CLEVELAND LMC
Cleveland Local Medical Committee Ltd

Cleveland LMC Ltd Payment and Expenses Policy

Cleveland LMC empowers the Board of CLMC Ltd to approve an annual uplift to reward, honoraria and expenses paid to the Directors, Officers and Company Members. This will usually mirror the final government approved recommendation from the DDRB for the GMS contract. The annual uplift will be applied from April.

Employees on Agenda for Change will progress to the next point of their pay band annually on 1 April (or twelve months after appointment) and to subsequent points every twelve months thereafter subject to meeting the criteria for progression as determined by CLMC Ltd in accordance with the Agenda for Change Agreement.

All payments will be made via CLMC Ltd's payroll system – Tax, NI and any pension contributions will be deducted where applicable. Directors, Officers, Employees and Company Members will receive Payslips/P60s/P45s.

CLMC Ltd reserves the right to decline to provide reimbursement if the individual fails to meet the expectations of the Company, as outlined in Appendix 1. Reimbursement of Directors, Officers and Company members is as outlined below:

1 Attendance at scheduled meetings

- Executive Team - £68.78 per hour
- GP Board Members - £55.59 per hour
- PM Representatives - £55.59 per hour
- Doctors in Training representatives - £55.59 per hour

These rates shall apply from 1/4/24 and may be further adjusted following the publication of the DDRB report.

2 Travel for scheduled meetings

- Car – 45p per mile. Rates will be paid for return journeys from the claimant's place of work or home to the meeting venue.
- Public Transport – bus fares and standard class rail fares will be reimbursed.
- Bicycle – 20p per mile. Rates will be paid for return journeys from the claimant's place of work or home to the meeting venue.
- Taxis - Where there is no alternative means of transport reasonable taxi fares will be reimbursed.

3 Attendance at Conferences e.g. England LMCs, UK LMCs, LMC Secretaries' Conferences:

3.1 Attendees at conferences will receive an honorarium (invoice to be sent to CLMC office), with the level of payment mirroring that paid to GPC members (as of April 2024 £607 per day).

3.1.1 Those attendees who are receiving an honorarium payment from other sources will not be eligible to additionally receive this payment from CLMC Ltd.

3.1.2 Those attendees who are in receipt of a regular payment to provide work for CLMC Ltd will not usually be eligible for an additional honorarium, although this will depend on the usual hourly commitment of that individual. If the Business Manager judges that an additional honorarium should be paid, they will raise this with the Clinical Executive Team. A discussion will be held at a meeting of the Executive Team, with the outcome and reasons for the decision being shared at the next Committee meeting.

3.1.3 CLMC Ltd will usually pay an additional half day honorarium per conference to compensate for travel. This can be increased or decreased on the advice of the Business Manager, depending on the location of the conference.

3.2 Reasonable expenses will be reimbursed (receipts to be sent to the CLMC Office), to include:

3.2.1 Overnight accommodation payable if attendance necessitates leaving home before 06:30am, accommodation expenses shall be in-line with the prevailing BMA rates.

3.2.2 If travelling by air: at economy rate where this is cheaper than the cost of train fare + hotel stay.

3.2.3 If travelling by train, First Class travel can be claimed for single journeys over 50 miles. Advanced tickets must be purchased unless unavailable or not different in cost.

3.2.4 Taxis: may be claimed for travel to a railhead/airport where the cost is less than mileage + parking. Where there is no alternative means of transport, reasonable taxi fares will be reimbursed.

3.2.5 Subsistence: Up to £35 per evening meal and up to £7 for lunch (alcohol will not be reimbursed).

4 Other LMC Expenses

4.1 **The** CLMC Executive Team have the approval of the Committee to spend up to £5000, if the expense is to support constituents and/or CLMC.

4.2 Individual members of the CLMC Executive have the approval of the Committee to spend up to £200, if the expense is to support constituents and/or CLMC.

4.3 CLMC Ltd has set aside an annual budget to support succession planning and the development of all Committee members.

4.2.1 Whilst CLMC Ltd promotes use of this budget, it is not infinite and must ensure access to this funding is equitable for all CLMC members. Therefore preapproval for areas of work 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 Executive Team member to determine the value to the work of CLMC and the member.

2. Once an appropriate opportunity has been identified the member should discuss this with the Executive Team member, providing an estimate of the amount of additional work/time involved.

3. Approval for remuneration and expenses will be decided by the Secretary, in discussion with the Business Manager.

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 and expenses in line with the rates set out above. Members must submit claims no later than 1 month after work is undertaken.

5. Review of Policy

This policy will be reviewed annually to ensure it remains up to date. The LMC Executive Team reserves the right to have an earlier review of the policy if required.

Date	Author	Document History
March 2024	Jackie Jameson	Document agreed by xxxx on xxxxxx

Appendix 1 – Expectations for recipients of income from CLMC Ltd

Appointment as a Director, Officer, Employee and Company member of CLMC 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 CLMC 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 CLMC representative on behalf of their constituent GP colleagues.