

# CLAIM FOR SPEAKER FEES

## 2016

**Important:** This document can only be considered valid when viewed on the CCG's website.

If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

Name of Policy:	Claim for Speaker Fees
Date Issued:	16 <sup>th</sup> November 2016
Date to be reviewed:	16 <sup>th</sup> November 2017

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CLAIM FOR SPEAKER FEES (FINANCE) V2.0



<b>Policy Title:</b>	<b>Claim for Speaker Fees</b>	
<b>Supersedes: (Please List)</b>	All Previous versions of Claim for Speaker Fees Policies	
<b>Description of Amendment(s):</b>	Reformatting to new policy template/ rewording as necessary / review of impact analysis	
<b>This policy will impact on:</b>	All Staff	
<b>Financial Implications:</b>	No Change	
<b>Policy Area:</b>	Finance	
<b>Version No:</b>	2.0	
<b>Issued By:</b>	Danny Storr, Deputy CFO	
<b>Author:</b>	Victoria Rimmington, Finance Manager	
<b>Document Reference:</b>	FIN004	
<b>Effective Date:</b>	16 <sup>th</sup> November 2016	
<b>Review Date:</b>	16 <sup>th</sup> November 2017	
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<b>Consultation:</b>	IAGC 15 <sup>th</sup> November 2016	

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## 1. Policy Statement

There will be times within the CCG when there will be a requirement for a speaker to contribute to an event, conference or meeting.

This policy is intended to inform employees and managers of the steps and controls in place to enable reimbursement of speaker fees in the circumstances that this may be required.

This policy applies to all employees of the CCG; any employees who are seconded to the CCG, contract and agency staff and any other individual working on CCG premises include Embed employees.

## 2. Principles

This policy is available for all staff on the internet.

Guidance and support will be provided as and when required by the CCG finance team.

## 3. Impact Analysis

### Equality

The CCG is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines, and
- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.

To ensure the above this policy has been Equality Impact Assessed (see appendix B)

### Bribery Act 2010

The CCG follows good NHS business practice as outlined in the Business Conduct Policy and has robust controls in place to prevent bribery.

Under the Bribery Act 2010, it is a criminal offence to:

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

Due consideration has been given to the Bribery Act 2010 in the development of this policy document and consistent application of this policy will mitigate bribery in relation to this policy.

#### **4. Monitoring & Review**

Monitoring the compliance and effectiveness of this policy will be via the examination of all claim forms in accordance with this policy.

Failure to comply with this policy will result in the matter being referred to the Local Counter Fraud Service (see Anti-Fraud, Bribery and Corruption Policy available under corporate policies on CCG website).

This policy will be reviewed on an annual basis from the date of implementation, or more frequent if necessary.

These guidelines will ensure that the CCG complies with the Agenda for Change terms and conditions of service handbook and guidance and advice issued by the HM Revenue & Customs

#### **5. Responsibilities**

##### **External speakers**

External speakers are required to complete the “Claim for Speakers Fees” form in accordance with these guidelines. They must understand and sign the declaration to disclose their income received from Hull CCG to HMRC.

##### **CCG Employees**

Employees are responsible for assisting the external speaker with the completion of the “claim for Speaker Fees” form ensuring the speaker understands and signs the declaration to disclose income received from Hull CCG to HMRC.

Where a CCG employee is involved in an event outside their contracted hours then they are required to submit an “HR8 Salary Claim Form.”

##### **Authorised Signatories**

Authorised signatories are responsible for ensuring that a “Claim for Speakers Fees” form and ‘Payment request form’ is accurately completed and coded for payment.

#### **6. NHS Constitution**

The CCG is committed to:

- The achievement of the principles, values, rights, pledges and responsibilities detailed in the NHS Constitution, and
- Ensuring they are taken account of in the production of its Policies Procedures and Guidelines.

This policy supports the NHS Constitution by committing to use NHS resources responsibly and fairly and providing best value for taxpayer's money.

