

Finance and Resources meeting, 21 November 2013

Update to expense policies – effective 1 January 2014

Executive summary and recommendations

### **Introduction**

Following a review of the partners expense policy with the FTP, Education, Registration and Partners department, a number of changes have been proposed to the partners and Council members expense policy:

- To increase the hotel allowance within London from £160 to £170 (increase of 6.3%).
- To encourage partners and Council members to submit their invoices and expense claims electronically.
- To encourage partners and Council members to use HCPC preferred travel supplier (Co-Operative travel management) and stay at HCPC's preferred hotels in London.
- Amended to include more details on what rail fares should be booked and when or where mileage and taxi fares can be claimed.

The main aim of these changes to ensure that partners and Council members incur the most cost effective expenses, when traveling and staying on behalf of HCPC.

The staff expense policy will be changed to show the increase in hotel allowance but no other changes will be made.

### **Decision**

The Finance and Resources is asked to recommend the policies to Council for approval.

### **Resource implications**

None

### **Financial implications**

There will be some cost savings based on the guidelines given. However, due to the increase in hotel allowance this may increase hotel costs currently budgeted for.

### **Appendices**

Appendix 1 – Partner expense policy

Appendix 2 – Council and Committee members expense policy

### **Date of paper**

11 November 2013

## Expenses Policy for the HCPC Partners

### INTRODUCTION

1. This policy aims to give all partners general guidance on how to claim their fees and expenses whilst carrying out work on behalf of the HCPC.
2. Partners are expected to act honorably and sensibly within the spirit of this policy.
3. The revised policy came into effect from 1 January 2014.
4. From time to time, the Council will make changes to the rates quoted in this policy. These changes will be notified to Partners.
5. The HCPC shall reimburse Partners, on production of VAT receipts satisfactory to the HCPC, for all reasonable expenses actually and necessarily incurred by Partners in relation to their HCPC work. Credit card receipts will not be accepted.
6. Expenses will only be paid if approved by the HCPC. If Partners are uncertain as to whether an expense will be reimbursed, they should seek clarification from the Partner Manager before the expense is incurred.
7. When making travelling and accommodation arrangements, partners are expected to ensure that arrangements are made in the most cost effective way possible, for example taking advantage of early booking discounts, using HCPC's preferred suppliers, using public transport. Thought should also be given to the environmental impact.
8. The HCPC's prior approval is required for significant expenses, including international travel and accommodation. If expenses fall outside of this policy, the HCPC may contact Partners to seek clarification over the expenditure. Partners are advised that reimbursement may be delayed in these circumstances.
9. Should further clarification or advice be required with regards to this policy, please contact the Partner Manager or the Finance department.

### SUBMITTING EXPENSES CLAIMS

10. Partners can submit their claims for reimbursement of expenses electronically by email or in the post. Claim forms can be submitted electronically to [finance@hcpc-uk.org](mailto:finance@hcpc-uk.org) with scanned copies of the receipts. Alternately original receipts can be submitted by post. Expense

claims and receipts submitted by post must be sent of the attention of the finance department.

11. All claims should be made on the appropriate documentation, detailing the fee claimed and any additional expenses. An example daily fee claim and expenses claim forms are attached to this policy.
12. All claims submitted must be accompanied by supporting receipts, except mileage and purchases under £5 where obtaining receipts is not required. If a receipt is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier and attached to the claim form. If a receipt is not located, a lost receipt form should be completed and submitted with the invoice.
13. Partners are required to submit their claims directly to the Finance Department at the HCPC within one calendar month in which the work is carried out.. Payments of fees and reimbursement of expenses will be paid direct into a bank account. .
14. No PAYE tax will be deducted or national insurance costs incurred from Partners who, in accordance with their Partner Agreement with the HCPC, act as self-employed contractors or employees of an external organisation who will be responsible for the payment of tax and national insurance contributions.

