

RCH Group Expenses and Allowances Policy

Policy Owner: Richard Turnock	Policy Manager: Maureen Gimby	Date Approved: January 2019
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1. Purpose
<p>1.1 RCH Group will meet reasonable expenses which staff members incur while carrying out duties on behalf of the organisation and which are acceptable in terms of this policy. The purpose of the policy is to set out:</p> <ul style="list-style-type: none">• the conditions for paying expenses• the types of expenses/allowances which will be paid• the rates at which expenses/allowances will be paid• the procedure for claiming payments
2. Scope
<p>2.1 This policy applies to:</p> <ul style="list-style-type: none">• members of RCH Group staff
3. Policy Statement
<p>3.1 Expenses will only be paid for actual expenses incurred. Receipts require to be provided at all times, with the exception of mileage claims which should provide sufficient detail of journeys made to allow verification of the claim.</p> <p>3.2 Expenses will be paid to facilitate:</p> <ul style="list-style-type: none">• undertaking official business on behalf of RCH Group and as authorised by RCH Group management. This includes, for example, attendance at conferences, training events and seminars or other out of office planned events. <p>3.3 In any of the circumstances described in this policy, expenses will only be paid where alternative provision was not included or where the member of staff cannot claim expenses from any other source (for example, expenses cannot be claimed for meals, accommodation, transport, etc. where these are already included in any attendance fee, or where they are provided free of charge).</p>
4. Policy Principles
4.1 Travel Expenses
<p>4.1.1 RCH Group will meet any travel expenses incurred by any staff member while undertaking official business on behalf of the organisation. Staff members are expected to use the most cost effective form of transport, unless there are specific reasons why an alternative form of transport had to be used.</p> <p>4.1.2 Staff members may be reimbursed for travel costs relating to attendance at training events, seminars and conferences and any other out of office planned events that the staff member is on official RCH Group business.</p>

- 4.1.3 Where staff members use public transport, i.e. trains or buses, they will be reimbursed for the actual costs incurred. All travel by public transport should be by standard class. Where possible, tickets should be booked well in advance to obtain cheaper fares. All claims should be accompanied by tickets or receipts as failure to provide these will result in the claim being denied. The Expenses Claim Form is attached as Appendix 1.
- 4.1.4 The use of taxis should be limited to short journeys and/or where no other suitable transport is available and/or circumstances merit the use of a taxi. Receipts should be obtained for the fare as failure to provide these will result in the claim being denied. The Expenses Claim Form is attached as Appendix 1.
- 4.1.5 The HMRC recommended mileage rate will be applied to staff members from RCH Group using their own vehicles whilst undertaking business on behalf of the organisation. Staff members will be responsible for ensuring that their motor insurance policy covers them whilst travelling on RCH Group business and a copy of their insurance certificate must be submitted to the Finance Department on an annual basis when this is renewed. A copy of their driving licence and MOT certificate, if required, must be submitted to the manager on an annual basis for verification.
- 4.1.6 RCH Group will not be held responsible for any potential claims made should a member of staff choose to use their car during the working day but do not hold specific business insurance. The staff member will bear the full cost of any claim made.
- 4.1.7 Car parking fines and other motoring penalties incurred whilst travelling on RCH Group business will be the responsibility of the staff member.

4.2 Subsistence Expenses

4.2.1 Should staff members be required to attend events on official business on behalf of RCH Group and no meals are provided, expenses for meals and/or light refreshments will be reimbursed. Reasonable expenses would cover breakfast, lunch and/or a two-course evening meal with soft drinks, tea or coffee up to the maximum limit (inclusive of food and drinks) of a daily rate of up to £16.00 as follows:

- On duty up to a maximum of 12 hours + £16.00
- On duty up to a maximum of 11 hours 59 mins £8.00

(These allowances are not payable to those operating in the 24/7 Customer Experience Team as their salaries are inclusive of working 12-hour shifts).

