Non-Staff Reimbursement Policy

# Addendum

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| Date effective from | March 2020 |
| Next review date | N/A |

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## Introduction

This addendum to the substantive policy has been produced to cover the exceptional circumstances during the COVID-19 pandemic. NICE’s Senior Management Team (SMT) decided to close our offices from 23 March 2020 and hold committees remotely from this date.

Holding committees remotely has resulted in the need to support some attendees differently so they can attend effectively. Mechanisms to do this are not covered in the existing Non-Staff Reimbursement Policy.

This policy addendum introduces a temporary printing cost allowance and outlines how individuals can obtain reimbursement for equipment needed to participate in meetings.

Additional advice and support can be found on the Expenses Page of the intranet or by contacting the NICE Expenses Team.

## Scope

This policy addendum applies to people who are individual members of our advisory committees and other groups convened to help us with our work. They will be termed ‘committee members’. The policy also covers people who attend committee meetings as experts. Meeting organisers will be explicit about whether expenses are covered when inviting people to take part in meetings.

People attending meetings as observers are not eligible to claim reimbursement of expenses. NICE staff and Non-Executive Director expenses are covered in the Board and Staff Travel reimbursement policy.

Guideline committee members who are working with other bodies that contract with NICE to produce our guidance, known as our collaborating centres, should claim their expenses from the other body and not from NICE. Please note that other bodies may operate different expenses policies to NICE.

## Main policy and procedural changes

### Printing costs

NICE focus on sustainability means that in the first instance all committees should be encouraged to run paperless. However, hard copies of papers and/or slides are required for people with particular needs or disabilities that mean working off a screen presents problems, this should be accommodated.

Gold group has agreed that whilst NICE employees are away from the offices, printing expenses will be reimbursed at a fixed rate per meeting of £5 where required. Once employees are attending the offices again, printed copies of meeting papers will be provided when requested.

### Equipment

We recognise that on rare occasions committee members may need additional equipment to allow full participation.

Gold Group have agreed that committee members can purchase necessary equipment up to the value of £50 where approval has been sought from the programme team in advance. A receipt will need to be provided alongside the claim along with proof of prior approval.

Topic experts are not permitted to claim for equipment reimbursement.

### Monitoring and review

The addendum will be kept under review during the period of the COVID-19 pandemic and amended or updated in line with government advice or changes agreed by Gold Group.

## Related policies and procedures

This addendum is related to the Board and Staff Travel and Subsistence Booking and Reimbursement Policy.