

Fees and Expenses Policy for HCPC Partners

Introduction

1. This policy sets out rules and guidance for Partners on how their fees will be paid and how to claim their expenses while carrying out work on behalf of the HCPC.
2. Partners are expected to act honourably and sensibly within the spirit of this policy.
3. The revised policy came into effect from 1 January 2022.
4. The rates and allowances in this policy are intended to provide a reasonable standard of travel, accommodation and subsistence consistent with HCPC's position as a public sector body funded by Registrants' fees. Rates are kept under review, including feedback from Council and Committee members, Partners and employees, and 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 itemised receipts satisfactory to the HCPC, for all reasonable expenses actually and necessarily incurred by Partners in relation to their HCPC work. Non-itemised debit/credit card receipts will not be accepted.
6. Expenses will only be reimbursed to the extent that they have been paid for by the Partner in money. Expenses that have been bought with promotional points or vouchers or other non-monetary forms of settlement cannot be reimbursed.
7. 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 relevant HCPC departmental manager before the expense is incurred.
8. Partners are expected to arrange their travel and accommodation in the way that is most cost effective for the HCPC, while minimising the environmental impact.
9. The HCPC's prior approval is required for any non-travel or accommodation related expense that is greater than £100. 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. HCPC reserve the right to reject payment for expenses that are not compliant with the policy.

10. Should further clarification or advice be required with regards to this policy, please contact the Partner Manager or the Finance department.

Submitting Expenses Claims

11. Partners must submit their claims for reimbursement of expenses electronically by email to finance@hcpc-uk.org with scanned or photographed copies of the itemised receipts showing the date of purchase.
12. All claims should be made on the HCPC Partner Expense Form, which can be found on the Partner Portal and on the HCPC website.
13. All claims submitted must be accompanied by scans or photographs of supporting receipts. If a receipt is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier. If the receipt is not located, the circumstances and the details of the purchase should be explained on the claim form or in the covering email.
14. Partners are required to submit their claims directly to the Finance Department at the HCPC within three calendar months in which the work is carried out. If the partner does not submit within the specified period they forfeit the reimbursement. Expenses will be paid direct into the Partner's bank account.

Fees

15. HCPC will pay Partners' fees proactively based on HCPC's records of the work done (for example, assessments completed, days of hearing attended by panel members). Partners are not required to submit invoices. HCPC's remittance advices will provide details of the work for which payment is made. Partners should compare remittance advices with their own records of the work done and query any discrepancy with the department that commissioned the work.
16. The daily rates or case rates payable to Partners are set out in the schedule to the Partner Agreement. Any changes to the rates will be communicated to Partners.
17. For any work undertaken lasting 3.5 hours or less, Partners from all roles will be paid a half day fee. This excludes any reading time. Partners are reminded that HCPC does not pay reading or travelling time.
18. If a Partner is booked for Fitness to Practise work, which requires attendance and is cancelled, postponed, adjourned or concludes early, the fees that will be paid to Fitness to Practise Panel Members, Panel Chairs, and Legal Assessors will be based on when a panel is notified that scheduled work will no longer go

ahead. Each day that a Partner is booked to attend HCPC for Fitness to Practise work is dealt with separately, even if they are consecutive days. Notification is treated as given on a working day if it is communicated to Partners by 5pm on that day; notifications after 5pm are treated as given on the following working day.

19. Cancellation fees for Fitness to Practise work are as follows:

| When notification is given that attendance at a FTP panel on a previously booked day is not required | Fee payable |
|---|--------------------------------------|
| Notification on the day of attendance, or on the working day before attendance: | full fee for that day of attendance |
| Notification more than 1 working day but less than 5 working days before the attendance: | ½ day fee for that day of attendance |
| Notification 5 or more working days before the attendance: | no fee |

20. If a CPD, test of competence or aptitude test assessment day is cancelled the same cancellation rates apply as for FTP panels.

21. If Education Visits are cancelled, the following will be reimbursed to Visitors:

| When notification is given that a Visit has been cancelled | Fee payable |
|---|---|
| Cancellation on day of visit: | full fee for all previously scheduled days of the Visit up to a maximum of 3 days |
| Cancellation before 5pm on the day before the visit but less than 5 working days before the visit | one day's fee regardless of the length of the Visit |
| Cancellation 1-8 calendar weeks before: | one ½ day fee regardless of the length of the Visit |
| Cancellation more than 8 calendar weeks before: | no fee |

22. Notification is treated as given on a working day if it is communicated to Partners by 5pm on that day; notifications after 5pm are treated as given on the following working day.
23. Partners are self-employed contractors and are responsible for their own tax affairs. The HCPC will pay fees gross, without deductions for tax and National Insurance. Further information can be found in the Partner Agreement.

