GPhC Expenses Policy

Purpose
To agree two amendments to the GPhC expenses policy as recommended by the Remuneration Committee.

Recommendations

The Council is asked to agree the following amendments to the expenses policy as recommended by the Remuneration Committee:

i. The proposed amendment to the wording of the expenses policy in relation to first class travel

ii. the inclusion of an allowance for breakfast when travelling as set out in paragraph 1.4

1.0 Background

The remit of the Remuneration Committee includes advising the Council on the expenses policy for the GPhC. The Committee reviews the expenses policy annually in September, for consideration by the Council in November.

1.1 The expenses policy applies to Council members, associates and employees, with the proviso that aspects such as childcare and carer’s costs are not applied to staff. Issues affecting specific job roles such as the inspectors are dealt with separately by the Chief Executive & Registrar.
1.2 The Remuneration Committee reviewed the existing policy on 27 September. In reviewing the policy the Committee considered benchmarking data and found that although detail varies amongst regulators, the GPhC’s policy is broadly comparable. The Remuneration Committee also considered inflation rates and affordability; it however felt no changes were required in relation to either point. The Committee does however recommend two minor amendments to the policy, details of which are set out below.

1.3 The first is an amendment to the wording of the policy in relation to first class travel to provide greater clarification. The existing wording states that:

‘Individuals should adopt the most cost-effective methods for travelling by air and rail while on GPhC business, taking into account their individual circumstances, requirements and the appropriate use of GPhC funds, with an assumption of standard economy travel as the default. Where the total time spent on a train or plane on a single journey is in excess of 5 hours, an upgrade to the next class of travel will be allowed only with the Chief Executive & Registrar’s or Director of Resources & Corporate Development’s agreement’

However, experience has shown that this wording can be misinterpreted. The proposed wording set out below is intended to reflect more clearly the Council’s policy intention when agreeing the policy, which is understood to be that standard / economy class travel be the norm.

‘Individuals travelling by air and rail while on GPhC business should travel standard / economy class. Where the total time spent on a train or plane on a single leg of a journey is in excess of 5 hours, an upgrade to the next class of travel will be allowed only with the Chief Executive & Registrar’s or Director of Resources & Corporate Development’s agreement’.

Expenses may be adjusted to cover the requirements of people with disabilities; please contact the relevant member of staff to check whether a particular expense would be payable.

1.4 The second amendment is to include an allowance for of up to £10 for breakfast. This allowance would be available when no overnight stay is involved, provided the start time for the meeting / activity means that the individual would have to leave home early. This allowance would not be applicable to staff travelling to their normal place of work.

Recommendations

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ii. the inclusion of an allowance for breakfast when travelling as set out in paragraph 1.4

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