



REWARD, SALARIES AND HONORARIUM YORLMC EXPENSES POLICY – 01 APRIL 2023 – 31 MARCH 2024

YOR Local Medical Committee Limited (YORLMC Ltd) works in conjunction with Bradford & Airedale Local Medical Committee (BA LMC) and North Yorkshire Local Medical Committee NY LMC) and is the professional voice for all NHS GPs and practice teams across the areas of North Yorkshire, the City of York, Bradford, Airedale, Wharfedale & Craven districts. YORLMC Ltd is a gateway to pastoral care and provides personal and 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 Board of YORLMC Ltd 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 Company Members where appropriate.

The Board shall commission independent external advice to inform the salary levels of future appointments where appropriate.

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

Directors, Officers, Employees and Company Members will receive Payslips/P60s/P45s which will be sent to their chosen email address. They 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 Director, Officer, Employee and Company member of YORLMC Ltd brings with it particular responsibilities and an expectation from colleagues that certain standards of representation will be met.

All Directors, Officers and Company members are expected to attend regularly at their respective LMC meetings and meetings with other NHS organisations if this is a feature of their specific role.

Directors, Officers and Company members are expected to have read all relevant papers prior to a meeting to ensure they are prepared and able to contribute.

Directors, Officers and Company 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.

Directors, Officers and Company members are expected to debate issues and vote where appropriate in their capacity as a YORLMC representative on behalf of their constituent GP colleagues

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YOR Local Medical Committee Limited (YORLMC Ltd)

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Registered as a Company limited by Guarantee. Registered in England No. 6349731.

Chief Executive: Mrs Angela Foulston

Medical Secretary: Dr Brian McGregor

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

Attendance at scheduled Meetings

GP Members - £74.21 per hour (pro rata)

Practice Managers approved as a YORLMC resource at meetings

£56.13 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

Passenger payments – Cars/ Vans

5p per passenger per business mile for carrying fellow employees in a car/ van on journeys which are also work journeys for them is available (HMRC approved mileage rates 2011/12 to date applies).

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 LMC committee by undertaking research or follow up to inform and progress LMC 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 LMC Chair 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.

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Date	Author	Document History
April 2013	Corporate Affairs Team, YORLMC Ltd	Document agreed by YORLMC Board
April 2014	As above	Updated to reflect 14/15 rates Reviewed and agreed by YORLMC Board
April 2015	As above	Updated to reflect 15/16 rates Reviewed and agreed by YORLMC Board
April 2016 Aug 2016	As above	Updated to reflect 16/17 rates Updated to include travel by bicycle and motorcycle Reviewed and agreed by YORLMC Board
April 2017	As above	Updated to reflect 17/18 rates
March 2018	As above	Updated to clarify meeting and ad-hoc/short notice rates
April 2018	As above	Updated to reflect 18/19 rates Reviewed and agreed by YORLMC Board
Feb 2019	As above	Updated to include reference to admin charge of £50
Feb 2019	As above	Updated to reflect 19/20 uplift
April 2020	As above	Updated to reflect 20/21 uplift
June 2020	As above	Revised to reflect reimbursement process for development opportunities
August 2020	As above	Documents agreed by YORLMC Board
Feb 2021	As above	Refreshed following November YORLMC Board
April 2021	As above	Updated to reflect 21/22 uplift
Oct 2021	As above	Copyright information added, pronouns updated
Nov 2021	As above	Updated introductory paragraph
Feb 2022	As above	Copyright updated
March 2022	As above	Update introductory paragraph
April 2022	As above	Updated to reflect 22/23 uplift
April 2023	As above	Updated to reflect 23/24 uplift
May 2023	YORLMC Ltd Board	Removal of attendance at ad hoc/short-notice meetings
August 2023	As above	Addition of Passenger Payments to approved mileage/ expenses rates

January 2024	As above	Jan 2024 uplift
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