

**BARNSLEY CLINICAL COMMISSIONING
 GROUP**

EXPENSES POLICY

Version:	1.2
Approved By:	Governing Body
Date Approved:	Approved
Name of originator / author:	Head of HR
Name of responsible committee/ individual:	Equality and Engagement Committee
Name of executive lead:	Chief Officer
Date issued:	8 May 2014 Oct 2015, Nov 2017 (review)
Review Date:	2 years from date of implementation
Target Audience:	All employees.

BARNSELY CLINICAL COMMISSIONING GROUP'S EXPENSES POLICY

THIS POLICY HAS BEEN SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT

DOCUMENT CONTROL

Version No	Type of Change	Date	Description of change
DRAFT		05 April 2014	With CCG for initial comment
1	Approved	May 2014	Approved by the Governing Body on 8 May 2014.
1.1	Reviewed	October 2015	Changes noted following review by Head of Assurance and HR Manager, mainly to reflect updated remuneration rates for travel costs.
1.2	Review	September 2017	Minor Changes noted following review by Head of Governance and Assurance and Head of HR mainly to reflect revised expenses arrangements.

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BARNSELY CLINICAL COMMISSIONING GROUP'S EXPENSES POLICY

1. POLICY STATEMENT

- 1.1 This policy provides clarity regarding a fair and consistent approach to dealing with expenses incurred through business activities with particular reference to travel costs and subsistence.
- 1.2 The purpose of this policy is to ensure that all employees and managers are aware of the correct policy to follow for payment of travel and subsistence claims.
- 1.3 This policy will apply to all employees within the organisation.

2. PRINCIPLES

- 2.1 All expense claims should be submitted in line with this policy and must be authorised in line with the CCG Scheme of Delegation.
- 2.2 Employees are able to claim for expenses under the following headings:
 - Reimbursement of travel costs
 - Subsistence allowance.
- 2.3 Employees are expected to submit their claims on a monthly basis. Unless there are exceptional circumstances claims over three months old will not be reimbursed.
- 2.4 Guidance and support will be provided to line managers and the HR Operational Team in the implementation and application of this policy.
- 2.5 This document should be read in conjunction with sections 17 and 18 of the NHS Handbook - Agenda for Change, in addition to any referenced annexes.

3. EQUALITY

- 3.1 In applying this policy, the organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

4. **MONITORING & REVIEW**

- 4.1 The review date of the policy and procedure is set out on the cover page. The policy will be reviewed periodically by managers in conjunction with Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.
- 4.2 The implementation of this policy will be audited periodically by the management team of the organisation and the CCG internal audit service.

PART 2

1. **PROCEDURE**

Submitting expense claims

- 1.1 All claims for travel costs and subsistence should be made on a monthly basis using Easy Expenses system.
- 1.2 The employee should complete the claim in full, and submit to their line manager, attaching receipts as required, who will then assess and approve the claim raising any issues as necessary.
- 1.3 Claims submitted and approved by the monthly deadline will be processed by payroll in line with the next pay run.

Responsibilities

- 1.4 All employees should ensure that they possess a valid driving licence, 'motoring organisation test MOT certificate" and motor insurance which covers business travel, that he or she is fit to drive and drives safely and that they obey relevant laws e.g. speed limits. The employee must inform their line manager if there is a change in status.
- 1.5 When authorising use of a vehicle, the employer must ensure that the driver has a valid driving licence and MOT certificate and has motor insurance which covers business travel.
- 1.6 The employee and the line manager will agree the most suitable means of transport for the routine journeys which employees have to make in the performance of their duties. If a particular journey is unusual, in terms of distance or purpose, the mode of transport will be agreed between the employee and their line manager before it starts.
- 1.7 Line managers will ensure that all employees are made aware of the policy and procedure around claiming expenses appropriately.

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- 1.8 The HR Operational Team will ensure that updated insurance documentation is added to the EASY Expenses system to enable claims to continue to be made.
- 1.9 Employees are responsible for ensuring that they submit accurate claims in accordance with the policy and guidance. False claims may result in disciplinary / criminal action being taken, which may result in dismissal and criminal proceedings.

Reimbursement of Travel Costs

- 1.10 Where an employee uses, with the agreement of their line manager, their own vehicle or pedal cycle to make journeys in the performance of their duties costs will be reimbursed at the appropriate rate as per the *NHS terms and conditions of service handbook* (current rates set out in Section 17).
- 1.11 Employees will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey.
- 1.12 Employees who are required to change their base as a result of a re-organisation, merger of NHS employers, or when employees accept another post as an alternative to redundancy may be reimbursed for their additional daily travel costs as set out in Section 17 of the NHS terms and conditions of service handbook from the date of transfer.
- 1.13 Additional travel costs incurred when attending courses, conferences or events at the employer's instigation will be reimbursed at the standard rates in Section 17 when the employer agrees that travel costs should be reimbursed.
- 1.14 Employees who necessarily incur charges in the performance of their duties, in relation to parking, garage costs, tolls and ferries shall be refunded these expenses on production of receipts, whenever these are available. Charges for overnight garaging or parking, however, shall not be reimbursed unless the employee is entitled to night subsistence. This does not include reimbursement of parking charges incurred as a result of attendance at the employee's normal place of work.
- 1.15 Employees who use pedal cycles to make journeys in the performance of their duties will be reimbursed for eligible miles travelled at the rate in Section 17.
- 1.16 If an employee uses public transport for business purposes, the cost of bus fares and standard rail fares will be reimbursed.

