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Orkney Health and Care

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Agenda Item: 11.

Integration Joint Board

Date of Meeting: 3 October 2018.

Subject: Members' Expenses.

1. Summary

1.1. Members of the Integration Joint Board, known as Orkney Health and Care, will from time to time incur expenses in performing their duties. This document has been developed to ensure that Members are fairly reimbursed for expenditure necessarily incurred in performing their duties.

2. Purpose

2.1. For Members to approve the Members' Expenses regarding Members who are not employed by either parent organisation, attached as Appendix 1 to this report.

3. Recommendations

The Integration Joint Board is invited to:

3.1. Approve the Members' Expenses, as attached as Appendix 1 to this report.

4. Background

4.1. This applies only to members who are not already covered by the expenses policies of NHS Orkney or Orkney Islands Council. Members of the Board who are NHS Board Members, Orkney Islands Council Elected Members or employees of either organisation will continue to claim business expenses in accordance with the policy of their respective organisations. To qualify for reimbursement, expenses must be incurred wholly, exclusively and necessarily in the performance of the duties and must be supported by receipts, expenses claim form or other evidence before payment can be made.

5. Contribution to quality

Please indicate which of the Council Plan 2018 to 2023 and 2020 vision/quality ambitions are supported in this report adding Yes or No to the relevant area(s):

Promoting survival: To support our communities.	No.
Promoting sustainability: To make sure economic, environmental and social factors are balanced.	Yes.
Promoting equality: To encourage services to provide equal opportunities for everyone.	No.
Working together: To overcome issues more effectively through partnership working.	Yes.
Working with communities: To involve community councils, community groups, voluntary groups and individuals in the process.	Yes.
Working to provide better services: To improve the planning and delivery of services.	No.
Safe: Avoiding injuries to patients from healthcare that is intended to help them.	No.
Effective: Providing services based on scientific knowledge.	No.
Efficient: Avoiding waste, including waste of equipment, supplies, ideas, and energy.	No.

6. Resource implications and identified source of funding

6.1. It is not anticipated that this shall have significant cost implications to the Board.

7. Risk and Equality assessment

7.1. Under Scottish Government Regulations, for all Integration Joint Boards in Scotland the Chief Officer, supported by the Chief Finance Officer, must ensure that there are adequate systems and controls in place for the proper management of its financial affairs.

8. Direction Required

Please indicate if this report requires a direction to be passed to:

NHS Orkney.	No.
Orkney Islands Council.	No.
Both NHS Orkney and Orkney Islands Council.	No.

9. Author

9.1. Pat Robinson (Chief Finance Officer), Integration Joint Board.

10. Contact details

10.1. Email: pat.robinson@orkney.gov.uk, telephone: 01856 873535 extension 2603.

11. Supporting documents

11.1. Appendix 1: Members' Expenses.



Members Expenses

2018/19

Version.	Version 1.
Lead Manager.	Chief Finance Officer.
Approved by.	Integration Joint Board.
Date Approved.	October 2018.
Date for Review.	October 2019.

1. Introduction

Members of the Integration Joint Board, known as Orkney Health and Care, will from time to time incur expenses in performing their duties. This document has been developed to ensure that members are fairly reimbursed for expenditure necessarily incurred in performing their duties.

This applies only to members, who are not already covered by the expenses policies of NHS Orkney or Orkney Islands Council. Members of the Board who are NHS Board Members, Orkney Islands Council Elected Members or employees of either organisation will continue to claim business expenses in accordance with the policy of their respective organisations. To qualify for reimbursement, expenses must be incurred wholly, exclusively and necessarily in the performance of the duties and must be supported by receipts, expenses claim form or other evidence before payment can be made.

2. Travel Expenses

For the purposes of calculating claims, a member or representative's normal place of residence (his/her home) or usual base of employment is regarded as his or her normal place of work, so expenses associated with travel from home or usual base of employment to conduct Orkney Health and Care business may be claimed back.

A member or representative may claim back the actual costs incurred for travel, meals and overnight accommodation when they are carrying out Orkney Health and Care business.

3. Mileage Allowance and Travel by Private Transport

Travel expenses will be reimbursed subject to the mode of travel being the most economical and efficient in view of all the circumstances. Where a journey involves more than one member, car sharing should always be considered.

The use of Private Vehicles must take account of the total cost to the Council in terms of Ferry Fares, Mileage Claims, Subsistence Claims, time away from work and any other additional expenses and have considered all other alternative methods of travel.

