



Governors Expenses Procedure

Document Summary

This policy provides guidance on the payment of expenses to the Governors Council

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ACCOUNTABLE DIRECTOR	Associate Director for Corporate Governance/Company Secretary
POLICY AUTHOR	Governor Support Officer

Important Note:

The Intranet version of this document is the only version that is maintained.

Any printed copies should therefore be viewed as “uncontrolled” and, as such, may not necessarily contain the latest updates and amendments.



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1. Scope

This procedure applies to all members of the Governors Council who are designated as 'eligible' under the conditions set out in Section 6.3 of this document.

2. Introduction

- 2.1. NHS Foundation Trust governors are the direct representatives of local interests within Foundation Trusts. Governors do not undertake operational management of NHS Foundation Trusts; rather they challenge the Board of Directors and hold Non-Executive Directors to account for the performance of the Board. It is also the governors' responsibility to represent the views of members and the wider public, particularly in relation to the strategic direction of a Trust. Legislation provides governors with statutory responsibilities to help deliver these key objectives. The legislation is the National Health Service Act 2006 and the Health and Social Care Act 2012.
- 2.2. The procedure 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 Governors Council may, at times, be subject to different constraints and allowances due to the nature of their involvement with the work of the Trust.

3. Statement of Intent

The objectives of this procedure are:

- 3.1. To encourage equal opportunities by facilitating participation for all governors by ensuring that individuals contributing their views or time are not excluded due to financial restraints.
- 3.2. To promote an ethos of fairness and delivering value-for-money by making clear the appropriate level of reimbursement of expenses incurred. At all times the spirit of fairness and value-for-money will prevail.
- 3.3. To identify additional payments to individuals invited specifically to share their expertise or give presentations in events organised by the Trust.
- 3.4. To agree reimbursement practice with partner organisations for joint events and to communicate the arrangements to participants.



4. Definitions

In this procedure, unless stated otherwise, the following words and expressions shall have the following meaning:

‘the Trust’	Cumbria Partnership NHS Foundation Trust
‘Audit Committee’	The Audit Committee is a Sub-Committee of the Board of Directors. The Audit Committee has oversight of all aspects of risk management and will, through its annual activity schedule, seek assurance that risks associated with policy management are effectively controlled.
‘Associate Director for Corporate Governance/ Company Secretary’	Accountable Director
‘Constitution’	The Trust’s constitution
‘governor’	a member of the Governors Council
‘Governor Support Officer’	Author
‘Prior written agreement’	Governors participating in external events without specific invitation must contact the Governor Support Officer prior to booking/attending to request authorisation to claim expenses. The Governor Support Officer must then advise the governor of the decision in writing. Please note expenses may be declined if their attendance is not seen as a benefit to the Trust.

5. Duties

5.1. Audit Committee

The Audit Committee is responsible for approving this procedure.

5.2. Associate Director for Corporate Governance/Company Secretary

The Associate Director for Corporate Governance/Company Secretary has overall responsibility for governors’ expenses and for authorisation of the payment of governors’ expenses.

5.3. Governor Support Officer

The Associate Director for Corporate Governance/Company Secretary delegates the day to day processes associated with Governors’ expenses to the Governor Support Officer. The Governor Support Officer is responsible for receiving, checking and onward processing of Governors’ expense claims in



accordance with this procedure. Any issues are to be brought to the attention of the Associate Director for Corporate Governance/Company Secretary.

5.4. Governors

Governors remain wholly responsible for the completion and accuracy of their expense claims.

6. Arrangements/Detail

6.1. General Procedure

- 6.1.1. This document provides guidelines under which members of the Governors Council may be reimbursed for legitimate expenses incurred while undertaking sanctioned activities for the benefit of Cumbria Partnership NHS Foundation Trust.
- 6.1.2. The position of governor on the Governors Council is voluntary and it is a guiding principle of Foundation Trust status that members of the Governors Council do not receive any form of salary for being a governor.
- 6.1.3. 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 Governors Council.

6.2. Reimbursement for Governors

Governors participating in Trust events such as meetings of the Governors Council, events, committees or other groups as agreed or invited by the Trust and whose expenses are not paid by another organisation, should be entitled to claim expenses. Governors participating in external events without specific invitation, or prior written agreement with the Trust, will not receive reimbursement.

