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**PUBLIC INVOLVEMENT – Reimbursement of Expenses Policy**

**July 2024**

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| --- | --- |
| **Authorship:** | Head of Community Engagement and Insight, HNYICB |
| **Committee Approved:** | Executive Committee |
| **Approved date:** | 07/ 2024 |
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| **Policy Number:** | Insert |
| **Version Number:** | 1.0 |

**The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.**

**AMENDMENTS**

Amendments to the policy may be issued from time to time. A new amendment history will be issued with each change.

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# Introduction

For the purposes of this policy Humber and North Yorkshire Integrated Care Board (ICB) will be referred to as 'the ICB'.

If the services provided, commissioned or contracted by Humber and North Yorkshire Integrated Care Board (ICB) are to be effectively and appropriately developed, the patient and public unique perspective needs to be at the centre of the discussions. The ICB is committed to involving patients, carers and the public in the planning, delivering and monitoring of local health services.

# Purpose

For effective participation, people need to feel supported and to know their voluntary contribution is valued and hasimpact. This document sets out the ICB’s approach with helping to remove any financial barriers to involvement and to ensure that volunteers are reimbursed for out-of-pocket expenses or incentivised for their involvement where this is appropriate.

It outlines the reimbursement process and applies to individual volunteers who help with our work. People acting in their capacity as an official or employee of another organisation will not normally qualify for payment.

# Definition/ Explanation of Terms

**Reimbursement**

Contribution to mileage, some public transport costs and out of pocket expenses for individuals volunteering to participate in meetings and events.

**Volunteer**

Anyone who supports the work of Humber and North Yorkshire ICB by giving their time, skills and experience in an unpaid capacity. This policy refers to volunteers to differentiate from people with an ICB contract of employment.

**Incentive**

An offer made to a volunteer to motivate or encourage them to take part. This does not cover reimbursement for time or expenses.

**Project Lead**

In this policy, an ICB Project Lead is the person responsible for leading any work which includes public involvement and who takes responsibility for managing the involvement of members of the public in that work.

# Scope of the Policy

The policy applies to NHS Humber and North Yorkshire Integrated Care Board and must be followed by all those who work for the organisation, including those on temporary or honorary contracts, secondments, pool staff, contractors and students.

# Duties/ Accountabilities and Responsibilities

## Duties within the organisation

The following sets out the duties within NHS Humber and North Yorkshire ICB for the responsibility for the development and management of this policy.

## Chief Executive

This is the person with overall accountability/ responsibility for this policy.

## Director or Head of Service

The Executive Director Communications, Marketing and Media Relations is the person responsible for the administrative co‐ordination of this policy.

Heads of Service must ensure that members of staff are aware of this policy and processes to be followed.

## Responsibilities for approval

The HNY ICB Executive Team is responsible for approval of this policy.

# Implementation

Most people specifically invited by the ICB to participate in involvement opportunities and whose expenses are not paid by another organisation, are entitled to claim expenses. This does not include Board, public meetings, or other events where there is a general invitation to members of the public and which are open for anyone to attend.

This policy covers reimbursement for three distinct types of involvement; reimbursement for out-of-pocket expenses as a result of involvement; payments to individuals for their time in a defined role as part of a programme of work; and offering incentives for participation and involvement.

**6.1 Principles of offering reimbursement for involvement**

* The contribution individuals make will be recognised and valued. This can be done in a variety of ways for example, being thanked, positive feedback and acknowledgement, practical assistance, training, personal development or seeing the impact of the work and changes made as a result of involvement.
* Patients and the public will be given the right information at the right time to be able to make an informed choice about how and on what terms they want to be involved.
* The ICB will discuss and agree with participants the terms of involvement prior to them committing to it. Involvement in unpaid activity does not require the participant to register as a volunteer.
* Individuals will not be left out of pocket or put at risk of being financially worse off as a result of their involvement in service improvement.
* The way that reimbursement of expenses is settled should not needlessly create barriers that deter them from being involved.
* The individual will be provided with an indication of the expenses the ICB will be able to reimburse prior to undertaking any involvement.