Members may claim costs incurred when travelling by private car, van, motorcycle or bicycle on approved duties and may also claim costs for taking passengers who are also on approved Orkney Health and Care business.

Prior to claiming mileage for the first time and annually thereafter members or representatives will have to demonstrate that they hold a valid driving license and motor insurance covering business travel.

A VAT fuel receipt must be retained to support any claim for reimbursement.

The rates are as follows:

Millage Allowances.	Rate.
Car or Van – all engine sizes.	0.45p per mile.
Motorcycle.	0.24p per mile.
Bicycle.	0.20p per mile.
Car Passenger Millage.	0.05p per mile.

In addition to the mileage allowance in the table above, members can also claim the following costs associated with travelling by private car, motorcycle or bicycle:

- Parking charges – receipted costs of expenses incurred.
- Road and bridge tolls – costs of expenses incurred.
- Road pricing/congestion charging – receipted costs of expenses incurred.
- Ferry fares for car, motorcycle or bicycle – receipted costs of expenses incurred.

VAT receipts must be retained to support any claim for reimbursement on an expenses claim form.

Parking fines or tow-away costs will **not** be reimbursed.

It is advised to travel by air whenever possible, to avoid extending the periods away by overnight stays. However, on occasions it may be possible to obtain discretionary approval, from the Chief Officer, to travel by private car, for example, when visits to a number of different locations are required or where convenient public transport connections are not available.

Discretionary travel costs will be paid at the lower of actual expenses claimed or the cheapest scheduled air fare, as determined by the Chief Officer.

4. Travel by Public Transport

The following expenses may be claimed back by members who use public transport to carry out their approved duties:

- Buses, taxis, trains, air travel and trams expenses incurred - reimbursed on receipted cost of fare.

Travel by public transport will normally be booked on the member's behalf. Where the member makes his or her own transport arrangements reimbursement will be made for standard class travel only.

Where possible, travel arrangements should be made as far in advance as possible in order to take advantage of cheapest fares or any discounts available.

5. Accommodation and Meal Allowances

Members are entitled to claim subsistence for the provision of overnight accommodation or actual costs incurred for meals when carrying out approved Orkney Health and Care business whilst away from their home or away from Council premises, necessitated by the following circumstances:

- **Where an unreasonably early start** would be required in order to carry out an approved duty.
- **Where it would not be reasonably possible to return home the same day** after performing an approved duty.
- **Where the cost of the overnight allowance is not significantly different** from that which would be incurred if a member were to travel on consecutive days to undertake an approved duty.

The number of nights subsistence paid will not be greater than would have been paid had the journey been made by air.

The overnight reimbursement covers the cost of a bed and breakfast whether accommodation is booked on a “room only” or “bed and breakfast” basis. Actual costs up to the maximum permitted limit may be reimbursed on production of VAT receipts.

Members may choose to stay overnight with family or friends instead of claiming overnight subsistence (bed and breakfast). In such cases, Orkney Health and Care may pay an allowance if it is considered by the Chief Officer that the expenses have been reasonably incurred by the member on approved business. The claim should include the name(s) and address of the friends or family with whom they have stayed.

The following table illustrates the maximum rate allowed to Members:

Subsistence and Meal Allowances.	Maximum Limit.
Breakfast * (where no overnight subsistence is claimed).	£8.00 per day.
Lunch.	£12.00 per day.
Dinner.	£25.00 per day.
Overnight (including Breakfast) – London.	£131.00.
Overnight (including Breakfast) – elsewhere.	£110.00.
Outwith UK.	Actual Received Value.

Where bookings have been made by the Members themselves then costs should be within the maximum rate allowed in the regulations. Any amounts claimed which exceed the maximum limit permitted will **not** be reimbursed.

Claims for expenses and allowances must be made, at the end of each month, on the relevant claim form. Once completed and signed, the claim should immediately be submitted to Orkney Health and Care and following authorisation by the Chief Officer arrangements will be made to enable payment.

6. Support for Carers

Carer representatives who need support for their caring responsibilities in order to participate in the business of Orkney Health and Care will be invited to discuss their needs with the relevant Head of Service so that appropriate support can be provided.

7. Claiming Expenses

Expenses should be claimed monthly using a standard claim form. Claims delayed by more than three months will not normally be paid. Receipts should be attached, and the completed form sent for the attention of the Chief Finance Officer.

8. Publication of Remuneration Information

All Integration Joint Boards must publish information on Members' allowances and expenses in the Annual Accounts.