

AGENDA ITEM 2

Emerging Science and Bioethics Advisory Committee

DRAFT

Code of Practice

ROLE

1. ESBAC is the main UK advisory body on emerging healthcare scientific developments and their ethical, legal, social and economic implications. It is sponsored by the Chief Medical Officer (CMO) for the Department of Health (DH), England. Its membership includes representation from all UK Health Departments for whom ESBAC also provides advice. ESBAC also provides a forum to consider and develop coordinated advice across the wider science, health and academic communities to help set priorities in response to new developments.

TERMS OF REFERENCE

2. The purpose of ESBAC is to provide expert advice to support policy development and priority setting in healthcare science. Work will include but not be limited to:
 - horizon scanning to identify developments in health related biosciences and biotechnologies;
 - analysing new and emerging health related biosciences and biotechnologies and providing advice on:
 - their likely impact on human health and healthcare;
 - their social, ethical, legal and economic implications;
 - providing a forum for the consideration of issues that cut across the remit of more than one interest group, government department or UK country;
 - detailed consideration of specific issues related to emerging health related biosciences and biotechnologies as requested.
 - responding to any requests from its constituent members or other bodies for its opinion on or consideration of emerging healthcare scientific developments and their ethical, legal, social and economic implications.

3. The Committee will operate in accordance with best practice for Scientific Advisory Committees (CoPSAC 2011)¹ with regard to openness, transparency, accessibility, timeliness and exchange of information.
4. Whilst the scope of the work of ESBAC will have to remain by definition broad, ESBAC will not cover all bioethics issues. It will only address concerns arising from major new scientific and technological developments and their relationship to healthcare.
5. ESBAC will also operate as a networking forum to exchange information about matters relevant to its remit from Members, nominating organisations and wider stakeholders.
6. Aspects of bioethics that are currently covered by other organisations, or are long-running ethical debates are therefore out of scope. These include the work of:
 - Human Fertilisation and Embryology Authority (HFEA): Ethical issues concerning embryo research and new technologies for infertility treatment;
 - Human Tissue Authority (HTA): Ethical issues concerning the storage and the use of human tissue, including bone marrow, for purposes such as research, patient treatment, post-mortem examination, teaching, and public exhibitions.
 - Committee on Ethical Aspects of Pandemic Influenza (CEAPI): Ethical issues concerning healthcare interventions during a pandemic;
 - Advisory Committee on the Safety of Blood, Tissue and Organs (SaBTO) in its work to ensure the safety of blood, cells, tissues and organs for transfusion / transplantation.
 - Health Research Authority (HRA): to protect and promote the interests of patients and the public in health research.
 - The Royal Academies.

COMMITTEE ORGANISATION

7. The full list of Members is at Annex A. The Members and the Chair were appointed as outlined in the Recruitment section to provide ESBAC with the essential core skills, expertise and representation necessary to carry out its remit.

¹ <http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

ROLE AND RESPONSIBILITIES

The Chair

8. The Chair is responsible for leading the Committee and facilitating the effective contribution of all Members of the Committee.
9. In addition, the Chair is responsible for ensuring that the minutes of meetings, produced by the Secretariat and any reports or advice record the decisions taken correctly and where appropriate, the views of individual Committee members have been taken into account.
10. The Chair will indicate that the minutes of meetings accurately reflect proceedings by "signing-off", once the Committee has agreed them, which may happen electronically.
11. There may be times when urgent advice is required. On such occasions the Chair may, on behalf of the Committee provide such advice. The Committee will be updated at the earliest opportunity of any advice provided.

