



REPORT TO: MORAY INTEGRATION JOINT BOARD ON 29 SEPTEMBER 2022

SUBJECT: MEMBERS' EXPENSES

BY: INTERIM CHIEF FINANCIAL OFFICER

1. REASON FOR REPORT

1.1. To inform the Board of amendments to the policy for reimbursement of expenditure incurred by individuals discharging their duties in relation to Moray Integration Joint Board (MIJB).

2. RECOMMENDATION

2.1. It is recommended that the MIJB note the changes made to the Members' Expenses Policy (APPENDIX 1).

3. BACKGROUND

3.1. Members of the MIJB, its Committees and supporting groups, will from time to time incur expenses in performing their duties as members. A policy was developed to ensure that members are fairly reimbursed for expenditure necessarily incurred in performing these duties.

3.2. MIJB approved this policy at its meeting on 31 March 2016 (para 13 of the minute refers) and forms part of the Members' Handbook

3.3. The policy applies only to members who are not already covered by their organisations respective expenses policies. Where appropriate, Members of the MIJB, will continue to claim business expenses in accordance with the policy of their respective organisations.

4. KEY MATTERS RELEVANT TO RECOMMENDATION

4.1. Changes have been made to the travel expenses and subsistence allowance section and are tracked for ease of reference.

4.2. These amendments are in line with Moray Council's travel expenses and subsistence rates.

- 4.3. Expenses will only be reimbursed where wholly, exclusively and necessarily incurred on MIJB, Committees and supporting working groups business and must be supported by receipts or other evidence.

5. **SUMMARY OF IMPLICATIONS**

- (a) **Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP)) and Moray Integration Joint Board Strategic Plan “Moray Partners in Care 2019 – 2029”**
Effective procedural arrangements support the development and delivery of priorities and plans
- (b) **Policy and Legal**
This policy provides a robust mechanism that ensures all representative members of the specified groups are equitably reimbursed for expenses incurred whilst discharging their responsibilities.
- (c) **Financial implications**
The costs of expenses claimed will be met by the MIJB.
- (d) **Risk Implications and Mitigation**
Without effective procedural arrangements in place to deal with issues such as expenses, there is a risk that members will be financially penalised for their representation on MIJB business. The absence of a written policy and procedure may leave the MIJB open to misinterpretation.
- (e) **Staffing Implications**
There are no staffing issues arising directly from this report.
- (f) **Property**
There are no property implications arising directly from this report.
- (g) **Equalities/Socio Economic Impact**
An Equalities Impact Assessment is not required because there are no service, policy or organisational changes being proposed as a direct result of this report.
- (h) **Climate Change and Biodiversity Impacts**
There are no direct climate change and biodiversity implications as there has been no change to policy
- (i) **Directions**
There are no direct Directions implications.
- (j) **Consultations**
Consultation has taken place with the Chief Officer, who is in agreement with the report.

6. CONCLUSION

- 6.1. The updated expenses policy will ensure that members are reimbursed for expenses incurred on MIJB, Committees and supporting working group business while at the same time keeping control of costs.**

Author of Report: D O'Shea Interim Chief Financial Officer

Background Papers: attached at Appendix 1

Ref: