



NORTHERN IRELAND PRACTICE AND EDUCATION  
COUNCIL FOR NURSING AND MIDWIFERY

# **Payment of Travelling and other Allowances to NIPEC Council Members**

**February 2019**

**Review date: February 2021**

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## **1.0 Introduction**

Circular HSS (F) 10/2014, issued on 21 May 2014 outlines revised travelling, subsistence and other allowances payable to members and non-executive members of Health and Personal social Services bodies in accordance with Schedule 8. This replaces Circular HSS (F) 71/2012.

All allowances quoted within this policy and in Circular HSS (F) 10/2014 are effective from 1 July 2013.

A summary of the main points within Circular HSS (F) 10/2014 is provided within this policy. A copy of the full Circular can be found on NIPEC's server, or alternatively, please contact the Corporate Services Manager at NIPEC on 0300 300 0066 or at [janet.hall@nipec.hscni.net](mailto:janet.hall@nipec.hscni.net) .

## **2.0 Entitlement to Travelling and other Allowances**

2.1 NIPEC may, subject to the provisions of this Circular, make payment to Council members in respect of:

- travelling expenses in accordance with Schedule 1
- accommodation expenses in accordance with Schedule 2
- subsistence expenses in accordance with Schedule 3
- deputising expenses/financial loss in accordance with Schedule 4
- attendance allowance in accordance with Schedule 5
- dependant care expenses in accordance with Schedule 6

where they have necessarily incurred expenses under the above headings for the purpose of enabling them to perform their duties as members. This is provided that the member is not entitled to a payment in respect of subsistence expenses incurred by him for the purpose of enabling him to perform an approved duty within a distance of 5 miles from his usual place of residence, and provided that where payment of remuneration is made to a member they are not entitled to any payment in respect of financial loss.

2.2 NIPEC may, subject to the provisions of this Circular, also make payments in respect of additional expenses incurred if someone with a disability needs to be accompanied by a carer/support person.

## **3.0 General Conditions**

3.1 Payment of allowances shall be conditional on the members observing any requirement imposed by NIPEC as may be determined by the Department of Health, Social Services and Public Safety, and without prejudice to the generality of the foregoing, in claiming allowances a member shall certify that in relation to:

- (a) travelling expenses, any amounts specified in the claim were actually and necessarily incurred and that any mileage specified was actually and necessarily covered;
- (b) accommodation and subsistence expenses, expenses were necessarily incurred and that periods of absence and details of meals taken were as specified in the claim;
- (c) deputising expenses or financial loss, is in respect of actual financial loss, or

- the cost of a locum;
- (d) dependant care expenses, any amounts in the claim were actually and necessarily incurred;
- (e) personal, incidental and business expenses, any amounts in the claim were actually and necessarily incurred.

3.2 Where a member is entitled to receive allowances in relation to the performance of duties as a member of more than one board or committee, the total allowances paid should not exceed the rate that would be payable had all the duties been performed for only one of those bodies.

#### **4.0 Subsistence Allowance**

4.1 An allowance may be paid to members when absence from home on necessary business for more than 5 hours and where it is necessary to purchase meals and non-alcoholic beverages. The rates payable are set out in Schedule 3.

4.2 Dependant care expenses should be paid where, because of childcare responsibilities or as a carer for a dependant relative, a member would not be able to attend a meeting. Conditions for the reimbursement of expenditure incurred are set out at Schedule 6.

#### **5.0 Equality Screening**

5.1 This policy has been screened in accordance with Equality and Human Rights legislation and using NIPEC's screening template.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chief Executive)

### **TRAVELLING EXPENSES**

In this Schedule:

- "absence" means absence from home necessitated by the member's duty;
- "motor cycle" means a motor cycle without a side-car;
- "passenger" means a passenger in a motor vehicle to whom a travelling allowance would otherwise be payable under this Determination;
- "public transport" means any service provided for travel by the public other than by airplane, taxi or hired car;
- "Reserve Rate" means the rate payable to officers who:
  - a. have the basic insurance required to qualify for the Private Rate and who maintain their vehicle in a roadworthy condition; or
  - b. are driving a vehicle which does not fulfil the ownership requirements required to qualify for the Private Rate; or
  - c. are using the vehicle for a journey which the Department does not recognise as appropriate travel by private motor vehicle (e.g. where public transport is available and car parking charges would not have been incurred.);

and any expressions to which a meaning is assigned by the Road Traffic (Northern Ireland) Order 1981 shall have that meaning.

Mileage rates payable depend on the engine capacity of the vehicle used.

### **MEANS OF TRAVEL**

#### **Public Transport Rates – train, bus and coach**

The costs of an ordinary fare, or where there is more than one class, the first class fare should be met provided that advantage shall be taken of any reduced fares available.

Where appropriate, additional costs can be met in relation to:

- Seat reservation;
- Storage of luggage; and
- Sleeping accommodation on an overnight journey.

#### **Car Mileage**

Subject to agreement members may use their car where public transport is deemed inappropriate or, if preferred choice of travel. Car mileage is paid on the understanding that members are fully insured for business use.

If passengers, heavy luggage or equipment are transported, members may also claim the

passenger/luggage mileage rate for each mile they are carried. This is to compensate for the extra fuel used; equipment or luggage must be of significant enough weight to attract this rate, generally around 40 kilos.

