

COUNCIL, PARTNERS AND STAFF EXPENSES

Papers will be tabled setting out possible changes to the Council Expenses Policy (including Care Allowance policy), an Expenses Policy for Partners and finally a policy for staff.

PAUL BAKER

Secretary to the Finance Committee

COUNCIL, PARTNERS AND STAFF EXPENSES

EXECUTIVE SUMMARY

Enclosed with this summary are:

- Expense Policy for Council Members (with form)
- Expense Policy for Partners (with form)
- Expense Policy for Staff (with form)

The features of each can be summarised as follows:

Council Members

The policy is the same as last year with the addition of a Childcare allowance of a maximum of £30 a day payable only if supported by an invoice/receipt from the carer. (This is a benefit in kind for tax purposes in the hands of a claimant.)

In addition the £260 attendance allowance is confirmed as payable when Council members act as Partners.

Partners

The policy comes into effect from 1st April 2003.

The attendance allowance is limited to 50% of the Council Members' Allowance and is £130 per day.

Travel must be by standard class rail or economy class air.

No care allowance is payable.

Staff

The expenses policy is as for Partners, except that the Executive Management Team may travel first class when journeys exceed one hour and work is undertaken on the train. Business Class air travel is permitted only with the authority of the Chief Executive & Registrar.

The expense claim form is in a monthly format.

On all of the above, it is stressed that air and rail travel, together with hotel accommodation, must be booked for claimants by the organisation's travel agent, who will bill the organisation direct, thus reducing the transaction value of claims.

The Finance & Resources Committee is asked to approve the policies for subsequent ratification by Council.

PAUL BAKER
Finance Director
19th March 2003

HEALTH PROFESSIONS COUNCIL

EXPENSES POLICY FOR COUNCIL MEMBERS FOR THEIR ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS (Revised April 2003)

1 INTRODUCTION

- 1.1 This revised policy comes into effect with effect from 1st April 2003.
- 1.2 The rates quoted in this policy document will change from time to time but changes will be sanctioned by the Finance and Resources Committee and notified to Council Members.
- 1.3 Attending members are asked to submit their expenses to the Council or Committee Secretary at the conclusion of the meeting in question or if this is not practicable, expenses should be submitted within two calendar weeks of the meeting to the Finance Department of HPC. Late submission may result in late settlement.
- 1.4 From time to time those other than Council Members may be co-opted onto Committees. Where Council Members sit on panels or otherwise acts as partners, e.g. as visitors, screeners or mediators, the rates below still apply.
- 1.5 All payments will be made into the bank accounts of Council Members. No payments will be made by cheque. HPC will endeavour to make such payments on the Friday following the receipt of an authorised claim by its Finance Department.
- 1.6 Receipts are required to substantiate claims, which should be made on the form provided. Vouchers for items below £5 are not required.

2 GENERAL CONDITIONS

- 2.1 Payments of Allowances and Expenses should only be made where expenses notified in the claim were actually and necessarily incurred.
- 2.2 Alternates or deputies may make claims as if they were the actual member for whom they were alternating or deputising, providing that two separate claims are not received.
- 2.3 Full details must be made on the claim form provided for the purpose.
- 2.4 **Wherever possible travel and hotels must be booked through the HPC travel agent (see separate instructions).**

3 ATTENDANCE ALLOWANCE

- 3.1 A daily rate of a maximum of £260 is payable for attendance at Council, Statutory Committee or formal Non-Statutory Committee Meetings and any other specific business approved by Council (see panels, etc. above). It is

not payable for casual attendance at HPC premises. It should be noted that when this sum is payable to Council Members as opposed to their employers (e.g. NHS Trusts), UK taxation will be deducted at source. The position of Council Member is considered an "Office" under Income Tax legislation and payments are subject to PAYE legislation. The payment may also be subject to National Insurance.

