

Health Professions Council
Finance & Resources Committee Meeting on Wednesday 7th February 2007

COUNCIL & COMMITTEE MEMBER EXPENSE POLICY

1. Introduction

The current Council Committee Member's Expense Policy is out of date and needs revising to keep up with the changes in tax status and also clarity on certain allowances available to members.

Also Council Committee Members have raised concern on the capped rate available for overnight accommodation at £120.00 (VAT Inclusive). The current market rate for hotels in Inner London starts from £89(VAT Inclusive) while an average hotel such as Novotel has a discounted rack rate. (If booked through P&O) is approx of £130.00(VAT Inclusive). A new rate is proposed for Inner London.

2. Decision

The Committee is asked to agree the following the revised '**Council and Committee Members Expense Policy**' to commence for accommodation stays from the 1st January 2007

Background information

HPC needs an Accommodation Expense Policy that reflects appropriate costs that can be occurred by Council Committee Members.

Inner London is defined for the purposes of this policy as Zones 1-4 inclusive. The rate in all other areas will remain capped at £120 (VAT Inclusive)

Resource implications

None

Financial implications

Increasing the rate from £120 to £140 (VAT Inclusive) for Inner London overnight stay will cost the HPC approx £5K per annum for London Inner City expense claims.

Appendices

The Council Committee Members Expense Policy (attached).

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25th January 2007

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HEALTH PROFESSIONS COUNCIL

EXPENSE POLICY FOR COUNCIL & COMMITTEE MEMBERS FOR THEIR ATTENDANCE AT COUNCIL & COMMITTEE MEETINGS (Revised February 2007)

1. INTRODUCTION

Council/Committee Members are expected to act honorably and sensibly within the spirit of this policy. Further advice and guidance is available from the HPC Finance Department and also from Secretariat.

- 1.1 This revised policy comes into effect from 1 March 2007.
- 1.2 The rates quoted in this policy document will change time to time but changes will be sanctioned by the Finance & Resources Committee and notified to Council / Committee Members.
- 1.3 The HPC shall reimburse members, on the production of receipts satisfactory to the HPC, for all reasonable expenses actually and necessarily incurred by members in relation to their attendance at Council or Committee meetings.
- 1.4 Expenses will only be paid if approved by the HPC. If members are uncertain as to whether an expense will be reimbursed they should seek clarification from the Finance Department before the expense is incurred.
- 1.5 The HPC's prior approval is required for significant expenses, including overseas travel or airfares.
- 1.6 Members should, whenever possible, arrange all travel and hotel reservations through the HPC's nominated travel agent. However if this becomes impractical the HPC will reimburse travel costs on the production of valid receipts.
- 1.7 Members should not claim expenses for casual attendance at the HPC's premises.

2. SUBMITTING EXPENSE CLAIMS

- 2.1 When attending Council or Committee meetings, members should complete and submit the HPC's expense claim form, accompanied by the original supporting receipts, to the Council or Committee Secretary at the conclusion of the meeting. If this is not practicable, expense claims should be submitted to the HPC Finance Department within four calendar weeks of the meeting. Late submission will delay repayment.

3. ALTERNATES

- 3.1 If a Registrant Council member arranges for an alternate to attend meetings in their place, the alternate should submit their expense claims to the HPC as if they were the actual member on whose behalf they were alternating or deputising,

provided that only the alternate submits an expense claim in these circumstances. The claim should not be duplicated nor should a member submit a claim in their own name on behalf of the alternate.

4. ATTENDANCE ALLOWANCE

- 4.1 A daily rate of £300.00 is payable for attendance at Council Meetings, Statutory Committee Meetings and formal Non-Statutory Committee Meetings. Where a Council/Committee Member undertakes a role which otherwise would be undertaken by a Partner they will not be paid at the £300.00 rate, but at the current rate paid to a Partner. If in doubt please discuss with the Partner Manager or the Finance Department.