Reimbursement of actual costs incurred (up to the maximum allowances as stated above) will only be payable on receipt of actual spend. Failure to provide these will result in the claim being denied. If any staff member wishes to spend more than the allowances as stated above, they will bear the cost of the additional expenditure. These allowances will be reviewed on an annual basis but there is

no guarantee that they will be increased. RCH will not reimburse for any alcoholic beverages bought or consumed whilst away from home.

4.2.2 Where staff members are required to be away from home overnight on official business, RCH Group will pay for accommodation costs. Where accommodation costs are not covered in any other way, for example within a delegate fee rate, the Corporate Services Department will arrange accommodation on a bed and breakfast rate in line with our Value for Money strategy requirements and the staff member shall use the subsistence allowances outlined in para 4.2.1 for all other food and drinks..

4.3 Professional Subscriptions

4.3.1 RCH Group encourage the professional development and recognition of staff and where staff members are eligible to join professional bodies which are included on the HMRC's approved list, we will consider requests for reimbursement of the costs. Where it is a requirement of the job role for staff to be a member of a professional body, their professional subscription fee will be reimbursed less tax which can be reclaimed by the employee through HMRC. Staff members are required to pay the fees and provide a receipt along with a professional fees form (attached as Appendix 2). The staff member will be expected to share information gained through membership with colleagues as appropriate. A maximum of one professional membership subscription fee per person will be reimbursed. Where a qualification becomes a legal requirement for particular roles, this will be funded external to this policy.

4.4 Other Allowances

4.4.1 Other allowances payable by RCH and/or RCPM are as follows:

- Standby and Callout Payments As determined in Normal Workday Hours
- Shift Allowance (24/7) As determined in Normal Workday Hours

These allowances are subject to review on an annual basis but there is no requirement to increase the allowances.

4.5 Making Expenses Claims

4.5.1 Claims for expenses should be made within 2 months of incurring the expenditure and should be submitted on the Expenses Claim Form (see Appendix 1) or in the case of Professional Subscriptions, on the Form attached at Appendix 2. The claims forms and supporting receipts to be signed by a relevant manager for authorisation. Expenses not supported with receipts will not be paid. Expenses payments can be made by cheque or by BACS transfer where bank details are provided.

5 Related Documents
<ul style="list-style-type: none">• RCH Code of Conduct• RCH Payments, Entitlements & Benefits Policy• Expenses Claim Forms (Appendices 1 and 2 of Policy)
6 Responsibility for Implementation
<ul style="list-style-type: none">• Chief Executive• Executive Directors• Heads of Service• All Managers
7 Policy Review / Consultation
7.1 This policy will be reviewed in its entirety every three years, unless an earlier review is required as a result of legal, regulatory or best practice requirements.
8 Related Legislative and Statutory Framework
N/A
9 Equalities Impact Assessment
Enclosed in Appendix 3.
10 Risk Assessment
N/A
11 Key Stakeholders
<ul style="list-style-type: none">• All RCH Group Staff

Appendix 3

EQUALITY IMPACT ASSESSMENT (EIA) SCREENING PROCESS

RCH's equality impact screening process is used to ensure that our policies and practices:

- eliminate any unlawful or unfair forms of discrimination in respect of the protected characteristics and other grounds; and
- promote our equality charter.

The EIA screening process involves two main elements: firstly, an initial policy audit against a range of key standards and, secondly, an assessment of the effects of policy documentation on the relevant issues.

It is critical to note that, although the Equality Act 2010 focusses on a range of protected characteristics, individual people should not be defined by these characteristics. Indeed, individual people will "have" a range of protected characteristics at any one point in time; and needs vary through time. For example, a non-disabled person can become a disabled person at any time; while younger people move into older age groups naturally.

EIA: Staff template

The staff template covers five procedural sections: background; the public sector equality duty; the internal EIA; the external EIA; and consultation issues.

