



## **IJB Carers and Service User Representatives Expenses Policy**

### **Why does this expenses policy exist?**

This policy ensures that any unpaid carer or other representatives who are members of the IJB and associated groups or committees **are not out of pocket** as a result of carrying out their duties (as defined in the Public Bodies (Joint Working) (Scotland) Act 2014).

### **Who is the expenses policy for?**

This policy is for unpaid carer and service users representatives who are appointed as a member of the Aberdeen City Health and Social Care Partnership (ACHSCP) Integration Joint Board (IJB) as per the Standing Orders 2.3 c) and d) and any associated groups or committees.

### **When does this expenses policy apply?**

This expenses policy applies to enable unpaid carer and service user representatives to undertake the work required in their capacity as IJB members. This includes preparatory work for, and attendance at:

- IJB meetings (including Development Sessions and Seminars)
- Strategic Planning Groups
- Locality Groups
- Other associated groups or committees
- IJB related duties and events (e.g. meeting a community group to explain the Strategic Commissioning Plan)

### **What are the principles of the policy?**

#### Recognising diversity and minimising barriers to full participation

We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB.

#### Good stewardship and management of public funds

We promote consideration of cost effectiveness, value for money, and respect for the environment. It may be more cost effective for travel and accommodation to be booked through the IJB as opposed to booking this personally and being reimbursed. The cost of the use of eBikes would fall within the scope of this policy. We encourage IJB members to be paper free as far as possible, but will support the cost of printing when required. Where possible, dated, official receipts will be

required for any reimbursement in line with Aberdeen City Council (ACC) Travel and Subsistence Allowance Guidance (see Appendix A).

### Collaboration and continuous improvement

Our IJB Carers and Service Users have a nominated point of contact within ACHSCP who is the main link in relation to this policy. Regular meetings take place and a Standing Agenda item at these will be a review of expenses claims, how the process is working, and what improvements could be fed into the annual review of the policy. It is a shared responsibility between the representatives and the nominated point of contact to enable the smooth implementation of this policy allowing the representatives to fulfil their role whilst not being out of pocket.

### **What expenses are included in this policy?**

The following are examples of costs which can be reimbursed under this policy. The list is not exhaustive and the overarching aim of the policy i.e. that representatives should not be out of pocket, has primacy.

- **Travel costs**
  - public transport (excludes first class travel)
  - mileage (45p/mile)
  - parking
  - taxi costs - where public transport arrangements are not suitable
  - ferries and other forms of transport as required in island communities
  
- **Subsistence (where no meals or refreshments are provided)**
  - Reimbursement of reasonable lunch expenses as per current Local Council guidelines
  - Reimbursement of reasonable dinner expenses as per current Local Council guidelines
  - Overnight accommodation and reimbursement of reasonable expenses for overnight stays, if and when required, as per current Local Council guidelines

See Appendix A for current Local Council guidelines and rates.

- **Preparatory work and administration to carry out duties**
  - Printing and paper costs.
  - IT / communication costs (e.g. phone / iPad / laptop) although a Council owned laptop will normally be loaned for the period of tenure  
NB: there will be a requirement to agree to abide by the relevant policies in relation to use of IT equipment, data protection etc.
  
- **Replacement care / care cover**
  - for attendance at IJB meetings

- for attendance at other meetings/events relating to role
  - for travel times to meetings
  - for preparation time
- **Loss of income to attend meetings**
    - Where appropriate, loss of earnings income to attend IJB meetings will be considered (to be discussed and agreed in advance – [NIHR Guidelines](#) for public involvement in health and social care research could help inform these discussions).
    - Any potential impact on social security benefits to be considered and discussed.