- 3.2 Sums payable to the employers of Council Members should be billed by their employers on a monthly basis and should refer to the date(s) of the meeting(s) for which re-imbursement is sought. If the appropriate dates are not billed or do not match the known dates of meetings, there will be a delay in settlement.
- 3.3 Self-employed persons may claim the lower of their daily charge-out rate or £260. A certificate of their daily charge-out rate must be lodged with the HPC Finance Department. This certificate is required from their accountant or, if no accountant is employed, self-certification is permitted.

4 TRAVELLING AND SUBSISTENCE

4.1 Reasonable rates are payable for travelling and subsistence costs to reimburse the out-of-pocket expenses of Council members. Expenses will only be reimbursed if actual expenses are incurred, i.e. no round sum payments will be made, just because a member has attended.

4.2 The following expenses will normally be paid:

Rail Fares: 1st Class rail fares at the cheapest available rates using the HPC nominated travel agent wherever practical.

Air Fares: Business Class airfares will be reimbursed at the discretion of the Council/Committee Secretary.

Tube, Coach and Bus Fares:

will be reimbursed as incurred.

Mileage Allowances:

Mileage allowance is payable for the use of the Council Members' own cars. These are in accordance with Inland Revenue rates, which are subject to annual change.

The rates in force with effect from 1 May 2002 until any notification of change is made are as follows:

Cylinder capacity	1 st 10,000 miles	Additional Miles
Any rating	40p	25p

Rates for lease cars, motor cycles and pedal cycles are available upon request.

Taxi Fares: will be reimbursed where a taxi journey is considered quicker or more economical than using public transport.

Other Travelling Expenses:

Expenses incurred in respect of tolls, parking and ferries may be claimed.

Hotel Accommodation and Meals:

Bed and breakfast arrangements up to a daily maximum of £120 will be reimbursed. An evening meal up to a maximum of £30 will be reimbursed. Lunches will not normally be reimbursed if lunch is provided by HPC.

Members staying with friends or relatives may claim £30 towards subsistence.

Meals taken during travel will be similarly reimbursed if within the spirit of the clause above.

Childcare

An allowance of up to £30 per day will be paid but only against a valid invoice or receipt from the carer. It should be noted that such allowance is a benefit in the hands of the claimant and will be subject to tax and national insurance.

5 CONCLUSION

5.1 Council and Committee Members are expected to act honourably and sensibly within the spirit of this policy. Further advice and guidance is available from the Finance Department of HPC and individual Committee Secretaries.

HEALTH PROFESSIONS COUNCIL

EXPENSE CLAIM FOR COUNCIL OR COMMITTEE MEMBERS

This form should only be used for one meeting/attendance and must be submitted within 2 weeks

NAME OF CLAIMANT

NAME/TYPE OF MEETING

VENUE

DATE OF MEETING

	£	p
ATTENDANCE ALLOWANCE	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
TICK here if subsequent claim to be made by employer <input style="width: 50px;" type="checkbox"/>		
TRAVELLING		
Rail Fare*	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Air Fare*	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Tube, Coach and Bus Fare	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Mileage Allowance (..... miles atp per mile)	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Car Registration No: cc Rating of car cc	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Other (e.g. parking, tolls)	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
TOTAL TRAVEL	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<small>* Do not claim if ticket provided through HPC travel agent who will bill HPC direct.</small>		
SUBSISTENCE		
Hotel Expenses	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<small>(do not claim more than under HPC guidelines)</small>		
Other Meals Claimed	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<small>(Describe)</small>		
TOTAL SUBSISTENCE	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
OTHER EXPENSES	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<small>(Describe)</small>		
TOTAL CLAIM	£ <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Signed by Claimant

Date

In signing the claimant declares that the expenses were necessarily disbursed and arose solely in performance of official duties.
 In claiming mileage allowance the claimant declares that a valid UK driving licence is held and that the vehicle is insured for business use.

Authorised

Date

In authorising the claim the signatory agrees that the claim has been made in accordance with HPC guidelines and that the claim is arithmetically correct. The signatory authorises the Finance Department to make the payment to the Claimant.

