

## Council Members and Associates Expenses Policy 2020

<b>Executive Director</b>	Gurvinder Soomal, Executive Director, Registration and Corporate Resources
<b>Author(s)</b>	Samantha Bache, Head of Finance and Procurement
<b>Type of business</b>	For decision
<b>Issue</b>	To present the update to the Council Members and Associate Expenses Policy for 2020.
<b>Recommendation</b>	Council is asked to discuss and approve the proposed policy.

### 1. Introduction and background.

- 1.1 The financial policies and procedures are reviewed annually to ensure that all related policy documentation reflect the GDC's latest requirements, arrangements and controls, including correct terminology. The Council Members and Associates' expenses policy was last considered by the Council in December 2018.

### 2. Benchmarking

- 2.1 As part of the review of the Council Members and Associates' expenses policy a benchmarking exercise of rates paid in the sector has been undertaken:

	GDC	GMC	GOC	HCPC	GOsC	NMC	GCC
<b>Accommodation Costs (inc breakfast)</b>							
- In London (some overseas)	£180	£165	£150	£180	£150	£200	£160
- Manchester	-	£100	-	-	-	£200	£140
- Outside London (& other cities)	£125	£130	£120	£150	£120	£200	£140
<b>Breakfast</b>	£10	£10	-	£10	-	£10	£10
<b>Lunch</b>	£10	£10	£13	£10	£15	£10	£10
<b>Dinner</b>							
- London	£30	£30	£28	£25	£30	£30	£30
- Outside London	£30	£30	£28		£25	£30	£30
- fastfood / supermarket / takeaway		£15					

- 2.2 As was the position in 2018, Council Members and Associates of the GDC do not appear to be disadvantaged relative to those of our healthcare sector peers. As such, no change to policy limits are recommended.

### 3. Royal Society of Medicine (RSM)

- 3.1 In December 2019, the Council approved a Corporate Membership for the RSM on the basis of:
- the RSM is used by the Chair and Council members in preference to any other London accommodation.
  - The accommodation to be booked should, wherever possible, be a double room, single occupancy at the Domus Medica. Rooms charge above the 'maximum cost' set out in our expenses policy (2019 - £180 per night), should not be booked.

- c. The 'free' to book private dining spaces at the RSM Wimpole Street premises should be used in preference to any other London site.
- d. The unallocated 'nominated staff' slots in the RSM membership should be allocated to 'frequent users' employees, kept regularly under review for usage and transferred between staff members as travel patterns change.
- e. the use of the RSM is monitored and reviewed and reported to Remuneration Committee (Remco) in good time before the GDC renews any arrangement for 2021. (This review will be included on their annual work programme.)

3.2 This arrangement has now been reflected in the draft Council Members and Associates Expenses policy.

#### **4. Other amendments to the policy**

4.1 The policy has been updated from the 2018 version to reflect the following:

- a. A small amount of alcohol can be provided for Council dinners (1-2 small glass of wine per person).
- b. Council members in the Home Counties can claim expenses for staying overnight where there is a specific Council function within the limits prescribed in the policy.

4.2 Other changes to the policy are purely presentational to improve the navigation of the document for our Council Members and Associates.

#### **5. Development, consultation and decision trail**

5.1 SLT considered the benchmarking of the rates and the recommendation to not change policy limits at their October 2019 meeting.

5.2 The Remco considered the proposals contained within this paper at its January 2020 meeting and recommended them to the Council.

5.3 Council approved the corporate membership for the Royal Society of Medicine at their December 2019 meeting.

5.4 Feedback provided by the Governance Team has been incorporated into the amendments for this policy in 2020, as set out in section 4.

#### **6. Next steps and communications**

6.1 If approved, the policy will be communicated via our intranet, Governance Team, Committee Secretaries and Associate newsletter. This communication requirement has been flagged to the Internal Communications team for incorporation within their 2020 work plan.

#### **Appendices**

- a. Appendix 1 – Council Members and Associates Expenses Policy 2020.

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