



# Governors and Members Reimbursement of Expenses Policy

## Document Control Sheet

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This policy supersedes all previous issues.

## Version Control - Table of Revisions

All changes to the document must be recorded within the 'Table of Revisions'.

Version number	Document section/ page number	Description of change and reason (e.g. initial review by author/ requested at approval group)	Author/ Reviewer	Date revised
01	5	Policy added to new NEAS policy template and minor spelling/grammatical amendments made.  Mileage rates amended to reflect the HMRC approved mileage rates (from January 2014) detailed within the Trusts Travel and Subsistence Policy.	Kelly Douglas	10 October 2014
01	All	Policy amended to reflect Policy Review Group changes identified on 25 November 2014.	Kelly Douglas	11 December 2014
02	LIVE	Amended Q-pulse ref and updated version number	Trust Secretary	30 December 2015
03	9	Added in Q-Pulse policy reference number for associated documents.	Trust Secretary	21 December 2016
04	All	Policy transferred to the latest template. No material changes	Trust Secretary	23 March 2018

This page should not be longer than one single page.

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## 1. Introduction

- 1.1 The position of Governor on the Council of Governors is voluntary and it is a guiding principle of Foundation Trust status that members of the Council of Governors do not receive any form of salary for being a Governor.
- 1.2 Within this context however, the Trust recognises that reimbursement for reasonable out-of-pocket expenses in relation to their activities should be provided to members of the Council of Governors.
- 1.3 Membership of the Foundation Trust and engagement in activities and events arranged by the Trust is similarly voluntary and Members invited to participate in authorised events (not general meetings) should however, receive parity of reimbursement under the conditions set out in Section 5.

## 2. Purpose

- 2.1 This document provides guidelines under which members of the Council of Governors and Foundation Trust Members may be reimbursed for legitimate expenses incurred while undertaking sanctioned activities for the benefit of the North East Ambulance Service NHS Foundation Trust.
- 2.2 It sets out the type of expenses which can be claimed, the rates applicable and the process for reimbursement.

## 3. Scope

This policy applies to all members of the Council of Governors and Foundation Trust Members who are designated as 'entitled' under the conditions set out in Section 5 of this document. The policy is intended to create a parity of payment with other volunteers working with the Trust, at the same time, acknowledging that payments to members of the Council may, at times, be subject to different constraints and allowances due to the nature of their involvement with the work of the Trust.

## 4. Duties - Roles & Responsibilities

- 4.1 The following section details the responsibilities of specific individuals and groups involved in compliance with this document.

### 4.1.1 Trust Board

4.1.1.1 Governors / authorised Members remain wholly responsible for the completion and accuracy of their claims and the necessity to retain receipts for expenditure where appropriate

4.1.1.2 The Trust Secretary/Governance Manager shall be responsible for verifying that the claim relates to an event for which the attendance of the Governor or Member has been sanctioned/authorised and for keeping an accurate record of all claims submitted.

## 5. Glossary of Terms

This policy uses the following terms:

Term	Description
Ratification Committee	A sub-committee with delegated authority from the Trust Board to ratify Procedural Governance Documents for use.
Date Ratified	The date on which the Policy was authorised by the Ratification Committee for use.
Author	The person appointed within the Trust to coordinate and lead on the development of the Policy. The Author will have continuing responsibility for the management and review of the Policy.
Checklist	The Checklist is attached to this policy at appendix B It outlines what the Document Author needs to make sure has been completed as a minimum for the approval process.
Next Review Date	The date by which the Policy must next be reviewed.
Original Policy Date	The date that the Policy was first approved in the Trust. This date does not change when a new version is issued.
Originating Directorate And Service Line (where applicable)	The Directorate that owns the Policy.
QPulse Reference Number	The unique number assigned to a Document.
Policy Review Group	The sub-group identified by the Board as the appropriate forum within the Trust for the policy to be reviewed and approved prior to being submitted to the Ratification Committee for final approval for use.
Scope	The persons responsible for following the guidance within this policy.
Status	Policies will have the status of "Draft", "Ratified" or "Superseded" according to the stage the Policy has reached in its life-cycle.

