PAYMENTS TO ASSOCIATE HOSPITAL MANAGERS

PROCEDURE NUMBER | FP09/14
VERSION NUMBER | 3
KEY CHANGES FROM PREVIOUS VERSION | 3 year review; no significant changes
AUTHOR | Head of Financial Accounts
CONSULTATION GROUPS | Audit Committee
Senior Finance Staff
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APPROVAL BY AUDIT COMMITTEE | 19 November 2020
RATIFICATION BY | N/A
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PROCEDURE SUMMARY

Procedure outlines how Associate Hospital Managers can claim for reimbursement, together with the current limits.

The Trust monitors the implementation of an compliance with this policy in the following ways:

| Internal Audit |
| Services | Applicable | Comments |
| Trustwide | ✓ | |
| Essex MH & LD | | |
| CHS | | |

The Director responsible for monitoring and reviewing this policy is
Executive Chief Finance Officer
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PAYMENTS TO ASSOCIATE HOSPITAL MANAGERS

1.0 INTRODUCTION

1.1 When attending hearings Associate Hospital Managers are paid a fixed allowance (fee), based on the latest agreed rates. In addition, Associate Hospital Managers are also entitled to claim for incidental travel expenses incurred in attending each hearing, by completing and submitting a claim form duly authorised, together with receipts.

1.2 For the avoidance of doubt, this procedure refers to a number of key staff within the Finance Department for the completion of a range of tasks. In the absence of these key members of staff, the task will be undertaken by the covering member of staff. In the event there are no suitable staff to cover the identified task, the decision will be referred to either the Deputy Chief Finance Officer or the Head of Financial Accounts / Financial Management.

2.0 SETTLEMENT

2.1 HMRC regulation states Associate Hospital Manager payments are subject to PAYE and NI (if applicable). As such, payments will only be processed through the Trusts Payroll department.

2.2 Claims for Fixed Allowance (fee)
Associate Hospital Managers must submit claims for Fixed Allowances to the Trusts payroll department for payment processing.

2.3 Claims for Incidental Travel Expenses
Reimbursements of incidental business expenses must be submitted to the Trusts payroll department for payment processing.

2.4 The rates eligible to be claimed are detailed in Appendix 1.

3.0 MAKING A CLAIM

3.1 In order to make a claim for fixed allowances or travel expenses incurred, a claim form should be completed and approved by the relevant authorised signatory. Where claiming for incidental travel expenses incurred, all receipts agreeing to the total amount being claimed must be attached as back up.

Once completed, the approved form(s) and backup (where applicable) should then be submitted to the Payroll Department by the approver.
3.2 Payroll Settlement
The payroll for staff is processed on a monthly basis and settled via BACS (banking automated clearing system) for clearance into the payee’s bank account on an agreed date each month, or the preceding working day where the agreed pay date falls on a weekend or bank holiday.

In order to ensure settlement in any given month, claims must be received by the Payroll Department no later than the 4th working day of the given month otherwise settlement will be made in the following month.
ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

ASSOCIATE HOSPITAL MANAGERS

FIXED ALLOWANCES AND EXPENSES

- £40 per session (A session is of approximately 4 hours duration and may include up to 1 contested and 1 uncontested appeal hearing (£60 if Chairing a hearing) travel and reading of documents or a review visit to 2 wards and scrutiny of 4 sets of MHA detention documents)

- £40 per Session 1 (½ day) – Training

- £40 Case Audit Meetings

- £40 Managers Meetings

- Mileage allowance at the agreed rate of 40 pence per mile

- Where a session runs significantly over 4 hours, an additional £10 per hour will be paid