



Executive Advisory Body

Date of Meeting	29 September 2020
Subject	Guidance on fees and expenses
Agenda No.	Below the Line
Paper No.	18.6
Prepared By	[Redacted]
Purpose	Note

1. Background

- 1.1. Acting on the feedback, the guidance was rewritten and shared initially with Douglas Hutchens before being circulated more widely with Executive Advisory Body Members for comment. Comments have now been reviewed and incorporated into the final document.
- 1.2. The final document is attached for reference.

2. Key points

- 2.1. The revised guidance has addressed the points raised by Executive Advisory Body Members above and incorporates additional suggestions on how to support Members with additional support needs.

3. Conclusions

- 3.1. With thanks to everyone that contributed, Executive Advisory Body members are now invited to note the finalised guidance and apply it to any future claims.

4. Governance Checklist

Please ensure that you detail which Corporate Plan Strategic Objective the paper contributes to. These strategic considerations should be used to assist you with the content of your paper.

Strategic Objective	Contribution
---------------------	--------------

Strategic Objective	Contribution
<p>Dignity, fairness and respect</p> <p>Delivering a service with dignity, fairness and respect at its core.</p>	<ul style="list-style-type: none"> The revised fees and expenses guidance sets out how Social Security Scotland's values are interpreted and how they will be safeguarded.
<p>Equality and tackling poverty</p> <p>Promoting equality and tackling poverty.</p>	<ul style="list-style-type: none"> The revised guidance has taken on board feedback from Members to make it more inclusive and better able to support Members with particular needs.
<p>Efficiency and alignment</p> <p>Ensuring efficiency and aligning our activities with wider public sector for the benefit of the people we serve.</p>	<ul style="list-style-type: none"> Appointments to the Executive Advisory Body are not statutory appointments, however, there is broad alignment with remuneration policies in other public sector bodies in Scotland. Remuneration is consistent with the Public Sector Pay Policy for Scotland. Revised Guidance is encouraging and promoting a consistent approach to claiming fees and expenses.
<p>Economy, society and environment</p> <p>Contributing to our economy, society and protection of our environment.</p>	<ul style="list-style-type: none"> Not Applicable

State here how the paper considers these areas and any consultation undertaken in the agency. Only complete the section(s) relevant to your paper.

Strategic consideration	Impact
Environment	Guidance reminds Members to consider the most environmentally friendly means possible.
Governance	Revised guidance provides a consistent framework to manage claims for fees and expenses.
Data	Claims for fees and expenses will be stored in accordance with the Records Management Policy.
Finance	No impact identified on budget.
Staff	No impact identified.



Strategic consideration	Impact
Equalities	Members have helped to improve definitions within the document to make them more inclusive and better meet the needs of future Board Members.
Estates	No impact identified.
Communications and Presentation	Future changes to guidance that impacts on the Executive Advisory Body needs to be handled in an open and consultative fashion, ensuring that members have an opportunity to give their views. Guidance should clearly consider corporate values

Impact Assessment
<div data-bbox="264 864 1505 927" style="background-color: #0070C0; color: white; padding: 5px;">Not Applicable</div>



Social Security Scotland
Tèarainteachd Shòisealta Alba

Social Security Scotland Executive Advisory Body Guidance for Members on fees and expenses

Updated September 2020

Dignity,
fairness,
respect.

Introduction

1. Thank you for joining Social Security Scotland as a Non-Executive Member. Non-Executive Members work as part of the Executive Advisory Body (EAB) and Audit and Assurance Committee. You will play a unique role in challenging and supporting our work. Each Member brings particular skills, knowledge and experience with them which allows them to challenge the organisation to fulfil its potential, meet its statutory obligations in terms of the Social Security Charter and to help Social Security Scotland meet and exceed the expectations on it as a Scottish public body. We hope and expect that this will be a relationship that gives as much back to Members as they give us.
2. Whilst Non-Executive Members are not statutory appointments, Social Security Scotland recognises the need to offer reimbursement of fees to attract the right candidates to the role. This mirrors the approach taken across a number of public bodies in Scotland.

Help and advice

3. Please contact the Secretariat if you would like further help or advice on what can be claimed. We can also provide support to Members in cases where they have practical difficulties in completing the form, for example due to a visual impairment, dyslexia, or where English is not a first language.
4. We would be happy to discuss additional support costs to assist Executive Advisory Body Members with particular needs in attending meetings or carrying out their duties.

Our values

5. This guidance has been drawn up to reflect the core values of Social Security Scotland, which have been interpreted in the following way.

Dignity

6. Our fees and expenses guidance should respect the dignity of each individual and the importance and value that person has.

Fairness

7. Reasonable receipted expenses are paid on the basic principle that an Executive Advisory Body Member should never be out of pocket as a result of expenses arising from their appointment.
8. The payment of fees should be fair and equitable: Members carrying out work of equal value should get the same or equal remuneration.

Respect

9. All communication should be open and transparent. We communicate with each other with courtesy and civility.

Purpose

10. This guidance is designed to:

- Support Non-Executive Members in claiming for fees and expenses whilst carrying out their role.
- Support Social Security Scotland Secretariat to administer claims for fees and expenses in a timely, fair and consistent manner.

Time Commitment and attendance

As an Executive Advisory Body Member

11. The time commitment required as a Member of the Executive Advisory Body is set out in the letter of appointment but is estimated to be around 12 days per year. Members are expected to attend around 10 Advisory Body meetings per year, split between more formal meetings and discursive, exploratory sessions based around particular topics. Additional days across the Agency may be required to cover catch-up calls, mentoring, or supporting projects and these will be intimated by and agreed with the Deputy Director for Strategy and Client Experience, Miriam Craven, on behalf of the Chief Executive.