#### **ATTENDANCE ALLOWANCE**

15. A daily rate or case rate payable to Partners is outlined in the schedule of the Partner Agreement.
16. For any work undertaken lasting 3.5 hours or less, Partners from all roles should claim a half day fee. This excludes any reading time. Partners are reminded that HCPC does not pay reading or travelling time.
17. If Fitness to Practise Panels are cancelled, the following will be reimbursed to Fitness to Practise Panel Members, Panel Chairs, and Legal Assessors,

Cancellation on day of hearing:	Full Fee (attendance allowance)
Cancellation 1 working day before:	Full Fee
Cancellation 2 working days before:	½ Fee
Cancellation 3 working days before:	½ Fee
Cancellation 4 working days before:	½ Fee
Cancellation 5 working days before:	½ Fee

Cancellation >5 working days before: No Fee

18. If a CPD, test of competence or aptitude test assessment day is cancelled the same cancellation rates apply as a FTP panels.
19. If Visits are cancelled, the following will be reimbursed to Visitors:

Cancellation on day of visit:	full fee
Cancellation <5 working days before:	one day fee
Cancellation 1-8 weeks before:	½ fee
Cancellation >8 weeks before:	no fee

### CO-OPERATIVE TRAVEL MANAGEMENT

20. Travel and accommodation should be booked through the HCPC's preferred travel agent Co-operative Travel Management. All travel should be booked at the earliest opportunity as cheaper rates can be obtained.
21. Booking through Co-Operative should be made on-line via the link below, where you can also request a password for the online system.
22. <http://www.co-operativetm.co.uk/welcome-zone/The-Health-and-Care-Professions-Council/>
23. In order to gain value of money, Partners should aim to book online where possible. The fees incurred by HCPC are significantly lower for online bookings rather than by telephone or email.
24. Should this not be possible, to make bookings by telephone, Co-operative's Travel number is: 01908 560006, e-mail address: [hcpcstaff@cooperativetm.co.uk](mailto:hcpcstaff@cooperativetm.co.uk) and their opening hours for bookings are from 8:30am to 5:30pm.
25. In order to book any travel, you will be required to provide your account number which will have been conveyed to you by the relevant department at the HCPC together with the purpose of your travel.
26. Booking made though Co-Operative are covered by their cancellation policy, where most hotels can be cancelled up to 24 hours in advance and train tickets can be cancelled, incurring a one-off admin charge. In the event of a cancellation of an event where Partners have made their own arrangements for travel or accommodation, the Partner is responsible for cancelling these arrangements so that HCPC minimizes its expenses.

## **TRAVEL AND SUBSISTENCE**

27. Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred. If only a proportion of the expense is HCPC related, only the relevant pro-rata share of the expense should be claimed.
28. Any costs incurred travelling from outside the UK will not be reimbursed.

### **Rail**

29. Standard class rail fares at the cheapest available rates will be reimbursed.
30. This will usually mean that:
  - Booking are made at least one month in advance unless the booking of Partner time occurs less than one month in advance.
  - Where the start time of a meeting is known an advanced ticket must be purchased on a pre-timed train. In some cases, purchasing two single tickets may be cheaper than purchasing a return ticket.
  - Open tickets for the entire journey (ie an open return type ticket) are not permitted. However, if the end time of an event is unknown (for example in the event of a full day hearing) then an open ticket may be purchased for the return leg of the journey.
31. Were a partner can purchase a railcard, the cost of the railcard will be reimbursed.

### **Air fares**

32. Standard Class must be used when the duration of the single airline flight is less than five hours. If the single journey comprises more than one airline flight, Standard Class tickets must be used for the different flights if the combined air travel time is less than five hours.
33. Premium Economy tickets may be used when the duration of a single airline flight is longer than five hours but less than eight hours. If Premium Economy tickets are unavailable, Standard Class tickets must be used.
34. Business Class tickets may be used when the duration of a single airline flight is longer than eight hours. If Business Class tickets are unavailable, Premium Economy tickets may be used.

### **Tube, coach and bus fares**

35. All tube, coach and bus fares will be reimbursed as incurred. For travel within London, you are strongly encouraged to purchase an Oyster Card in order to take advantage of the cheaper fares available. The HCPC will refund the cost of the purchase of the card and the cost of journeys travelled. A receipt is not required although you must state clearly those journeys made when claiming. The cost of 'Topping-up' an Oyster card will not be reimbursed in its entirety only the cost of individual journeys.

### **Mileage allowance**

36. Mileage allowance is payable for the use of Partners' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:-

Cars:- 1 <sup>st</sup> 10,000 miles:	45p per mile
Additional miles:	25p per mile
Motorcycles:-	24p per mile
Cycles:-	20p per mile

37. Rates for rental cars are available upon request.
38. Mileage can only be claimed where it is the most cost efficient way of travelling or where rail/air travel is not available.
39. No journeys will be reimbursed when travelling into central London, as public transport is widely available, unless by prior arrangement.

