

## 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.

<b>Document title</b>	Procedure for the Repayment of Governors' Expenses
<b>Document Reference Number</b>	CG-0009
<b>Key searchable words</b>	<i>Expenses, governors</i>
<b>Executive Team member responsible (title)</b>	Chief Executive
<b>Document author (name and title)</b>	Cath Hill – Associate Director for Corporate Governance
<b>Approved by (Committee/Group)</b>	Council of Governors
<b>Date approved</b>	12 October 2020
<b>Ratified by</b>	Policies and Procedures Group
<b>Date ratified</b>	13/10/2020
<b>Review date</b>	13/10/2026
<b>Frequency of review</b>	<i>At least every three years</i>

**Amendment detail**

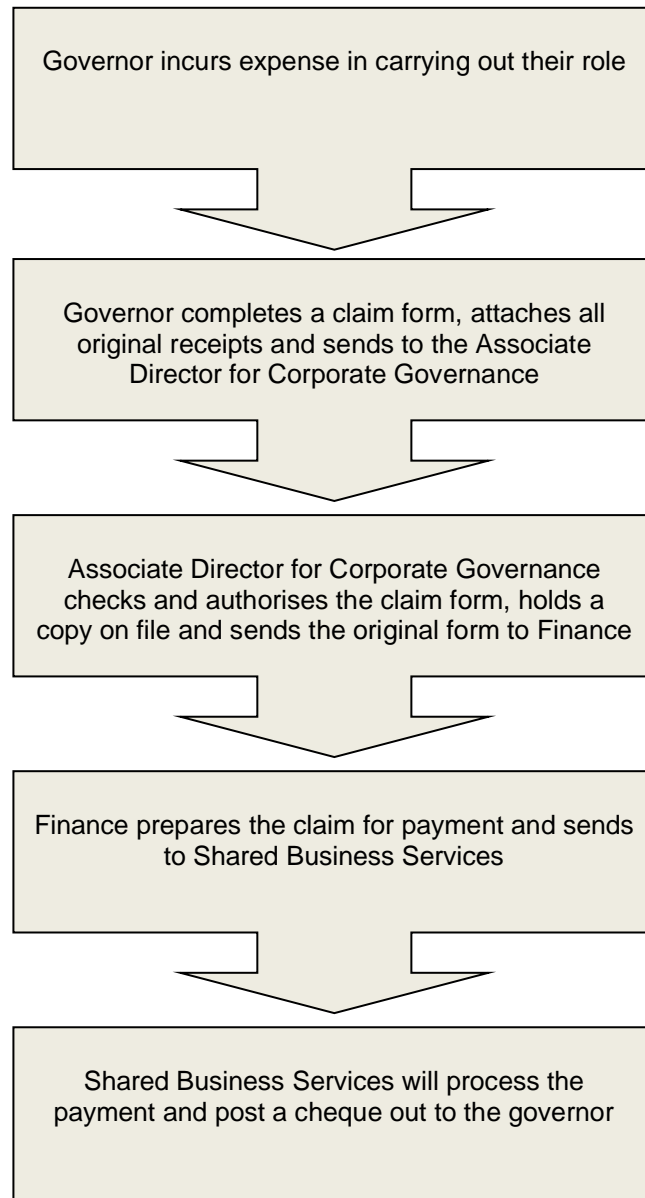
<b>Version</b>	<b>Amendment</b>	<b>Reason</b>
1	Produce the procedure in the new format	To comply with the Risk Management Standards and the Procedure for the Development and Management of Procedural Documents.

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
5	Submitted for ratification with only minor changes	Changes to job titles
5.1	No Change Following Review request submitted	A "no change following review" procedure was requested on the 4 September 2023. The new recommended review date of the procedure is 13/10/2026.

<b>Section</b>	<b>Description</b>	<b>Page</b>
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 is 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 Associate Director for 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 Associate Director for 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 Associate Director for Corporate Governance.

