

## **EXPENSES POLICY FOR COUNCIL MEMBERS AND PARTNERS**

**Council debated the matters below at its meeting on 17<sup>th</sup> September but referred them back to the Finance and Resources Committee to make proposals.**

### **ATTENDANCE ALLOWANCE**

Council Members are currently paid a daily attendance allowance of £260 when attending Council and Committee Meetings and official HPC business.

When they are sitting with Partners (e.g. on Fitness to Practice hearings or panels) or attending training with Partners, where the partners are receiving £130 attendance allowance for the day, Council Members should be entitled to claim the reduced attendance allowance level of £130. **THIS WOULD BE A CHANGE TO THE EXISTING POLICY.**

### **PARTNERS' TRAVEL**

The published rules for Partners' travel authorise standard class rail travel. Some partners have asked for First Class travel as this is the norm in their business life, e.g. they are entitled to it when claiming against their employers.

It is recommended that Standard Class Travel should remain the rule except where, in individual cases, for example for health reasons, demonstrable hardship would occur. In such cases First Class Travel may be permitted at the discretion of the Chief Executive or Finance Director. Each case will be taken on its merits and the granting of First Class travel to one partner will not necessarily set a precedent for another.

# 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 1<sup>st</sup> 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 act 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, where Council Members undertake a role which otherwise be undertaken by a

partner and on any other specific business approved by Council. 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-imbursment 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:** 1<sup>st</sup> 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 <sup>st</sup> 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.

**Care allowance (e.g. for children or elderly dependents):**

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

## EXPENSES: HOW TO CLAIM

Partners: Visitors, Screeners, Panel Members, Mediators and Registration, Medical and Legal Assessors  
(July 2003)

### 1 INTRODUCTION

- 1.1 This policy comes into effect with effect from 9<sup>th</sup> July 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 partners.
- 1.3 Partners are asked to submit their expenses to the Finance Department of HPC at the end of the month their work was undertaken. 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.
- 1.5 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 should only be made where expenses notified in the claim were actually and necessarily incurred.
- 2.2 The full amount of the expenses should be noted on the monthly Invoice submitted to HPC. A specimen invoice is attached as an appendix to this notice. Details of the expenses should be indicated on the expense calculation from which should be attached to the Invoice.
- 2.3 **Wherever possible travel and hotels must be booked though the HPC travel agent (see separate instructions).**

### 3 ATTENDANCE ALLOWANCE

- 3.1 A daily or case rate payable to partners is indicated in the contract and should be invoiced to HPC. No tax or national insurance will be deducted from partners who, in accordance with their contract with HPC, act as self-employed contractors and who will be responsible for the payment of tax and national insurance contributions. (Registration assessors normally work at home and will only charge a case rate without expenses, unless they are required to attend HPC's premises or another location.)

### 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. The use of own vehicles must be in accordance with the HPC policy on the use of vehicles, which is currently under development. The 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 <sup>st</sup> 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.

**Care allowance (e.g. for children or elderly dependents):**

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 Partners are expected to act honourably and sensibly within the spirit of this policy. Further advice and guidance is available from the Finance or HR Departments of HPC and individual contact Directors.

**SPECIMEN INVOICE**

**NAME, ADDRESS, TELEPHONE NUMBER & E-MAIL ADDRESS  
VAT NUMBER (if registered)**

(Indicate full bank details on first claim only)  
(Bank details should include name and address of branch together with Sort Code and Account Number)

To:

Finance Department  
Health Professions Council  
Park House  
184 Kennington Park Road  
LONDON  
SE11 4BU

DATE OF CLAIM .....

Role of Partner .....

Date	Nature of Work	Location	Charge* £
xx	xxxxxxxxxxxxxx	xxxxx	130.00
xx	xxxxxxxxxxxxxx	xxxxx	130.00
xx	xxxxxxxxxxxxxx	xxxxx	130.00
Total Fee			390.00
Expenses, in accordance with attached claim form(s)			100.00
			<hr/>
			£490.00
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\* INCLUSIVE of VAT, if appropriate