

Edinburgh Integration Joint Board Expenses Policy

1. Review and Amendment Log / Version Control Sheet

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2. Introduction

- 2.1 This policy sets out the scheme of expenses and outlines the types of expenses representative members of the Edinburgh Integration Joint Board (EIJB) and committees can claim for as well as rates of payments. The time, effort, and commitment that representative dedicate to their roles is valued and it is recognised that their role may incur expenses.
- 2.2 This policy only applies to representative members of the EIJB and committees. This policy does not apply to members who are NHS Lothian Board members, Edinburgh City Council Elected Members or employees of either NHS Lothian, the Council or third sector. They will claim business expenses in accordance with the respective organisations (e.g. NHS Lothian, Edinburgh Council, third sector).
- 2.3 The EIJB and committees are committed to:
 - 2.3.1 to ensuring that representative members are not left out of pocket because of their role on the EIJB or a committee.
 - 2.3.2 reimbursing all reasonable expenses in an accessible, fair, and timely manner
- 2.4 Out of pocket expenses for members are defined in best practice across the voluntary sectors as including:
 - 2.4.1 travelling expenses to and from where they are working as a volunteer
 - 2.4.2 other subsistence costs – e.g. food and drink
 - 2.4.3 any special clothing and / or tools
 - 2.4.4 training
 - 2.4.5 childcare
 - 2.4.6 (Taken from Scottish Council for Voluntary Organisations – 25 August 2012)
- 2.5 Reasonable expenses are those necessarily incurred while undertaking duties on behalf of the EIJB or a committee. A list of approved activities is attached as Appendix 1. Only reasonable expenses as set out in this policy will be reimbursed.
- 2.6 Representative members should ensure that their attendance is recorded at events as expense claims will not be paid without proof of attendance.

3. Commitment to paying expenses

- 3.1 All reasonable expenses that representative members incur to fulfil their roles will be reimbursed and the expense policy has the following principles:
- 3.2 there will be an accessible, fair, and timely process for the claiming and reimbursement of expenses.
- 3.3 members will be reimbursed for the actual value of all reasonable expenses subject to a maximum limit.
- 3.4 expenses will only be reimbursed upon provision of receipts (except in cases of mileage or un-ticketed parking). If a receipt cannot be provided, any payment will be at the discretion of the Chief Officer.
- 3.5 expenses will only be reimbursed if they are claimed within three months of the date they are incurred.
- 3.6 recommended mileage rates and passenger payments will be paid in line with HM Revenue and Customs guidelines.
- 3.7 where an event is attended by all EIJB or committee members, accommodation and catering will be organised on your behalf, so that representative members do not incur unnecessary expense to attend.
- 3.8 all meetings will be organised in locations where there are convenient public transport links.
- 3.9 The office of the Chief Officer will support, manage, and monitor expenses claims and the expenses policy will be reviewed annually initially. Feedback will also be sought from EIJB and committee members on the policy's operation and subsequently reviewed every three years thereafter.

4. Representative member considerations

- 4.1 It is recognised that representative members will have to travel to attend board or committee meetings, and should consider:
 - using public transport where it is convenient and more cost effective than private transport.
 - sharing private transport with other representative members if this is possible and practical.

- Booking travel and accommodation as far in advance as possible to secure the lowest rate available where this is not booked by the office of the Chief Officer
- use video conferencing and teleconferencing facilities where this is available and appropriate to reduce the need for travel.

5. Expenses that can be claimed

5.1 Representative members can claim for:

- mileage including car, motorbike, and bicycle
- parking
- public transport, including bus, taxis, ferries, and flights (where necessary only)
- subsistence including accommodation and meals
- financial loss, including dependent care costs and loss of earnings
- telephone calls, text messages, and postage costs incurred in respect of their duties
- essential printing and photocopying costs

6. Costs which cannot be claimed

6.1 Representative members will not be reimbursed for:

- any fees or fines incurred (e.g. parking and speeding fines).
- any expenses which are already provided by another party.
- any expenses which should be appropriately paid to someone else (e.g. mileage claims when another representative member has provided transport and incurred the expense).
- any non-essential additional costs a representative member chooses to pay (e.g. tipping of taxi drivers or restaurant staff).
- any expenses for meals and refreshments when these have been provided free of charge by the Council or NHS Lothian (e.g. lunch at training events).
- the purchase of alcohol.

7. Travel Expenses

Mileage Claims

- 7.1 Motorists are responsible for ensuring they have the appropriate insurance cover. There will be no contribution to the cost of motor insurance where it is used for EIJB / committee business.
- 7.2 Mileage claims should be as accurate as possible. Motorists should claim for the number of miles travelled, however if exact figures are not available, mileage should be calculated using an online route planning tool (e.g. google maps, AA route planner).
- 7.3 Mileage may be paid to car and van users at 45p per mile for the first 10,000 miles in the tax year, then at 25p per mile thereafter.
- 7.4 Mileage may be paid to motorcycle users at 24p per mile.
- 7.5 Mileage may be paid to bicycle users at 20p per mile.
- 7.6 An additional rate of 5p per mile may be paid to drivers carrying other representative members
- 7.7 Reasonably incurred parking costs may be reimbursed in respect of time spent carrying out EIJB or committee business. Wherever possible, a receipt should support parking costs.

