

Procedure for the Repayment of Governors' Expenses

The key messages the reader should note about this document are:

1. Governors are reimbursed for the expenses they incur
2. The payment of expenses is administered by the Corporate Governance Team and cheques made out by Finance
3. Governors who use their cars for business use must have annual vehicle checks carried out
4. Staff governors do not use this procedure, they will claim expenses through the normal staff expenses procedure
5. Appointed governors will be reimbursed by the organisation not the Trust.

DOCUMENT SUMMARY SHEET

ALL sections of this form must be completed.

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Amendment detail

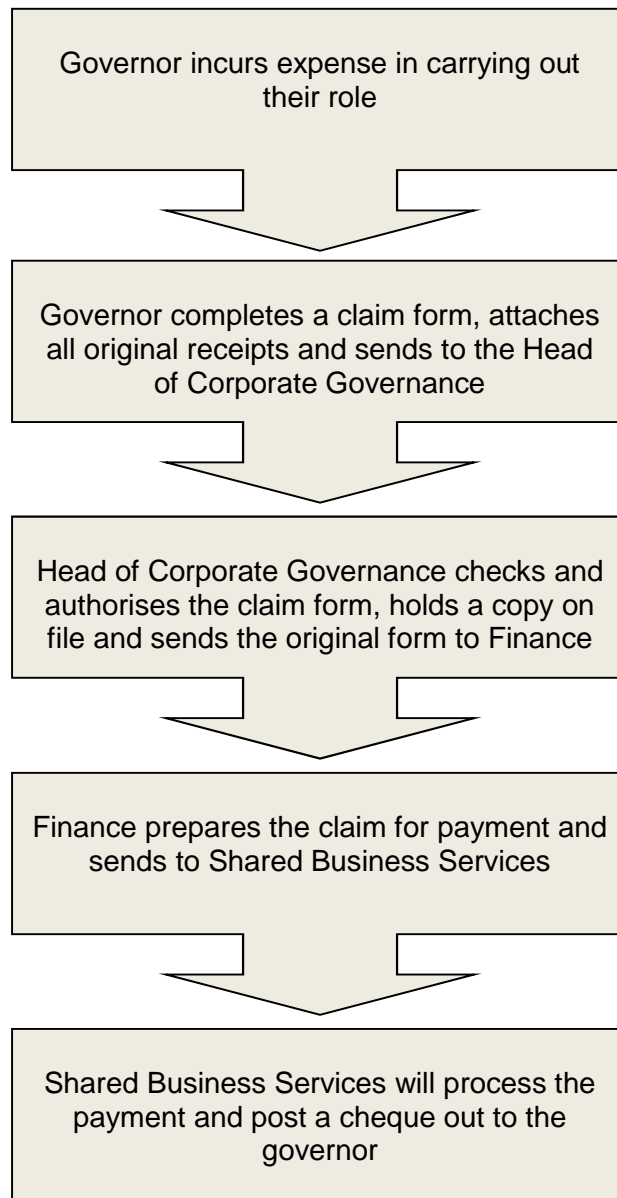
Version	Amendment	Reason
1	Produce the procedure in the new format	To comply with the Risk Management Standards and the Procedure for the Development and Management of Procedural Documents.
2	Review of the level of remuneration	To ensure parity with other groups in the organisation and to include mileage rates for the use of motorbikes and pedal cycles.
2	Change in the name of the Trust	Due to transfer of services from NHS North Yorkshire and York and a change in the name of the Trust.
3	Inclusion of a passenger rate	To be consistent with the staff procedure for the use of private vehicles and also with the Trust's green policy.

4	New template	Transfer the information into the new template
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Section	Description	Page
1	The content of the procedural document	
	1.1 Flow chart of procedure	5
	1.2 Description of procedure/process	6
A	Example Claim Form	10
B	Procedure for authorising the use of private vehicles whilst on Trust business	11
C	Private Vehicle Check Form	12

1. THE PROCEDURE

1.1 Flow chart for claiming the repayment of expenses



1.2 Procedure for governors claiming any expenses incurred

1.2.1 Meetings and events covered by this procedure

Expenses will be paid where a governor attends Council of Governors' meetings, Council of Governors' committee meetings, authorised training and induction, members' meetings arranged by the Trust or for any other event which a governor may be eligible to attend as authorised by the Council of Governors, Board of Directors, Chair of the Trust, or any officer acting on behalf of the Chair of the Trust.

1.2.2 Types of expenses that will be paid

Expenses will only be reimbursed for the following expenditure:

- Travel expenses by the cheapest available means, or by the means most applicable to governors' individual personal needs.

Bus and train fares will be paid on a like for like basis. Except in special circumstances, payment will only be made where this is supported by a valid ticket.