## 7. Detailed Guidelines for Staff

### CCG Employees

Speaker fees must **NOT** be paid to CCG employees. For example, if a part-time employee was involved in an event outside of their contracted time, payment for this should be through additional hours/sessions paid through the payroll by completing an "HR8 Salary Claim Form," available from corporate team/HR.

### External Speakers

Where external speakers are used and a payment is to be made, the external speaker must complete and sign a 'Claim Form for Speakers Fees' and forward it to the event organiser. This form is available at Appendix A.

NHS Hull CCG does not make a deduction of tax or national insurance contributions from the payment to the external speaker. It is therefore their responsibility to declare the income received to HM Revenue and Customs.

The 'Claim Form for Speakers' includes a HM Revenue & Customs disclaimer against which the external speaker must sign.

The event organiser also completes, authorises and codes a 'Payment Request Form' (also refer to 'Procedure for Making Payment Requests') which is available on the internet under the corporate policies section.

The 'Payment Request Form' and the 'Claim form for Speakers' should be attached together and forwarded to the Finance Department at Embed for payment.

### CCG Finance Team

Advice included in this policy has been obtained by the CCG from the HMRC self-employed helpline. For further up to date advice contact: 0300 200 3300 or use the link below

[http://search2.hmrc.gov.uk/kb5/hmrc/contactus/view.page?record=fPCm\\_2Cccl0](http://search2.hmrc.gov.uk/kb5/hmrc/contactus/view.page?record=fPCm_2Cccl0)

## 8. Associated Documents

HMRC information available at: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Agenda for Change terms and conditions available at: [www.nhsemployers.org](http://www.nhsemployers.org)

NHS HULL CLINICAL COMMISSIONING GROUP CLAIM FOR SPEAKERS FEES

Name of Claimant

Address to send  
payment to

Claimant bank details (payments will generally be made by bank transfer)

Sort code:   
Account Number:

Title of event:

Date of event:

Location of event:

Speakers Fee claim	<input type="text"/>
Expenses claimed:	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>

**Responsibility for declaring income to the Inland Revenue**

By signing this form I, the claimant, accept responsibility to declare the income on this claim form to HM Revenue and Customs

I confirm I am not employed by NHS Hull Clinical Commissioning Group

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be forwarded by the claimant to the event organiser

***Note for event organiser: Complete a CCG Payment Request form and attach the claim form and submit both documents to the finance department for payment***

APPENDIX A

Equality Impact Analysis:									
<b>Policy / Project / Function:</b>	Financial Policy – Claims for Speaker Fees V2.0								
<b>Date of Analysis:</b>	01 November 2016								
<b>This Equality Impact Analysis was completed by: (Name and Department)</b>	Victoria Rimmington Finance Manager Resources								
<b>What are the aims and intended effects of this policy, project or function?</b>	This policy is intended to inform employees and managers of the steps and controls in place to enable reimbursement of speaker fees in the circumstances that this may be required.								
<b>Please list any other policies that are related to or referred to as part of this analysis</b>	Anti-fraud, bribery & corruption Policy								
<b>Who does the policy, project or function affect ?</b>  Please Tick ✓	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Employees</td> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Service Users</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Members of the Public</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Other (List Below)</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Other (List Below)	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>								
Service Users	<input type="checkbox"/>								
Members of the Public	<input type="checkbox"/>								
Other (List Below)	<input type="checkbox"/>								



