

## GLOUCESTERSHIRE PARTNERSHIP NHS TRUST

### POLICY FOR REMUNERATION OF GOVERNORS' EXPENSES

#### 1. INTRODUCTION

This policy lays down the guidelines under which Governors and prospective Governors may be reimbursed for legitimate expenses incurred in the course of their duties.

#### 2. AUTHORITY

The policy has been approved by the Trust Board.

#### 3. PRINCIPLES

- a. The post of Governor of a foundation trust is voluntary, and it is a fundamental principle that no Governor shall receive any form of salary for being a Governor. However, it is not the intention that Governors should find the cost of reasonable expenses incurred as a result of their duties.
- b. Expenses will be reimbursed for the following expenditure:
  - i. Travel expenses to attend Council, members and local constituency meetings arranged by the Trust, and any other meetings specified by the Trust for attendance in a Governor capacity. Mileage rate, where authorised, will be paid at a rate of 40p/mile for all eligible mileage<sup>1</sup>. Travel by bus or train will be reimbursed as per the ticket amount (the ticket should be retained and attached to the claim form for payment). Reimbursed travel by taxi is *not* permitted unless prior agreement has been received by the Trust Secretary. The Trust's Voluntary Driver Service will be used in circumstances that may require it. Governors are asked that they attempt to arrange transport to meetings by the cheapest means.
  - ii. Parking and toll charges incurred as a direct result of attending the above meetings.
  - iii. Subsistence allowance where the Governor is away from home either, between 5 and 10 hours at £5 maximum, or over 10 hours £10 maximum *where no refreshment is provided*. Periods away from home are calculated from the times of leaving and returning home. Only in exceptional circumstances and with the prior agreement of the Trust Secretary will overnight expenses or conference fees be paid.
  - iv. Expenses arising because a Governor is required to employ a carer to look after a dependent relative whilst the Governor is on Trust business as described above. Costs must be agreed with the Trust Secretary in advance and will only

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<sup>1</sup> The Trust reviewed the rates paid to other groups including staff, volunteers, Mental Health Act Managers and members of the Patients' Forum before arriving at this mileage rate

be payable on production of evidence of expenditure for the services and may be liable to deductions for tax and national insurance.

(Governors requiring assistance in arranging transport must contact the Trust Secretary or FT Administrator well in advance of the planned meeting to enable the necessary time to arrange.)

#### **4. SUBMISSION OF CLAIMS**

Governors remain wholly responsible for the compilation and accuracy of their claims. (Assistance is available if required). Claim forms are available from the Foundation Trust Administrator. When completed they should be passed to the Foundation Trust Administrator for authorisation, who will forward them for payment. Claims will normally be reimbursed directly to a nominated bank or building society account (the account number and sort code of which must be stated on each claim) in accordance with the Trust's accounting timetable.

If urgent payment is required the Governor should raise the matter with the Trust Secretary.

#### **5. REVIEW**

The Council of Governors will review of this policy annually and make recommendations for any changes to the Board of Directors.