**6.2 Types of reimbursement**

**Expenses**

* Travel and parking, including alternative transport arrangements when necessary and agreed in advance. Parking costs will be met for the duration of the meeting. The amount of mileage reimbursement will normally be calculated from the participant’s usual residence to the event and return. Any deviation from this should be disclosed at the earliest opportunity and agreed beforehand with the Project Lead. Parking fines or speeding fines and/or loss of personal belongings are not covered.
* Reimbursement for costs incurred through the use of an individual’s own transport will generally be paid at the rate of 45 pence per mile (for the first 10,000 miles). This is in line with HMRC approved mileage reimbursement rates. This rate applies for those travelling by motor vehicle. Different rates apply for those travelling by motorbike or bicycle and can be provided by the Finance Department as and where required. The ICB will also reimburse passenger costs at a total rate of 5 pence per mile (regardless of the total number of passengers) and is completely tax free. This is to encourage car sharing.
* The ICB encourages the use of public transport as a more sustainable mode of travel, where this is practical depending on the journey and available routes. Where public transport is used, costs incurred will be refunded upon receipt of a valid ticket. To ensure the ICB gets best value for money from its funding allocation it does not allow 1st class travel. It also expects that the cheapest ticket is purchased, which is usually available by booking early rather than paying on the day of travel. For long train journeys, where the cost outlay could be prohibitive to attendance or cause financial hardship, then the ICB can arrange to purchase the tickets on their behalf.
* If an individual has special transport requirements these should be disclosed at the earliest opportunity and the ICB will reimburse in full appropriate taxi or other passenger transport.
* Receipted costs for caring arrangements, including childcare. This may be paid at an appropriate rate dependent on individual circumstances and should be discussed and agreed in advance.
* Interpretation and language support, including signer, personal assistant or advocate costs to enable participation. This should be discussed and agreed in advance so appropriate arrangements can be made. When volunteers need a carer or support worker to accompany them to an activity the ICB will reimburse reasonable costs of this support if not provided elsewhere (such as via support payments).
* Subsistence: in rare cases where attendance at an event (including travel) exceeds 5 hours and refreshments are not provided, receipted expenses may be claimed. The rates of reimbursement will be in line with Section 18 of the current NHS Agenda for Change Handbook.
* Attendance at a conference or event, where a volunteer is asked by the ICB to attend. In these cases, the cost will be reimbursed including reasonable out-of-pocket expenses and very rarely, accommodation costs. Payment in advance of travel will be considered if essential, taking into account the cost of living for individuals facing financial difficulties.

**6.3 Ad-hoc and one-off involvement**

People contributing their views on a voluntary basis should not be out-of-pocket as a result of their participation and could reasonably expect reimbursement. This includes (but is not exclusive to) the following examples of involvement:

* Participation in a focus group
* Attendance at a ICB event by personal invitation (e.g. as a member of a forum or meeting)
* ICB led promotional or awareness raising activities in the community.
* Attending ICB training events

Involvement / attendance at open public meetings does not qualify for reimbursement of expenses e.g. ICB Annual General Meeting.

**6.4 Payment for an individual’s time as part of a programme of involvement**

In some circumstances, the ICB will pay individuals for their time where they hold a role as part of an on-going programme of involvement. This includes representation on committees or groups, or participation in working groups and panels. These individuals have greater involvement in ICB programmes of work, in defined roles with responsibilities and/or timeframes allocated to them.

These individuals are those who:

* Are in senior expert advisor roles that demonstrate strategic and accountable leadership and decision-making activity, including groups that make recommendations to committees that have delegated authority.
* May be involved in this capacity for their ability to put forward views on behalf of the wider community.
* May be recruited to support a specific public involvement role by application form and interview, such as those volunteering in a patient voice partnership role.
* May be involved on a regular basis as part of a time limited activity, for example as part of co-production to develop ICB outcomes.
* Programmes of work may draw up a specific agreement with the individual in the role, setting out the role and responsibilities. The work programme may set a payment rate per hour, day or half day for time worked as appropriate to their budget for the work. These volunteers can then be provided with a reward for their time spent on involvement rather than a payment for work. This approach is an expression of the ICB’s gratitude for people’s involvement and avoids renumeration which can lead to ‘professionalisation’ of the voluntary role.
* Where individuals participate with defined roles, demonstrating strategic and accountable leadership and decision making, their out-of-pocket expenses should be reimbursed, and they should be offered an involvement payment from the ICB of £150 per day (more than four hours) or £75 per half day (four hours or less). Individuals can choose to refuse the payment or accept a reduced amount should they so wish. This is in line with the amount offered by NHS England to Patient and Public Voice Partners and should be agreed by the Project Lead for the work there are involved in.

This policy applies to those involved on a voluntary basis only and does not apply where the individual is involved in a programme and has a contract of employment for that role.