Car Mileage will be paid at a rate of 45 pence for each mile actually travelled. **Motor Cycle Mileage** will be paid at a rate of 33 pence for each mile actually travelled. No other payment, other than for mileage, will be paid. Individuals are responsible for their own insurance. (Note: mileage paid should be rounded either up or down to the nearest full mile if mileage is either above ½ mile or below ½ mile respectively.)

Where a governor is using their own vehicle for their duties they must read Appendix B and C to this procedure. These appendices are based on the Trust's procedure for the Use of Private Vehicles whilst on Trust Business, and are applicable to all governors using their own vehicle to carry out their duties, even if they are not claiming any mileage expenses.

Taxis can only be used on an exceptional basis, and only where a specific need for such transport has been identified and agreed in advance (see section 1.2.4).

Pedal Cycles a payment of 20 pence per mile will be paid for each mile travelled on a pedal cycle.

- **Parking fees** incurred will only be paid on production of a valid receipt. Note any parking or traffic fines incurred will not be reimbursed by the Trust, these are wholly the responsibility of the individual governor.

- **Childcare or carer costs** will be reimbursed where it has been necessary to employ a registered carer to look after a dependent person. These costs will normally be reimbursed at a rate based on the minimum wage hourly rate and only on production of a valid receipt.
- **Interpreting** expenses will be reimbursed in full on production of a valid invoice from the individual or organisation providing the service. This invoice will be paid through the Trust's normal invoice payment system and should be submitted to the Head of Corporate Governance.
- **Passenger mileage** Where one governor provides a lift to another governor in their car, to and from an official meeting or event the driver may claim 5p per mile for each mile travelled with that passenger.

Where a governor requires someone outside the organisation to assist them in carrying out their duties, and where such a need has been identified and agreed in advance, the cost of the service provided by that person will be paid on production of an invoice from the individual or the organisation providing the service. This invoice will be paid through the Trust's normal invoice payment system and should be submitted to the Head of Corporate Governance.

Any other costs incurred by governors will be paid on an exceptional basis and only where this has been agreed in advance with the Chair and the Head of Corporate Governance.

1.2.3 Submission of claim forms

The Governors' Expenses claim form (see attached Appendix A) is available from the Head of Corporate Governance. This is to be completed by the governor, who is responsible for the accuracy of the claim. All original receipts must be attached where required, where no receipt is available or is lost payment will only be made exceptionally and at the discretion of the Head of Corporate Governance, with the agreement of the Chair of the Trust.

The Trust will take appropriate action in cases where fraudulent claims have been made. This will include the removal of a governor from their office on the Council of Governors.

The form should be signed by the governor and submitted to the Head of Corporate Governance for authorisation.

It is good practice to claim expenses as soon as possible, and all claims must be made **no later than three months after the expense was incurred**. Payment made for claims dated outside of the timeframe will be paid at the discretion of the Head of Corporate Governance and the Chair of the Trust.

Expenses will usually be paid by cheque. Cheques will be sent to an individual's home address by Shared Business Services via the Trust's Finance Department. Where an individual wishes expenses to be paid directly into their bank account arrangements will need to be made in advance with the Finance Department who will advise of the information needed and make arrangements for this to be set up on the payments system.

Records of all payments will be kept on file by the Head of Corporate Governance. Any queries regarding payments should be directed to the Head of Corporate Governance in the first instance.

1.2.4 Application for use of taxis

Where a governor believes it is necessary for them to use a taxi on a regular basis to carry out their duties and if they wish the Trust to reimburse them for the cost, they must apply to the Head of Corporate Governance in writing setting out their reasons to justify why they need to use a taxi rather than any other mode of transport. The Chair will judge each application on individual merit and inform the governor in writing of the decision as to whether they will be allowed to receive repayment for the use of taxis whilst on governor business.

Only when a governor has received confirmation that they may receive repayment for the use of taxis can they apply for that repayment using the form at Appendix A. A valid receipt must be attached for every journey being claimed for.

1.2.5 Validation of vehicles used whilst on Trust business

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 to specifically ensure their vehicle insurance meets the requirements of their role, that vehicles are safe for themselves, passengers, and general road users 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 that where their insurance cover is defined as "social, domestic and pleasure use" their insurance company will cover their business activities and where it does cover such activities they obtain written confirmation of this from their insurance company if not already stated on their insurance certificate.

Governors undertaking journeys whilst on Trust business who are not appropriately covered or legally entitled to drive the vehicle, are breaking the law. In the event of an accident they may find that their insurers will not pay any costs and that they themselves could face personal liability. In addition to this, the Trust itself could be subject to vicarious liability because the governor could be seen as an agent of the Trust engaged in Trust business.