The mileage rates for claims are as follows:

	<b>Up to 3,500 miles per year</b>	<b>Over 3,500 miles per year</b>
<b>Rate and Engine capacity</b>	<b>Amount per mile</b>	<b>Amount per mile</b>
Cars ( all type of fuel)	67p	24p
Passenger/luggage rate all engines – each passenger	5p	5p
<b>Rate and Engine capacity</b>	<b>All eligible miles travelled</b>	
Motor Cycles	33p	
Pedal Cycles	20p	
Passenger Rate	5p	
Reserve Rate	33p	
Carrying heavy or bulky equipment.	3p	
The actual amount of any expenses incurred on tolls, ferries and parking fees (receipts required)		

Taxi

Members may use taxis or minicabs where public transport is inappropriate or in the case of urgency. The fare with a receipt should be met.

Aircraft

Where there is a cost benefit (in terms of travel and subsistence) or where it is decided that the saving in time is so substantial as to justify travel by air, the costs of a flight and any airport taxes shall be met.

### **ACCOMMODATION EXPENSES**

In all cases the maximum limits for commercial accommodation per night are:

Central London (within a 5 mile radius of Charing Cross)  
Receipted costs up to £140 for bed and breakfast  
+ Standard Allowance of £22.50 to cover lunch and dinner

Elsewhere in UK  
Receipted costs up to £100 for bed and breakfast  
+ Standard Allowance of £22.50 to cover lunch and dinner

Dublin  
€180 to cover accommodation and all meals for 24 hour period

Elsewhere in Irish Republic  
€140 to cover accommodation and all meals for 24 hour period

Where the use of more expensive accommodation is unavoidably necessary the full receipted cost can be met providing advance authorisation has been obtained from the Department.

### **Private Stay Allowance**

The private stay allowance is to cover the cost of providing accommodation, evening meal and breakfast if members choose to stay with friends or relatives. The allowance applies to all members. If claimed, the subsistence claim must be reduced by two meals.

All of the UK and Ireland  
1 night - £27.50 (maximum)

The allowance is at a fixed rate and receipts are not required.

## SCHEDULE 3

### **RATES OF MEAL ALLOWANCES**

Subsistence allowance is claimed by way of meal allowances at the maximum rates given below.

<b>Period Away</b>	<b>Meals</b>	<b>Value</b>
Over 5 hours	1	£5
Over 10 hours	2	£15
Over 12 up to 24 hours	3	£20

For periods in excess of 24 hours additional entitlement should be calculated on the same basis beginning with the 'Over 5 hours' band.

*Where meals have been provided, at no additional cost, claims should be reduced accordingly*

Receipts are not required unless the specified rates are exceeded. Members must then provide receipts and an explanation for the excess.

Subsistence allowance is not normally paid for a period of attendance at the place where the meetings of the authority or committee normally take place. However, in circumstances where such payments take place they may be considered to be taxable as employment income by the Inland Revenue from whom further advice should be sought.

Please note that **any claims for alcoholic drinks will not be paid.**

### **DEPUTISING EXPENSES/FINANCIAL LOSS ALLOWANCES FOR UNPAID PUBLIC SERVICE**

Unpaid members of committees may be paid a financial loss allowance to reimburse actual certified loss of earnings (other than casual overtime earnings) resulting from attendance at meetings. All claims must be accompanied by certified documentary evidence of actual loss of earnings. See notes below.

Alternatively unpaid members of committees may be paid a deputising (locum) allowance to reimburse the full cost of employing a person to provide cover or substitution, whilst attending the specified committees. Claims for such an allowance can **only** be allowed when certified documentary evidence of the cost of the locum cover is provided. See notes below.

#### **Rates Payable**

Maximum allowable daily £320.00

Maximum allowable per half day £160.00

(Maximum of £40 per hour to a maximum of £320 in any day)

There is no maximum allowable yearly amount under these provisions (either to cover deputising expenses or as a financial loss allowance).

#### **NOTES**

1. Claims for such an allowance can only be allowed when certified documentary evidence of the cost is provided. In the case of a self-employed person, then written confirmation is required from a professionally registered accountant that the recipient's average daily earnings are either on a par or exceed the maximum daily attendance allowance as stated above. This confirmation will be held on file until such time as the allowance changes.
2. Provided that the payment is calculated to do no more than replace the salary that the recipient would otherwise have received from the employer, a financial loss is not taxable as employment income. However, if the recipient is self-employed the allowance is taxable under Schedule D as a receipt of the business.

### **ATTENDANCE ALLOWANCE FOR INDEPENDENT CONTRACTORS**

An attendance allowance of £220 per day or £110 for meetings up to 4 hours long is payable to independent contractors (i.e. non-health service employees) for statutory meetings or when the attendance of professionals is essential to the development or implementation of a policy (i.e. at the specific request of the Department, attending as practising professional and/or as representative of a trade union/professional association).

**Independent contractors may also claim an allowance for locum expenses or financial loss up to the maximum rate specified in Schedule 4 above.**

In cases where letters of invitation are to be issued, and to ensure that attendees are in no doubt as to the allowances which may be claimed, the conditions for payment should be issued with the letter of invitation.

### **DEPENDANT CARE EXPENSES**

Members may claim for the cost of additional dependant care arrangements that become necessary as a result of attending meetings. This includes such costs as a child minder or a carer for a dependant relative.

Allowances may only be claimed in respect of children aged 15 or under, or in respect of other dependants, including those with a disability (where there is medical or social work evidence that such care is required).

Payments will only be made as reimbursement of any reasonable expenditure incurred, for which receipts must be provided to support any claim. Allowances are not payable in respect of payments made to members of the claimant's own household or direct family and the carer must be aged 16 years or more.