

**REWARD, SALARIES AND HONORARIUM
YORLMC EXPENSES POLICY – 01 APRIL 2021 – 31 MARCH 2022**

YOR Local Medical Committee Limited (YORLMC Ltd) is the brand name for Bradford & Airedale and North Yorkshire LMCs. It is the professional voice for all NHS GPs and practice teams across the areas of North Yorkshire & York and Bradford, Airedale, Wharfedale & Craven. YORLMC Ltd is a gateway to pastoral care and provides personal and totally confidential support for GPs and practices in difficulty or experiencing major change. It also provides personal advice and support for practices on a wide range of issues.

The YORLMC Ltd Board Chair shall commission independent external advice to inform the need for and the amount of any future annual uplift to reward, honoraria and expenses paid to the Directors, Officers, Employees and elected & co-opted Members.

The Board Chair will make recommendations regarding the above to the Board.

All payments will be made via YORLMC's payroll system - Tax and NI will be deducted where applicable.

Members will receive Payslips/P60s/P45s which will be sent to their chosen email address. Members are advised to retain copies for their records - an administration charge of £50 may be charged for duplicates and will be donated to the Cameron Fund.

Appointment as a member of YORLMC Ltd brings with it particular responsibilities and an expectation from colleagues that certain standards of representation will be met.

All members are expected to attend regularly at their respective locality meetings and YORLMC Liaison meetings with other NHS organisations if appointed to that group.

Members are expected to have read all relevant papers prior to a meeting to ensure they are prepared and able to contribute.

Members are expected to keep themselves up to date with issues affecting their constituents, their constituencies and to be aware of national issues affecting the profession.

Members are expected to debate issues and vote where appropriate in their capacity as a YORLMC Member representing constituent GPs

Reimbursement of members undertaking the role and responsibilities as detailed above, is as outlined below:

Attendance at scheduled Meetings

GP Members - £68.76 per hour (pro rata)

Attendance at ad hoc/short-notice meetings (less than 28 days notice)

GP Members and GPs approved as representing YORLMC - £104.00 per hour
(time taken for preparation and report writing may also be claimed)

Practice Managers approved as a YORLMC resource at meetings

£52.00 per hour

Travel

The following mileage rates will be paid for return journeys from the claimant's place of work to the meeting venue

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

Other Expenses incurred by GP Members, GPs and PMs approved as representing YORLMC or for developmental and succession planning benefit

YORLMC encourages succession planning and the development of its members. Opportunities can be made available to members who have an interest in developing their YORLMC roles. Such opportunities may include, but not be limited to:

- Attending meetings as an observer with a YORLMC Officer to learn more about their role and remit, including developing relationships with stakeholders, and understanding how YORLMC represents and negotiates on behalf of local General Practice.
- Attending meetings as a YORLMC representative in the absence of an Officer
- Supporting your locality committee and Locality Officer by undertaking research or follow up to inform and progress locality discussion.
- Leading on workstreams which require YORLMC engagement, related to an area of expertise in which you have knowledge/skills, for example IT, Mental Health
- Shadowing Officers for the purpose of succession planning.

YORLMC has set aside an annual budget to support succession planning and the development of members, enabling members to be remunerated for time spent on YORLMC work outside of the standard honorarium. Whilst YORLMC promotes use of this budget, it is not infinite and must ensure access to this funding is equitable for all YORLMC members. Therefore pre approval for areas of work as described above is required; the following steps must be taken before a claim will be approved:

1. In the first instance members must discuss their area of interest/development opportunities with the relevant Officer or member of the Corporate Affairs Team to determine the value to the work of YORLMC and the member.
2. Once an appropriate opportunity has been identified the member should discuss this with the Corporate Affairs Team, providing an estimate of the amount of additional work/time involved.
3. Approval for remuneration will be decided by the Medical Secretary, in discussion with the Director of Finance.

4. Where a request is not approved, alternative opportunities for development will be discussed with the member.
5. Where the request is approved the member will be authorised to receive remuneration in line with the rates set out above. Members must submit claims to the Director of Finance no later than 1 month after work is undertaken. Members should familiarise themselves with this expenses policy and any questions should be directed in the first instance to the Corporate Affairs Team.

Date	Author	Document History
April 2013	Corporate Affairs Team, YORLMC Ltd	Document agreed by YORLMC Board
April 2014		Updated to reflect 14/15 rates Reviewed and agreed by YORLMC Board
April 2015		Updated to reflect 15/16 rates Reviewed and agreed by YORLMC Board
April 2016 Aug 2016		Updated to reflect 16/17 rates Updated to include travel by bicycle and motorcycle Reviewed and agreed by YORLMC Board
April 2017		Updated to reflect 17/18 rates
March 2018		Updated to clarify meeting and ad-hoc/short notice rates
April 2018		Updated to reflect 18/19 rates Reviewed and agreed by YORLMC Board
Feb 2019		Updated to include reference to admin charge of £50
Feb 2019		Updated to reflect 19/20 uplift
April 2020		Updated to reflect 20/21 uplift
June 2020		Revised to reflect reimbursement process for development opportunities
August 2020		Documents agreed by YORLMC Board
Feb 2021		Refreshed following November YORLMC Board
April 2021		Updated to reflect 21/22 uplift