As an Audit and Assurance Committee Member

12. Where Members also sit as part of the Audit and Assurance Committee, there are typically an additional four meetings per year, for which both fees and expenses will be paid.

About fees

13. There is flexibility to allow remuneration (in the form of fees) to be paid at a daily, half-day or quarter-day rate to reflect the variety of activities that Members will be involved with. There is no obligation for Members to collect a fee however, if you do, you have the option to claim the fees for yourself or have the fee paid to a nominated organisation. If you wish your fee to be paid to an organisation please contact the Executive Advisory Body Secretariat who will provide you with the required form.
14. Please note that Members of the Executive Advisory Body are not employees of Social Security Scotland nor of the Scottish Government (and likewise are not paid a

salary). In line with the Scottish Public Finance Manual¹, all Executive Advisory Body Members must be paid through a payroll system with tax deducted at source. This makes Executive Advisory Body Members an employee for tax purposes but does not make them an employee for any other purpose. As such, they do not qualify for the rights and entitlements that are normally associated with the status of 'employees'.

15. Fees paid to Members of the Executive Advisory Body are non-pensionable and published within the Social Security Scotland Annual Report and Accounts.
16. Non-Executive Members will be remunerated at the gross daily rate of £237² per day, £118.50 half day rate.

Claiming for fees

17. To help encourage fairness and consistency in the way that Members' claim and in the way that their claims are processed, the following standard approach to claiming fees is suggested.

For formal meetings of the Executive Advisory Body

18. Members are encouraged to claim a **full day rate** for each meeting to cover attendance at the meeting, meeting preparation and travel.

For informal meetings 'deep dive' sessions

19. Members are encouraged to claim a **half day rate** to cover their attendance at the meeting

Additional or discretionary activity by Executive Advisory Body Members – mentoring, project-specific support, learning and development, or attendance at events representing Executive Advisory Body

20. Members are encouraged to **group together** their time spent on these activities into convenient half-day/ full day blocks of time.
21. Please note that we would not generally remunerate Members for attendance at events, except where they are presenting on behalf of Social Security Scotland. Reasonable receipted expenses, however, will always be paid.

For Audit and Assurance committee

22. Members are encouraged to claim the **full day rate** to cover attendance at the meeting, meeting preparation and travel.

¹ <https://www.gov.scot/publications/scottish-public-finance-manual/tax-planning-and-tax-avoidance/tax-planning-and-tax-avoidance/>

² This is the rate payable in the financial year 2020-21. The rate may increase on an annual basis in line with the Public Sector Pay Policy for Scotland.

About expenses

23. As a basic principle, an Executive Advisory Body Member should never be out of pocket as a result of reasonable receipted expenses arising from their appointment. Copies of receipts should be provided to support claims for expenses as these are required for audit purposes. The receipt must clearly identify the costs incurred.

Claiming for Travel

24. Social Security Scotland and the Scottish Government are committed to leading by example on tackling climate change. Please try to ensure that any journeys you make in the performance of your duties are made in the most environmentally friendly, economic and efficient means possible, given your individual circumstances.
25. Where possible please use public transport and we will reimburse you for the cost of standard class travel on the production of appropriate receipts. Where public transport is not suitable, you will be paid the Civil Service standard rates of mileage for the use of your private motor car. This is currently 45 pence per mile. Please ensure that you have appropriate comprehensive motor insurance in place and that your policy permits the use of the vehicle by the policyholder in person for business.
26. In cases where private car use is not feasible and the place to be visited cannot be conveniently reached on foot or by public transport from a railway station, then the use of taxis may be allowed. Additional incidental travel expenses associated with official travel expenditure on tolls, ferries and parking fees as well as 5p per mile for each passenger can also be claimed upon production of receipts. Please note that Social Security Scotland cannot reimburse Non-Executive Members for any parking or travel fines incurred by them. This would include parking fines or speeding tickets. Normal receipted parking costs will be reimbursed, including where Members are required to pay for parking through their phones.

Hotel Stays

27. In the event that you need overnight accommodation please contact the Executive Advisory Body Secretariat who will make the necessary arrangements and payment on your behalf.

Childcare or Caring Expenses

28. Reimbursement for additional childcare or caring expenses can be made as long as the childcare or care is provided by a registered caring provider. Any reimbursement application for childcare or caring must be supported by the original receipts or certified copies³ of the original receipts.

³ Signed by the claimant to confirm that it is a true and fair copy.

Additional support needs

29. Where an Executive Advisory Body Member has particular needs, Social Security Scotland will meet any reasonable costs required to allow them to participate at meetings or events. Examples of support might include but are not limited to the following:

- British Sign Language Interpreter
- Palantypist
- Reasonable travel expenses for a personal support worker

Incidental Expenses - Miscellaneous

30. The Fee Claim Form contains a section for the reimbursement of miscellaneous incidental expenses, although this would be on an exceptional basis. Miscellaneous expenses could relate to items of stationery or one-off postage costs for example. Reasonable costs for additional landline telephone calls or mobile phone calls incurred in carrying out your duties may be paid, supported by an extract of your phone bill (as this may be required for audit purposes). Please contact the Secretariat directly if you require miscellaneous items such as headsets or peripherals as Social Security Scotland may be able to secure these at preferential rates. Claims for miscellaneous items would need to be specifically justified on the claim form and supported by receipts.

How to make a claim for fees or expenses

31. Please complete the form and attach reasonable receipted expenses. Digital (scanned) copies are particularly welcome.
32. To make claims easier to administer, please aggregate together shorter claims for time into half-day or full-day claims.
33. Blank copies of the form are available from the Secretariat.

Any paper forms should be posted to:
[Redacted]
Social Security Scotland
50 North Lindsay Street
Dundee
DD1 9FW