

Independent Members' Payment Procedure

For Members of PSOW Advisory Panel and Audit & Risk Assurance Committee

Independent Members' Payment Procedure

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1 Purpose

- 1.1 This procedure sets out the process to be followed by claimants when submitting claims for payments for carrying out their duties as Independent Members of the Ombudsman's Advisory Panel and / or Audit and Risk Assurance Committee (referred to as Members for the purpose of this procedure).

2 Remuneration

- 2.1 New Members must complete the New Starter Form (which will be supplied by HR upon joining) and submit it to Corporate Services before payment can be made.
- 2.2 Members will be paid based upon the agreed daily rate in place at the time of appointment (see Appendix B) and the number of days to be paid.
- 2.3 Training sessions, or attendance at meetings outside the usual meeting schedule, of 4 hours or less will be charged at half the agreed daily rate of pay.
- 2.4 The number of days to be paid to each member will be communicated to HR by the Ombudsman's EA, for each monthly period.
- 2.5 Any request for remuneration received by HR after the 10th day of the month, will be paid in the following month unless otherwise notified.
- 2.6 Payroll payments are processed to ensure they reach the recipients' bank accounts on or before the last working day of each month.

3 Travel and Subsistence claims

3.1 Overnight Accommodation

- 3.1.1 Corporate Services will arrange accommodation (and breakfast and evening meal if necessary) for Members who require overnight accommodation as a result of Ombudsman business. Corporate Services will choose the most appropriate hotel based upon locality, convenience, price and travel cost comparisons, using, where possible, the negotiated government rate.
- 3.1.2 When staying overnight, Members may also claim a personal incidental

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allowance of £5 to cover miscellaneous items such as a newspaper or telephone calls. Receipts are not required for this.

3.1.3 Members may claim reimbursement for necessary actual expenditure on meals up to a limit of £30 per day unless already arranged and paid for by Corporate Services. Receipts should be provided. Reimbursement for claims without valid receipts and / or claims that exceed the limit may be considered in exceptional circumstances.

3.1.4 No reimbursements will be made for alcoholic beverages.

3.2 Private Vehicles

3.2.1 If a private vehicle (car, van, motorcycle or bicycle) is used for official travel, expenses will be reimbursed by payment of a mileage allowance at the appropriate rate per mile (Appendix A).

3.2.2 PSOW will pay an additional sum of 5p per mile for any Member carrying official passengers in their vehicle. The 5p rate is the total per mile irrespective of the number of extra passengers.

3.2.3 Members should ensure they have business cover on their own insurance if using their own vehicle.

3.3 Public Transport

3.3.1 The office will reimburse the cost of rail, air, bus and coach fares incurred in travelling on official business, including the cost of seat reservations when they are necessary. The cost of any necessary supplements incurred will also be reimbursed, e.g. upgrading a Saver/Supersaver to a standard cheap day return.

3.3.2 Standard class rail travel should be used.

3.3.3 If air travel is required, Economy class should be used wherever possible.

3.4 Taxi Fares

3.4.1 Taxis can be used for official travel where it is appropriate to do so. They should only be used when alternatives are not available or the following are applicable:

- There is a significant saving in official time;

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- When having to transport heavy luggage and/or equipment;
- Where members are travelling together and it is a cheaper option.

3.4.2 A receipt must be presented which shows details of the journey and this should be attached to the claim form.

3.5 Other Costs

3.5.1 Parking fees and bridge tolls will be reimbursed with supporting receipts.

3.5.2 Financial penalties for motoring offences, including parking tickets, will not be borne by the office.

4 Tax & National Insurance

4.1 PSOW will pay the agreed fees when Members attend meetings. Payments will be made through payroll with deductions of tax and national insurance as appropriate.

5 Review and Publication

5.1 This policy will be reviewed every 3 years and published internally and externally.

5.2 All queries about this document can be directed to policycontrol@ombudsman.wales

Own vehicles: mileage payments for business travel

Type of vehicle	Rate per business mile
Car	45p for the first 150 miles per round trip but up to a maximum of 10,000 business miles in a tax year. 25p for each subsequent mile over 150 miles in a round trip, or any mileage in excess of 10,000 business miles in a tax year.
Motorcycle	24p for all business miles
Cycle	20p for all business miles

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Independent Member Rates of Pay

Appendix B

Single Panel / Committee Membership	£300 per day
Dual Panel / Committee Membership	£350 per day
Single Panel / Committee Membership + Chair	£400 per day
Dual Panel / Committee Membership + Chair	£450 per day