The Members

12. The Chair and Members main role is to support the development of healthcare science advice as needed by the Department of Health, England or the Health Departments of Scotland, Wales and Northern Ireland.
13. The Chair and Members are essential in the identification of relevant scientific developments within the scope of the Committee. Members are expected to share with the Secretariat relevant information they may come across.
14. The Chair and Members are expected to:
 - Be conversant with and keep abreast of developments in health related biosciences and biotechnologies.
 - Take account of the impact on human health and healthcare of the issues addressed by the Committee.
 - Engage in meetings and contribute to discussions when appropriate and sit on working groups as agreed.
 - Provide advice and guidance from the perspective of their particular area of expertise.
 - Contribute to debates in a professional or personal capacity, even when the issue falls outside their expertise.
 - Be prepared as requested by the Secretariat, to provide expert advice on relevant issues outside of formal meetings.

- Demonstrate a commitment to the values of accountability, probity and the Government's best practice principles on transparency, timeliness and exchange of information, in accordance with the Nolan Principle, Annex B.

15. The Chair and Members of the Committee are:

- Full and equal members.
- Responsible for carrying out the functions of the Committee.
- Responsible for ensuring that DH officials have the best available independent advice about the impact of new developments in health related biosciences and biotechnologies.
- Not liable, when acting in good faith for the activities of the Committee.

Representatives and Observers

16. Officials from other Government Departments and the Devolved Administrations are invited to attend all ESBAC's meetings. Appropriate observers may participate by invitation of the Chair, depending on the particular topic being discussed. These may include other Government Department representatives and Members/Secretariats of other Committees.
17. The Representative of each Chief Medical Officer has an equivalent role to that of Members and has a particular responsibility for ensuring that the perspectives of the CMO they represent are taken into account. Observers are also expected to abide by this code of practice.
18. ESBAC will aim to hold open meetings as needed to have an educational role and engage with the public.
19. ESBAC will publish on its webpage through the DH hosted website a list of discussion topics to invite comments on these specific areas.

<p>Q. <u>Do the above two new paragraphs reflect the Committee's discussions at the last meeting? Have Members had any further thoughts on i) ESBAC's meetings format ii) seeking views on ESBAC's workplan iii) inviting observers?</u></p>
--

Secretariat

20. The Secretariat for ESBAC is provided by the Department of Health, England (DH). It is responsible for the day to day management of the Committee. The Secretariat is responsible for the production of minutes from meetings.
21. The Secretariat will generally be Members' point of reference for all matters whether scientific or administrative and all contact with the media.

22. Communications between the Committee and the CMO as the Senior Responsible Officer will generally be through the Secretariat, except where it has been agreed otherwise.
23. Nevertheless any Committee Member has the right to raise any concerns with the Secretariat, with the senior civil servant responsible for the policy area and ultimately through the CMO to Ministers.
24. Contact details for the Secretariat can be found at Annex C.

WORKING PRACTICES

Requesting and Reporting advice

25. Annex D illustrates ESBAC's communication routes. In particular it shows how advice from ESBAC is requested and is reported.
26. In addition to advice required by the UK Health Departments, other Committees or organisations may request advice upon application to the Secretariat. The Secretariat will bring the relevant requests for advice to the Committee as agreed with the Chair.
27. ESBAC will follow the processes set out in the "Guidelines on the Use of Scientific and Engineering Advice in Policy Making"² to obtain and use scientific advice by government departments in the course of policy development and implementation.
28. Any policy advice provided by ESBAC to any part of the UK Government or its agencies falls within the provisions laid down in the Freedom of Information Act 2000. This includes the application of the conditions contained in Section 35 of the Act when considering issues of the Public Interest.
29. To ensure transparency and consistency ESBAC's framework will assist in deciding whether issues fall under ESBAC's remit and/or are for other stakeholder(s) to consider. ESBAC will apply the broad topic selection criteria (Annex E) when assessing an issue for consideration. The framework will also provide a point of reference throughout the lifecycle of discussions.

Q. Are Members content with the framework set out in Annex E? Are there any further comments?

Relationships with other Committees

30. ESBAC may need to assess evidence or seek expert advice from external sources or other committees. Conversely other committees may require

² <http://www.bis.gov.uk/assets/goscience/docs/g/10-669-gcsa-guidelines-scientific-engineering-advice-policy-making.pdf>

ESBAC's expertise. In such cases, with agreement an ESBAC representative may be co-opted onto that committee.

