albeit very poorly presented.

The processes Alan used would not be acceptable today but were acceptable to the CILT office in 2013.

The decision on timeliness of claims is disputed by Alan and he accepts that he could and should have followed up more strongly.

He has produced evidence of his follow up in conversations and meetings with Keith and Kevin in the 2014-17 period but has not got any email evidence for chasing the claim, as his PC was corrupted and files irretrievably lost.

CILT International and CILT UK should have accrued for these claims and been more proactive in following through to recognise the liability in the 2013 -17 period.

**Comment on the split of liability between UK and International.**

The claims for the 2013 period were subject to agreement between International and the UK on a 50/50 split as recognised by a meeting between Paul Brooks, Steve Agg and Alan. (Alan has produced the email evidence of this meeting and this arrangement). This remains an agreement on Presidents expenses between the nominating country and International and was extended by the agreement for past President duties in 2013.

The agreement, Alan states, was extended for the 2013-17 period as Alan was conducting both International centred (Alumni) and CILT UK centred (Aspire, Transaid, ELA and LiSC) activities.

The processes of managing the expense claims and the payment of those claims lay fully with CILT UK Finance Department between 2013 and 2017. Unlike today, expense processes of CILT UK appointed International staff were not part of the SG duties and were handled exclusively by the Finance Director of CILT UK & his department. Alan Waller’s expenses and subsequent CILT UK Presidents and UK IVP’s expenses were never subject to approval of the International SG and were only ever approved by the CILT UK CEO and FD.

**Recommendation from KN**

The International Trustees need to review this new evidence at Trustee level and decide if we, CILT International and CILT UK, should change the stance on non payment. This needs to be a decision by both boards, either made separately or together. The liability is a 50/50 one, amounting to £4632.97 for each organisation if settled in full.

The rejection on the claims on the basis of lack of affordability or because of unreasonable and excessive claims, should not be considered as a reason for not paying.

The expense history of the claimant should not be considered material to these claims. In fact, previous payments made support the custom and practice of paying claims of this level and nature. Evidence of the scale of the claims proves that any attempts to reduce the level and occasion of claims from Alan were either not made or not successful.

The rejection of the claims on the basis of lack of proof or disagreement that claims were ever received risks a challenge to the integrity of a senior figure in CILT UK and International.

The rejection of the claims for reasons of timeliness has some legitimacy as claims for mid 2013 were not made until early 2014. Other later claims were not completed in the timescales that would be acceptable now, but there were no explicit rules in place for this period on timeliness.

It may be sensible to ask a Trustee to review this with me, as SG, and Tom Naylor as FD rather than involve the whole Trustee group with the issue.

It would be prudent to include a provision for these expenses anyway in the 2019-20 accounts.

**Keith Newton**

**18th November 2020**