**6.5 IR35 and off-payroll workers**

The HMRC off-payroll working rules make sure that a worker (who is not an employee) pays broadly the same Income Tax and National Insurance as an employee would.

Individuals being paid for their time as defined above, will need to be set up on payroll by Finance and will need to complete an IR35 form (see Appendix 5). The ICB will need to establish if the IR35 rules apply to the individual and must deduct Income Tax and employee National Insurance contributions from fees paid.

To facilitate this process, the Project Lead must forward the completed IR35 form to Finance along with the following information in an email:

* details of the contract
* the worker’s responsibilities
* who decides what work needs to be done
* who decides when, where and how the work is done
* how the worker will be paid
  + if the engagement includes any corporate benefits or reimbursement for expenses

Finance will then add a budget code and send this to HR and Payroll. Payment to the individual will be made via payroll.

**6.6 Advance incentives for participation and involvement**

* In some circumstances, it may be appropriate to offer an incentive for people to take part in an engagement activity. The reason for offering an incentive needs careful consideration to ensure that it does not adversely affect the impartiality of those taking part. Incentives should only be given on completion of the engagement activity, preferably immediately after the event or activity. Advice on whether it is appropriate to offer an incentive should be sought from the Director of Communications, Marketing and Media Relations.
* An incentive in the form of a prize for taking part in a competition may be used to encourage entries, however consideration should be given to any potential impact on motivation to participate. Completion of a questionnaire or taking part in a focus group could be primarily driven by the offer of payment in some form rather than willingness to share opinion. Incentives should only be offered where the reasons and impact have been considered, where it is financially viable to do so and where it would not be prejudicial to the purpose of the engagement.
* When considering incentives to offer, preference should be given to offering this in the form of vouchers or other gift rather than as a cash payment. In offering an incentive, the Project Lead is responsible for informing potential participants of the possible impact on receipt of benefits as outlined in the section Volunteers in receipt of benefits below.

**6.7 Additional information about claiming reimbursement**

* All arrangements must be agreed between the ICB and the volunteer in advance.
* Receipts must be provided after the event.
* The person leading the involvement activity should aim to reduce or eliminate any costs to those taking part, such as printing, postage, and telephone calls – providing documents and freepost where available.
* Volunteers are requested to use public transport or the most cost effective, environmentally friendly form of transport where practical, sharing transport where possible.

**6.8 How to claim**

Paperwork is necessary to safeguard both the ICB and the participant and it will therefore be accessible and easy to complete. Paperwork to claim reimbursements is kept to a minimum and will be stored securely by the ICB's Finance Department for 5 years. This is in line with document retention periods for payments made to individuals. Please refer to the ICB’s Information Governance policies for further information.

**6.9 Payment of expenses**

Payment of reimbursements will initially be via cheque and posted to the address on the reimbursement declaration form. For people making regular claims, payments will then be made directly into the participant's bank account from the details provided on the reimbursement declaration form. Except for exceptional circumstances, the ICB will ensure reimbursements are made within 20 working days of the claim being received.

The Project Lead will:

* Provide the participant with contact details to obtain information on the implications on benefits of receiving reimbursement of expenses.
* Give help with the completion of expenses claims forms if required.
* Ensure that this is done in a confidential and sensitive manner, acknowledging a need for privacy.

The Participant will:

* Complete the expenses claim form with all the necessary information and attach receipts.
* Assure themselves of any benefits implications before they claim.

**6.10 Volunteers in receipt of benefits**

* On the whole, reimbursement of expenses does not affect people who are in receipt of benefits. However, claimants need to be aware that payments may be regarded as income. It is the responsibility of individuals to comply with any conditions of benefits they may receive and should, if necessary, seek advice from the Benefits Agency or Citizens Advice Bureau.
* The ICB has a responsibility to provide information which enables individuals to make informed decisions about whether to apply for or accept an involvement role. The Project Lead should advise the person they might need to seek advice regarding potential impact on claiming benefits. The claimant should be advised to visit: **https://www.gov.uk/volunteering/pay-and-expenses** for further advice and information.
* It is the individual’s responsibility to discuss and clarify this potential impact with their benefits advisor and make the judgment as to what level of payment and expenses they are prepared to receive and declare.
* The individual will assure themselves of any implications before they make a claim for reimbursement.
* The ICB can provide written confirmation of involvement as evidence, upon request. Regardless of whether or not people are able to accept payment for their time, actual costs of expenses (travel expenses) should always be reimbursed. This should not affect benefit entitlements.

