

REIMBURSEMENT OF GOVERNOR OUT OF POCKET EXPENSES POLICY

POLICY REFERENCE NUMBER:	CP31
VERSION NUMBER:	002
REPLACES SEPT DOCUMENT	CP31
REPLACES NEP DOCUMENT	
KEY CHANGES FROM PREVIOUS VERSION	n/a
AUTHOR:	Trust Secretary
CONSULTATION GROUPS:	Finance Council of Governors
IMPLEMENTATION DATE:	June 2017
AMENDMENT DATE(S):	January 2019
LAST REVIEW DATE:	N/A
NEXT REVIEW DATE:	June 2020
APPROVAL BY FINANCE & FORMANCE COMMITTEE:	January 2019
RATIFICATION BY COUNCIL OF GOVERNORS	22 May 2019
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POLICY SUMMARY

The purpose of this policy is to ensure that members of the Council of Governors are reimbursed for out of pocket expenses that they incur as a direct result of their volunteer activities associated with their role as a Governor.

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

- The Executive Director Corporate Governance & Strategy has the overarching responsibility for overseeing the implementation of the Governors Out of Pocket Expenses Policy and its associated procedural guidelines
- The Trust Secretary will be responsible implementing and monitoring the Governors Out of Expenses Policy and managing its associated procedure guidelines
- This policy will be reviewed at least every three years; changes to rates set by HMRC may result in the policy being reviewed earlier.

Services	Applicable	Comments
Trustwide	✓	
Essex MH&LD		
CHS		

The Executive Director responsible for monitoring and reviewing this policy is the Executive Director of Transformation & Strategy

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

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APPENDIX 1 - GOVERNORS EXPENSE FORM

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Assurance Statement

The purpose of this policy is to ensure that members of the Council of Governors of the Trust are reimbursed for out of pocket expenses that they incur as a direct result of their volunteer activities associated with their role as a Governor.

1.0 INTRODUCTION

- 1.1 The Trust is required to have a Council of Governors. The Council of Governors consists of public Governors, staff Governors and appointed Governors.
- 1.2 The position of Governor on the Council of Governors is voluntary and it is a guiding principle of Foundation Trust status that Governors do not receive any form of remuneration.
- 1.3 Within this context, however, the Trust recognises reimbursement for reasonable out of pocket expenses in relation to their activities should be provided to Governors whilst carrying out their role as a Governor. Governors will therefore be reimbursed for out of pocket expenses (defined in section 2).
- 1.4 The Trust will take appropriate action in cases where fraudulent expense claims have been made. This may include removal of a Governor from the Council of Governors.

2.0 SCOPE

- 2.1 This policy applies to all members of the Council of Governors who are designated as 'authorised' under the conditions set out in section 3. 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 Governors may, at times, be subject to different constraints and allowances due to the nature of their involvement with the work of the Trust.
- 2.2 For the purpose of this policy, out of pocket expenses will be reimbursed if they were incurred in carrying out the role of a Governor defined as follows:
 - attendance at Council of Governor meetings
 - attendance at member meetings
 - attendance at Annual Members Meetings
 - attendance at Trust Governor training and development programme events, including induction sessions and externally organised events as coordinated and agreed by the Trust Secretary
 - attendance at Board of Director meetings
 - attendance at sub-committee/task and finish/project group meetings established by the Council of Governors and/or the Board of Directors
 - attendance at Non-Executive Directors & Governors informal sessions
 - attendance at Trust consultation events, such as annual planning

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- attendance at, or participation in, any activity agreed or requested by the Trust Chair or Trust Secretary.
- 2.3 Staff Governors can claim expenses incurred through their duties as a Governor. Staff Governors can claim normal business mileage rates from base and back to base
- 2.4 The Governor Out of Pocket Expenses Policy is built on and demonstrates the Trust's corporate values and behaviours of being:
- Open
 - Compassionate
 - Empowering
- 2.5 Demonstrating these behaviours and values will support the achievement of the Trust's strategic priorities to:
- To continuously improve service user experience and outcomes through the delivery of high quality, safe, and innovative services.
 - To be a high performing health and care organisation and in the top 25% of community and mental health Foundation Trusts
 - To be a valued system leader focussed on integrated solutions that are shaped by the communities we serve.

3.0 OUT OF POCKET EXPENSES

3.1 Allowable Expenses

All Governors will be entitled to be reimbursed for out of pocket expenses actually incurred in carrying out their role as a Governor, provided as defined in section 2.

Types of expenses that will be reimbursed by the Trust include:

3.1.1 Car Mileage: Public and Appointed Governors

The Trust will reimburse Governors for mileage travelled in their own vehicle at a rate recommended by the Trust and in line with HM Revenue & Customs Rates and Allowances – Travel.

When claiming mileage, Governors should only claim for the return distance between home (permanent home address) and Base (Trust appointed location).

It is the responsibility of the Governor to independently declare any tax liability.

Governors are liable for ensuring their private vehicles are appropriately taxed and insured (see sections 15 and 16).

Governors will also be reimbursed at the HMRC rate per passenger per business mile for carrying fellow Governors in a car on journeys which are also approved journeys for them.

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Car Mileage: Staff Governors

The Trust will reimburse Staff Governors for mileage travelled in their own vehicle at the Trust's normal business mileage rates.

When claiming mileage, Staff Governors should only claim for the distance from their base to the appointed location, and from the appointed location back to their base. Mileage claimed will be liable to tax.

All Staff Governors will claim their expenses on the Trust's eExpenses system under an 'honorary' record with a new cost centre relating to their Governor role and a new position number.

3.1.2 Parking and Toll Charges

The Trust will reimburse car parking and toll charges incurred as a direct result of attending authorised meetings as defined in section 2 if supported by a valid ticket/receipt.

