

'Carers Collaborative' – an integration network for carer representatives

Draft expenses policy: suggested ideas for content and format Meeting 14: Tuesday 27th August 2019

Who is the expenses policy for?

- Unpaid carer reps on IJBs
- Possibly unpaid service user reps on IJBs?
- Anyone else?

When should the expenses policy apply?

- For IJB meetings only
- For all work relating to IJB carer rep role e.g. other meetings (Locality Group / Strategic Planning Groups) / events and other meetings

What processes should be included?

- Process for claiming expenses e.g. straightforward form / named contact person
- Timescales for payment of expenses e.g. in advance / in arrears?
- Timeframe for payment e.g. week in advance / arrears, etc?
- Methods of payment e.g. BACS transfer?
- Exclusions / exemptions?

What expenses should be included in an expenses policy?

- Travel costs: including public transport, mileage and parking
- Printing and paper costs
- IT / communication costs (e.g. phone / laptop)
- Subsistence where appropriate
- Replacement care / care cover for IJB meetings
- Replacement care / care cover for preparation time
- Replacement care / care cover for attendance at other meetings/ events relating to role
- Loss of income to attend meetings