

Non-Staff Reimbursement Policy

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# Introduction

1. It is NICE policy to ensure members of its advisory committees and other ad hoc advisory groups are reimbursed promptly and appropriately for expenses incurred on NICE business.
2. Deviations from this policy may be considered in exceptional circumstances and are subject to prior approval by the Director of Finance. The Director of Finance may choose to delegate this approval to a senior member of the Finance Team.
3. This new policy will come into effect for meetings held on or after the 1st of August 2024. Any claims for meetings held before this date will continue to be covered under the previous Non-Staff re-imbursement policy.

# Scope

1. This policy applies to people who are individual members of our advisory committees and other groups convened to help us with our work. It also covers people who attend committee meetings as experts. Meeting organisers will be explicit about whether expenses are covered when inviting people to take part in meetings. They will be collectively termed ‘individuals’.
2. People attending meetings as observers are not eligible to claim reimbursement of expenses.
3. NICE staff and Non-Executive Director expenses are covered in a separate policy.

# Section 1 – Payments and reimbursements

## Terms of Payment

1. Payment rates include reading, preparation time and correspondence for meetings.
2. The payment rates relate to the scheduled running time for meetings.  Lay contributors & committee members will not be paid less if a meeting finishes early, nor can they claim additional payment if a meeting runs over, unless the overrun can be considered excessive (for example, over 30 minutes).
3. If a meeting is cancelled with 7 or fewer days’ notice payment will be offered at the rate the individual would have been eligible to receive had the meeting gone ahead.
4. Individuals are only eligible to claim for either locum re-imbursement or direct payment and will only receive one payment for one meeting.

## Lay contributor payments

**Payment rates for meetings**

1. Payment for meetings will be offered as following:

**Decision makers**

1. Decision makers are lay contributors who have been specifically recruited to a committee or group where they will make formal decisions and recommendations on behalf of NICE. This includes lay contributors who sit on NICE’s advisory committees, appeal panels, and other groups with a formal remit.
2. Decision makers are offered the following rates for meetings in which they have a decision making role (e.g. an advisory committee meeting or Appeal panel meeting), which include recognition of reading, preparation and correspondence pre and post meeting.

* £300 – scheduled meetings of more than 4 hours
* £150 – scheduled meetings up to and including 4 hours.

Example: a lay contributor recruited to a guideline committee looking at stable angina would be offered £300 for attending a 6-hour meeting. This rate would include attending any short pre- or post- committee meeting briefings, reading papers, and responding to email correspondence.

1. For any other meetings, for example lead team meetings, formal pre meeting briefings or other meetings outside of formal committee work the lived experience contributor rate (below) will apply.
2. If a lay contributor requires formal or informal carer support for themselves, or someone they provide carer support to, in order for them to prepare for a meeting (e.g. reading papers, preparing notes) they are eligible to claim carer costs. Please see section 3 for more information about covering costs for formal carers and support worker.
3. If a lay contributor requires any additional adjustments to enable them to participate, approval will need to be obtained from the Director of Finance. Contact [pip@nice.org.uk](mailto:pip@nice.org.uk) to discuss any additional needs.

**Lived experience contributors.**

1. Lay contributors who have been invited to a meeting to share their lived experience and testimony with NICE, but who do not take part in decision making are offered the following rates:

* £150 – more than 4 hours
* £75 – up to and including 4 hours

Example: a patient expert attending a technology appraisal committee to share their lived experience of chronic lymphocytic leukaemia would be offered £75 for attending a 2.5 hour meeting. The payment includes reading any papers associated with the meeting and responding to email correspondence.

***Payment rates for ‘one off’ activities***

1. Where lay contributors are asked to take part in a ‘one off' activity (e.g. activity not associated with scheduled routine committee work), the following rates are offered:

* Reviewing documents or training modules: £25

Example: a member of the NICE expert panel asked to review a factsheet would be offered £25 for doing so.

***Payment rates for formal lived experience and voluntary and community sector partners***

1. NICE will formally partner with a small number of people with lived experience, and employees of voluntary and community sector organisations to work collaboratively on strategic developments within the organisation’s patient and public involvement approaches.
2. These partners will be offered a fixed amount for their contribution, dependent on the frequency and type of activity they contribute to.

