

# Engagement Assurance Committee

DATE: Monday 20 September 6 – 8pm

<b>Title</b>	<b>SEL CCG Draft expenses policy</b>	
This paper is for <b>commenting</b> .		
Executive Summary	<p>NHS South East London Clinical Commissioning Group (CCG) is committed to working together with patients and the public to improve the health of people living in south east London.</p> <p>We know that local people give up their time to take part in CCG engagement activities and may incur costs. We want to ensure that no-one is left out of pocket through taking part in the work of the CCG.</p> <p>This policy sets some guiding principles and practice around reimbursing out of pocket expenses for public members.</p> <p>Some of the expenses covered within this policy include:</p> <ul style="list-style-type: none"> <li>• Public transport cost e.g., bus, tube, train</li> <li>• Carer and childcare costs</li> <li>• Mileage cost for cars and motorcycles</li> <li>• Office supplies, including broadband and printing</li> </ul> <p>This policy applies to individuals, including patients, carers and members of the public, who help the CCG with our work.</p> <p>Out of pocket expenses claims will also be back dated to December 2020 upon request and completion of the claim form.</p>	
Recommended action for the Committee	To comment on the proposed out of pocket expenses policy before final approval is sought at the Integrated Governance and Performance Committee (IG&P).	
Potential Conflicts of Interest	Once the expenses policy is approved at the IG&P, members of EAC can apply for expenses for EAC meetings that they have attended.	
Impacts of this proposal	Key risks & mitigations	This policy is in place as it recognises that people who may be economically disadvantaged may be adversely impacted by engaging with the CCG thus requiring reimbursement to reduce barriers for engagement.
	Equality impact	This policy will support people to engage with the CCG's work and not be out of pocket as a result. The policy will help to reduce barriers for engagement, where cost of travel, childcare, data etc. may be incurred.

	Financial impact	This is at present difficult to quantify as face-to-face meetings currently not taking place due to Covid-19 restrictions. This will be kept under review.
Which corporate objective does this item link with? (please mark the relevant line with an x in the right hand box)	1: To ensure we commission services which meet the health and wellbeing needs of the population and reduce health inequalities	x
	2: To work in partnership to maintain and improve the quality of our commissioned services, and ensure all safeguarding protections are in place	
	3: To enhance collaborative working with other health and care organisations to develop and deliver an effective ICS – able to deliver national, ICS and local objectives - with our population at the centre	
	4: Strengthen our partnership working and develop a culture which embraces lessons learned and surfaces and embeds best practice	
	5: To secure the active participation and visibility of patients and local people, including from diverse and seldom heard groups, in the planning and design of local services	x
	6: To ensure that clinical leadership is embedded in our ways of working and our change programmes including the involvement of member practices and system partners	
	7: Develop an organisation and workforce capable of delivering the CCG's objectives and ensure members of the organisation feel valued and enjoy coming to work.	
	8: Ensure that the CCG meets its commitments with regards financial and performance improvement, maintains effective governance within the organisation and across partnerships, and optimises progress against the delivery of NHS constitutional standards	
Wider support for this proposal	Public Engagement	There is recognition for the CCG to ensure an expenses policy is in place, as this will help to reduce barriers for patient engagement and ensure that people are not out of pockets for supporting the CCG in our work. The recommendation to implement an expenses policy was identified as part of the task and finish groups in 2020.
	Other Committee Discussion/ Internal Engagement	The policy was discussed at the July EAC meeting.  It has also been discussed with the communications and engagement team, finance and payroll.  The policy is also subject to approval by the Integrated Governance and Performance Committee on 30 September 2021.
Author:	Lotta Hackett , Head of Engagement	
GB lead:	Joy Ellery, Lay member for PPI	
Executive sponsor:	Michael Boyce, Chief Operating Officer	