5. REPAYMENT OF EXPENSES

- 5.1 Full details of the claim must be set out on the claim form provided for the purpose.
- 5.2 Payments will be made by two methods, direct into a bank account or by cheque depending on the category to which members belong. All Category 1 Council / Committee Members will be paid direct into a bank account. Category 2 & 3 members have the option of either cheque or bank transfer. The HPC strongly recommends bank transfer.
- 5.3 All claims submitted must be accompanied by supporting receipts, except for mileage & purchases under £5.00 where obtaining receipts is not compulsory. Unless the receipts are attached the claim will not be processed and reimbursed.
- 5.4 On appointment a Council/Committee Member must choose a category, which will determine their tax status at the HPC. No payment will be made, unless this selection has been confirmed to the HPC's Finance Department. Categories are as follows:

Category	Contents	Ruling	Process
1	PAYE Council / Committee Member	HPC will deduct PAYE ¹ & NI ² and will pay NI & ER ³ to HMRC ⁴	Member to submit expense claim
2	Non – PAYE Council / Committee Member	HPC will pay allowance gross (no tax deducted) direct to the Council / Committee member's nominated employer	Employer to submit invoice

¹ Pay As You Earn

² National Insurance

³ Employer Contributions

⁴ Her Majesty's Revenue and Customs

3	Non – PAYE Council / Committee Member	HPC will pay allowance gross (no tax deducted) if Council / Committee member declares themselves self – employed and provides HMRC evidence to HPC	Member to submit expense claim
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5.5 It is the duty & responsibility of the Council / Committee Member to ensure at all times the correct status is applied and the correct expense forms are used. The HPC takes no responsibility for the actions of Council Committee Members when submitting claims or the category they declare.

6. TRAVEL AND SUBSISTENCE

6.1 All expense and subsistence will be paid to Council/Committee Members at face value (meaning gross). The HPC will pay the PAYE and NI liability for travel and subsistence payments on behalf of the member.

6.2 Reasonable rates are payable for travelling and subsistence cost to reimburse the out of pocket expenses of Council / Committee Members. Expenses will only be reimbursed if actual expenses are incurred i.e. no round sum payment will be made, just because a member has attended a meeting.

6.3 The following expenses will normally be paid:

6.3.1 Travel

Rail Fares: 1st class 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. Those members travelling within London are advised to purchase an Oyster Card. HPC will refund the cost of the original purchase. An online statement is required when submitting claims for reimbursement for journeys travelled on behalf of HPC.

Mileage Allowance: Mileage allowance is payable for the use of Council / Committee Members' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The rates in force with effect from 1st May 2002 until any further notification of change is made are as follows:

Cylinder capacity:	1 st 10,000 miles 40p	Additional miles 25p
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Rates for lease cars, motorcycles & pedal cycles are available upon request

Taxi Fares: Will be reimbursed where public transport is not available or where a taxi journey is considered more convenient or more economical.

Other Travelling Expenses: Expenses incurred in respect of tolls, parking & ferries may be claimed.

6.3.2 Hotel Accommodation

Inner London: This covers Central London between zones 1 and 4. Bed and Breakfast arrangements up to a daily maximum of £140.00 (VAT inclusive) will be reimbursed.

All other areas: This covers anywhere outside of zone 4 London and anywhere in the United Kingdom and Europe. Bed and Breakfast arrangements up to the daily maximum of £120.00 (VAT inclusive) will be reimbursed. Accommodation costs outside UK and Europe will be considered on a case by case basis.

Other accommodation: Members staying with friends or relatives may claim £30.00 towards subsistence.

6.3.3 Meals

A daily allowance of £30.00 (VAT inclusive) will be reimbursed: this is inclusive of any evening meal and snacks taken during travel. However where lunch is provided by the HPC claims for alternative food purchased will not be paid.

6.3.4 Care Allowance (e.g. for children or elderly dependents)

Care Allowance: A maximum daily allowance of up to £30 will be paid in respect of children or elderly dependents.

Where the allowance is claimed in respect of a child, the member must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed.

Where the allowance is claimed in respect of an elderly dependent, that dependent must permanently reside with the member.

If a member claims this care allowance they may be asked to provide evidence to the HPC of their entitlement. Payment will only be made if the relevant childminder or carer is registered with the appropriate government agency (e.g.Ofsted) and only against a valid invoice addressed to the member. Members should contact the Finance department on what constitutes a valid invoice.

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