Travel Management Company

24. HCPC has appointed a travel management company through a government framework contract. The travel management framework agreement provides favourable terms and conditions and efficient business processes to HCPC. Rail and air travel and hotel accommodation must therefore be booked through the HCPC's contracted travel management company. The performance of the travel management company is reviewed at regular intervals and the contract provides a process to address any performance issues.
25. All travel should be booked at the earliest opportunity as cheaper rates can be obtained. Bookings should be made at least one month in advance unless the booking of the Partner time occurs less than one month in advance.
26. Where the start time of a meeting is known an advanced ticket must be purchased on a specific scheduled train or flight. 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 unless this is the cheapest option. However, if the end time of an event is unknown then an open ticket may be purchased for the return leg of the journey.
27. Partners need to present the booking confirmation when checking into the hotel. This can be either printed or accessible through a mobile phone.
28. Bookings through the travel management company should be made on-line via the link on the Partners page of the HCPC website. On-line bookings are free of charge for train and hotel bookings, but fees are charged for bookings by telephone or email. Air travel bookings incur a charge both online and via telephone or email.
29. Bookings made through the travel management company are covered by their cancellation policy. Rail travel bookings can be cancelled on-line free of charge. However, the cancellation of hotel bookings is dependent on the type of room booking made, as some cheaper room-only rates are non-refundable.
30. Partners are responsible for cancelling their own bookings. Cancellations should be made as soon as the related meeting, hearing or visit has been

cancelled to minimise cancellation charges. When a rail booking is cancelled after the tickets have been delivered or collected, the tickets must be returned to the travel management company in order to obtain any refund. Email travel@hcpc-uk.org for the forms.

Travel and Subsistence

31. 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 (for example a journey that combines HCPC business and other business), only the relevant pro-rata share of the expense should be claimed. If the Partner already holds a season ticket for the relevant journey, no additional cost has been incurred and therefore no cost can be claimed.
32. The HCPC encourages Partners to use environmentally friendly transport to minimise the organisation's carbon footprint, for example, using public transport where possible, choosing rail travel over air travel or travelling in an electric vehicle rather than a car with a petrol or diesel engine.
33. Travel will be reimbursed to the Partner's registered home address or an alternative destination if the claim is equal or lower to the travel expense to their home address.
34. Any costs incurred travelling from outside the UK will not be reimbursed.

Rail

35. All rail travel on HCPC business must be booked at standard class. The only exceptions to this are where first class travel has been agreed in advance as a reasonable adjustment for a Partner with a disability or with other mobility issues, and where, exceptionally, a first class ticket is cheaper than the equivalent standard class ticket. The travel management company booking system will only allow the purchase of a first class or anytime return ticket when the first class or anytime return ticket is cheaper than the equivalent standard class ticket (advanced or off-peak). Partners must not artificially manipulate the point at which they book, their journey time, route or ticket conditions to try to bring first class travel into scope.
36. Where a Partner can purchase a railcard, and the cost of the railcard does not exceed the expected annual saving, the railcard will be reimbursed. Railcards should be used to reduce the cost to HCPC wherever permitted.

Air fares

37. Air travel should only be used in exceptional circumstances, such as where the Partner's home address is very distant from the place where the Partner has been asked to provide services (eg Northern Ireland home to London office). Standard Class must be used.
38. Partners are required to purchase carbon-offsetting in relation to all air fares.

HCPC will reimburse where such claims are submitted in accordance with paragraphs 11-14 above (Submitting Expense Claims). Partners may use airlines own schemes or Atmosfair.

39. For overseas air travel on HCPC business (e.g. approval visits), a foreign travel authorisation form is required to be submitted by the relevant department for the Chief Executive's approval. Approval must be obtained before any overseas travel or accommodation is booked.

Tube, coach and bus fares

40. All tube, coach and bus fares will be reimbursed as incurred. For travel within London, you are strongly encouraged to purchase an Oyster Card or use a contactless debit/credit card, in order to take advantage of the cheaper fares available. The HCPC will refund 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, only the cost of individual journeys.

Car travel

41. Partners' own cars can only be used for travel on HCPC business where it is the most cost efficient way of travelling or where rail/air travel is not available. Electric cars should be used where this option is available. Partners must have the appropriate insurance cover for business use of the car. The mileage allowances are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:

Cars:

1st 10,000 miles: 45p per mile

Additional miles: 25p per mile

Motorcycles: 24p per mile

Cycles: 20p per mile

42. These rates will apply equally to petrol, diesel, hybrid and electric vehicles. While running costs for electric vehicles are significantly lower than rates above, HCPC wishes to incentivise use of electric vehicles.
43. Expenses incurred in respect of tolls, parking and ferries may be claimed.
44. No car journeys will be reimbursed when travelling into central London, as public transport is widely available, unless by prior arrangement.

Taxi fares

45. Where practicable, public transport should be used rather than taxis. Taxi fares will only be reimbursed in the following circumstances:

- where a taxi will be cheaper than public transport (for example, if two or more employees/partners share a taxi);
 - where public transport is unavailable;
 - if carrying heavy/bulky luggage or heavy/bulky 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.
46. 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 journeys 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.