### **Taxi fares**

40. Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:-
- where a taxi will be cheaper than public transport or public transport is unavailable;
  - if the journey has to be made before 8am or after 8pm;
  - if carrying heavy luggage or HCPC equipment; and
  - where there is a disability which affects mobility, or other mobility issues which the Partner Manager is aware of and has agreed extenuating travel arrangements.

Taxi fares will only be reimbursed where it is clearly stated on the claim the reason for getting a taxi and the journey taken. This must be supported by a receipt. It is envisaged that journey's with hearings bundles would be

restricted to the arrival at the start of the hearing only, and provision to safely store bundles overnight at the venue will be made.

### **Other travelling expenses**

41. Expenses incurred in respect of tolls, bike hire, parking and ferries may be claimed.

### **Hotel**

42. Expenses incurred for hotels will be reimbursed as follows:-

**Inner London:** This geographical area covers central London within the M25.. Partners will be reimbursed up to £170 (inc VAT) to cover the overnight accommodation and breakfast.

**Other large Cities:** This covers Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester. Partners will be reimbursed up to £140 (inc. VAT) to cover the overnight accommodation and breakfast.

**All other Areas:** This covers anywhere in the United Kingdom. Partners will be reimbursed up to £120 (inc VAT) to cover the overnight accommodation and breakfast.

The accommodation should be booked through Co-operative Travel management using HCPC's preferred hotels, where rates have been agreed and availability allows.

HCPC preferred hotels in London are:

Novohotel London Waterloo

Dolphin House

Mecure London Bridge

Premier Inn County Hall and Premier Inn Waterloo

Ibis Southwark

43. Subsistence and accommodation costs outside the UK will be considered on a case by case basis. When travelling from outside the UK, HCPC will pay for travel from the point of entry into the UK.

### **Other accommodation**

43. Partners staying with friends or relatives may claim for a dinner and breakfast allowance, if the meals are not provided for by their host. Where a meal is brought, this must be supported with receipts and can feed one person.

## **Meals**

44. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:
  - Breakfast £10 (if this has not already been covered within the hotel/breakfast allowance);
  - Lunch £10;
  - Evening Meal £25.
45. Breakfast can be claimed when leaving home before 7.30am or when staying in overnight accommodation, where breakfast is not included within the rate.. An evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation.
46. Where a meal is provided by the HCPC, claims for alternative food purchased will not be paid.
47. Incidentals incurred though the course of a day can be claimed up to a value of £5 to cover the costs of non-alcoholic drinks and snacks.
48. Alcohol can be taken with meals, but should not constitute the majority of the claimed amount.

## **CARERS**

49. A maximum daily allowance of up to £65 will be paid in respect of children and dependents. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.
50. Where the allowance is claimed in respect of a child, the Partner must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the child-carer is registered with the appropriate agency, where appropriate and only against a valid invoice addressed to the Partner
51. Where the allowance is claimed in respect of a dependent, the Partner must be the normal provider of care. Payment will only be made against a valid invoice addressed to the Partner.
52. An allowance of £65 is also payable to a carer accompanying an individual to a meeting of the HCPC, where that individual's attendance is required.
53. All claims should be made using the "Care Form".



### **USE AND ABUSE OF THE POLICY**

54. The aim of this policy is to outline to all Partners how expenses should be claimed in accordance with the HCPC processes.
55. Partners are expected to act within the limits of this policy.
56. If it is found that a Partner abuses this policy then the HCPC will reserve the right to take further action.

### **REVIEW OF THE POLICY**

57. This policy will be reviewed on an annual basis by the Executive Management Team with any issues or proposed changes will be brought to the attention of Council for approval.

## Expenses Policy for Council and Committee members

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### INTRODUCTION

1. This policy aims to give all members general guidance on how to claim their fees and expenses whilst carrying out work on behalf of the HCPC.
2. Council and Committee members are expected to act honorably and sensibly within the spirit of this policy.
3. The revised policy came into effect from 1 January 2014.
4. From time to time, the Council will make changes to the rates quoted in this policy. These changes will be notified to Council and Committee members.
5. The HCPC shall reimburse members, on production of VAT receipts satisfactory to the HCPC, for all reasonable expenses actually and necessarily incurred by members in relation to their attendance at Council or Committee meetings or those events where they are representing the HCPC. Credit card receipts will not be accepted.
6. Expenses will only be paid if approved by the HCPC. If members are uncertain as to whether an expense will be reimbursed, they should seek clarification from the Secretariat department before the expense is incurred.
7. When incurring expenses thought must be given to ensure it the most cost effective way of travelling or staying. Thought should also be given to the environmental impact.
8. The HCPC's prior approval is required for significant expenses, including international travel and accommodation.
9. Members can only make a claim for attendance fees (other than for Council and Committee meetings) when that attendance has been authorised by the Chief Executive. This includes claims for the six events or conferences that Council members are permitted to attend each year as part of their ongoing development.
10. Should further clarification or advice be required with regards to this policy, please contact the Secretariat or Finance departments.