Public Transport Claims

- 7.8 Bus and train costs may be paid in full upon production of a ticket for the lowest available rate, however cost of travel passes will not be covered.

Ferries and Flight

- 7.9 Ferry and flight costs must be approved by Chief Officer prior to travel. Costs may be paid in full upon production of a ticket for the lowest available rate.

Taxis

- 7.10 Taxi fares will be paid when a representative member has accessibility needs which require it, when it is more economical for group travel than any other mode of transport or when a representative member requires to use a taxi for reasons of personal safety, otherwise taxi fares may be paid in exceptional circumstances only.

8. Subsistence claims

Accommodation

- 7.1 Overnight accommodation must be approved and booked in advance by the Chief Officer except in emergency circumstances.
- 7.2 The costs of overnight accommodation may be paid up to a maximum of £110 per night for accommodation (maximum £131 in London) and upon production of a receipt. Where overnight accommodation is with family and friends, maximum payment of £25 per night will be paid.
- 7.3 The cost of overnight accommodation on a ferry may be paid upon production of a ticket for the lowest available rate. Flexibility in exceptional circumstances is at the discretion of the Chief Officer.
- 7.4 No claim should be made if overnight accommodation is provided free of charge.

Meals

- 7.5 When a member undertakes approved activities and is obliged to take a meal away from their home or work base which requires them to incur additional costs, they may claim for the cost of the meal up to the maximum limits noted below:
 - breakfast costs will be paid up to a maximum of £8 per day and upon production of a receipt.
 - lunch costs will be paid up to a maximum of £12 per day and upon production of a receipt.
 - dinner costs will be paid up to a maximum of £25 per day and upon production of a receipt.

9. Financial loss claims

Dependent care

- 8.1 Care costs may be paid upon provision of a receipt. Care costs may only be paid for the number of hours spent in a EIJB or committee meeting and travelling to and from these commitments.
- 8.2 Childcare costs will only normally be paid for children who are looked after in registered childcare and any exceptions will be at the discretion of the Chief Officer and proof of registration must be submitted to the Chief Officer

- 8.3 Dependant child care costs will only be paid for dependents who are looked after by a registered care provider. Any exceptions will be at the discretion of the Chief Officer and proof of a care provider's registration must be submitted to the Chief Officer.
- 8.4 No payment will normally be made to anyone who is a parent, step-parent, guardian, sibling, or child of the dependent, or who is living within the same household as the dependant. Any expectations to this will be at the discretion of the Chief Officer.
- 8.5 Representative members will not be reimbursed for costs for existing care arrangements that may already be in place for their dependants.

Loss of Earnings

- 8.6 Loss of earning expenses may be paid at £27.21 for less than four hours services and £54.43 for more than four hours service maximum per day.
- 8.7 Loss of earnings expenses will only be paid where an employer grants representative members unpaid time off to undertake EIJB or committee activities. Evidence from an employer stating the employee's hourly rate and confirmation that they are not being paid for time spent out of work must be submitted to the Chief Officer. This includes confirmation that they are not providing any flexi credit to cover any time out of work.
- 8.8 Representative members who are self-employed and unable to vary their hours of work must provide evidence from their accountant of their actual hourly earnings based on their most recent accounts as calculated at a 36-hour week and submit this to the Chief Officer. Please note that if you are self-employed you may be liable to business income taxation on any payment for financial loss.
- 8.9 No claims can be made by those who work shifts or have flexible working arrangements and can undertake activities without financial loss.
- 8.10 Dependant care expenses and loss of earning expenses cannot be claimed for the same period.

10. Administration Costs

Telephone calls, text messages and postage

- 9.1 Telephone call and text message costs may be reimbursed to their full value upon production of an itemised telephone bill.
- 9.2 Postage may be reimbursed in full upon production of receipts.

Photocopying and printing

- 9.3 Where possible and practical, any printing and photocopying required by representative members should be passed to the Chief Officer's office for printing or photocopying.
- 9.4 Where representative members require to print documents at home, ink cartridges may be requested from the Chief Officer up to a maximum of one cartridge in a six-month period.

11. 10. Claiming Expenses

- 10.1 Representative members should complete an expense form and submit it in hard copy or electronically attaching all receipts to Angela Ritchie at (angela.ritchie@edinburgh.gov.uk) or:

Business Centre 2.6
Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

- 10.2 All expenses form should be submitted within three months from the date the expense was incurred for approval and payment.

Appendix 1 - Approved representative activities

Representative members may be reimbursed for expenses claims incurred while attending the following activities:

1. Edinburgh Integration Board and committee formal meetings
2. Edinburgh Integration Board and committee development sessions
3. Edinburgh Integration Board and committee briefing sessions
4. Any training events which has been organised or sponsored and / or agreed via the Chief Officer
5. Any other events which have been organised or sponsored by the Chief Officer
6. Other legitimate EIJB or committee business as agreed by Chief Officer