



# Highland

## Local Medical Committee

### Highland LMC and GP Subcommittee Expenses Policy March 2024

#### LMC Meeting Attendance Fee Rate

- LMC meetings £100
  - LMC Chair's Group Meetings £100
  - Attendance at conferences e.g. SLMCs, UKLMCs, Secretaries' Conferences, SGPC:
    - ❖ Receipted GP locum backfill (maximum £250 per session/ £500 per day) for the Practice plus £100 meeting attendance fee per day of actual conference.
- OR
- ❖ A day allowance of £500 will be paid instead of an attendance fee to those who have not receipted a locum e.g. Sessional GPs or those attending in their own time.

The Secretary will receive the meeting attendance fee and expenses for meetings, including locum expenses where unavoidable. However, they will not be eligible for the sessional allowance.

- Any other LMC meeting that is not reimbursed elsewhere shall have locum expenses or Sessional Fee up to max £500 per day subject to prior agreement with the Chair's group

**Claim forms must be received within 3 months of the meeting, or they will not be processed, and payment will not be made.**

#### Travel Time to Conferences in the Central Belt/England

Travel to the Scottish Conference which is held in the central belt is paid at an additional half day (of the day before the Conference). This equates to £250 travel time.

Travel to the UK Conference is paid at an additional day (half day travel there and a half day travel back). This equates to £500 travel time.

## **Other LMC Expenses**

- Travel expenses paid if not covered elsewhere (e.g.: NHS Highland for main LMC meetings, or GPDF for LMC conferences) on production of receipts.
- Car mileage @45p per mile
- Public transport. Reasonable expenses covered e.g. second class air travel, but first class train allowable in order to access laptop.
- Overnight accommodation payable if necessitates leaving before 0630 or returning home after 2000. Accommodation shall be in-line with the prevailing BMA rates.
- Subsistence. Up to £30 per evening meal (Lunch and drinks not included).
- If unreceipted, overnight accommodation and subsistence shall be paid at a flat rate of £30 inclusive.

## **GP Subcommittee**

This will be reimbursed as negotiated with NHS Highland:

- Locum reimbursement of £250 per session. Plus, hourly professional fee for actual time spent at meeting £45 per hour.
- Sessional Fee for those where locum not employed £250 per session.
- Expenses @45p per mile and public transport with receipts.
- Any specific piece of preparatory work out with meetings should be negotiated with NHS Highland and the Chair's group before reimbursement.
- Overnight allowance for any trip necessitating leaving before 0630, or returning home after 2000, at a flat rate of £30 or by prior agreement with Chair's group and board representative.
- For GP Subcommittee, if travel involves more than a 3 hour round trip, then a full day can be claimed for one meeting. In general, no more than one day's locum expenses will be paid for a single meeting, but if those further afield have specific difficulty and require an overnight stay, then please negotiate beforehand with Chair's group.

## **Specific Examples for Reps for GP Subcommittee**

- ❖ Golspie/Lairg – half day
- ❖ Lochinver/Brora and North - full day.
- ❖ Lochcarron/Ullapool/Fort Augustus – half day.
- ❖ Skye/Gairloch/Fort William - full day.
- ❖ South & Mid Division: All half day.
- ❖ Argyll and Bute: All full day, plus overnight allowance where someone needs to leave before 0630 or return home after 2000.