6.3. Expenses

6.3.1. Expenses for Governors will only be reimbursed for the following expenditure:

- 6.3.1.1. Travel expenses by the most reasonable means to attend governor training workshops or other training sessions organised by the Trust, meetings of the Governors Council, committees, other groups, members and local constituency meetings arranged by the Trust, and, where prior written authorisation has been agreed prior to external meetings. Mileage rates, where authorised, for travel by car/motorcycle/ bicycle will be based on the HM Revenue and Customs Approved Mileage Rate www.hmrc.gov.uk/rates/travel.htm applicable at the time of the journey;



- 6.3.1.2. Where a Governor requires alternative transport arrangements, costs will be met, only by prior written agreement. Where public transport would not be appropriate or reasonable. Governors may claim full reimbursement, without gratuity, for the fares incurred only by prior written agreement;
- 6.3.1.3. Parking and toll charges incurred as a direct result of attending authorised meetings to be reimbursed on provision of receipt;
- 6.3.1.4. Public transport to be reimbursed on provision of receipt;
- 6.3.1.5. Subsistence allowance where the governor is away from their home for longer than five hours for the purpose of attending a designated meeting and where no refreshment is provided at the Trust's expense to be reimbursed at the rates specified as per the NHS Terms and Conditions Handbook. Unless there are exceptional circumstances, overnight expenses will not be paid. Periods away from home are calculated from the times of leaving and returning home;
- 6.3.1.6. Expenses of a companion required to enable a governor to participate may be paid by prior written agreement with the Trust. If the attendance (including travel) exceeds five hours and refreshments are not provided at the venue, expenses may be claimed at the same rate paid to the governor. Unless there are exceptional circumstances, overnight expenses will not be paid;
- 6.3.1.7. Additional reimbursement such as an individual or representative of a group being requested to undertake specific work such as a presentation or training, including preparation and administration should be authorised by prior written agreement;
- 6.3.1.8. Particular needs, such as linguistic support or specialist audio equipment, may be authorised by prior written agreement. This will be purchased directly by the Trust on behalf of the governor;
- 6.3.1.9. Where a mileage rate rather than like-for-like reimbursement is claimed, the recipient, where appropriate, will be responsible for declaring to the Inland Revenue this income for tax purposes;
- 6.3.1.10. All expenses should be submitted, to the Governor Support Officer, with receipts attached and all expenses should be claimed within three months of being incurred;
- 6.3.1.11. Claimants should be aware that if they are in receipt of benefits these payments might impact upon their entitlements. Clarification on this should be sought from the local benefit agency by the governor before expense claims are made.



6.3.1.12. The Governor Support Officer will keep logs of all requests for reimbursements which require prior written agreement, for items identified in 6:3.1.2, 3.1.7, 3.1.8, and 3.1.9.

6.4. Process for Reimbursement

- 6.4.1. Claim forms are available upon request from the Governor Support Officer.
- 6.4.2. Completed forms should be sent to the Governor Support Officer for checking and will be authorised for payment by the Governor Support Officer and forwarded to the Finance Department to process. Claims will normally be reimbursed by bank transfer on the first available payment run following receipt of an authorised claim.

6.5. Monitoring Compliance and Effectiveness of the Policy

- 6.5.1. This policy will be monitored on an ongoing basis by the Associate Director for Corporate Governance/Company Secretary.
- 6.5.2. Any claims suspected to be fraudulent will be referred to the Trust Local Counter Fraud Specialist for consideration of formal investigation in line with the Counter Fraud, Bribery and Corruption Policy.

7. Training

An overview of the policy will be provided to new governors at Induction. Any special need requirements will be dealt with on an individual basis.

The training needs of staff administering the procedure will be identified through annual appraisal and supervision.

8. Monitoring compliance with this procedure

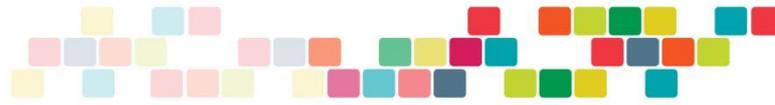
Monitoring of this procedure will be carried out annually through a sample check of 10 claims and an annual report to the Audit Committee.