Meeting Papers

31. All ESBAC papers are subject to the Freedom of Information Act 2000 and will be made available to the public or outside organisations. Items of commercial or personal confidential nature, research information, pre-publication and policy in development may be excluded.
32. Papers will only be made publicly available after the meeting for which they have been prepared has taken place. Members should raise any concerns about the disclosing of certain pieces of information with the Secretariat immediately on receipt or at the Committee meeting. If no concerns are raised the Secretariat will assume that members are content.
33. In the interest of sustainability meeting papers will be made available electronically and will not be available in hard copy at the meetings. Members can request hard copies to be sent in the post or be made available for them at meetings. Members should contact the Secretariat if they require large print or any other adjustment to be made.

Record of Meetings

34. In the interest of openness and transparency a record of discussions or draft minutes may be published before the following meeting of the Committee. Members will be given the opportunity to comment electronically before these are published and the Chair can sign them off electronically. It is the collective responsibility of the Committee to ensure that these record comments and decisions made accurately and appropriately and that the views of individual members have been taken into account.

Frequency of Meetings

35. It is envisaged that the full committee will meet approximately three times a year.

Working Groups and Partnerships

36. At the Chair's discretion, any issue can be dealt with outside a full Committee meeting and/or by smaller *ad hoc* and/or virtual working groups which may include additional expertise from outside of the Committee.
37. Experts co-opted to the Committee or to its Working Groups will be expected to abide by the Code of Practice for Members. Any working groups or sub-groups established as necessary would have their own additional terms of reference.

Media Relations

38. The Secretariat is the contact point for handling media enquiries about ESBAC and its work. Members may also receive media enquiries directly and are asked to contact the Secretariat and/or the Department of Health England Press Officer (contact details at Annex C) prior to any engagement.
39. Members who may speak at conferences, seminars or have public speaking arrangements with the media at present should take care to make clear whether they are speaking in a personal capacity or as a Member of ESBAC.

Declaration of Interest

40. It is important to avoid any impression that members of ESBAC are being influenced, or appearing to be influenced by their private interests in the exercise of their public duties. All members therefore must declare any personal or business interests relevant to the work of the ESBAC, which may or may not be perceived (by a reasonable member of the public) to influence their judgement. This should include as minimum payments to members personally and payments to the relevant part of the organisation for which a member works. Members should be aware of their responsibility not to be seen as allowing their judgement to be influenced by considering receipt of any gifts or hospitality offered in the exercise of their public duties.
41. If members feel that they have interests outside the scope of this Code which could be perceived as influencing their work in relation to, for example the personal or business interests of close family members (personal partners, parents, children, brothers and sisters and the personal partners of any of these) they should declare those or approach the Secretariat for advice.
42. Gifts should in general be refused, but gifts and benefits of a trivial or inexpensive nature (such as calendars and other gifts of a small monetary value) can be distinguished from more expensive and substantial offers. For hospitality there is a similar division between a working lunch and more expensive social functions, travel or accommodation.
43. The context in which the offer is made and the effect on ESBAC as an independent advisory committee is important. If the gift is likely or seen as likely to influence the member concerned it should be refused. On the other hand if it is normal business practice for the organisation concerned to offer gifts and/or hospitality then acceptance might be more appropriate.
44. Where fees are offered for a broadcast, lecture or other work, consideration or acceptance should be based on how much of the content is about ESBAC or the Member's particular area of expertise.
45. The template for declaration of interest is at Annex F.

Declarations of Interests at Meetings

46. A declaration of any interest must be made at any Committee meeting where it relates specifically to a particular issue under discussion. The Secretariat will record this declaration in the minutes (whether or not a member also withdraws from the meeting). It may not be appropriate for members to participate in the discussion or determination of matters in which they have an interest and may be asked by the Chair to withdraw from the meeting.

Register of Interests

47. The Secretariat will publish an up to date register of Members' interests. Members should notify the Secretariat immediately of any changes to their entry.
48. The ESBAC Register of Interests will be published on the DH hosted website.

