



# **Credit Card Policy**

**July 2021**

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Impact Assessment Date: July 2021

Date: July 2021 (Revised)

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## History of Changes

Version	Description of Change	Authorised by	Date
<b>1.1</b>	<b>Minor changes to original policy and procedure.</b>	<b>J McLaren</b>	<b>July 2021</b>

West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation. All college policies and procedures can be provided in an accessible format.

## **1 Introduction**

The Credit Card Policy and Procedure covers the use of the college credit cards and the responsibilities of the respective cardholders.

## **2 Responsibility**

The number of credit cards held by the college will be determined by the Principal and Vice Principal, Finance & Corporate Services. The cards will remain the personal responsibility of the cardholder to ensure the cards are held securely and not misused, however they may be held in the college safe when not in use. The credit limit for each card will be restricted to £10,000.

## **3 Use of College Credit Cards**

The credit cards should not be seen as a means of circumventing the main college purchasing procedures. The standard purchase ordering and invoicing process should be followed wherever possible, and payment by credit card should be viewed as a last resort. The prior approval of the Principal or Vice Principal, Finance & Corporate Services must be sought before the card can be used.

The use of the college credit cards will be limited to the purchase of travel and subsistence, hospitality and payment of goods and services where it can be demonstrated that there is no alternative method of payment.

Credit card transactions will normally only be used in conjunction with the college's PECOS system. This ensures that purchasing and invoicing procedures are adhered to. In exceptional circumstances the credit cards can be used outwith the college. This will require the prior approval of the Principal or Vice Principal, Finance & Corporate Services. Prior approval should be obtained in writing.

All purchases must be business-related and no personal expenditure must be incurred using the college cards. Cash advances on the college credit card are not allowed.

A receipt must be obtained for all credit card transactions and presented to the Finance Department as evidence of valid college purchases.

A statement will be received by the Vice Principal, Finance & Corporate Services on a monthly basis for each of the individual credit cards. It is the responsibility of each cardholder to check his/her statement and provide a valid receipt as evidence of the transactions. The cardholder must sign the card statement to confirm acceptance of the charges incurred. If the cardholder is unable to sign the card statement an email confirming acceptance of the charges incurred should be sent to Finance.

The outstanding monthly credit card balance will be debited to the college bank account each month by the college's bank. Expenditure will be coded by the Finance Department to the respective budgets. Credit card statements and associated receipts will be retained and filed by the Finance Department.

#### **4 Review**

This policy will be reviewed every three years or whenever change affects any part of it by the Vice Principal, Finance and Corporate Services.

## Equality Impact Assessment

**Before carrying out an EIA, you should familiarise yourself with the College's EIA Policy Statement and Guidance, along with further information and resources which are available on Serengeti**

EIA covers **strategies, policies, procedures, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services**, but will be referred to hereinafter as 'policy/practice'.

<b>Policy/Practice (name or brief description):</b>	<b>Credit Card Policy</b>
<b>Reason for Equality Impact Assessment (choose from the following options):</b>	
<ul style="list-style-type: none"> <li>• Proposed new policy/practice</li> <li>• Proposed change to an existing policy/practice</li> <li>• Undertaking a review of an existing policy/practice</li> <li>• Other (please give detail):</li> </ul>	<b>Review of an existing policy</b>
<b>Person responsible for the policy area or practice:</b>	
<b>Name:</b>	<b>Jennifer McLaren</b>
<b>Job title:</b>	<b>Vice Principal, Finance &amp; Corporate Services</b>
<b>An Equality Impact Assessment must be carried out if the policy/practice:</b>	
<ul style="list-style-type: none"> <li>• affects <b>operational</b> or <b>strategic functions</b> of the College</li> <li>• is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)</li> </ul>	
<b>Why the EIA is being carried out</b>	<b>The policy directly affects the operational functions of the College</b>

<b>Equality Groups</b>	
<b>Relevant to the Policy/Practice, identify which of the undernoted equality groups are impacted upon:</b>	
<ul style="list-style-type: none"> <li>• Age</li> <li>• Disability</li> <li>• race (including ethnicity and nationality)</li> <li>• religion or belief</li> <li>• sex</li> <li>• sexual orientation</li> <li>• gender reassignment</li> <li>• pregnancy and maternity</li> <li>• <b>marriage or civil partnership</b></li> </ul>	<b>None</b>

**Record your assessment against the following statements:**

<b>Statement</b>	<b>Equality assessment</b>
<b>Detail the evidence of the needs of the identified equality groups and any gaps in information</b>	<b>The Policy covers the use of the college credit cards and the responsibilities of the respective cardholders. There are no identified needs or missing gaps in relation to the equality groups.</b>
Will application of this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups?	<b>No.</b>
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	<b>N/A.</b>
<b>State how this policy/practice will foster good relations:</b>	<b>The Policy ensures consistent use of the Credit Card so that no equality group is adversely treated.</b>
Will the policy/practice create any barriers for any other groups?	<b>No</b>

If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	<b>No</b>
Which equality groups or communities have been consulted in the development and review of this policy/practice?	<b>The Executive Leadership Team was consulted during the review process.</b>

<p><b>Equality Impact Assessment Outcome</b>  <b>Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):</b></p>	
<p><b>Option 1: No change required – the assessment is that the policy/practice is/will be robust.</b></p> <p><b>Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.</b></p> <p><b>Option 3: Continue the policy or practice despite the potential for adverse impact, and which can be mitigated</b></p> <p><b>Option 4: Stop the policy or practice as there are adverse effects cannot be prevented/mitigated against.</b></p>	<p><b>Option 1</b></p>
<p><b>Monitoring</b></p>	
<p>When will the policy/practice next be reviewed?</p>	<p><b>The Policy is reviewed every three years or whenever change affects any part of it</b></p>

<b>Publication of EIA</b>	
<p><b>Can this EIA be published in full, now? Please state Yes or No</b></p> <p><b>If No – please specify when it may be published or indicate restrictions that apply:</b></p>	<b>Yes</b>
<b>Sign-off</b>	
<p><b>EIA undertaken by</b></p> <p><b>Name:</b> <b>Date:</b></p> <p><b>Accepted by person responsible for the policy/practice named above:</b></p> <p><b>Name:</b> <b>Date:</b></p>	<p><b>Jennifer McLaren</b> <b>July 2021</b></p>

**Retain a copy of this form for your own records and send a copy to [lbyrne@west-lothian.ac.uk](mailto:lbyrne@west-lothian.ac.uk)**