## Committee Member & Topic Advisor Payments

***Locum backfill reimbursements to NHS GP practices***

1. NICE will reimburse locum backfill for committee members, chairs and vice chairs that are working in NHS general practice and a locum is needed to allow their attendance on NICE business. The cost of the locum cover will be reimbursed up to a maximum of £1,000 per day (more than 4 hours) or £500 for half a day (up to and including 4 hours).
2. Locum reimbursement claims must be submitted by the practice via an invoice to NICE. The invoice from the practice must give details of the hours of locum cover, the name of the person, organisation or agency providing the cover and the rate being claimed. In the case of salaried staff evidence of their annual salary would also be required (to determine daily rate). Any external agency locum costs need to be supported by a copy of the agency’s invoice. All reimbursement for internal or external locums will be to the claimant’s practice.
3. Locum reimbursements will only be paid via the invoice/ purchase order route. with the NICE aims to make payment within 30 days of receipt of the invoice at NICE’s accounts payable provider. Practice invoices quoting the purchase order number provided by teams together with a copy of the Agency locum invoice if applicable, should be sent to either [sbs.apinvoicing@nhs.net](mailto:sbs.apinvoicing@nhs.net) or National Institute for Health and Care Excellence, T53 Payables 4545, NHS Shared Business Services, PO Box 312, Leeds.

***Self-employed NHS GP locums attending NICE’s committees***

1. Self-employed GP locums working in the NHS will be personally reimbursed at a rate of £600 per day (more than 4 hours) or £300 for half a day (up to and including 4 hours) upon receipt of a completed claim form. These payments will be made through NICE’s payroll system and will be subject to tax and National Insurance deductions in line with IR35 legislation.
2. Self-employed GP locums need to submit an honorarium claim form which is available from the team coordinator of the meeting. As these will be processed through payroll, additional personal information needs to be collected to set the claimant up on the system and to fulfil reporting requirements to the HMRC. When issuing an honorarium claim form for the first time, the coordinator of the meeting will therefore also ask that the claimant completes a payroll information form. All honorarium claim forms will need to be verified and approved by the relevant budget holder within the team and forwarded to the payroll team for processing. Payments will usually be issued monthly in arrears with pay day being on the 25th of the month (or the previous working day if this falls on a non-working day).
3. The above is applicable to self-employed GPs working in the NHS only. Consideration may be given to the reimbursement of NHS hospital based locums on a case by case basis. Approval should be sought from the Director of Finance. Locums from private practices or other commercial organisations will not be entitled to claim for any locum costs.
4. Locum fee claims processed through the payroll system will be paid at the end of the month following the month of approval.

***Committee chair reimbursement and remuneration***

1. Committee chairs’ employing organisations are normally reimbursed for the time chairs work for NICE on a secondment arrangement.
2. Where it is not possible or appropriate to reimburse a chair’s employing organisation NICE will engage the chair directly on payroll and PAYE will be collected. NICE engages chairs as office holders and as such the NHS pension scheme and other benefits are not offered.
3. The on payroll reimbursement rate (honorarium) for a chair will be £700 per day (more than 4 hours) or £350 per half day (up to and including 4 hours).
4. Occasional recruitment activity of committee members undertaken by individuals appointed to Chair of the committee would be covered under point 6 of this policy. In exceptional circumstances recruitment (e.g. when a new topic-specific committee is being set up) it may be appropriate to reimburse the time spent on recruitment due to the additional time investment. See paragraph 2 for exceptions to this policy.

***Agenda for Change Professionals***

1. Agenda for Change Professionals will be re-imbursed in line with their current substantive salaries, up to a maximum of £300 per day (more than 4 hours) or £150 per half day (up to and including 4 hours). NICE will reimburse the individual’s employer for any salary payments made upon receipt of an invoice. For those engaged outside of Agenda for Change but in an equivalent role these rates will still apply.

* For example, a nurse employed by a GP Practice or local authority not under Agenda for Change terms and conditions would be covered by the above payment rates.

## Topic Advisors

1. Topic Advisors employing organisations are normally reimbursed for the time advisors work for NICE.
2. Where it is not possible or appropriate to reimburse an advisor’s employing organisation NICE will engage the advisor directly on payroll and PAYE will be collected. NICE engages advisors as office holders and as such the NHS pension scheme and other benefits are not offered.
3. The on payroll reimbursement rate (honorarium) for an advisor will depend on their professional status:

* General Practitioners & Consultants: £600 per day (more than 4 hours) or £300 per half day (up to and including 4 hours).
* Agenda for Change: £300 per day (more than 4 hours) or £150 per half day (up to and including 4 hours).

## Technology appraisal and highly specialised technologies appeal panels

**Chairs**

1. Appeal panel chairs will be paid £700 per day to cover:

* The pre-meet, appeal hearing and post-appeal hearing meeting (usually 1-2 days)
* Preparation for the appeal, and post-appeal liaising with the health service representative and legal adviser to finalise the decision write-up (usually up to 3 days in total).

1. Each £700 is for an 8-hour block of time, which could be spread over multiple days. This is paid via the NICE payroll and PAYE will be collected.
2. Chairs who are a GP are eligible to claim the honorarium or locum cover costs for each full day hearing. The cost of the locum cover will be reimbursed up to a maximum of £1000 per day or £500 for half a day.
3. For chairs employed by the NHS, the honorarium is paid to the employing organisation, unless the work on the appeal has been undertaken in the individual’s own time and then it will be paid via the NICE payroll and PAYE will be collected.

**Health service members**

1. The health service member is responsible for writing up the appeal panel’s decision. The following reimbursement arrangements will apply:

* A health service member working as a clinical consultant will be remunerated at the consultant rate of £368 per Programmed Activity (PA), up to a maximum of 6 PAs.
* The health service member currently working as a non-Consultant will be remunerated at £500 per day, up to a maximum of 2.5 days.
* The health service member currently working as a GP will be remunerated at the locum rates outlined above.

1. The honorarium is paid to the employing NHS organisation, unless the work on the appeal has been undertaken in the individual’s own time and then it will be paid via the NICE payroll and PAYE will be collected.

**Lay members**

1. Lay members of the appeal panel will be reimbursed in accordance with the arrangements for ‘decision makers’ set out earlier in this policy.

## Tax and National Insurance

1. Payments for NICE’s lay contributors & committee members do not mean that they have a contract of employment with NICE. However, depending on the individual activity being undertaken different rules may apply in respect of tax and national insurance contributions.
2. Any payments accepted for contributing to NICE’s work (excluding reimbursement of expenses), are regarded by HMRC as part of overall income.

**Lay Contributors**

1. HMRC have confirmed that lay contributors are self-employed for tax purposes for the involvement payments outlined in this policy. The individual will be responsible for reporting all payments to HMRC for income tax and NI purposes.

**Committee Members**

1. Committee members, where the individual’s employing organisation invoices NICE for their services, will have tax and NI deducted as normal by their employing organisation. For individuals who claim direct payments from NICE they will be placed on NICE’s payroll and income tax & NI deducted at source.
2. If, as a committee member, you are either self- employed elsewhere within the NHS, or are providing services through an intermediary, you will need to arrange with the NICE engaging team to complete an HMRC employment status check to determine your tax and NI position (CEST tool). The result of this should be submitted to the NICE payroll team along with your claim.

**Method of payment**

***Payroll***

1. Committee members who are paid via NICE’s payroll will be paid on the 25th of the month, or the last weekday before the 25th should the 25th fall on a weekend or bank holiday. The cut off for payroll claims will be the 1st working day of the month. Any claims submitted after that will be paid the following month.

***NICE expenses system***

1. Lay contributors will be able to claim payment for their involvement via NICE’s expenses system. Individuals paid via this method will be responsible for their own tax and NI contributions. NICE will aim to approve and pay claims made via the expenses system within 3 weeks of the claim being submitted.

# Considerations for people in receipt of state benefits

***Involvement payments***

1. As payments for involvement are classified as income for state benefit calculations people in receipt of state benefits may choose not to claim them or chose to claim a lower amount. Different rules in regard to earnings apply to different types of benefits. Individuals in receipt of state benefits are advised to liaise with relevant agencies, which as the Department for Work and Pensions or their local Jobcentre Plus.

***Travel, subsistence, and out of pocket expenses***

1. Travel, subsistence, and other out of pocket expenses will be covered, in line with this policy, in addition to the payment. Payment of these expenses should not affect any state benefits the lay contributors receive. However, because NICE offers a standardised subsistence payment of a maximum of £20 per day, these subsistence payments may be considered as earnings when calculating benefits. Lay contributors whose subsistence costs are lower than £20 can claim the exact amount spent on subsistence. This claim for the exact amount will not be considered as earnings.

***Further advice***

1. Specialist benefits advice is available from Bedford Citizen’s Advice bureau via referral from NICE. Please contact [pip@nice.org.uk](mailto:pip@nice.org.uk) for more information.

**Responsibilities**

1. It is the responsibility of NICE to ensure all lay contributors & committee members have been provided with a copy of this policy.
2. It is the responsibility of lay contributors & committee members involved in NICE’s activity to act in an honest and fair way e.g. only claiming for payments (including expenses) that are true and accurate.
3. NICE has a responsibility to ensure the appropriate use of public funds, therefore we reserve the right to take appropriate action if we believe payments are being claimed in a false or fraudulent way. This may include withholding payments.

# Section 2 - Travel and accommodation

1. This section covers the following:

* Rail travel
* Other public transport
* Taxis
* Flights
* Car use
* Bicycle use
* Accommodation
* Rechargeable activity

1. NICE is committed to the [Greening Government](https://www.gov.uk/government/collections/greening-government-commitments) agenda for UK government departments and their agencies to reduce their impact on the environment. NICE recognises that any travel, other than cycling or walking, can have an impact on the environment. The procedures set out below attempt to minimise the environmental effects of any travel. This includes as key principles:

* Individuals must consider the environmental footprint of any travel. Individuals should select the most environmentally friendly mode of transport wherever possible. Typically, this will be public transport, cycling or walking in preference to using cars or flying.
* Once the mode of transport is chosen, the lowest cost fare should be the default. Individuals should provide clear business justification when this is not the case, with this endorsed and approved by a senior member of the NICE Finance Team.

1. NICE’s centralised travel booking system should be used in the first instance for booking accommodation, rail travel and flights. If bookings are outside of the travel policy these should be made via the Facilities Team. Wherever possible, the individual is encouraged to use public transport, cycle, or walk in preference to using cars or flying, on grounds of sustainability.
2. Journeys between home and NICE business locations will be booked by the team organising the meetings. Please contact the relevant NICE team to request travel booking and explore accommodation requirements.
3. NICE will usually book and purchase rail, air travel and hotels on behalf of individuals, we recognise that on some occasions this will not be possible. When, by exception, rail travel and accommodation is booked and purchased by the individual the limits within this policy apply. Receipts will be required when a claim is made for reimbursement. Where appropriate, and by pre-agreement, NICE will reimburse other travel expenses incurred by those engaged on NICE business for example mileage, parking, taxis and flights.

## Rail travel

1. In terms of the environmental footprint, public transport, including trains, is typically the preferred mode of business travel and, where individuals have a reasonable rail option, this should be prioritised over air or car wherever possible. (please see appendix 6 for the sustainable travel hierarchy)
2. Tickets should always be purchased as economically as possible taking advantage of cheaper fares where available through advance booking. You can request tickets to be booked for either collection from a self-service machine at the train station or an e-ticket to download. If tickets are no longer required, you must report this to your booker. Do not collect the tickets from the machine or activate on your mobile device, instead contact the booker to arrange cancellation or amendments.
3. Rail travel will be standard class. First class travel is not permitted under any circumstances, even in rare circumstances when a first-class ticket is cheaper than a standard class fare.
4. Compensation relating to delayed trains, where travel has occurred may be retained by the individual in recognition of the impact of the delay. Where a journey is cancelled and a full refund offered, this should be returned to NICE and where appropriate a new booking will be made.

## Other public transport (e.g. tube, tram or bus)

1. In cities where public transport services are comprehensively available individuals are expected to use these modes of transport.
2. Individuals are encouraged to use contactless payment cards for travel on public transport. These paperless systems provide a cost-effective means of travel. Any bus, tram or tube passes that allow unlimited travel (such as a monthly season ticket) will not be reimbursed as no additional cost has been incurred.
3. Tickets, receipts or bank/credit card statement extracts should be attached to the claim as proof of expense.

## Taxis

1. Taxis may be used where there is a justification on the grounds of:

* Cost-effectiveness due to multiple people travelling to the same place together.
* Personal safety, for example travelling at night.
* Disability, impairment or a long-term condition.
* Travelling with heavy or bulky items of equipment of luggage.
* Travelling in an area with limited public transport.

1. Individuals wishing to travel by taxi should discuss this in advance with the relevant NICE team so that budget holder approval can be obtained prior to travel if the cost of the journey exceeds £15.
2. Where an individual has paid for a taxi fare, a receipt must be obtained and a scanned copy attached to the claim.

## Air travel

1. Air travel should be by exception with consideration given to the significant environmental impact of flying as opposed to other lower carbon options of transport (like rail travel) as per NICE’s responsibilities around the sustainability agenda. However, there may be some instances where individuals may need to travel within the UK when travel by train may not be the most cost-effective or viable option, or outside the UK, to attend conferences and events in connection with NICE business. Direct flights should be booked if available and reasonable to lower the emission impact.
2. In such circumstances individual NICE teams should book air travel through NICE’s internal booking systems. All bookings should be booked as far in advance as possible to ensure the purchase of the best value ticket available.
3. When travelling by air, NICE’s staff travel policy applies and should be referred to.

## Car use

1. As per the sustainable travel hierarchy (see appendix 6), where there is a reasonable option, individuals should prioritise public transport (like rail) over car travel wherever possible, to reduce the associated environmental impacts, unless there is a specific need for car use, for example due to illness/disability, there being a lack of public transport options or travel to a public transport departure point. Reimbursement of mileage expenses will be paid where travel by public transport was not available or not appropriate for the journey. Individuals who use their own vehicles in these circumstances will receive reimbursement at the prevailing reserve (public transport) mileage rate, as set out in appendix 3.
2. Individuals are also required to hold business insurance for the vehicle and provide evidence of this when claiming mileage.
3. Reasonable receipted parking fees, congestion charges and tolls will be reimbursed. Individuals are expected to use the most cost-effective parking options available and to make use of any discounted parking where available, having due regard for personal safety and other considerations, especially when travelling at night. Parking fines or excess charges will not be reimbursed.
4. Car sharing is encouraged and as such if a passenger is carried to the same meeting or event, an additional 5p per mile can be claimed in line with HMRC recommended rates.
5. In very exceptional circumstances, where an individual is unable to use public transport, reimbursement at the business mileage rate may be agreed in advance with the Director of Finance.

## Bicycle use

1. NICE encourages cycling as this is consistent with its sustainable travel policy and is likely to have health benefits for individuals. Where individuals use their own bicycle to travel on NICE business reimbursement will be at the rate set out in appendix 3.
2. NICE will reimburse cycle usage scheme in London and Manchester for journeys between stations and offices.

## Accommodation

1. There may be limited circumstances where individuals need to stay away from home. In these cases, bed and breakfast hotel accommodation can be booked.  Hotel accommodation must be booked by the engaging team, who will seek to secure a hotel of a reputable standard and within a half mile radius of the destination.
2. Individuals should not pay for accommodation personally unless it is to cover a sudden and unanticipated eventuality. If during office hours, the engaging team will assist. On rare occasions where an individual needs emergency accommodation outside of office hours every effort should be made to consult with the engaging team but personal safety is of primary importance and as such a hotel may be booked and reclaimed.
3. Any additional services such as room service, mini bar, newspapers etc. used whilst at the hotel must be paid for directly by the individual and will not be reimbursed.
4. Where an individual chooses to stay overnight away from home with relatives or friends instead of a hotel, a flat rate of £25 per night will be reimbursed. Individuals are only entitled to claim for this allowance where the normal requirements for a hotel are met (see paragraph 30).

## Rechargeable activities

1. Where individuals are engaged by a third party to attend an event or carry out an activity on behalf of NICE, for example a speaking engagement for which a third party has agreed to reimburse their expenses (such as presenting at a conference or event), then the team coordinator should:

* Contact finance to arrange for the third party to pay for travel and accommodation in advance;

or

* Arrange the booking through the NICE internal booking systems, pay expenses directly and claim back using the online expenses system and inform Finance, who will recover the expenses and other costs by invoicing the third party directly.

