



‘Carers Collaborative’ – an integration network for carer representatives

Template expenses policy

Who is the expenses policy for?

This policy is for unpaid carer representatives and their deputies on Integration Joint Boards (IJBs) and associated sub-groups. (It can also be used for other unpaid representatives on IJBs, such as service users.)

Why does this expenses policy exist?

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

When does this expenses policy apply?

This expenses policy applies to enable unpaid carer representatives and their deputies to undertake the work required in their capacity as IJB members.

This includes preparatory work for, and attendance at:

- IJB meetings
- Strategic Planning Groups
- Locality Groups
- Other related IJB sub-groups
- IJB related duties and events (e.g. meeting a community group to explain the Strategic Commissioning Plan)

What expenses are included in this policy?

- **Travel costs**
 - public transport (excludes first class travel - receipts to be provided)
 - mileage (45p/mile)
 - parking (receipts to be provided)
 - taxi costs - where public transport arrangements are not suitable (receipts to be provided)
 - 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 NHS/Local Council guidelines (receipts to be provided)
 - Reimbursement of reasonable dinner expenses as per current NHS/Local Council guidelines (receipts to be provided)
 - Overnight accommodation and reimbursement of reasonable expenses for overnight stays, if and when required, as per current NHS/Local Council guidelines (receipts to be provided)
- **Preparatory work and administration to carry out duties**
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)

- **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 (if and when required – to be discussed and agreed in advance)
- **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.

Example: one HSCP has allocated resources to their local carers centre to enable carers to support other carers around strategic planning. This allows carers to be recompensed on a sessional basis to support engagement.

What is the process for claiming expenses?

- A named contact person will be identified to support communication, completion and agreement of all expenses claims.
- Expenses forms will be provided in electronic or paper format before or at each meeting / event to claim travel and subsistence expenses (receipts to be provided).
- For preparatory and administrative costs, reimbursement of costs as spent.
- For replacement care and loss of income reimbursement, discussion and agreement with named contact person in advance.
- All expenses will be paid within 28 days of submission of expenses claim form. However, to ensure equity of involvement and engagement, if required immediate payments may be made. A payment schedule with dates of reimbursement will be provided.
- Payments will be made BACS transfer where possible. Bank details to be provided to enable payment. Where BACS payment is unsuitable alternative payment arrangements (such as cheque/cash) will be agreed with the named contact person.

Reviewing this policy

This policy will be reviewed annually with the relevant recipients. Any proposed changes to this policy will be discussed with those covered by the policy before implementation.

Further Information

This template has been produced by the Carers Collaborative, which is a group made up of IJB Carer Representatives from across Scotland. Please feel free to use or adapt this expenses policy for unpaid carer representatives in your local area. For any enquiries about this template, please contact:

Claire Cairns
Coalition of Carers in Scotland
coalition@carersnet.org