APPENDIX 1

ANGUS
Health & Social Care
Partnership

Expenses Policy

2026/27 - 2028/29

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POLICY INFORMATION

Date of issue:	
Approval status:	
Review date:	
Available from:	
Key contact:	

WHO IS THE EXPENSES POLICY FOR?

This policy is for unpaid carer and service user representatives who are appointed as members of the Angus Health and Social Care Partnership (AHSCP) Integration Joint Board (IJB) as per the Standing Orders 3b), c), and d) and any associated groups or committees.

WHY DOES THE EXPENSES POLICY EXIST?

This policy ensures that any unpaid carer and service user representatives, and their deputies, who are members of the IJB and associated sub-groups or committees are not out of pocket when carrying out their duties (as defined in the Public Bodies (Joint Working) (Scotland) Act 2014).

WHEN DOES THE EXPENSES POLICY APPLY?

This policy applies to enable unpaid carer and service user representatives and their deputies to undertake the work required in their capacity as IJB members. This includes preparatory work for, and attendance at:

- IJB meetings (including workshops and development sessions)
- Strategic Planning Group
- Locality Groups
- Other associated groups or committees
- IJB related duties and events (e.g., meeting a community group to explain the Strategic Commissioning Plan)

WHAT EXPENSES ARE INCLUDED IN THIS POLICY?

This section outlines the type of expenses that are covered under this policy and may be claimed for reimbursement. Receipts must be provided for travel and subsistence costs

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Travel costs:

- Public transport (excludes first class travel)
- Mileage (45p/mile)
- Parking
- Taxi costs (where public transport arrangements are not suitable)

Subsistence (where no meals or refreshments are provided):

- Reimbursement of reasonable lunch expenses
- Reimbursement of reasonable dinner expenses
- Overnight accommodation and reimbursement of reasonable expenses for overnight stays, if required.

Preparatory work and administration to carry out duties:

- Printing and paper costs
- IT/communication costs (e.g., phone, iPad, or laptop), although a laptop or tablet will normally be loaned for the period of tenure

NB: If borrowing a digital device from the HSCP, there will be a requirement to agree to abide by the relevant policies in relation to Angus Council's Acceptable Use Policy and Data Protection Policy.

Replacement care or care cover:

- For attendance at IJB meetings
- For attendance at other meetings or events relating to the role
- For travel times to meetings
- If required, for preparation time (discussed and agreed in advance)

Loss of income to attend meetings (discussed and agreed in advance):

- Where appropriate, loss of earnings income to attend IJB meetings will be considered
- Any potential impact on social security benefits

WHAT IS THE PROCESS FOR CLAIMING EXPENSES?

A named contact person will be identified to support communication, completion, and approval of all expense claims. Expenses must be claimed within 3 months of being incurred. Approval should be sought in advance for all expenses outside the normal remit of your role.

Expense forms will be provided either before or at each meeting or event to claim travel and subsistence expenses. Paper expenses forms are available upon request.

- For travel and subsistence costs, receipts are to be provided for reimbursement.
- For preparatory costs and administrative costs, costs will be reimbursed as spent.
- For replacement care costs, prior discussion and agreement with the meeting chair or event organiser is required. The process for replacement care costs is outlined in Appendix 1.

All expenses will be paid in accordance with normal expense processing deadlines following receipt of a completed expense claims form. A payment schedule with dates of reimbursement will be provided.

Payments will be made via BACS transfer where possible. Bank details will be required to enable payment. Where BACS payments are unsuitable, alternative payment arrangements can be agreed upon, for example, cheque or cash. This must be approved by the Chief Finance Officer.

If required, immediate or advance payments may be made to ensure there are no financial barriers to attendance. This must be agreed in advance. Travel expenses can be paid upfront. However, there is no fast-track payment available for care provision. Care providers will be added to the

finance system as a supplier and will be paid when payment has been authorised.

APPENDIX 1.

Replacement care and support costs for unpaid carer representatives

1. If an unpaid carer has an existing support package, then we will increase hours in their support as required. Carers will need to provide notice and cost to be agreed upon, depending on the level of support required.

   An amount to cover replacement care costs can be agreed upon in advance for the year or each quarter.

   a. If they have SDS Option 1, then replacement care costs will be made via direct payment
   b. If they have SDS Option 2 or 3, then replacement care costs will be made via invoice from the care provider

2. If an unpaid carer needs support for someone where there is no regular support in place, then an Adult Carer Support Plan and/or assessment of need for the cared for person may be needed to establish their needs. This will be supported by the Carers Centre.

   If care is not required but the person cannot be left alone then a befriending service may be more suitable. This will be dependent on the needs of the cared for person. If a befriending service is unavailable, then a care provider will be used to sit with the person.

   AHSCP can help identify a suitable care provider. They can provide the unpaid carer with a list of care providers in their area and provide support to enable the carer to contact their preferred provider and make the necessary arrangements with the provider.

   It is advised that the carer only use one provider for when care support is required, rather than approach different providers each time that support is needed as many providers are unable to provide ad hoc support provision.

   As support would be on an irregular and ad hoc basis, the unpaid carer would have to give as much notice as possible for the arrangements to be made well in advance of meetings to secure the support required.

   The cost of replacement care and support will need to be agreed upon in advance and payment can be made via direct payment or via invoice from the care provider.

Angus Carers Centre
https://www.anguscarers.org.uk
Tel: 01241 439157

Care and support costs for service user representatives

1. This will depend on the service user's care and support needs and whether they have an existing support package in place or require ad hoc support. This process follows the same process as unpaid carer representatives.

   The cost and level of care and support required will need to be agreed upon in advance.

   If a paid worker is not required and an unpaid carer is attending the meeting to support the service user, then any unpaid carer's expenses will need to be reimbursed using the expense claim form.