

HOTEL CORPORATE RATES

EXECUTIVE SUMMARY AND RECOMMENDATIONS

INTRODUCTION

At the last meeting the Committee agreed that the Finance Staff implement a scheme whereby P&O Travel arrange hotel accommodation for all categories at discounted corporate rates not exceeding permitted levels of expenditure, with one monthly settlement to P&O Travel.

Arrangements have now been put in place and revised booking procedures are enclosed. Procedures for the booking of meeting rooms outside Park House and conference venues are currently being arranged. These booking procedures will be incorporated into the expense policies for all categories.

DECISION

The Committee is requested to note the document. No decision is required.

BACKGROUND INFORMATION

None

RESOURCE IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

BACKGROUND PAPERS

See Booking Procedures with P&O Business Travel Version 2: with effect from 15th November 2004.

APPENDICES

None

HEALTH PROFESSIONS COUNCIL

Booking procedures with P&O Business Travel

Version 2: with effect from 15th November 2004

THIS VERSION INCLUDES NEW DETAILS CONCERNING THE RESERVATION AND PAYMENT OF HOTEL BILLS DIRECTLY BY THE HPC.

INTRODUCTION

Council Members, Partners and Staff must always act within the HPC Expense Policy currently in force for their category. P&O has details of the policies in force. They may well question class of travel when reservations are made but it remains the responsibility of individuals to book correctly. HPC reserves the right to seek recompense from individuals who make reservations that fall outside the policies.

PROCEDURE FOR RESERVATIONS

On knowing that travel is required (air, rail, hotel, car hire) contact one of the five P&O consultants that have been allocated to look after the HPC account. The preferred method of contact is by e-mail but you are liberty to speak directly to a consultant (they all have the same telephone number).

Contact details are as follows:

James Reeve	Team Leader	james.reeve@potravel.co.uk
Liz Nichols	Senior Travel Consultant	liz.nichols@potravel.co.uk
Stephen Lofthouse	Senior Travel Consultant	stephen.lofthouse@potravel.co.uk
Claire Hadfield	Senior Travel Consultant	claire.hadfield@potravel.co.uk
Wendy Allison	Senior Travel Consultant	wendy.allison@potravel.co.uk
GROUP E-MAIL ADDRESS:		james.team@potravel.co.uk

Contact Telephone number: 020 7780 6554

In your request for a reservation, please give the following personal details:

1. Name
2. Your personal Reference Number (This number can be obtained by contacting the HPC purchase ledger officer, Lyn Johnson, on 020 7840 9703 or lynn.johnson@hpc-uk.org)

3. Reason for travel (e.g. Council or Committee meeting, panel, visit, tribunal, conference, etc.)
4. Date and time of travel
5. Hotel requirement
6. Other requirements

P&O on making the reservations will send you (and the HPC Finance Department) a confirmation of your reservation by e-mail. Tickets will follow by first class post or some other method if specially requested and travel is imminent. Payment for tickets will be settled by HPC but hotel accommodation, although reserved by P&O, will need to be settled by individuals, at least for the time being.

Please note that the agency has been instructed to always search for the cheapest air fare first (including budget or low-fare airlines). It is appreciated that on some occasions open tickets are required because return times are not always known in advance: in those instances regular fares may need to be paid. Club/Business Class Fares are not normally permitted without the express permission of the Chief Executive.

Block bookings usually attract savings. If more than say 6 are travelling together (say for a conference or to an event), make a block reservation. P&O will arrange for you to sit together. Depending on numbers, they may be able to arrange for an exclusive rail carriage or section of a plane, at a financial saving to the organisation.

***** NEW *****

Hotel accommodation will now be reserved by P&O Travel and settled centrally by the HPC. You will no longer have to pay for your own accommodation. On booking you will receive the usual confirmation and when checking out at the end of your stay, you will only have to check the bill and sign it. THIS WILL ONLY APPLY FOR THE ACCOMMODATION ITSELF (UP TO THE MAXIMUM AGREED LIMIT – currently £120 per night B&B) AND A MEAL (AGAIN UP TO THE MAXIMUM AGREED LIMIT – currently £30). Where the room rate does not include breakfast, breakfast may also be claimed. OTHER EXPENDITURE SHOULD BE SETTLED PERSONALLY – THIS EXPENDITURE IS UNLIKELY TO BE CLAIMABLE FROM THE HPC ANYWAY. (See appendix concerning the hotels that can be used.)

Should you have any problems that cannot be resolved with P&O, please contact Manj Cheema, HPC's Financial Accountant, (manj.cheema@hpc-uk.org).

PAUL BAKER
Finance Director

November 2004 (Edition 2)

APPENDIX

HPC HOTELS

P&O have negotiated rates with certain hotels that are cheaper than the rack rates which individuals would normally attain. New details will be added from time to time. Individuals are requested to choose accommodation from the list below but are permitted to nominate their own choice of hotel, as long as the cost remains within the permitted limit. P&O will endeavour to attain the best possible rate and, again, their buying power is more likely to secure reductions and special offers. You are perfectly at liberty to ask P&O to find you any unspecified accommodation. This particularly applies out of London. **Remember that you only have to sign the bill and the cost will be picked up by the HPC (within specified rules and guidelines).**

The current list of hotel chains with specially-negotiated HPC rates is shown below:

Novotel

e.g. London: Novotel Waterloo (Lambeth Bridge Road). There are 20 other Novotels throughout the country. Savings of around 20% have been made.

Thistle Hotels

e.g. London: Thistle Trafalgar Square. There are 16 other Thistle Hotels in London and 30 outside London where negotiated rates have been attained. Savings of up to 40% have been made against the rack rates in some instances.

Days Inn

e.g. London: Days Inn, Waterloo. There are 30 other Days Inns in the UK. Savings are 10%, although the standard rate is well within the HPC authorised limit.

Corus/Regal

e.g. London: The Plaza on Hyde Park. There are a further 90 hotels UK-wide with rates under £100 B&B.

There are further chains where P&O have their own negotiated rates which often bring hotels within the HPC authorisation limit. These include:

Hilton UK – up to 100 hotels in the UK

Holiday Inn (including Holiday Inn Express)

Premier Inns

Travel Lodges

Ibis Hotels

Marriott Hotels

Marston Hotels

Bonnington Hotel, London

Best Western Hotels

This list is not exclusive.