**6.11 Concerns, complaints and disputes**

If either the participant or project lead has a concern, complaint, or dispute in relation to reimbursement, these should be resolved locally between the participant and their Project Lead.

If payment has not been processed or there has been a delay beyond 20 working days, the Project Lead should contact the Finance Department for an update and inform the participants of the outcome.

If either side feels the need for third party involvement, the ICB’s Experience Team can be contacted at [hnyicb.experience@nhs.net](mailto:hnyicb.experience@nhs.net) telephone 01482 957750. They can then discuss with those concerned the options available and how to take the matter forward. If necessary, the complaints process should be followed.

# Consultation

This policy has been developed after researching both the need for such guidance and policy produced by other NHS organisations. Finance, HR and governance were involved in developing the policy.

# Training

Heads of Service within each Directorate are responsible for identifying staff groups who may/will need training in how to apply this policy, and should notify the Head of Community Insight and Engagement to ensure appropriate support can be offered by the team.

# Monitoring Compliance

The ICB Board will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. No policy or procedure will remain operational for a period exceeding three years without a review taking place.

Staff who become aware of any change including legislative change, which may affect a policy should advise their line manager as soon as possible. The Executive Director or nominated deputy will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

# Arrangements for review

The Communications, Marketing and Engagement Directorate is responsible for the review of this document every two years. The reimbursement rates will also be reviewed on a regular basis in line with national guidance.

The review log will be updated accordingly.

# Dissemination

The Head of Community Engagement and Insight will ensure through the ICB’s line management arrangements, that reimbursement considerations are considered in any future engagement planning.

Directors will ensure appropriate cascading of this reimbursement policy throughout their area of responsibility in order to ensure that the needs of the organisation are identified, prioritised and that appropriate resources are allocated.

# Associated Documentation

Engagement Strategy: Working with People and Communities

Conflicts of Interest Policy and Procedures (including Gifts, Hospitality and Sponsorship)

Local Counter Fraud Policy

Information Governance Framework

# References

[NHS England Patient and Public Voice Partners Policy](https://www.england.nhs.uk/wp-content/uploads/2017/08/patient-and-public-voice-partners-policy-july-2017.pdf) – July 2017

[NHS England - Working with our patient and public voices (PPV) partners Reimbursing expenses and paying involvement payments](https://www.england.nhs.uk/wp-content/uploads/2017/08/B0869_Working-with-patient-and-public-voice-partners-reimbursing-expenses-and-paying-involvement-payments.pdf) - Oct 2021

NIHR, Payments guidance for members of the public, Version 1.4, July 2023, [Payment guidance for members of the public considering involvement in research | NIHR](https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372#use-of-high-street-or-gift-vouchers)

# Appendices

Appendix 1 - Anti-Fraud, Bribery and Corruption

Appendix 2 – Reimbursement declaration form

Appendix 3 – Non-disclosure of confidential information

Appendix 4 – Declaration of interest and non-disclosure of confidential information –tender, contracts and procurement process

Appendix 5 – IR35 Worker Payroll Starter Form

# Impact Assessments

## Equality

NHS Humber and North Yorkshire ICB is committed to creating an environment where everyone is treated equitably and the potential for discrimination is identified and mitigated. It aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It is required that a Quality and Equality Impact Assessment (QEIA) is carried out on a new policy that is likely to impact on patients, carers, communities, or staff.

The QEIA toolkit can be found on the HNY ICB website and intranet.

Potential adverse impact on any protected group identified through the QEIA will be monitored as part of the routine work to monitor compliance with the policy.

## Sustainability

A Sustainability Impact Assessment has been undertaken. No positive or negative impacts were identified against the twelve sustainability themes. The results of the assessment are displayed on the internet with this policy.

## Bribery Act 2010

Due consideration has been given to the Bribery Act 2010 in the development (or review, as appropriate) of this policy document, further details can be found in Appendix 1.

## General Data Protection Regulations (GDPR)

The ICB is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the Data Protection & Confidentiality Policy and related policies and procedures.

**Appendix 1 - Anti-Fraud, Bribery and Corruption**

The ICB has a responsibility to ensure that all staff are made aware of their duties and responsibilities arising from the Bribery Act 2010.  Under the Bribery Act 2010 there are four criminal offences:

•           Bribing or offering to bribe another person (Section 1)

•           Requesting, agreeing to receive or accepting a bribe (Section 2);

•           Bribing, or offering to bribe, a foreign public official (Section 6);

•           Failing to prevent bribery (Section 7).