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#### SUBMITTING EXPENSES CLAIMS

11. Members should complete and submit their claim forms to the Finance Departments within four weeks of the meeting. Claim forms can be submitted electronically to [finance@hcpc-uk.org](mailto:finance@hcpc-uk.org) with scanned receipts. Alternately original receipts can be submitted by post. Expense claims and receipts submitted by post must be sent of the attention of the finance department.
12. However, to speed up payment of expenses, members can submit their claim forms to the Council or Committee secretary at the conclusion of each meeting.
13. All claims submitted must be accompanied by supporting receipts, except for mileage and purchases under £5 where obtaining receipts is not required. If a receipt is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier and attached to the claim form. If a receipt is not located, a lost receipt form should be completed and submitted with the invoice.
14. Payment of expenses will be made directly into the Council members bank account.
15. All expenses will be paid to Council and Committee members at face value.

#### ATTENDANCE ALLOWANCE

16. A daily rate of £310 is payable for:-
  - attendance at Council meetings or Committee meetings;
  - meetings attended on behalf of the HCPC where prior approval has been given;
  - attendance at a conference or event which forms part of the member development programme, where prior approval has been given and with the maximum allowance being 6 days per year.

~~17. 18.~~ —Where a Council or Committee member undertakes a role which would otherwise be undertaken by a Partner, they will be paid at the current rate paid to a Partner. The daily or case rate payable to Partners is outlined in the schedule of the Partner Agreement.

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**CO-OPERATIVE TRAVEL MANAGEMENT**

- ~~18.~~ ~~19.~~ Travel and accommodation should be booked through the HCPC's preferred travel agent Co-operative Travel Management. All travel should be booked at the earliest opportunity as cheaper rates can be obtained.
- ~~19.~~ ~~20.~~ All travel should be booked at least 2 weeks in advance of any meeting.

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- ~~20.~~ ~~21.~~ Booking through Co-Operative should be made on-line, where possible via the link below, where you can also request a password for the online system.

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<http://www.co-operativetm.co.uk/welcome-zone/The-Health-and-Care-Professions-Council/>

- ~~21.~~ In order to gain value of money, Council and Committee members should aim to book online where possible. The fees incurred by HCPC are significantly lower for online bookings rather than by telephone or email.

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Should this not be possible, to make bookings by telephone, Co-operative's Travel number is: 0844 553 3890, e-mail address: [hcpcstaff@cooperativetm.co.uk](mailto:hcpcstaff@cooperativetm.co.uk) and their opening hours for bookings are from 8:30am to 5:30pm.

- ~~22.~~ ~~22.~~ In order to book any travel, you will be required to provide your account number which will have been conveyed to you by the relevant department at the HCPC together with the purpose of your travel.

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- ~~23.~~ Booking made through Co-Operative are covered by their cancellation policy, where most hotels can be cancelled up to 24 hours in advance and train tickets can be cancelled, incurring a one-off administration charge.

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**TRAVEL AND SUBSISTENCE**

- ~~23-24.~~ Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred. If only a proportion of the expense is HCPC related, only the relevant pro-rata share of the expense should be claimed.

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## Train

24-25. As a matter of course, standard class fares will be reimbursed. However, first class travel will be reimbursed if it can be shown to be cheaper than standard class. Members are strongly encouraged to purchase advance and/or off peak tickets and to use Co-operative Travel for booking.

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This will usually mean that:

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- Booking are made at least one month in advance unless the booking of Council member time occurs less than one month in advance.
- Where the start time of a meeting is known an advanced ticket must be purchased on a prefix timed train. In some cases, purchasing two single tickets may be cheaper than purchasing a return ticket.
- Open tickets for the entire journey (ie an open return type ticket) are not permitted. However, if the end time of an event is unknown then an open ticket may be purchased for the return leg of the journey.

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25-26. Where a Council member can purchase a railcard, the cost of the railcard will be reimbursed

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## Air

17-27. Standard Class must be used when the duration of the single airline flight is less than five hours. If the single journey comprises more than one airline flight, Standard Class tickets must be used for the different flights if the combined air travel time is less than five hours.

