

NORTH AYRSHIRE INTEGRATION JOINT BOARD
MEMBERS EXPENSES POLICY

North Ayrshire Integration Joint Board

Policy on Members' Expenses

Introduction

Members of the North Ayrshire Integration Joint Board (IJB) will from time to time incur expenses in performing their duties as Board Members. A policy has been developed to ensure that members are fairly reimbursed for expenditure necessarily incurred in performing their duties.

The policy applies only to representative members, who are not already covered by the expenses policies of NHS Ayrshire & Arran or North Ayrshire Council. Members of the SIB who are NHS Board members, North Ayrshire Council elected members or employees of either organisation will continue to claim business expenses in accordance with the policy of their respective organisations.

Types of expenditure that may be claimed :-

To qualify for reimbursement, expenses must be incurred wholly, exclusively and necessarily in the performance of the Board member's duties and must be supported by receipts.

Travel expenses

Travel expenses will be reimbursed subject to the mode of travel being the most economical and efficient in view of all the circumstances. Where a journey involves more than one member, car sharing should always be considered.

Vehicle mileage will be reimbursed at the HMRC rate in force at the time when the expenditure was incurred (currently 45p per mile). Prior to claiming mileage for the first time and annually thereafter members will have to demonstrate that they hold a valid driving licence and motor insurance covering business travel. Travel by motorcycle is reimbursed at 24p per mile. Mileage claims must be accompanied by a VAT receipt for fuel sufficient to cover the miles claimed. The VAT receipt must be dated before the first journey claimed.

Travel by public transport will normally be booked on the Board member's behalf. Where the Board member makes his or her own transport arrangements reimbursement will be made for standard class travel only.

Parking and Other Fees

Parking charges will be reimbursed on production of the appropriate receipts. Parking fines or similar penalties will not be reimbursed. If travelling to Arran, the member will normally be expected to travel as a foot passenger on the ferry and arrangements will be made on the member's behalf for transport on the island.

Subsistence

When travelling outside Ayrshire on Integration Board business and meals are not provided Board members may claim the actual cost of meals purchased up to the maximum amount allowed, as follows:

Breakfast	£4.50
Lunch	£6.00
Dinner	£8.00

Receipts must be provided for all expenditure incurred.

Support for Carers

Carer representatives who need support for their caring responsibilities in order to participate in the business of the Integration Joint Board will be invited to discuss their needs with the relevant Head or Service so that appropriate support can be provided.

Loss of Earnings

Loss of earnings incurred while attending meetings of the IJB will be reimbursed on production of satisfactory evidence of the amount lost.

Claiming Expenses

Expenses should be claimed monthly using the standard claim form, which will be supplied to all members covered by this policy. Claims delayed by more than three months will not normally be paid. Receipts should be attached and the completed claim form sent for the attention of the Partnership Director.