Governors are fully responsible for any fines or penalties incurred during use of any vehicle including parking fines, tow away charges, clamping fees, etc. Any payment which becomes due will be met by the Governor in all cases.

3.1.3 Public Transport (train, underground, bus, coach, etc)

The Trust will reimburse Governors for costs incurred in using public transport at the actual rate paid, i.e. in the most cost effective manner and usually by standard class, if supported by valid tickets/receipts.

3.1.4 Taxi Fares

In line with the Trust's *Taxi Policy (CP19) and Procedure & Criteria for Using Taxis for Trust Business (CPG19)* a taxi journey will be considered appropriate where the Governor is unable to travel on public transport, e.g. in an emergency or where a Governor has a disability that would make the use of public transport impractical, does not have access to private transport, and is required to attend a site on Trust business, i.e. to attend meetings, interviews, etc.

Trust staff arranging taxis in these circumstances will take into account the number of persons requiring transport and, where possible, arrange for two or more passengers to share a taxi.

All taxi usage must be approved in advance by the Trust Secretary and booked on the Governor's behalf by the Trust Secretary Office directly with a taxi company approved and commissioned by the Trust.

3.1.5 Personal Support

The Trust will reimburse personal support costs incurred by Governors that will ensure they are able to carry out their role. These may include interpreters, signers for deaf people; personal care assistants i.e. the cost of a personal assistant or support person who is needed to enable someone to participate. These arrangements must be agreed in advance with the Trust Chair or Trust Secretary.

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3.1.6 Administration

If a Governor has specific agreed tasks to undertake that require administration not undertaken by the Trust Secretary Office on their behalf, the receipted costs for stationery, postage, photocopying and telephone calls will be reimbursed by the Trust. Such costs must be agreed in advance with either the Trust Chair or Trust Secretary.

3.1.7 Subsistence

Governors will be provided with refreshments and light meals as appropriate at Trust organised activities.

For Governors travelling to approved events away from their home the following subsistence can be claimed:

- Lunch: a maximum of £5 may be claimed where away from home for more than a 5 hour period that includes the lunchtime period of 12:00 – 14:00
- Dinner: a maximum of £15 may be claimed where away from home for more than a 10 hour period and it is not possible to return home before 19:00.

The maximum claimable subsistence in any 24 hour period is therefore £20. Subsistence cannot be claimed where appropriate food and refreshments are made available at the attended event.

The cost of alcohol consumed with or without meals will not be reimbursed by the Trust and should not be claimed for.

3.1.8 Accommodation

Any overnight accommodation costs must be agreed in advance with either the Trust Chair or Trust Secretary.

3.1.9 Training and Development

The Trust supports approved Governor training and development opportunities. All places on training courses, seminars and similar events will be booked by the Trust Secretary Office on behalf of Governors.

It should be noted that places at many Governor events are limited so not all Governors wishing to attend may be able to do so.

Governors may identify and propose any suitable training opportunities they would like to attend to the Trust but any places at training or similar events booked directly by Governors may not be supported by the Trust.

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3.2 Paperless Working

The Trust supports paperless working with information provided electronically to Governors and in hard copy (where requested) for formal meetings.

Where necessary a limited number of printed documents will be distributed to Governors.

Governors will be provided with a Freepost address/envelopes for returning expenses forms and receipts.

Expenses for stationery, postage, printing, etc will not be paid to Governors.

3.3 Authorisation of the use of private vehicles for Trust business

3.3.1 The Trust wishes to ensure that Governors who use their own vehicles to carry out duties on behalf of the Trust only do so in a lawful and safe way. It is the responsibility of Governors specifically to ensure their vehicle is safe to use and that they are legally entitled to drive the vehicle. Governors will need to check with their insurance company if they need to have 'business use' specified on their insurance or where their cover is defined as 'social, domestic and pleasure use' their insurance company will cover their business activities, and that they obtain written confirmation that this is the case

3.3.2 Governors may use their vehicle on Trust business only if they have:

- a full British driving licence or one valid for use in Britain
- a motor insurance policy providing cover for use on Trust business
- a roadworthy vehicle and a valid MOT certificate where this is required by law.

4.0 CONDITIONS AND RESPONSIBILITIES

- 4.1 All expenses must have been incurred in undertaking the required duties of a Governor of the Trust
- 4.2 Receipts must be produced for all claimed expenditure with the exception of mileage; otherwise claims will not be reimbursed
- 4.3 All claims must be supported by a fully completed expenses claims form and will be reimbursed directly to a bank account via the BACS system
- 4.4 Claims must be submitted on a regular basis to the Trust Secretary Office and within three months of the expense being incurred to allow for effective management of budgets
- 4.5 The claimant is responsible for the accuracy of the claim. Making a false claim, or a false statement to support a claim, is serious and may result in the removal of a Governor from the Council of Governors
- 4.6 The Trust Secretary Office is responsible for ensuring expense claims are completed correctly and confirming that expenditure is accurate and reasonable

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- 4.7 The Accounts Payable Team is responsible for processing and paying approved expense claims
- 4.8 The rates paid for expenses will be decided by the Trust's Board of Directors.

5.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE

- 5.1 The Executive Director of Corporate Governance & Strategy has the overarching responsibility for overseeing the implementation of the Governors Out of Pocket Expenses Policy and its associated procedural guidelines.
- 5.2 The Trust Secretary is responsible for implementing this policy as well as reviewing content taking into account any changes to national and/or local policies and/or circumstances.
- 5.3 This policy will be reviewed at least every three years; changes to rates set by HMRC may result in the policy being reviewed earlier.

6.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES

- Taxi Policy (CP19) and Procedure (CPG19)
- Salary Sacrifice Car Leasing Procedure (FP09/15)
- Car Leasing Procedure (FP09/09)

END