# Section 3 – Subsistence, carers, additional support and incidentals

## Subsistence

1. A subsistence allowance is a contribution to the cost of meals for the time a person is engaged on NICE business and incurs additional costs as a result of being away from home or usual place of work. Subsistence allowances are payable to individuals attending a NICE business meeting for a period of 5 hours or more, including travel time. As subsistence is an allowance, receipts are not required. Details of subsistence allowances are listed in appendix 2.
2. A maximum of one subsistence rate may be claimed for each 24 hour period. Subsistence cannot be claimed for meals that have been provided by NICE or a third party, for example, meals provided at a meeting, seminar, training course, workshop or conference, or if the hotel accommodation includes breakfast or an evening meal (see appendix 2 for further details).

## Carers, support worker and childcare expenses

1. NICE recognises that in some circumstances individuals will need to arrange for carers or support workers to accompany them to a meeting, or to take over unpaid caring responsibilities while they are at a meeting – this includes childcare or care of a family member with a disability or other additional needs.
2. NICE will meet the reasonable costs incurred by individuals for employing a carer or support worker. There is no set rate, as we understand that this can vary significantly depending on the type of care and/or support needed. NICE will reimburse the actual costs incurred by the individual. Receipts or other evidence of expenditure such as an invoice must be included with the claim for reimbursement. For the avoidance of doubt, the care or support worker is engaged by the individual and not NICE. NICE will only reimburse invoices and receipts for carer expenses from professional registered agencies. The receipt or evidence should provide details of the carer’s or support worker’s registration and/or the professionally registered organisation or individual providing the care. For reimbursement of childcare costs the provider must be Ofsted registered.
3. Within the above guidelines, NICE will cover the following costs:

* The hourly rate cost paid to a professionally registered agency for a carer, support worker, or other professional for accompanying an individual to a meeting. This includes hourly rate costs for travel time to and from the meeting.
* Travel booked by NICE via our central booking facility, or reimbursed travel and subsistence expenses for the carer, support worker or other professional, in line with NICE rates, should an individual attendee require a carer to accompany them. This is in addition to the hourly rate claimed for the cost of hiring the carer or support worker.
* Accommodation booked by NICE via our central booking facility, or reimbursed travel and subsistence expenses for the carer, support worker or other professional, in line with NICE rates, should an individual attendee require a carer to accompany them overnight.
* The hourly rate cost paid to a professional registered agency for a carer, support worker or other professional to backfill an individual’s caring responsibilities to enable them to attend the meeting.
* The hourly or day rate cost paid to an Ofsted registered agency or individual for childcare for pre-school age children and/or childcare outside of school hours to enable the parent or carer to attend the meeting.

1. NICE will make a flat-rate contribution of £25 for out of pocket expenses, claimed via the online expenses system, to people with caring responsibilities who are inconvenienced in some way but do not use a registered agency (for example people who use the services of a family member or friend).

## Additional support on NICE’s premises

1. NICE wishes to support people who may need assistance to help them take part in our committee meetings or groups and will make reasonable adjustments in order to do so. The assistance may include using a Speech-To-Text Typist, note taker or British Sign Language interpreter. Where such support is required this should be discussed and agreed with NICE in advance and arranged either by NICE or by the individual. If arranged by the individual, prior agreement should be sought from the team organising the committee. NICE will only reimburse registered businesses at current market rates. Once it has been agreed the team organising the meetings will provide a purchase order number. The purchase order number should be passed on to the supplier along with the following address in order that the invoice can be processed. National Institute for Health and Care Excellence, T53 Payables 4545, NHS Shared Business Services, PO Box 312, Leeds.

Incidental and other business expenses

1. In circumstances where an individual could incur other expenses that are not explicitly covered by this policy then reimbursement may be available providing agreement has been reached in advance with the Finance Director or nominated deputy.

Reimbursement of Expenses & Tax considerations

1. Expenses will be reimbursed either via payroll or the non-staff expenses system depending on your circumstances.
2. All expenses will require receipts before they are re-imbursed.
3. Reimbursement of Expenses should not be treated as income for tax or state benefits purposes.

