



Torbay and South Devon
NHS Foundation Trust

Reimbursement of Expenses for Governors and Members

November 2025
Version 6.4

Document Information

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Director(s) Responsible	Chairman		
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Amendment History

Date	Reason for Change	Authorised
18 December 2009	Minor changes to ensure consistency of terminology. Section 2.1 referred to Health and Social Care Act 2003 now NHS Act 2006. Section 4.3, added some additional Groups/Committees.	Chairman
12 July 2010	Section 2.1 (updated to reflect new Government white paper) and section 5.2 (quarterly submissions).	Chairman
5 October 2011	Council of Governors (28 Sept) then Board of Directors approved change in mileage rate from 24p to 45p per mile. Revised section 4.3	Chairman
18 March 2019	Reviewed by Company Secretary	Chairman
February 2021	Reviewed by Company Secretary Minor changes/updates following personnel changes and titles of Committees/Groups	Chairman
March 2022	Minor changes/updates following changes in job titles	Chairman
7 May 2025	Minor Updates	Chairman
5 November 2025	Updated to include attendance at CoG Priorities and Governor Only meetings in policy	Chairman

DOCUMENT SUMMARY

This document lays down the guidelines under which Governors may be reimbursed for legitimate expenses, incurred in the course of their official duties, as governors or members of the Torbay and South Devon NHS Foundation Trust.

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1. Policy and Audit Declaration

This policy has been drafted in accordance with the principles of significant legislation such as the European Convention on Human Rights (ECHR) 1998 (as amended), Race Relations (Amendment) Act 2000 and the Equality Act 2010. Under the Freedom of Information Act 2000, the document is classified as 'OPEN'.

2. Policy Statement

- 2.1 The Trust shall provide fair and appropriate reimbursement for the governors and members who participate in events and activities arranged by and for the benefit of the Trust (see introduction to section four).
- 2.2 This policy applies to all governors (and members under the conditions set out in the introduction of section four) asked to work with Torbay and South Devon NHS Foundation Trust.
- 2.3 Prospective governors may not make claims under this policy.

3. Introduction

- 3.1 Torbay and South Devon NHS Foundation Trust (the "Trust") is committed to the involvement of governors and members in all areas of its work whenever decisions are to be made which influence changes to the way the services are provided.
- 3.2 The post of governor of the Trust is voluntary, and it is a fundamental principle nationally that no governor shall receive any form of salary or remuneration for being a governor.
- 3.3 The policy of the Trust requires that:
 - a) All those acting for or on behalf of the Trust look to achieve value for money, noting that all funds apportioned to the Trust are to be applied in the achievement of public benefit for the people of Devon;
 - b) People contributing their views are not out of pocket for any reason as a result of participation in Trust business and in the fulfilment of their role;
 - c) Reimbursement practice with partner organisations for joint events is agreed, and to communicate the arrangements with participants.

4. Reimbursement

- 4.1 Governors participating in Trust events such as Council of Governors; CoG Priorities; and Governor Only meetings, Committees or Working Groups, as agreed or invited by the Trust, and whose expenses are not paid by another organisation, shall be entitled to claim expenses.

- 4.2 Members may be entitled to claim if they have been personally requested to participate in an event by telephone call, personal letter, or personal email from a member of the Foundation Trust Office and when agreement has been made in advance for them to do so.
- 4.3 Expenses will only be reimbursed for the following expenditure:
- i. Travel expenses by the cheapest available means to attend Council of Governors meetings, regional / national governor events, members and local constituency meetings arranged by the Trust, and where applicable, meetings of the Membership Committee, Governor Nominations and Remuneration Committee and other Board Sub-Committee meetings. Mileage allowances, including allowances for passengers, will be paid at the tax-free limit set for volunteers by HMRC.

Note: In circumstances where public transport would not be appropriate or reasonable, governors / members may claim full reimbursement for the fares incurred where the Trust's prior authorisation has been sought and granted. Copies of receipts must be attached to claims (screenshots of receipts are acceptable, e.g Ringo parking receipt). Please retain receipts for any expenses beyond mileage as you may be required by the HMRC to present them as part of your self-assessment.
 - ii. Parking and toll charges incurred as a direct result of attending the above meetings;
 - iii. Public transport to be reimbursed on provision of receipt;
 - iv. Subsistence allowance where the governor / member is away from their home (for a period of more than five hours during the daytime and necessarily covering the period from midday to 2.00 pm or during the evening from 5:30 pm) for the purpose of attending one of the above meetings, and where no refreshment is provided at the Trust's expense will be paid in line with Trust subsistence rates. Unless in exceptional circumstances, overnight expenses will not be paid. Periods away from home are calculated from the times of leaving and returning home;
 - v. Where a governor / member requires alternative transport arrangements, costs will be met, only by prior agreement;
 - vi. Expenses of a companion required to enable a governor / member to participate. If the attendance (including travel) exceeds five hours, and refreshments are not provided at the venue, expenses for refreshments of up to £5 can be claimed.
- 4.4 In accordance with NHS accounting rules all expenses (except mileage) should be submitted with receipts, and expenses should be claimed within three months. Further information should be sought from the Foundation Trust Office. .

- 4.5 Claimants should be aware that if they are in receipt of benefits these payments may impact upon their entitlements. This should be clarified with the local benefit agency prior to an expense claim being made.

5. Process for Reimbursement

- 5.1 Governors remain wholly responsible for the completion and accuracy of their claims. Claim forms are available upon request from the Foundation Trust Office.
- 5.2 Completed forms should be passed to the Foundation Trust Office or Corporate Governance Manager for authorisation. Claims will only be reimbursed direct to a nominated bank or building society account (the account number and sort code of which is stated on each claim) in accordance with the Trust's accounting timetable.
- 5.3 In the event that the appropriateness of a reimbursement is queried or disputed by the Foundation Trust Office or Corporate Governance Manager in accordance with this policy, interpretation of this policy shall be referred to the Trust Chairman for final decision.

6. Audit

- 6.1 Completed forms will be retained for the same period as those submitted by Torbay and South Devon NHS Foundation Trust staff.

7. Contact Details

Corporate Governance Manager/ Foundation Trust Office 01803 655705

8. Review

- 8.1 A review of this document will be conducted every three years or following a change to associated legislation and/or expenses rates and is the responsibility of the Director of Corporate Governance and Trust Secretary.