## Remuneration for Lay Representatives of HEIW

Lay Representative activities are remunerated at the standard rate of £40.25 per half day and £80.50 per whole day.

Lay Representatives are also entitled to claim travel and subsistence expenses incurred in undertaking activity for HEIW. Travel is claimable at the rate of 45p per mile up to 100 miles; 13p for each mile thereafter.

Please be aware that –

* this does not guarantee work and that you remain free to accept or turn down offers of opportunities to act in Lay Representative capacity for HEIW activity
* if you choose to do so, you can waive the payment and act as an unpaid volunteer
* reasonable notice should be given to HEIW if you are no longer able to participate in an activity you were scheduled to take part in; under these circumstances no payment will be made.

**Submitting a Claim for Payment**

Claims for payment must be made using the **Casual Workers Timesheet/Payment Request Form**.

The form is available from [HEIW.QA@wales.nhs.uk](mailto:HEIW.QA@wales.nhs.uk) on request.

Please ensure all relevant sections of the form are completed as below. **The form must be submitted either in hard copy to Nicola Ridley, HEIW, Quality Unit, Ty Dysgu, Cefn Coed, Nantgarw, Cardiff CF15 7QQ or scanned and sent to** [**HEIW.qa@wales.nhs.uk**](mailto:HEIW.qa@wales.nhs.uk)**.**

**Step 1.**

Complete the **Personal and Work Details** section –

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal & Work Details | | | | | | | | | | | | | |
| Title: | *Your title* | Assignment Number: *Not required* | | |  | |  |  |  |  |  |  |  |
| Surname: | | *Your last name* | | | | | | | | | | | |
| Forename(s) | | *Your first name* | | | | | | | | | | | |
| Directorate: | | *HEIW* | | Department/Team: | | | | *Quality Unit* | | | | | |
| Job Title: | | *Lay Representative* | | | | | | | | | | | |
| Pay Band | | *Lay Representative* | Pay Scale Point: | | | *Half day 3.5 Hours (£40.25), Full day 7 hours (£80.50)* | | | | | | | |

**Step 2.**

Complete the **Hours of Work Completed** **(please note that this does not include travel time)** and **Casual Plain Time Hours** table. For each event **please include the date of the actual event, event type, specialty/department this was for and length of the event** – e.g.

|  |  |
| --- | --- |
| Hours of Work Completed | Casual Plain Time Hours |
| Week commencing DD/MM/YYYY | Total Weekly Hours Worked |
| *28/01/2019: (The date for the* ***Week commencing*** *field should be a Monday)*  *29/01/2019 – ARCP – Anaesthetics (full day)*  *01/02/2019 – Commissioning visit – Quality Unit (half day)* | *10.5 (1 x full day event, 1x half day)* |
| *11/02/2019:*  *11/02/2019 – Recruitment interview – Medicine (half day)* | *3.5 (1 x half day event)* |
|  |  |
|  |  |
|  |  |
|  |  |
| Total: | *14.00* |

**You may add several events to one form or claim separately if you have already submitted a recent form.**

**Please keep a record of the events you have claimed for and only submit one claim for each event. It is good practice to claim once per month where possible.**

**All claims will be checked and confirmed with the relevant department and paid during the next available pay run. Where the claim is unclear claimants will be contacted to clarify the details.**

**Payments will be made on the 21st of every month but the payroll cut-off date is the end of the month prior - if you wish to confirm when your payment will be made please contact** [**HEIW.qa@wales.nhs.uk**](mailto:HEIW.qa@wales.nhs.uk)**.**

Participation in each activity can be claimed as –

3.5 hours - for activities lasting up to 3.5 hours (half day)

7 hours – for activities lasting between 3.5 and 7 hours (full day)

10.5 hours – for activities lasting between 7 and 10.5 hours (full day and a half)

A tariff to support your completion of the timesheet is available in the Lay Rep Handbook.

**Step 3.**

Expenses should be claimed separately on the Non-Staff claim form as below.

**Step 4.**

Please sign and date the form against **WORKER SIGNATURE**.

***Claims must be submitted within three months of hours being worked.***

**Submitting a Claim for Expenses**

If you require train travel or accommodation in order to participate in HEIW activity, we would prefer to book this on your behalf in advance of the activity. This will be prepaid and not incur any cost to yourself. (Dinner, bed and breakfast rates will be arranged where possible). HEIW staff will liaise with you over arrangements. However, where you need to claim travel and subsistence expenses outside of this arrangement, please submit a claim as below.

**Should you need to book your own accommodation (in agreement with HEIW staff) the agreed rates are: up to a maximum of £55 for accommodation and up to £20 meal allowance in a 24 hour period.**

Claims for reimbursement of expenses must be made using the HEIW UK and Overseas visitor Claim form

The form is available from [HEIW.QA@wales.nhs.uk](mailto:HEIW.QA@wales.nhs.uk) on request.

Please ensure all relevant sections of the form are completed as follows –

**Step 1.**

**CLAIMANT DETAILS -**

All fields in this section should be completed. Full name and address is required and bank details so that payment can be made directly to you.

**Step 2.**

**TRAVEL: MILEAGE CLAIMS -**

All columns in this section should be completed including the date of the activity you participated in, a description of the activity and which HEIW department it was for. Departure and destination **postcodes** are required as well as mileage details (as calculated by the AA route planner - [www.theaa.com/route-planner](http://www.theaa.com/route-planner)). Once submitted all mileage claims are checked against the route planner and will be amended if they differ from what has been claimed unless there are exceptional circumstances cited on the form.

Travel is claimable at the rate of 45p per mile up to 100 miles; 13p for each mile thereafter.

**Step 3. (if applicable)**

**SUBSISTENCE/OTHER EXPENSES –**

This would typically only include car parking costs as refreshments are usually provided at HEIW events. **Original itemised receipts/invoices must be provided or payment is not guaranteed.**

**Step 4. (if applicable)**

**Additional Notes –**

Use this box to stipulate if you-

* Deviate for any reason from the suggested AA route, for example due to roadworks or a need to stick to major roads;
* Have lost a receipt/invoice/train ticket to accompany a claim (it can be helpful to take a photograph or photocopy of train tickets before use as they can sometimes be retained by machines at train stations);
* Have any exceptional circumstances you need to tell us about.

**Step 5.**

Sign and date the form against **Claimant Signature**.

**Claims must be submitted within three months of expenses being incurred.**

Completed Casual Worker Timesheets and completed Expense claim forms should be submitted to Nicola Ridley, HEIW, Quality Unit, Ty Dysgu, Cefn Coed, Nantgarw, Cardiff CF15 7QQ or signed and scanned and sent to [HEIW.qa@wales.nhs.uk](mailto:HEIW.qa@wales.nhs.uk).

We can provide further support for completion of Casual Worker Timesheets and Expense forms following your participation in HEIW activity if required. Please do not hesitate to contact us at HEIW.qa@wales.nhs.uk or 01443 846309.