<b>Equality Impact Analysis:</b>	
<b>Local Profile/Demography of the Groups affected</b> (population figures) Relevant data can be found in the attached Knowledge Management Toolkit(Employee data as at January 2016)	
<b>General</b>	Total number of employees in the CCG is 78
<b>Age</b>	73.07% of staff are aged 30-55 20.51% of staff are over 55 6.41% of staff employed are aged 30 or under
<b>Race</b>	94.87% of staff employed in the CCG declared themselves white 3.85% of staff are not stated/undefined 1.27% of staff declared themselves Asian
<b>Sex</b>	70.51% of staff employed are female 39.49% of staff employed are male
<b>Gender reassignment</b>	No Information available
<b>Disability</b>	57.69% of staff employed declared themselves as having no disability 38.46% of staff did not declare /undefined0 3.85% of staff declared a disability
<b>Sexual Orientation</b>	56.41% of staff described themselves as heterosexual 43.59% did not wish to respond /undefined No staff described themselves as gay, lesbian or bisexual
<b>Religion, faith and belief</b>	47.44% were undefined or did not wish to declare – the largest group 35.90 of staff declared themselves Christian 11.54% declared themselves Atheist 5.13% of staff declared their faith as 'other' Zero staff declared as Islam, Buddhism, Hindu, Judaism or Sikhism
<b>Marriage and civil partnership</b>	64.10% of employees are married. 25.64% are single 7.69% are divorced/legally separated 2.56% are undefined 0% of employees are in a civil partnership
<b>Pregnancy and maternity</b>	No information yet as the CCG has not been established long enough to build meaningful data

Equality Impact Analysis:	
<p><b>Is any Equality Data available relating to the use or implementation of this policy, project or function ?</b></p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’. Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <p>1: Application success rates <i>Equality Groups</i></p> <p>2: Complaints by <i>Equality Groups</i></p> <p>3: Service usage and withdrawal of services by <i>Equality Groups</i></p> <p>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p><b>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</b></p>	
<p><b>Promoting Inclusivity</b> How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This policy applies to all employees of the CCG, any staff who are seconded to the CCG, contract and agency staff and any other individual working on CCG premises including Embed employees.</p>

**Equality Impact Assessment Test:**

**What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?**


<b>Protected Characteristic:</b>	<b>No Impact:</b>	<b>Positive Impact:</b>	<b>Negative Impact:</b>	<b>Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists</b>
<b>Gender</b> (Men and Women)	✓			This has been considered and has a neutral impact. The policy applies equally to all staff regardless of gender.
<b>Race</b> (All Racial Groups)			✓	Potential Language barrier. Policies can be translated as necessary by using the “policies in different format” form available on the intranet
<b>Disability</b> (Mental and Physical)			✓	Potential Visual Impairment barrier. Policy and forms can be changed into suitable format using “policies in different format” form available on the intranet.
<b>Religion or Belief</b>	✓			This has been considered and has a neutral impact. The policy applies equally to all staff regardless of religion or belief.
<b>Sexual Orientation</b> (Heterosexual, Homosexual and Bisexual)	✓			This has been considered and has a neutral impact. The policy applies equally to all staff regardless of sexual orientation.
<b>Pregnancy and Maternity</b>	✓			This has been considered and has a neutral impact. The policy applies equally to all staff.
<b>Transgender</b>	✓			This has been considered and has a neutral impact. The policy applies equally to all staff.
<b>Marital Status</b>	✓			This has been considered and has a neutral impact. The policy applies equally to all staff regardless of marital status.
<b>Age</b>	✓			This has been considered and has a neutral impact. The policy applies equally to all staff.

**Action Planning:**

**As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?**

<b>Identified Risk:</b>	<b>Recommended Actions:</b>	<b>Responsible Lead:</b>	<b>Completion Date:</b>	<b>Review Date:</b>
Potential language barrier where employees first language is not English.	The CCG's Communication Team has developed the 'portal' to signpost individuals to alternative formats	CCG Communication s Team	End 2014	End 2016
Potential disability barrier where employee has visual impairment	The CCG's Communication Team has developed the 'portal' to signpost individuals to alternative formats	CCG Communication s Team	End 2014	End 2016

Equality Impact Findings:	
<b>Analysis Rating:</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Red      Red      Amber      Green Amber
<b>Red – Stop and remove the policy</b>	<b>Red:</b> As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.
<b>Red Amber – Continue the policy</b>	<b>Red Amber:</b> As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.
<b>Amber – Adjust the Policy</b>	<b>Amber:</b> As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.
<b>Green – No major change</b>	<b>Green:</b> As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.

<b>Other Comments:</b>	
<b>Confirmed by (Manager): (Name and Title)</b>	
<b>Date:</b>	03.11.16