RCH Group Expenses and Allowances Policy

Section 1: Background

Name of policy under assessment:	Expenses and Allowances Policy 2018
New or existing policy (please specify):	Existing policy – review of current Expenses and Allowances Policy
Key aims of the policy under assessment:	The aim of this policy and associated procedures is to meet reasonable expenses which staff members incur while carrying out duties on behalf of the organisation and which are acceptable in terms of this policy.
Service or department:	The Corporate Services Department
Person(s) responsible for the assessment:	Nicola Campbell, Senior HR Adviser
Date of assessment:	23 October 2018
Internal sources to RCH	Board, SMT, EMT, Managers, all RCH Group employees, trade union partners and other employee representatives
External sources to RCH	All RCH Group customers, customer groups and other stakeholders, including potential future employees

Section 2: The Public Sector Equality Duty

This decision is based on the following rationale (briefly explain why any of the three issues are relevant for this policy):

General Duty	Is the Policy Likely to have Equality Impacts?	
Elimination of unlawful discrimination, victimisation, or harassment	Yes	
<p>Briefly explain why: It ensures that there is a fair and consistent process for any RCH Group staff member who wishes to be reimbursed for any travel expenses that they incur while undertaking official business on behalf of the organisation. They will be treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, including social class or personal characteristics</p>		
Advancement of equality of opportunity between people with and those without protected characteristic	Yes	
<p>Briefly explain why: It ensures that there is a fair and consistent process for any RCH Group staff member who wishes to be reimbursed for any travel expenses that they incur while undertaking official business on behalf of the organisation. They will be treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, including social class or personal characteristics</p>		
Fostering good relations between people with and those without protected characteristic	Yes	
<p>Briefly explain why: It ensures that there is a fair and consistent process for any RCH Group staff member who wishes to be reimbursed for any travel expenses that they incur while undertaking official business on behalf of the organisation. They will be treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, including social class or personal characteristics</p>		

Section 3: Internal EIA of the policy

The internal EIA is vital as this examines if the policy attains specific standards essential to meeting equality standards.

1 Does the document state, at the front of the document, that it can be made available, on request, in other formats such as in larger print, audio-format, Braille and in other languages, as appropriate?		
Yes		
2 Does the document use Arial font and minimum twelve type size?		
Yes		
3 Is the document accurate in terms of content, for example, are statements within the document accurate when evaluated against law, regulatory standards and related good practice guidance?		
Yes		
4 Are there any rules specified within the policy?		
Yes		
<p>If yes (or unsure), assess if such rules could be discriminatory in terms of equality law and other law (for example, could rules constitute indirect discrimination?)</p> <p>The Policy covers and RCH Group staff member who wants to be reimbursed for any expenses occurred while undertaking official business on behalf of the organisation. It aims to treat everyone fairly, regardless of protected characteristics. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures.</p>		
5 Is language appropriate throughout the document, for example, does it promote positive views about - and respect for other people?		
Yes		
6 Is the document written in clear and plain language?		
Yes		
7 Does the document, if relevant, explain how service users can appeal and/or make a complaint?		
Yes		
8 Does the document, if relevant, explain what positive action measures are in place?		
Not required		
9 Does the document, if relevant, explain what performance monitoring equality measures are in place?		
n/a		

Section 4: External EIA of the policy

Now that section one to three has been completed, is there any negative or positive effect on people.

Protected Characteristic	Negative Effect Yes/No	Positive Effect Yes/No	Explanation
Age	No	Yes	It is not considered that the Policy will have potential for impact on this protected group(s)
Disability	No	Yes	As above
Gender reassignment	No	Yes	As above
Marriage and civil partnership	No	Yes	As above
Pregnancy	No	Yes	As above
Race	No	Yes	As above
Religion/belief	No	Yes	As above
Sex/gender	No	Yes	As above
Sexual orientation	No	Yes	As above
Social class	No	Yes	As above
Personal characteristics	No	Yes	As above

Section 5: Consultation issues

Summarise what types of consultation have been carried out, if any, and with whom:
Regular consultation is carried out with the Trade Unions; the Staff Forum and Senior Management Team meetings
Is consultation required in law and/or due to RCH's policy? Yes
Please explain: It is our policy that we consult with the recognised Trade Unions or employee representatives on issues related to organisational structure changes or changes to terms and conditions of service related issues

Signed off by Responsible Person: Maureen Gimby, Head of Corporate Services

Date: 24 October 2018

Next policy review date: October 2021