Terms of Appointment

49. The Chair and Members are appointed for a period of up to two years. Appointments may be renewable at the end of the period of office subject to an assessment of performance. There will be no automatic reappointment.
50. Appointments may be terminated at Member's request, in the event of unsatisfactory attendance at meetings or if their conduct is in conflict with ESBAC's Code of Practice.
51. All members on appointment are required to abide by the Code of Practice for Scientific Advisory Committees³, the Principles of Advice to Government, at Annex G, the Universal Ethical Code at Annex H and to sign the letter of acceptance at Annex I.
52. In line with best practice names of appointed members will be published along with other information on period appointed and remuneration rates.

Accountability

53. The Chair was appointed by the Chief Medical Officer England as Senior Responsible Officer (SRO) at the Department of Health England (DH) and is accountable to the SRO on all matters concerning the position of the Chair and ESBAC business.

Diversity and Equality of Opportunity

54. The Department of Health values and promotes diversity and is committed to equality and opportunity for all and appointments are made on merit.

³ <http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

Remuneration

55. Members will be paid expenses in line with the Department of Health policy for travel and subsistence costs necessarily incurred on ESBAC business. The claims form can be found at Annex J.

Recruitment

56. To function effectively the Committee needs a broad spectrum of expertise not only in the health related biosciences and biotechnology but also in medical, social, ethical, legal, commercial and public communication issues.
57. Most importantly those appointed to the Committee must be fully committed to the satisfactory discharge of its functions. Those recommended for appointment need to be good communicators with a strong track record of committee experience.
58. The Chair and Members were recruited on their individual merit. The Chair and Members were recruited via the Appointments Commission and *ex-officio* Members were nominated by their organisations.

The Secretariat

DATE

LIST OF ANNEXES

- Annex A - **ESBAC Membership**
- Annex B - **Nolan principles**
- Annex C - **Contact details for the Secretariat and Press Office**
- Annex D - **Reporting lines**
- Annex E - **ESBAC Framework**
- Annex F - **Declaration of Interest**
- Annex G - **Principles of Scientific Advice to Government**
- Annex H - **Universal Ethical Code**
- Annex I - **Letter of acceptance of code of practice**
- Annex J - **Expenses Form**

Annex A

ESBAC Membership

Chair: Professor Sir Alasdair Breckenridge

Social Sciences, Humanities and Economics

Dr Paula Boddington (bioethics specialist)

Professor Bobbie Farsides (bioethics specialist)

Professor Joyce Tait

Dr Stuart Hogarth

Mr James Peach

Law

Dr David Townend

Mr Julian Hitchcock

Ms Madeline Colvin (lay member)

Industry

Professor Duncan McHale

Dr Dipti Amin

Science in Society (media, public engagement)

Dr Isabella Starling

Biosciences and Biotechnology

Professor Nicholas Lemoine

Dr Jonathan Mill

Professor Neil Scolding

Professor Peter Littlejohns

Professor Andrew Baker

***Ex-officio* Members**

Dr John Brown (Technology Strategy Board)

Professor Angus Clarke (Wales Chief Medical Officer)

Ms Katherine Littler (Wellcome Trust)

Dr Julie Maxton (The Royal Society)

Dr Michael McBride (Northern Ireland Chief Medical Officer)

Professor Andrew Morris (Scotland Chief Medical Officer Representative)

Dr Rachel Quinn (Academy of Medical Sciences)

Professor Sir John Savill (Medical Research Council)

Ms Diana Sternfeld (BioIndustry Association)

Mr Stephen Whitehead (Association of the British Pharmaceutical Industry)

Mr Hugh Whittall (Nuffield Council on Bioethics)

Annex B

The Seven Principles of Public Life (Nolan Principles)

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Annex C

Secretariat Contact Details

ESBAC Secretariat: esbac@dh.gsi.gov.uk

Dr Simona Origgi (Head of Secretariat)