## 6. Policy Content

### 6.1 Governors entitlement

Governors who participate in Foundation Trust events and whose expenses are not paid by another organisation, will be entitled to claim expenses. Such events will include the following:

- Induction Sessions
- Council of Governors' meetings
- Meetings of formally constituted Committees/Groups i.e., Membership, Nomination & Remuneration
- Pre-authorised training for Governors
- Members' meetings/events that have been organised by the Trust and at which the Governor's presence has been requested
- Any other meetings where Governors have been requested by the Trust

### 6.2 Members entitlement

Members may be entitled to claim expenses if they have been personally requested to participate in an event, by personal letter or personal e-mail from the Chair, Assistant Director of Communications & Engagement or the Trust Secretary where it is stated that the Trust will reimburse the recipient. In all cases, agreement is required in advance with the Trust for expenses to be paid. Foundation Trust members who attend public meetings or other meetings without specific invitation or prior agreement of the Trust will not receive reimbursement.

### 6.3 Eligible expenses

Types of expenses which can be claimed:

- Bus Fares/Public Transport – paid on a like for like basis. Claim must be supported by a valid ticket. Rail fares reimbursed at standard rate only for advance purchase tickets.
- Mileage – paid at HMRC rates (currently 45p per mile up to 10,000 miles and then 25p per mile thereafter for miles travelled in the performance of your duties).
- Bicycle – paid at HMRC rates (currently 20p per mile).
- Motorcycles – paid at HMRC rates (currently 24p per mile).
- Passenger allowance (applies when a Governor or Member carries another NEAS employee, Governor or Member in their

own car or van on a NEAS journey) – paid at HMRC rates (currently 5p per mile).

- Taxi – where required because of health needs or exceptional circumstances and with prior agreement of the Trust Secretary.
- Parking and toll charges incurred as a direct result of attending authorised meetings – must be supported by a valid ticket/receipt. No traffic or parking fines will be reimbursed by the Trust.
- Child Care/Carer Costs – with prior agreement of the Trust Secretary. Reimbursement can be met for registered child care or support costs from registered care providers (max rate £10 per hour) and on production of a valid receipt or invoice.
- Expenses other than travelling reimbursements and those listed above, will require to be agreed with and authorised by the Trust Secretary in advance and will be reimbursed in line with the Trust's policies.

#### **6.4. Process for Reimbursement / Submission of Claims**

- Claims must be made using the Governor and Members Expenses Claim Form and which are available upon request from the Trust Secretary and Governor Support Officer.
- Original receipts must be attached to the form where necessary and the form must be signed by the Governor or Member.
- Completed forms should be sent to the Trust Secretary or Governor Support Officer. The Trust Secretary shall verify that the claim relates to an authorised attendance at an event and subject to this, will 'pass for payment'.
- Claims will normally be reimbursed direct to the nominated bank or building society account by BACS payment (the payment system used by the Trust to process several different types of electronic payment e.g. Direct Debit) in accordance with Trust policy.

## **7. Training Required for Compliance with this Policy**

This policy is provided to all Governors as part of the induction process. Members are provided with a copy of the policy when attending events on behalf of the Trust. The Trust Secretary and the Membership Officer provide support and guidance on the implementation of the policy.

## **8. Equality and Diversity**

The Trust is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on the grounds of any protected characteristic (Equality Act 2010).

An equality analysis has been undertaken for this policy, in accordance with the internal Equality Policy and the Equality Act (2010).

Details of this assessment are stored within the central register for Equality Analysis Assessments maintained within the Equality and Diversity team within the Communications and Engagement department.

## **9. Monitoring Compliance with and Effectiveness of this Policy**

### **9.1 Compliance and Effectiveness Monitoring**

Arrangements for the monitoring of compliance with this policy and of the effectiveness of the policy are detailed below.

**9.2 Compliance and Effectiveness Monitoring Table for this policy**

Process in the policy	Monitoring and audit					
	Key Performance Indicators (KPI)/ Criteria	Method	Who By	Committee	Frequency	Learning/ Action Plan
Ensuring that Governors and Members' claims are in line with the policy	Accuracy of claims and number of errors noted when verifying the claims.	Governor Support Officers to check each claim against attendance records.	Governor Support Officers	Governor Governance Committee	Annually	Refresher training on the policy content for Governors.  Any instances of non-compliance will be reported to the Trust Secretary and raised with the individuals concerned.

## 10. Consultation and Review of this Policy

This policy has been reviewed in consultation with Governor members of the Governor Governance Committee.

## 11. Implementation of this Policy

Copies of the policy will be provided to all Governors (as they do not have access to Q-Pulse).

## 12. References

This document refers to the following guidance, including national and international standards:

- Equality Act (2010)

## 13. Associated Documentation

This policy refers to the following Trust documents:

- Travel and Subsistence Policy (POL-F-FS-2)