Subsistence Allowance

- 1.17 The purpose of this section is to reimburse staff for the necessary extra costs of meals, accommodation and travel arising as a result of official duties away from home. Business expenses which may arise such as official telephone calls may be reimbursed with certificated proof of expenditure.
- 1.18 **Night subsistence** covers short overnight stays in hotels, guesthouses and commercial accommodation. When an employee stays overnight in a hotel, guest house or other commercial accommodation with agreement of the organisation, the overnight costs will be reimbursed in line with Section 19 of the NHS terms and conditions of service handbook.
- 1.19 Where the maximum limit is exceeded for genuine business reasons (e.g. the choice of hotel was not in the employees' control, or cheaper hotels were fully booked) additional assistance may be granted at the discretion of the organisation.
- 1.20 Where an employee stays overnight with friends or relatives or in a caravan or other non-commercial accommodations, the flat rate sum set out in Section 19 is payable. This includes an allowance for meals and no receipts will be required.
- 1.21 Employees who stay in accommodation provided by the employer or a host organisation shall be entitled to an allowance to cover meals which are not provided free of charge, up to the total set out in Section 19.
- 1.22 **Day subsistence** – A meal allowance is payable when an employee is necessarily absent from home on official business and working away from their base on official business. Day meals allowance rates are set-out in Section 19. These allowances are not paid where meals are provided free at the temporary place of work.
- 1.23 A meal allowance is payable only when an employee necessarily spends more on meal(s) than would have been spent at their place of work. An employee shall certify accordingly, on each occasion for which day meals allowance is claimed, but a receipt is not required.
- 1.24 Normally an employee claiming a lunch meal allowance would be expected to be away from his / her base for more than five hours and covering the normal lunch period of 12:00pm to 2:00pm. To claim an evening meals allowance an employee would normally be expected to be away from base for more than ten hours and unable to return to base or home before 7:00pm and as a result of the late return is required to have an evening meal. Employees may qualify for both lunch and evening meal allowance in some circumstances.

Equality Impact Assessment

Title of policy or service:	Expenses Policy	
Name and role of officer/s completing the assessment:	Head of HR and Head of Governance and Assurance	
Date of assessment:	September 2017	
Type of EIA completed:	Initial EIA 'Screening' <input checked="" type="checkbox"/> or 'Full' EIA process <input type="checkbox"/>	<i>(select one option - see page 4 for guidance)</i>

1. Outline

<p>Give a brief summary of your policy or service</p> <ul style="list-style-type: none"> • Aims • Objectives • Links to other policies, including partners, national or regional 	<p>To provide clear information to employees regarding claiming expenses in compliance with NHS and legal requirements.</p>
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Identifying impact:

- **Positive Impact:** will actively promote the standards and values of the CCG.
- **Neutral Impact:** where there are no notable consequences for any group;
- **Negative Impact:** negative or adverse impact: causes or fails to mitigate unacceptable behaviour. If such an impact is identified, the EIA should ensure, that as far as possible, it is eliminated, minimised or counter balanced by other measures. This may result in a 'full' EIA process.

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2. Gathering of Information

This is the core of the analysis; what information do you have that might *impact on protected groups, with consideration of the General Equality Duty*.

(Please complete each area)	What key impact have you identified?			For impact identified (either positive or negative) give details below:	
	Positive Impact	Neutral impact	Negative impact	How does this impact and what action, if any, do you need to take to address these issues?	What difference will this make?
Human rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Carers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage and civil partnership (only eliminating discrimination)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other relevant groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
HR Policies only:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Procedure legally compliant and in line with NHS practice	

IMPORTANT NOTE: If any of the above results in 'negative' impact, a 'full' EIA which covers a more in depth analysis on areas/groups impacted must be considered and may need to be carried out.

Having detailed the actions you need to take please transfer them to the action plan below.

3. Action plan				
Issues/impact identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible
No actions have been highlighted	No actions have been highlighted	N/A	N/A	N/A

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4. Monitoring, Review and Publication

When will the proposal be reviewed and by whom?	Lead / Reviewing Officers:	Head of HR and Head of Governance and Assurance Manager)	Date of next Review:	September 2019
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Once completed, this form **must** be emailed to the Equality Lead barnsleyccg.equality@nhs.net for sign off:

Equality Lead signature: 13 November 2017	
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