Further information on what governors have to do to evidence that their vehicle documentation and driving licence means they are entitled to use the vehicle for business can be found at Appendix B.

2 Appendices

Appendix A – Governors' Expenses Claim form

Appendix B – Guidance for governors using private vehicles (car or motor cycle) whilst on Trust business

Appendix C – Private Vehicle Check form

Appendix A - Claim Form for Governors Expenses

Note this form is for Public, Service User and Carer Governors.

Staff Governors should use the Trust's normal travel expenses procedure system for the repayment of staff expenses.

Appointed Governors should submit any claims for expenses through the normal system for payment of expenses within their own organisation.

PLEASE COMPLETE IN CAPITAL LETTERS

Name _____

Home address _____

Date of meeting	Name of meeting	Cost of bus, train taxi fare £	For car, motor bike or pedal bicycle no. of miles travelled	Total amount claimed Car(45p) Motor bike (33p) Bicycle (20p per mile)	Passenger mileage state name, mileage and total amount claimed (5p per mile)	Parking fee (attach receipt)	Childcare / carer related costs (attach receipt)	TOTAL
Total to be paid								

I declare that the amounts claimed above are to the best of my knowledge and belief, true, correct and complete and have been incurred wholly as a result of those official duties I have been authorised to undertake in the furtherance of my role as a governor on the Council of Governors. I understand that if I knowingly and dishonestly provide false information this may result in my being removed from the Council of Governors for misconduct.

Signed _____ Dated _____

Payments are usually made by cheque, please tick here if you do not have a bank account

For official use only Authorised by: (Name) _____ (Signed) _____ Dated _____

Appendix B – Procedure for Authorising the use of Private Vehicles whilst on Trust Business

- 1 Governors may use their own vehicle on Trust business only if they have:
 - A full British Driving Licence or one valid for use in Britain (if unsure see www.dvla.gov.uk section 'Driving in Great Britain as a Visitor or a New Resident');
 - A motor insurance policy that provides appropriate cover whilst on Trust business. (Note: not all motor vehicle insurance policies automatically include business use).
 - A roadworthy vehicle; and
 - A valid MOT certificate where, due to the age of the car, this is required by law.
- 2 Governors must complete the 'Private Vehicle Check' form when they start to use their vehicle for Trust business and annually thereafter, or when there is any change. When completed governors must provide a copy of the form along with **ORIGINAL** copies of all necessary documents (as listed above) to the Head of Corporate Governance.
- 3 The Head of Corporate Governance (or their deputy) will check to ensure that all documentation is in order and that the governor is appropriately covered and licensed, that the vehicle is legally roadworthy and the governor is therefore eligible to drive on Trust business.
- 4 The Head of Corporate Governance (or their deputy) will take a photocopy of the documentation and sign the copies to evidence the check, and will hold on file a copy of the completed form along with the signed photocopies (one set for each year).
- 5 Any changes to a governors' eligibility to use their vehicle for Trust business, or their ability to drive must be reported to the Head of Corporate Governance immediately, and where applicable governors must present any revised documentation. Any changes in details must be recorded as per points 2 to 4 above.
- 6 Where a governor ceases to have either, appropriate insurance cover, driving licence, or valid MOT certificate they must immediately cease to undertake Trust business travel using their own vehicle and notify the Head of Corporate Governance.

Appendix C – Private Vehicle Check form

PERSONAL DETAILS	
Name of Governor	
VEHICLE DETAILS	
Make of vehicle	
Model	
Engine size	
Colour	
Registration number	
INSURANCE DETAILS	
Name of insurer	
Policy Number	
Date insurance cover commences	
Date insurance cover terminates	
Does the insurance provide adequate cover for business use?	YES <input type="checkbox"/> NO <input type="checkbox"/>
MOT CERTIFICATE DETAILS	
Does the vehicle require an MOT certificate, i.e. is it over 3 years old?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date MOT certificate commences	
Date MOT certificate terminates	
DRIVING LICENCE DETAILS	
Is the driving licence a full licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date of issue	
Date of expiry	
Does the licence have any endorsements or un-expired driving bans?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES, provide full details

VALIDATION OF ANNUAL CHECK

Name of person checking details	
Job title	
Date checked	
Review date	
Signature of person checking	
Signature of Governor	

Further information relevant to the above checks

- Note:
- 1 CHECKS MUST BE UNDERTAKEN ON COMMENCEMENT AND ANNUALLY.
 - 2 ALL DETAILS MUST BE TAKEN FROM THE ORIGINAL DOCUMENTS.
 - 3 PHOTOCOPIES ARE NOT ACCEPTABLE UNDER ANY CIRCUMSTANCES.
 - 4 THE FORM MUST BE KEPT ON FILE FOR 6 CLEAR FINANCIAL YEARS.