9. References/ Bibliography

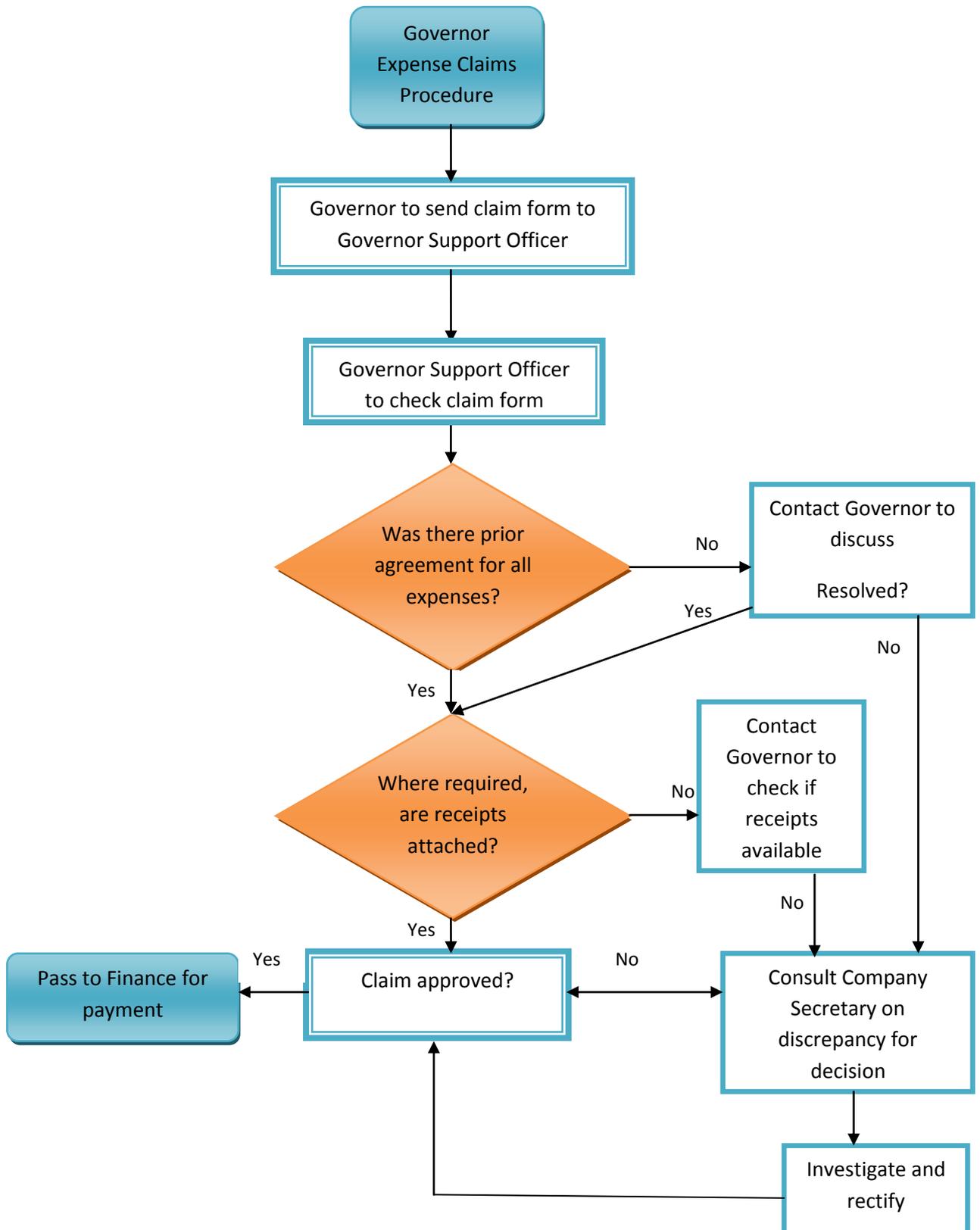
- CPFT Governors' Code of Conduct
- CPFT Constitution (current version on internet)
- NHS Staff Council - NHS Terms and Conditions Handbook

10. Related Trust Policy/Procedures

- Counter Fraud, Bribery and Corruption Policy
- Business Travel Policy



APPENDIX 1 – EXPENSES CLAIM PROCEDURE FLOWCHART





APPENDIX 2 – GOVERNOR EXPENSES CLAIM FORM

GOVERNORS' EXPENSE CLAIM FORM

Name:

Address:

Date	Duties	Details of Journey	Mileage @ 45p per mile		Passenger miles @ 5p per mile		Bus/Train/ Taxi Fares/ Parking Fee/ Other	Total Payable
			Miles	Amount	Miles	Amount		
Date:		Claimant's Signature:					Total £	

Travel claims to be sent by post to: Governor Support Officer, Corporate Governance Team, Maglona House, 68 Kingstown Broadway, Kingstown Industrial Estate, Carlisle, CA3 0HA or email AskYourGovernor@cumbria.nhs.uk
NB – If returning by email your signature must be handwritten, then scanned to email. E-signatures are not allowed.

Authorised by: When authorised, this form will be sent to the Finance Department for payment

Date authorised: Foundation Trust Budget Code: 95810 4800



APPENDIX 3 - Annex N of the NHS Terms and Conditions of Service Handbook

Schedule of recommended allowances

1. Night allowances: first 30 nights

Actual receipted cost of bed and breakfast up to a maximum of £55 (subject to the provisions of paragraph 18.3 if this is exceeded for genuine business reasons).

2. Meals allowance

Per 24 hour period: £20.00

3. Night allowances in non-commercial accommodation

Per 24 hour period: £25.00

4. Night allowances: after first 30 nights

Maximum amount payable: £35.00

5. Day meals subsistence allowances

Lunch allowance (more than five hours away from base, including the lunchtime period between 12:00 pm to 2:00 pm) £5.00

Evening meal allowance (more than ten hours away from base and return after 7:00 pm) £15.00

6. Incidental expenses allowance (this allowance is subject to a tax liability)

Per 24 hour period: £4.20

7. Late night duties allowance (this allowance is subject to a tax liability)

Per 24 hour period: £3.25