HEALTH PROFESSIONS COUNCIL

EXPENSES POLICY FOR PARTNERS in connection with their work as VISITORS, SCREENERS, PANEL MEMBERS AND MEDIATORS (April 2003)

1 INTRODUCTION

- 1.1 This policy comes into effect with effect from 1st April 2003.
- 1.2 The rates quoted in this policy document will change from time to time but changes will be sanctioned by the Finance and Resources Committee and notified to visitors.
- 1.3 Partners are asked to submit their expenses to the Finance Department of HPC within two calendar weeks of the completion of their work. Late submission may result in late settlement. Authorisation will be made by the HPC director or manager responsible for their work.
- 1.4 All payments will be made into partners' bank accounts. No payments will be made by cheque. HPC will endeavour to make such payments on the Friday following the receipt of an **authorised** claim by its Finance Department.
- 1.6 Receipts are required to substantiate claims, which should be made on the form provided. Vouchers for items below £5 are not required.

2 GENERAL CONDITIONS

- 2.1 Payments of Allowances and Expenses should only be made where expenses notified in the claim were actually and necessarily incurred.
- 2.2 Full details must be made on the claim form provided for the purpose.
- 2.3 **Wherever possible travel and hotels must be booked through the HPC travel agent (see separate instructions).**

3 ATTENDANCE ALLOWANCE

- 3.1 A daily rate of a maximum of £130 is payable to partners. It should be noted that when this sum is payable to visitors as opposed to their employers (e.g. NHS Trusts), UK taxation and national insurance will be deducted at source.
- 3.2 Sums payable to the employers of partners should be billed by their employers on a monthly basis and should refer to the date(s) of the work for which re-imburement is sought. If the appropriate dates are not billed or do not match the known dates, there will be a delay in settlement.
- 3.3.1 Self-employed persons may claim the lower of their daily charge-out rate or £130. A certificate of their daily charge-out rate must be lodged with the HPC Finance Department. This certificate is required from their accountant or, if no accountant is employed, self-certification is permitted.

4 TRAVELLING AND SUBSISTENCE

4.1 Reasonable rates are payable for travelling and subsistence costs to reimburse the out-of-pocket expenses of partners. Expenses will only be reimbursed if actual expenses are incurred. The following expenses will normally be paid:

Rail Fares: Standard Class rail fares at the cheapest available rates.

Air Fares: Economy Class airfares will be reimbursed where appropriate and authorised.

Tube, Coach and Bus Fares:

will be reimbursed as incurred.

Mileage Allowances:

Mileage allowance is payable for the use of own cars. These are in accordance with Inland Revenue rates, which are subject to annual change.

The rates to be used until any notification of change is made are as follows:

Cylinder capacity	1 st 10,000 miles	Additional Miles
Any rating	40p	25p

Rates for lease cars, motor cycles and pedal cycles are available upon request.

Taxi Fares: will be reimbursed where a taxi journey is considered quicker or more economical than using public transport.

Other Travelling Expenses:

Expenses incurred in respect of tolls, parking and ferries may be claimed.

Hotel Accommodation and Meals:

Bed and breakfast arrangements up to a daily maximum of £120 will be reimbursed. An evening meal up to a maximum of £30 will be reimbursed.

Members staying with friends or relatives may claim £30 towards subsistence.

Meals taken during travel will be similarly reimbursed if within the spirit of the clause above.