# *Appendix 1: Using the expenses system (Lay Members only)*

All lay contributor claims for reimbursement must be made using the online expenses system (https://nice.sel-expenses.com). All claims must be made within 3 months of the date the expenses were incurred, with scanned copies of all required receipts attached together with other documentation as required.

If an individual is not able to use the online expenses system the team organising the meeting can support them to submit their claim using the internal protocol. All claims and supporting documents must be submitted to the relevant team within 3 months of the date the expense was incurred. The information, provided by the individual, will be entered into the online expenses system on their behalf.

False, exaggerated or intentionally submitted duplicate claims will be treated as fraud and appropriate investigative action will be taken in line with NICE policies. Suspicions of fraudulent activity will also be reported to the Counter Fraud Authority (NHSCFA) or the Department of Health and Social Care Anti-Fraud Unit (DHSC AFU), and investigations will be undertaken which may result in civil or criminal sanctions being applied.

All limits, allowances and monetary values are inclusive of VAT.

NICE will reimburse claimed expenses to the individual’s specified bank account via a weekly BACS run. Individuals bank account details will need to be added and maintained by the individual on the online expenses system and selected when making a claim.

NICE aims to approve claims and reimburse individuals within 3 weeks of their claim being submitted. Individuals should contact the individual NICE teams if they have issues claiming expenses or if their claim has been delayed.

Lost receipts should be brought to the attention of the finance team before a claim is made. NICE reserves the right to decline the reimbursement of an expense without a receipt.

All claims for expenses and receipts will be held for a period of not less than 7 years in order to comply with statutory regulations. Please note that information provided will be used to create a record on our expenses/payroll database to enable payments to be processed and for subsequent reporting of statutory information to the relevant government agencies. Please see the NICE privacy notice at [www.nice.org.uk/privacy-notice](http://www.nice.org.uk/privacy-notice) for further information.

Any deviations from policy must be agreed in advance by the Director of Finance or designated deputy. NICE’s Standing Financial Instructions (SFIs) apply to all expenditure committed on behalf of NICE, including within this policy. In accordance with NICE’s SFIs, NICE will seek to recover overpayments made in relation to this or other policies.

# Appendix 2: Subsistence allowances

Subsistence allowances can be claimed when a person incurs additional costs on meals (defined as a combination of food and drink) as a result of being away from their usual home or place of work (referred to as base). Reimbursement rates are as per HMRC’s benchmark scale rates and therefore do not require receipts where all of the following qualifying conditions are met:

* The travel must be in the performance of duties undertaken for NICE on a journey that is not substantially ordinary commuting.
* The person should be absent from his normal base for a continuous period in excess of five hours or ten hours.
* The person should have incurred a cost on a meal (food and drink) after starting the journey.

**Rates are set as follows:**

|  |  |
| --- | --- |
| Minimum consecutive time away from base without provision of a meal | Maximum amount of meal allowance, if a cost was incurred |
| 5 hours | £5 |
| 10 hours | £15 |
| 24 hours (breakfast provided) | £20 |
| 24 hours (breakfast not provided) | £25 |

The maximum amount claimable within a 24 hour period is £25. Where some meals have been provided then this must not be claimed for.

**Some examples are provided below:**

|  |  |
| --- | --- |
| Scenario | Maximum claim (if a cost was incurred) |
| Away from base between 08:00 and 18:00.  Lunch has been provided | £0 |
| Away from base between 08:00 and 18:00.  Lunch has not been provided | £5 |
| Away from base between 08:00 and 20:00.  Lunch has been provided | £10 |
| Away from base between 08:00 and 20:00.  Lunch has not been provided | £15 |
| Away from base between 06:00 and 21:00.  No meals provided. | £5 and £15 |
| Away from base 16:00 on day 1 until 20:00 on day 2.  Breakfast and lunch provided on day 2. | £15 |
| Away from base 16:00 on day 1 until 19:00 on day 2.  Breakfast provided on day 2. | £20 |
| Away from base 16:00 on day 1 until 19:00 on day 2.  No meals or refreshments provided | £25 |

# Appendix 3: Mileage rates

**Motor Vehicles (Reserve Rate)**

30p per mile

**Motor Cycles (Reserve Rate)**

30p per mile

**Pedal Cycles**

20p per mile

**Passenger Allowances**

5p per mile

Claimable when an individual member agrees to allow a colleague to accompany them in their private vehicle.

