



Stakeholder Representatives' Expenses

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Lead Manager.	Chief Finance Officer.
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1. Introduction

Stakeholder representatives on the Orkney Integration Joint Board (OIJB) will, from time to time, incur expenses in performing their duties. This document has been developed to ensure that the stakeholder representatives are fairly reimbursed for expenditure necessarily incurred in performing their duties.

This applies only to members, who are not already covered by the expenses policies of NHS Orkney or Orkney Islands Council. Anyone on the Board who is a NHS Board Non Executive, an Orkney Islands Council Elected Member or an employee of either organisation will continue to claim business expenses through their own respective organisation and in accordance with the policy of their respective organisations.

Stakeholder representatives should first seek reimbursement from any other organisation where this is directly available to them for the expenditure incurred.

To qualify for reimbursement, expenses must be incurred wholly, exclusively and necessarily in the performance of the duties and must be supported by receipts, an expenses claim form or other evidence before payment can be made.

2. Travel Expenses

Any travel expenses claimed from the IJB should also be carried out with the aim of delivering best value, members should check the availability of and consider attending meetings virtually before making any travel request.

Members should allow the OIJB directorate support team to make all arrangements for booking travel and accommodation. This includes deciding on the most appropriate accommodation, method and time of travel.

Members intending to make travel claims from the OIJB must seek approval from the Chief Officer, or Board, before incurring travel expenditure for travel outwith Orkney.

For the purposes of calculating claims, a stakeholder representative's normal place of residence (his/her home) or usual base of employment is regarded as his or her normal place of work, so expenses associated with travel from home or usual base of employment to conduct OIJB business may be claimed back.

A stakeholder representative may claim back the actual costs incurred for travel, meals and overnight accommodation when they are carrying out OIJB business.

3. Mileage Allowance and Travel by Private Transport

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 stakeholder representative, car sharing should always be considered.

The use of private vehicles must take account of the total cost in terms of ferry fares, mileage claims, subsistence claims and any other additional expenses and have considered all other alternative methods of travel.

Stakeholder representatives may claim costs incurred when travelling by private car, van, motorcycle or bicycle on approved duties and may also claim costs for taking passengers who are also on approved OIJB business.

Prior to claiming mileage for the first time and annually thereafter stakeholder representatives will have to demonstrate that they hold a valid driving license and motor insurance covering business travel.

A VAT fuel receipt must be retained to support any claim for reimbursement.

The rates are as follows:

Millage Allowances.	Rate.
Car or Van – all engine sizes.	0.45p per mile.
Motorcycle.	0.24p per mile.
Bicycle.	0.20p per mile.
Car Passenger Millage.	0.05p per mile.

In addition to the mileage allowance in the table above, stakeholder representatives can also claim the following costs associated with travelling by private car, motorcycle or bicycle:

- Parking charges – receipted costs of expenses incurred.
- Road and bridge tolls – costs of expenses incurred.
- Road pricing/congestion charging – receipted costs of expenses incurred.
- Ferry fares for car, motorcycle or bicycle – receipted costs of expenses incurred.

VAT receipts must be retained to support any claim for reimbursement on an expenses claim form.

Parking fines or tow-away costs will **not** be reimbursed.

It is advised to travel by air whenever possible, to avoid extending the periods away by overnight stays. However, on occasions it may be possible to obtain discretionary approval, from the Chief Officer, to travel by private car, for example, when visits to a number of different locations are required or where convenient public transport connections are not available.

Discretionary travel costs will be paid at the lower of actual expenses claimed or the cheapest scheduled air fare, as determined by the Chief Officer.

4. Travel by Public Transport

The following expenses may be claimed back by stakeholder representatives who use public transport to carry out their approved duties:

- Buses, taxis, trains, air travel and trams expenses incurred - reimbursed on receipted cost of fare.

Travel by public transport will normally be booked on behalf of the stakeholder representative. Where the stakeholder representative makes his or her own transport arrangements reimbursement will be made for standard class travel only.

Where possible, travel arrangements should be made as far in advance as possible in order to take advantage of cheapest fares or any discounts available.

5. Accommodation and Meal Allowances

Stakeholder representatives are entitled to claim subsistence for the provision of overnight accommodation or actual costs incurred for meals when carrying out approved OIJB business whilst away from their home or away from Council or NHS Orkney premises, necessitated by the following circumstances:

- **Where an unreasonably early start** would be required in order to carry out an approved duty.
- **Where it would not be reasonably possible to return home the same day** after performing an approved duty.
- **Where the cost of the overnight allowance is not significantly different** from that which would be incurred if a member were to travel on consecutive days to undertake an approved duty.

The number of nights subsistence paid will not be greater than would have been paid had the journey been made by air.

The overnight reimbursement covers the cost of a bed and breakfast whether accommodation is booked on a “room only” or “bed and breakfast” basis. Actual costs up to the maximum permitted limit may be reimbursed on production of VAT receipts.

Stakeholder representatives may choose to stay overnight with family or friends instead of claiming overnight subsistence (bed and breakfast). In such cases, OIJB may pay an allowance if it is considered by the Chief Officer that the expenses have been reasonably incurred by the member on approved business. The claim should include the name(s) and address of the friends or family with whom they have stayed.

The following table illustrates the maximum rate allowed to stakeholder representative:

Subsistence and Meal Allowances.	Maximum Limit.
Breakfast * (where no overnight subsistence is claimed).	£8.00 per day.
Lunch.	£12.00 per day.
Dinner.	£25.00 per day.
Overnight (including Breakfast) – London.	£131.00.
Overnight (including Breakfast) – elsewhere.	£110.00.

Overnight Family and Friends.	£25.00
Outwith UK.	Actual Received Value.

Where bookings have been made by the stakeholder representatives themselves then costs should be within the maximum rate allowed in the regulations. Any amounts claimed which exceed the maximum limit permitted will **not** be reimbursed.

In determining whether the traveler is eligible to claim for reimbursement of meal expenses, the traveller should have been away from their normal place of work for a period of more than four hours. For example, if the traveller is required to attend the meeting which involves being away from their own places of work for more than four hours, including the hours of 12:00 to 14:00, then the traveler would be entitled to claim for reimbursement of a lunch expense. If the criterion is not met, then the traveller is not entitled to claim for lunch expense. Additionally, if for example a lunch is provided by the meeting organisers, then entitlement to reimbursement of lunch expense would fall.

Claims for expenses and allowances must be made, at the end of each month, on the relevant claim form. Once completed and signed, the claim should immediately be submitted to OIJB directorate support and following authorisation by the Chief Officer arrangements will be made to enable payment.

6. Support for Carers

Carer representatives who need support for their caring responsibilities in order to participate in the business of OIJB will be invited to discuss their needs with the relevant Head of Service so that appropriate support can be provided. Carer representative travel outwith Orkney requires approval in advance from the relevant Head of Service before travel expenditure may be incurred.

7. Claiming Expenses

Expenses should be claimed monthly using a standard claim form. Claims delayed by more than three months will not normally be paid. Receipts should be attached, and the completed form sent for the attention of the Chief Finance Officer.

8. Publication of Remuneration Information

All IJBs must publish information on stakeholder representatives' allowances and expenses in the Annual Accounts.