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Premium Economy tickets may be used when the duration of a single airline flight is longer than five hours but less than eight hours. If Premium Economy tickets are unavailable, Standard Class tickets must be used.

Business Class tickets may be used when the duration of a single airline flight is longer than eight hours. If Business Class tickets are unavailable, Premium Economy tickets may be used.

## Tube, coach and bus fares

28. All tube, coach and bus fares will be reimbursed as incurred. For travel within London, you are strongly encouraged to purchase an Oyster Card in order to take advantage of the cheaper fares available. The HCPC will refund the cost of the purchase of the card and the cost of journeys travelled. A receipt is not required although you must state clearly those journeys made

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when claiming. The cost of 'Topping-up' an Oyster card will not be reimbursed in its entirety only the cost of individual journeys.

### Mileage

**26-29.** Mileage allowance is payable for the use of members' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates (updated 2011/12) are as follows:-

Cars:- 1 <sup>st</sup> 10,000 miles:	45p per mile
Additional miles:	25p per mile
Motorcycles:-	24p per mile
Cycles:-	20p per mile

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**31-30.** Mileage can only be claimed where it is the most cost efficient way of travelling or where rail/air travel is not available.

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**32-31.** No journeys will be reimbursed when travelling into central London, as public transport is widely available, unless by prior arrangement.

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**23-32.** Rates for rental cars are available upon request.

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### Taxi fares

**24-33.** Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:-

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- where there is a time constraint and a taxi will be quicker;
- where a taxi will be cheaper than public transport or public transport is unavailable;
- if a journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or HCPC equipment; and
- where there is a disability which affects mobility, or other mobility issues.

-Taxi fares will only be reimbursed where it is clearly stated on the claim the reason for getting a taxi and the journey taken. This must be supported by a receipt.

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## Other travelling expenses

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26-34. Expenses incurred in respect of tolls, parking and ferries may be claimed.

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### Hotel

26-35. Expenses incurred for hotels will be reimbursed as follows:-

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**Inner London:** This geographical area covers central London within the M25. Members will be reimbursed up to £170 (inc VAT) to cover the overnight accommodation and breakfast.

**Other large Cities:** This covers Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester Members will be reimbursed up to £140 (inc VAT) to cover the overnight accommodation and breakfast.

**All other Areas:** This covers anywhere in the United Kingdom. Members will be reimbursed up to £120 (inc VAT) to cover the overnight accommodation and breakfast.

The accommodation should be booked through Co-operative Travel management using HCPC's preferred hotels, where rates have been agreed. And availability allows.

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HCPC preferred hotels in London are:  
Novohotel London Waterloo  
Dolphin House  
Mecure London Bridge  
Premier Inn London Waterloo and County Hall  
Ibis Southwark

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27-36. Subsistence and accommodation costs outside the UK will be considered on a case by case basis.

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### Meals

28-37. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:

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- Breakfast £10 (if this has not already been covered within the hotel/breakfast allowance);
- Lunch £10;
- Evening Meal £25.

Breakfast can be claimed when leaving home before 7.30am or when staying in overnight accommodation, where breakfast is not included within the rate. An evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation.

Where a meal is provided by the HCPC, claims for alternative food purchased will not be paid.

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38. Incidentals incurred though the course of a day can be claimed up to a value of £5 to cover the costs of non-alcoholic drinks and snacks.

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43-39. Alcohol can be taken with meals, but should not constitute the majority of the claimed amount.

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#### CARERS

29-40. A maximum daily allowance of up to £65 will be paid in respect of children and dependants. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.

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30-41. An allowance of £65 is also payable to a carer accompanying an individual to a meeting of the HCPC, where that individual's attendance is required.

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31-42. Where the allowance is claimed in respect of a child, the member must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the child-carer is registered with the appropriate agency, where appropriate, and only against a valid invoice addressed to the member.

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32-43. Where the allowance is claimed in respect of a dependant, the member must be the normal provider of care. Payment will only be made against a valid invoice addressed to the member.

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33-44. All claims should be made using the "Care Form".

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#### USE AND ABUSE OF THE POLICY

34-45. The aim of this policy is to outline to all members how expenses should be claimed in accordance with the HCPC processes.

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35-46. Members are expected to act within the limits of this policy.

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36-47. If it is found that a member abuses this policy then the HCPC will reserve the right to take further action.

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**REVIEW OF THE POLICY**

This policy will be reviewed on an annual basis by the Executive Management Team with any issues or proposed changes to be brought to the attention of the Council for approval.