These offences can be committed directly or by and through a third person and, in many cases, it does not matter whether the person knows or believes that the performance of the function or activity is improper.

It should be noted that there need not be any actual giving and receiving for financial or other advantage to be gained, to commit an offence.

All individuals should be aware that in committing an act of bribery they may be subject to a penalty of up to 10 years imprisonment, an unlimited fine, or both.  They may also expose the organisation to a conviction punishable with an unlimited fine because the organisation may be liable where a person associated with it commits an act of bribery.

Individuals should also be aware that a breach of this Act renders them liable to disciplinary action by the ICB, whether or not the breach leads to prosecution.  Where a material breach is found to have occurred, the likely sanction will be loss of employment and pension rights.

To raise any suspicions of bribery and/or corruption please contact the Executive Director of Finance and Investment.  Staff may also contact the Local Counter Fraud Specialist (LCFS) at – Audit Yorkshire, email:  [nikki.cooper1@nhs.net](mailto:nikki.cooper1@nhs.net)  or mobile 07872 988939.

The LCFS or Executive Director of Finance and Investment should be the contact for any suspicions of fraud. The LCFS will inform the Executive Director of Finance and Investment if the suspicion seems well founded and will conduct a thorough investigation.  Concerns may also be discussed with the Executive Director of Finance and Investment or the Audit Committee Chair.

If staff prefer, they may call the NHS Counter Fraud reporting line on 0800 028 40 60 between 8am-6pm Monday-Friday or report online at [www.reportnhsfraud.nhs.uk](http://www.reportnhsfraud.nhs.uk).  This would be the suggested contact if there is a concern that the LCFS or the Executive Director of Finance and Investment themselves may be implicated in suspected fraud, bribery or corruption.

**Appendix 2**

**REIMBURSEMENT DECLARATION FORM**

**NAME** *(Please print)***:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel/mob No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Reason for claim** | **Venue** | **Date** |
|  |  |  |
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**BANK DETAILS**

Name of Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRAVEL EXPENSES** *(Please attach tickets or receipts)*

* Rail / Bus / Taxi Fare\* (Standard Class) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £ \_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_ miles @ 45p per mile £ \_\_\_\_\_\_\_\_\_
* Passenger \_\_\_\_\_\_\_\_\_ miles @ 5p per mile £ \_\_\_\_\_\_\_\_\_
* Parking (receipt required) £ \_\_\_\_\_\_\_\_\_
* Payment for time @ £150 per day, £75 half day (up to 4 hours) £ \_\_\_\_\_\_\_\_\_
* Other (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £ \_\_\_\_\_\_\_\_\_

\**State reason taxi required, e.g. mobility problems, rural transport problems, late night/early morning travel*

* **TOTAL CLAIM £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I declare that this claim is true and correct and the result of travel undertaken at the request of Humber and North Yorkshire Integrated Care Board (ICB).

I understand that claiming this reimbursement may impact benefit entitlement.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by (project lead):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Job title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_

**OFFICE USE**: Budget Code: Directorate: \_

**Please send this completed form by email to the named Project Lead, alternatively a printed copy can be sent**

**clearly marked FAO the Project Lead, c/o the Engagement Team, FREEPOST RTTL-HSBE-BLHL,**

**Health House, Grange Park Lane, Willerby, HU10 6DT**



**Appendix 3**

**NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

The NHS has a legally binding obligation not to disclose information of a confidential nature concerning patients’ illnesses, their affairs or ICB and staff business and likewise, they have a duty to draw attention to their staff and volunteers to this obligation.

Participants must not disclose, either during or after the termination of their volunteering activity period, any information of a confidential nature relating to the ICB, its patients or any further third party without first obtaining the written permission of the ICB of the party concerned.

Disclosure of confidential information can occur either directly or indirectly and staff and volunteers have a duty to ensure that indirect disclosure does not occur due to the unauthorised access to, or misuse of information.

Any unauthorised disclosure of such information will be regarded as a serious breach of discipline and, therefore, action will be taken. If the participant is no longer involved in the work of the organisation, legal action may be considered by the ICB. An unauthorised disclosure is an offence under the Data Protection Act 1988 and as such the Information Commissioner or Director of Prosecution could commence proceedings against the individual.

Staff and participants should also be aware of and adhere to the relevant Information Governance Policies. Any unauthorised disclosure of such information will be regarded as a serious breach of discipline and therefore, appropriate disciplinary action will be taken.