HEALTH PROFESSIONS COUNCIL

EXPENSE CLAIM FOR PARTNERS (Visitors, Screeners, Panel Members & Mediators)

This form should only be used for one meeting/attendance and must be submitted within 2 weeks

NAME OF CLAIMANT

NAME/TYPE OF MEETING/WORK

VENUE

DATE OF MEETING/WORK

		£	p
ATTENDANCE ALLOWANCE		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
TICK here if subsequent claim to be made by employer	<input style="width: 60px;" type="checkbox"/>		
TRAVELLING			
Rail Fare*		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
Air Fare*		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
Tube, Coach and Bus Fare		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
Mileage Allowance (..... miles atp per mile)		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
Car Registration No: cc Rating of car cc		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
Other (e.g. parking, tolls)		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
TOTAL TRAVEL		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<small>* Do not claim if ticket provided through HPC travel agent who will bill HPC direct.</small>			
SUBSISTENCE			
Hotel Expenses		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<small>(do not claim more than under HPC guidelines)</small>			
Other Meals Claimed		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<small>(Describe)</small>			
TOTAL SUBSISTENCE		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
OTHER EXPENSES		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<small>(Describe)</small>			
TOTAL CLAIM		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>

Signed by Claimant

Date

In signing the claimant declares that the expenses were necessarily disbursed and arose solely in performance of official duties.
 In claiming mileage allowance the claimant declares that a valid UK driving licence is held and that the vehicle is insured for business use.

Authorised

Date

In authorising the claim the signatory agrees that the claim has been made in accordance with HPC guidelines and that the claim is arithmetically correct. The signatory authorises the Finance Department to make the payment to the Claimant.

HEALTH PROFESSIONS COUNCIL

EXPENSES POLICY FOR STAFF (April 2003)

1 INTRODUCTION

- 1.1 This policy comes into effect with effect from 1st April 2003.
- 1.2 The rates quoted in this policy document will change from time to time but changes will be sanctioned by the Finance and Resources Committee and notified to staff.
- 1.3 Staff are required to submit their authorised expenses to the Finance Department within one week of the end of each calendar month. Late submission may result in late settlement.
- 1.4 Where staff rarely make claims and it is not likely that a further claim made be made in a month, claims may be submitted as soon as the expense is incurred.
- 1.4 All payments will be made into staff members' bank accounts. No payments will be made by cheque. HPC will endeavour to make such payments on the Friday following the receipt of an **authorised** claim by its Finance Department.
- 1.6 Receipts are required to substantiate claims, which should be made on the form provided. Vouchers for items below £5 are not required.

2 GENERAL CONDITIONS

- 2.1 Payments of expenses are only made where expenses notified in the claim were actually and necessarily incurred.
- 2.2 Full details must be made on the claim form provided for the purpose.
- 2.3 **Wherever possible travel and hotels must be booked though the HPC travel agent (see separate instructions).**

3 TRAVELLING AND SUBSISTENCE

- 3.1 Reasonable rates are payable for travelling and subsistence costs to reimburse the out-of-pocket expenses of staff. Expenses will only be reimbursed if actual expenses are incurred. The following expenses will normally be paid:

Rail Fares: Standard Class rail fares at the cheapest available rates. For members of the Executive Management Team, First Class rail may be claimed where train journeys exceed one hour and work is done on the train.

Air Fares: Economy Class airfares will be reimbursed where appropriate and authorised. Business class fares may be claimed by the Executive

Management Team following prior authorisation by the Chief Executive and Registrar.

Tube, Coach and Bus Fares:

will be reimbursed as incurred.

Mileage Allowances:

Mileage allowance is payable for the use of own cars. Use of cars by staff will only be permitted if rules for such use as published in the staff handbook are followed. Mileage rates are in accordance with Inland Revenue rates, which are subject to annual change.

The rates to be used until any notification of change is made are as follows:

Cylinder capacity	1 st 10,000 miles	Additional Miles
Any rating	40p	25p

Rates for lease cars, motor cycles and pedal cycles are available upon request.

Taxi Fares: will be reimbursed where a taxi journey is considered quicker or more economical than using public transport.

Other Travelling Expenses:

Expenses incurred in respect of tolls, parking and ferries may be claimed.

Hotel Accommodation and Meals:

Bed and breakfast arrangements up to a daily maximum of £120 will be reimbursed. An evening meal up to a maximum of £30 will be reimbursed.

Members staying with friends or relatives may claim £30 towards subsistence.

Meals taken during travel will be similarly reimbursed if within the spirit of the clause above.

