



## FOR UNIVERSITY STAFF

WEEK COMMENCING 1 April 2019

ISSUE NO 181

### SEMINARS

#### WEDNESDAY

This week's Wednesday seminar will be hosted by Professor Fredrik Karpe the speaker is Professor Dylan Thompson of the University of Bath.



The title of his talk is "***Moving Medicine: The impact of physical activity on health and disease***" The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre, and sandwiches for those attending will be available from 12:45pm.

FRIDAY – NO SEMINAR THIS WEEK

MEDICAL GRAND ROUNDS – NO SEMINAR THIS WEEK

#### HTA Clinics

You may be aware already that monthly drop-in clinics are run by the Human Tissue Governance Team for HTA Licence 12217 and that these are open to all staff in the Division, whether they are working with licensed collections or not. The clinics are free and do not require booking. We aim to answer any questions around the governance of human tissue use in Medical Sciences. All staff are welcome to bring us their questions in person on Thursday, **04 April** 9-11am in the NDCLS Seminar Room (at the JR), Thursday, **02 May** 9-11am at Boundary Brook House (Old Road Campus), or anytime via [hta\\_help@admin.ox.ac.uk](mailto:hta_help@admin.ox.ac.uk). These clinics are also listed in OxTalks and the MSD Events Digest. With thanks,

The Human Tissue Governance Team for HTA Licence 12217

***Parent/Carers Group***  
***Next session***  
***Thursday 4 April 2019 at 11.00am***

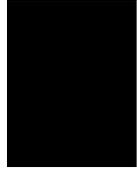
*Do you have questions or want to share information/experiences with fellow parents/carers?*

*The parent/carers group is a useful way for staff to share tips and advice. All staff are welcome to attend.*

**11:00am**  
**Large Seminar Room**

To sign up contact  
[ocdem.personnel@ndm.ox.ac.uk](mailto:ocdem.personnel@ndm.ox.ac.uk)





## **HEALTH AND WELLBEING**

### **YOGA IN THE WORK PLACE:**

**Dru Yoga with Louise:** The aim of **Dru Yoga** is simple, to help relieve the enormous stresses and pressures of modern-day living. It is designed to be practised by people of all abilities, all fitness levels and all age groups, it is a style of yoga that can be quickly dipped into or learnt in more depth over a lifetime.

Core stability is an important part of yoga, a strong core will help to protect the back against injury, please watch this excellent 3D video (3 minutes) on core stability, it really helps you to understand where your core muscles are and how to activate them:

<https://www.youtube.com/watch?v=l0v2TYb2ZXY>

Please bring a mat to these classes as I will be introducing some postures where we will sit or lie on the floor.

**13.00-14.00 Robert Turner Lecture Theatre**

April: - Tuesdays 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> & 30<sup>th</sup>



## Hospitality and Entertaining

As with all University expenses, hospitality and entertaining expenses should be in line with the four principles:



- Value for money is achieved.
- It is not possible and/or practical for the University to pay directly.
- The individual does not receive a personal benefit and costs incurred are for business purposes only.
- Only actual and evidenced costs are reclaimed.

The University will only reimburse the provision of food, drink or other hospitality incurred in furthering University business.

### Important note

**For expense claims to be processed quickly, it is important that sufficient evidence (receipts, invoices, or other proof of purchase) is attached AND properly recorded on the expense claim.**



### What is claimable?

Costs of refreshments and entertaining should be, and be seen to be, reasonable, in line with the value for money principle and should not create a personal benefit. Government and some funders view hospitality and entertainment as a personal benefit and therefore will not refund the costs. Wherever possible seek guidance from your department before incurring costs.

### Types of Entertainment



#### Business entertainment

Costs may be claimed for entertainment that furthers or promotes University business (e.g. dinner for a seminar speaker, examiner lunch, meals with government officials).

#### Non-business (social) entertainment

Please note that unless certain conditions (regular event, open to all staff with a maximum spent of £150 per person per tax year inclusive of VAT) are met, this is a taxable benefit.

## Entertainment Considerations

When entertaining, you should consider the following:



- 1. Cost:** Is it reasonable and proportionate to the situation?
- 2. Scale:** What would be the public perception of the entertaining?
- 3. Alcohol:** Could the alcohol consumed be considered excessive either in price or amount consumed? Would attendees have been affected by the amount of alcohol such that it is unlikely that effective activity (e.g. networking) could be achieved?

**Important Note:** Reference should also be made to the [Anti-Bribery Policy](#), the [Gifts and Hospitality Policy](#), the [Misuse of Alcohol and Drugs Policy](#) and [alcohol guidelines published by the Chief medical Officers of the UK](#).

## Refreshments and Working Meals



Refreshments and working meals should be arranged and purchased through your department wherever possible. It is reasonable to provide **light refreshments** (e.g. tea, coffee and biscuits) before, during or after a meeting.

The cost of a working meal can only be claimed if:

- it is integral to the meeting; and
- a copy of the agenda, notes or action points are retained; and
- it takes place in an appropriate location:
  - **University staff only:** must be taken on University premises
  - **University staff and externals:** can take place on or off University premises; and
- alcohol is not consumed.

**Note:** A meal taken immediately after a meeting is considered to be entertainment, not a working meal. A meal taken on college premises is not considered to be University premises.

## Making a Claim



To make a claim, the following information must be provided:

- 1.** The names of all attendees including staff;
- 2.** The organisation of each attendee and staff status -OU staff/non-OU staff
- 3.** The purpose of the entertainment
- 4.** Agenda/meeting documentation should be attached when claiming working meals

**Note:** For non-business entertaining that is deemed a taxable benefit (i.e. it does not meet the conditions above, for example a team celebration meal or collaborator meal) the department is required either to submit a [PAYE Settlement Agreement \(PSA\) Form](#) (where the department will pay the tax) or include the event on the [P11D Form](#) (where tax is charged to individuals).

**So what should *not* be claimed?**



- 1. Entertaining for political events.**
- 2. Tips in excess of 15%.**

If you have questions in relation to the above please contact either Karen Parish or Charlotte Kelly,

## **TRAINING**



More opportunities to discover more about your iPad and other Apple devices...

These sessions are **free** and provided by XMA, the University's preferred Apple supplier, on behalf of Apple.

### **APPLE - GOOGLE EARTH AND VIDEO FOR OUTREACH**

Find out the capabilities of Google Earth, and the use of simple video in outreach and engagement activities - or even for you own travel!

Wednesday 3rd April 11:15-12:15

Bahari Room, Weston Library

[Book now](#)

or

Wednesday 3rd April 14:00-15:00

IT Services, 13 Banbury Road

[Book now](#)

### **APPLE - ONLINE SAFETY FOR PARENTS AND CARERS**

If you are responsible for helping youngsters (and those not so young) make use of their Apple iPads and iPhones, we can show you how to set up the device to help keep them safe online.

Thursday 4th April 10:00-11:00

Beatrice Blackwood Room, Pitt Rivers Museum

[Book now](#)

or

Thursday 4th April 14:00-15:00

IT Services, 13 Banbury Road

[Book now](#)