Hotel

47. Hotel accommodation can only be booked for the night prior to providing services if the partner otherwise has to leave home before 06:00 and for the night following the engagement if the partner would return home after 22:00. Accommodation may also be booked under reasonable circumstances (e.g. lack of available public transport to ensure the partner arrives on time), which requires prior agreement with the Partners team.
48. Hotel accommodation must be booked through the HCPC's travel management company and partners must use HCPC's preferred hotels as indicated on the website, where availability allows. Exceptions to the requirement to book through the travel management company will be considered if there is a relevant disability or other mobility issue. All exceptions must be agreed in advance by emailing travel@hcpc-uk.org.
49. Hotel bookings should be made with a reasonable cancellation policy in place (either 24 or 48 hours prior to arrival).
50. The maximum nightly rates for hotels including VAT are as follows:

| | Room only, incl VAT £ | Bed and breakfast, incl VAT £ |
|---|--------------------------------------|--|
| London within the M25 | 170 | 180 |
| Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester (other cities with high market rates for hotel accommodation) | 140 | 150 |
| All other areas in the United Kingdom | 120 | 130 |
| Abroad: The Chief Executive's prior approval is required for all overseas travel, including the choice of hotel. Hotel room rates should not exceed the equivalent rates for the UK, ie hotels in a capital city should not exceed the equivalent of £180 per night including VAT and breakfast; other large cities should not exceed the equivalent of £150; other areas should not exceed the equivalent of £130. | | |

When a bed and breakfast rate is booked, the cost attributable to breakfast does not matter so long as the total is within the bed and breakfast limit in the table. When a room only rate has been booked, breakfast may still be taken in

the hotel provided the total for the room plus breakfast is within the bed and breakfast limit in the table, and the breakfast is charged on the hotel bill. Alternatively, when a room only rate is booked, breakfast may be taken outside the hotel subject to the £10 limit per paragraph 49.

51. If Partners are requested to travel outside the UK on HCPC business, subsistence and accommodation costs outside the UK will be considered on a case by case basis.

Other accommodation

52. £35 may be claimed when Partners are required to stay away from home on HCPC business and choose to stay with friends and family. This amount covers all costs including accommodation, evening meal and breakfast. No claim can be made by anyone staying in their own property.

Meals

53. This section covers meals paid for by Partners while on day to day HCPC business, and meals charged to Partners' hotel bills. HCPC will not pay for the cost of alcohol. The maximum allowances for meals stated below are for the cost of food and non-alcoholic drinks.
54. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:
 - Breakfast £10 (when purchased outside the hotel);
 - Lunch £10;
 - Evening Meal £25 (whether taken inside or outside the hotel).
55. Breakfast can be claimed when leaving home before 7.30am or when staying in overnight accommodation. An evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation.
56. Lunch can be only be claimed when a partner has been contracted for their services for a whole day and where lunch has not been provided.
57. First class carriages on intercity trains, and business class airline lounges may provide meals to travellers. A partner travelling on HCPC business who would be entitled to claim for the cost of a meal(s) may instead claim for the cost of upgrading rail travel to first class, or for the cost of admission to an airline lounge, in lieu of claiming for the applicable meal(s). The claim will be limited to the maximum claim value for the applicable meal(s).

58. Tray charges for room service may be claimed provided the total cost of the meal including the tray charges is within the maximum allowance for the applicable meal.
59. Where a partner pays for and claims the cost of meals of other HCPC employees/partners, the names of the other individuals must be stated on the claim form.
60. Where a meal is provided by the HCPC, claims for alternative food purchased will not be paid.
61. Incidentals incurred can be claimed up to a value of £5 per day to cover the costs of non-alcoholic drinks only. These claims should be made within the spirit of the policy and we reserve the right to query any claims which we feel may be misusing this allowance. Receipts must be provided to support the amount claimed.

Emergency booking guidelines

62. Partners will be able to make an emergency booking, without prior approval, with a Click operator for one night only during out of HCPC office hours (week days). Any consecutive nights would need to be booked via the platform, if within policy, or need to be approved the following day (if out of policy). If the issue happens over a weekend then accommodation can be booked until the next working day to ensure duty of care to anyone in an emergency situation.

Other business travel expenses

63. Pay-per-use Wi-Fi connections may only be claimed by legal assessors who attend FTP hearings due to the nature of their work. Claims must be supported by itemised receipt/ proof of purchase.

Child and other caring responsibilities

64. A maximum daily allowance of up to £65 per child/dependant will be paid in respect of care for children and dependants while the Partner is away from home on HCPC business. 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.
65. Where the allowance is claimed in respect of care for 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, and only against a valid invoice addressed to the Partner

66. Where the allowance is claimed in respect of a dependent over the age of 16, the Partner must be the normal provider of care. Payment will only be made against a valid invoice addressed to the Partner.

Support workers to assist disabled partners

67. An allowance of up to £65 per day is also payable for the cost of a support worker accompanying a Partner to a meeting or event of the HCPC, where the Partner's attendance is required and where the cost of the support worker is not covered by Access to Work funding. In those circumstances, support workers' travel and accommodation must also be booked through the travel management company, and support workers' travel, accommodation and subsistence are subject to the provisions of paragraphs 24 to 55 above.

Abuse of the Policy

68. If it is found that a Partner has abused this policy then the HCPC will reserve the right to take further action.

Review of the Policy

69. This policy will be reviewed on an annual basis by HCPC's Executive Leadership Team with any issues or proposed changes to be brought to the attention of the Remuneration Committee for approval.