### **What is the process for claiming expenses?**

- Smaller items of expenditure (e.g. mileage within Aberdeen, parking and administrative expenses for local meetings) will be reimbursed on receipt of a correctly completed claim form and appropriate, dated receipts. Replacement care, reimbursement of lost income, and travel and subsistence for meetings out with Aberdeen, must be agreed in advance with the IJB's Chief Finance Officer.
- The nominated point of contact is the Senior Project Manager (Strategy), who will support communication with the representatives and will assist with completion and submission of expenses claims.
- A copy of the Travel and subsistence claim form is attached at Appendix B and representatives will be provided with a template for their own use.
- In line with ACC policy, claims should be made within 3 months of the date the expense was incurred however claims received out with this timescale will still be processed but must be accompanied by a note of explanation from the Chief Finance Officer.
- Claim Forms should be completed and submitted via the nominated point of contact along with relevant receipts and/or confirmation of approval by Chief Finance officer if appropriate.
- All expenses will be paid within 30 days of the receipt of a properly completed, valid, expenses claim form, however, to ensure equity of involvement and engagement, if required, immediate payments may be made.
- Payments will be made via BACS transfer where possible. Bank details will require to be provided to enable payment. Representative will be set up on the BACS system in advance of claims being made. Where BACS payment is unsuitable alternative payment arrangements (such as cheque/cash) can be arranged.

### **Reviewing this policy**

This policy will be reviewed annually with relevant stakeholders and by the Integration joint Board as part of its Scheme of Governance review. The Appendices will be updated appropriately in line with any changes made by ACC. Any proposed changes to this policy will be discussed with those covered by the policy before implementation.

# Aberdeen City Council Travel and Subsistence Allowance (June 2023)

## Car and Motor Cycle Allowances

### Essential Users

You are an Essential Car User if you are in a post whose duties are of such a nature that it is essential for you to have a car at your disposal whenever required.

Where a post is designated as requiring an Essential Car User Allowance the following annual allowance will be paid, Business Mileage is based on the previous financial year.

<b>Actual Annual Business Mileage</b>	<b>Annual ECU Allowance</b>
Under 1200 miles	£120
1200 – 5000 miles	£250
5001 – 7,500 miles	£500
Over 7,501 miles	£800

A lump sum is payable in 12 monthly instalments to all essential users.

In addition, a payment in respect of miles run on official business, within the City, is made as undernoted:

### Essential mileage

0 – 10,000 miles	0.45p
Over 10,000 miles	0.25p

Those carrying a fellow employee as a passenger will receive an additional 5 pence per passenger per mile.

### Casual Users

You are a Casual User if you are in a post for where it is merely desirable that a car should be available when required. No lump sum is payable, but a payment in respect of miles run on official business in any financial year within the City of Aberdeen is made as undernoted:

### Casual mileage rate

0 – 10,000 miles	0.45p
Over 10,000 miles	0.25p

In addition those carrying a fellow employee as a passenger will receive an additional 5 pence per passenger per mile.

### Motor Cycle Allowances

Officers using a motor cycle are entitled to the following rates:

0 – 10,000 miles	0.24p
Over 10,000 Miles	0.24p

### Push Bike Allowances

The current rate is 20p per mile in respect of miles run on official business.

## **Travel Outwith the City of Aberdeen**

All mileage will be reimbursed at casual/ essential rates of 45p per mile with passenger allowance if applicable.

## **Workplace Change Allowance**

Mileage paid at the Essential/ Casual Allowances Rate up to a maximum value of a First Bus monthly pass.

Bus Passes/ Fares are reimbursed on receipted expenditure up to a maximum of a First Bus monthly pass.

## **Subsistence Allowances**

Subsistence allowances will be payable to officers who are prevented by their official duties from taking a meal at their home, administrative centre or establishment where they normally take their meals, and thereby incur additional expenditure. The allowance shall not be paid where a suitable meal is provided or the officer has been previously reimbursed.

The maximum allowances are as follows:

- Breakfast: £8.00
- Lunch: £12.00
- Evening Meal: £25.00

Services should request receipts to verify that expenditure has been incurred.



**Declaration by Claimant**

I declare that all claims entered by me on this form, including mileage, result from expenses actually and necessarily incurred by me in the course of my duties and that any subsistence payments claimed in consequence of such expenses do not exceed the allowances approved by the City Council. **I declare that the above vehicle is roadworthy and is insured for business purposes.**

Signature.....

Date.....

**(AUTHORISER TO BE COMPLETED IN BLOCK LETTERS)**

Signature..... Date.....

Authoriser.....

Job title.....