I have read and understood the above, which relates to my involvement in the following project:

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Name (Block Capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send this completed form to Governance and Organisational Development Lead**

**FREEPOST RTTL-HSBE-BLHL,**

**Health House, Grange Park Lane, Willerby, HU10 6DT**



**Appendix 4**

**DECLARATIONS OF INTEREST AND NON-DISCLOSURE OF CONFIDENTIAL INFORMATION AGREEMENT – TENDER, CONTRACTS AND PROCUREMENT PROCESS**

Fair and open competition between prospective contractors or suppliers is a requirement of the ICB’s Prime Financial Policies. You have agreed to be involved in [INSERT DETAILS] (the ‘Project’).

**Declarations of Interest**

Please delete the following statements that DO NOT apply:

* I have read the section overleaf and have no interests to declare
* I have read the section overleaf and am not aware of any relevant interests of close associates (a family member, close friend or other acquaintance)
* I wish to declare my interests recorded overleaf
* I wish to declare the interests of close associates (a family member, close friend or other acquaintance) recorded overleaf

I acknowledge that if, during the term of the tender and procurement process for the Project, any changes to these declarations or new interests occur, I must promptly notify the ICB.

**Confidential information**

Humber and North Yorkshire ICB (or other parties participating in the Project) may provide you with access to certain confidential information and trade secrets including, without limitation, technical data and know-how relating to the Project. You may receive this either in writing, by email, orally, through attendance at meetings or by other means (including discussions with any other party which is obtained related to the Project), whether or not such information (if anything other than oral form) is marked confidential (the “Confidential Information”).

Accordingly we draw to your attention that as part of your role for the ICB you are required to:

1. Maintain the confidential information in the strictest confidence and not divulge any of the Confidential Information to any third party without the prior written permission of the ICB.
2. Not make use of, reproduce, copy, discuss, disclose or distribute the confidential information other than for use as part of your role in the Project.
3. On demand, return or destroy all or any of the confidential information (including from any computer, word processor or other similar device into which it was programmed or stored).

These provisions are governed and construed by English law. By signing this document you agree to comply with these terms.

|  |  |
| --- | --- |
| ***I declare that to the best of my knowledge and belief, the information I have given on this form is correct and complete. I understand that if I knowingly provide false information, I may be liable for prosecution and civil recovery proceedings.*** | |
| Signed: |  |
| Date: |  |
| Print Name: |  |

**Please send this completed form to Governance and Organisational Development Lead**

**FREEPOST RTTL-HSBE-BLHL,**

**Health House, Grange Park Lane, Willerby, HU10 6DT**

**DECLARATIONS OF INTEREST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Interest** | **Details & whether**  **Personal or Pecuniary\*** | **Self or other\*\*** | **Start**  **Date** |
| An employee or trustee of a voluntary organisation, social enterprise or charity seeking to enter into a contract with the ICB relating to the project. | If yes, please briefly explain: |  |  |
| Any ownership, part-ownership, directorships or other employment of an organisation or consultancy possibly seeking to do business with the ICB relating to the project. | If yes, please briefly explain: |  |  |
| Any other role or relationship that might influence our decisions regarding the project which you think we may need to be aware of. | If yes, please briefly explain: |  |  |

*\* Pecuniary – of or relating to money i.e. a financial interest*

\*\* *Specify relationship*

**Appendix 5**

**IR35 Worker Payroll Starter Form**

|  |  |
| --- | --- |
| **Sections 1 - 3 to be completed by the Claimant**  **This form must be completed before any invoices can be processed through Payroll**  **(NB – You must supply date of birth and NI number to secure payment)** | |
| **Section1: Personal Details** | |
| Forename(s): | |
| Surname: | |
| Title: | |
| Date of birth: | |
| NI number: | |
| Address: | |
| Post Code: | |
| **Section 2: Bank Account Details** | |
| Bank Sort Code: | |
| Bank Account Number: | |
| Bank Name: | |
| **Section 3: Certification** | |
| **I certify that the above details are correct and any changes will be notified to my authorising officer.**  **I understand that payments made to me will be subject to statutory deductions**. | |
| Signed: | Date: |
| Manager/Budget Holder’s signature: | Date: |
| Manager/Budget Holder name: | |
| **Section 4: Financial Authorisation** | |
| Cost Centre: | |
| Payments Authorised by: | |
| Signature: | |
| Date: | |