### 1.2.3 Submission of claim forms

The Governors' Expenses claim form (see attached Appendix A) is available from the Associate Director for 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 Associate Director for 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 Associate Director for 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 Associate Director for 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 Associate Director for Corporate Governance. Any queries regarding payments should be directed to the Associate Director for 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 Associate Director for 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)	<b>TOTAL</b>
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 _____
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## 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](http://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 Associate Director for Corporate Governance.
  
- 3      The Associate Director for 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 Associate Director for 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 Associate Director for 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 Associate Director for Corporate Governance.

**Appendix C – Private Vehicle Check form**

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

**PART B** (This will not be uploaded onto staffnet, it will be kept on a separate area for reference only)

**3 IDENTIFICATION OF STAKEHOLDERS**

The table below should be used as a summary. List those involved in development, consultation, approval and ratification processes.

Stakeholder	Level of involvement
Finance Manager	Consultation
Council of Governors	Approval
Policies and Procedures Group	Ratification

**4 REFERENCES, EVIDENCE BASE**

- NHS Act 2006
- Minutes of the 12 May 2012 Council of Governors’ Meeting approving 45 pence as a rate of mileage for cars
- New arrangements for the reimbursement of staff costs for staff on A4C who use private vehicles for NHS business (email to staff 13/6/13) – in respect of the rates paid for motor cycles and pedal cycles.

**5 ASSOCIATED DOCUMENTATION (if relevant)**

Procedure for use of private vehicles for Trust business – FM-0004

**6 STANDARDS/KEY PERFORMANCE INDICATORS (if relevant)**

None applicable

## 7. EQUALITY IMPACT

The Trust has a duty under the Equality Act 2010 to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people from different groups. Consideration must be given to any potential impacts that the application of this policy/procedure might have on these requirements and on the nine protected groups identified by the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, gender and sexual orientation).

Declaration: The potential impacts on the application of this policy/procedure have been fully considered for all nine protected groups. Through this process I have/have not\* identified any potential negative impacts for any of the nine protected groups.

Print name: Cath Hill

Job title: Head of Corporate Governance

Date: 17 November 2017

If any potential negative impacts are identified the Diversity Team must be contacted for advice and guidance: email; [diversity.lypft@nhs.net](mailto:diversity.lypft@nhs.net).

\*delete as appropriate

**CHECKLIST**

To be completed and attached to any draft version of a procedural document when submitted to the appropriate group/committee to support its consideration and approval/ratification of the procedural document.

This is a checklist and is part of the working papers. It does not form part of the final version of the procedural document to be uploaded to staffnet.

	Title of document being newly created / reviewed:	Yes / No/
<b>1.</b>	<b>Title</b>	
	Is the title clear and unambiguous?	Yes
	Is the procedural document in the correct format and style?	Yes
<b>2.</b>	<b>Development Process</b>	
	Is there evidence of reasonable attempts to ensure relevant expertise has been used?	Yes
<b>3.</b>	<b>Content</b>	
	Is the Purpose of the document clear?	Yes
<b>5.</b>	<b>Approval</b>	
	Does the document identify which committee/group will approve it?	Yes
<b>6.</b>	<b>Equality Impact Assessment</b>	
	Has the declaration been completed?	Yes
<b>7.</b>	<b>Review Date</b>	
	Is the review date identified?	Yes
	Is the frequency of review identified and acceptable?	Yes
<b>8.</b>	<b>Overall Responsibility for the Document</b>	
	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes

<b>Name of the Chair of the Committee / Group approving</b>			
If you are assured this document meets requirements and that it will provide an essential element in ensuring a safe and effective workforce, please sign and date below and forward to the chair of the committee/group where it will be ratified.			
Name	<i>Sue Proctor</i>	Date	<i>16 July 2017</i>
<b>Name of the chair of the Group/Committee ratifying</b>			
If you are assured that the group or committee approving this procedural document have fulfilled its obligation please sign and date it and return to the procedural document author who will ensure the document is disseminated and uploaded onto Staffnet.			
Name	<i>Policy and Procedures Group</i>	Date	<i>October 2020</i>