# Appendix 4: Lay Member Terms and Conditions

**Definition of a lay contributor**

Lay contributors are individuals who have been selected and specifically invited to contribute their relevant individual lived experience or their perspective as UK citizen to NICE’s work. They include, but are not limited to, the following.

* patients, and other people using health and/or care services
* experts by experience
* carers
* members of the public/citizens
* people representing specific populations (e.g. communities disproportionately affected by health inequalities)
* people from patient, carer, voluntary and community sector organisations, acting in an individual capacity rather than on behalf of their organisations.

Payment is offered to lay contributors in recognition of their knowledge and expertise, and of the responsibility of the role they fulfil. Where lay contributors are acting as decision makers on behalf of NICE (e.g. as committee members) the rate offered recognises the preparation required to deliver that role.

Where payment is available for an activity this will be clearly stated, along with the amount being offered.

**When is payment offered?**

Payment is offered for individual lay contributors:

* working on NICE advisory committees,
* attending advisory meetings (such as insight generation events),
* undertaking work commissioned by the Expert Panel.
* attending essential training - NICE will determine which training is essential and how often it should be completed. Lay contributors may wish to attend other training sessions or attend the same training session more than once, however, they will not receive payment for this.

**When is payment not offered?**

Payment is not offered:

* where attendance or activity is considered optional or voluntary (for example, optional training sessions)
* where it can reasonably be considered to be part of fulfilling routine duties on a committee or group (for example short virtual pre-meeting communications).
* when a lay contributor does not attend a meeting or, depending on circumstances, where they attend only part of a scheduled meeting. If a lay contributor only attends part of a meeting they will be offered payment for the period of time they attended.
* when people attend meetings as representatives of an organisation (such as those attending scoping meetings or workshops), rather than acting in an individual capacity
* to organisations responding to consultation exercises
* to informal carers attending meetings to support a committee member, expert or conference speaker (although their expenses will be covered). Please see section 2 for more information about covering costs for formal carers and support workers.

# Appendix 5: Lay Member Worked examples

* A lay contributor sits as a standing member of Technology Appraisal Committee B. They have taken part in a meeting scheduled from 10am – 4pm. The meeting ran to time. As a decision maker lay contributor is eligible to claim £300 for the meeting. This payment recognises their contribution to the meeting and preparation beforehand.
* A lay contributor sits as a member of a guideline committee looking at early breast cancer. The meeting is scheduled to run from 10am – 4pm, however due to unforeseen circumstances the meeting finished early at 1:30pm. As a decision maker lay contributor is eligible to claim £300 for the meeting, as the meeting was scheduled for more than 4 hours.
* A patient expert attends a meeting of Technology Appraisal Committee D to share their lived experience. They are scheduled to attend from 2pm – 3:30pm however the meeting overruns and they finally leave the meeting at 4:30pm. They are eligible to claim £75 for the meeting as the time exceeded 2 hours but was less than 4 hours.
* A lay contributor to NICE’s expert panel is asked to review and comment on a presentation slide deck ahead of a presentation to the expert panel. They are eligible to claim £25 for this activity.
* A lay contributor to NICE’s guideline committee looking at chronic kidney disease is asked to comment on draft recommendations which have been shared following a committee meeting. They are not eligible to claim payment for this activity as it is considered to be part of the work involved with a committee meeting for which they have received payment.
* A lay contributor to NICE’s guideline committee looking at asthma has been invited to a 2-hour subgroup meeting outside of the scheduled committee meetings. Preparation and reading are required for this meeting. They are eligible to claim £150 for the meeting as they are a decision maker and the meeting was scheduled for 2 hours.

# Appendix 6: Sustainable travel hierarchy

Digital communication, walking and wheeling, cycling, public and shared transport, electric vehicles, ICE vehicles, air.
Energy Saving Trust (2021): [An introduction to the sustainable travel hierarchy.](https://energysavingtrust.org.uk/an-introduction-to-the-sustainable-travel-hierarchy/?loc=wales)