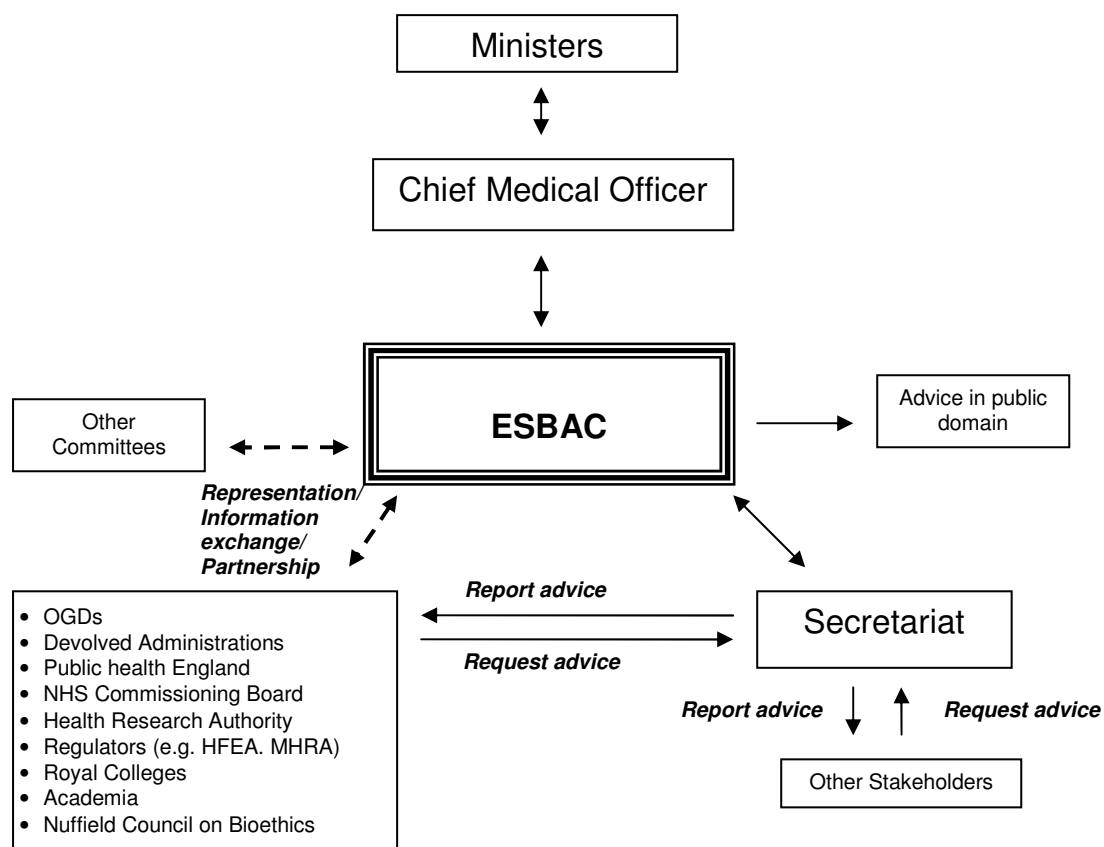
Ms Melanie Pepper (Deputy)

DH Press Office

Tel. 020 7210 5239

Annex D

ESBAC communication routes



Annex E

ESBAC FRAMEWORK

In establishing its workplan, ESBAC's aim is to concentrate on where it can add value, interfacing science with ethical, social and economic implications to inform policy making. ESBAC in itself already brings together some of the community and in the progress of its discussions, it will participate in debates and bring the wider stakeholders and the public on board. ESBAC will take the healthcare system as a whole and the wider impact on society, including the impact of society on science into account during considerations. ESBAC will also network and participate in horizon scanning activities.

To assist in focusing ESBAC's work and in the interest of transparency, criteria for topic selection and a set of points to assist framing issues once a topic is selected are presented below.

Topic selection criteria

In assessing whether issues fall within ESBAC's remit the following points should be taken into account:

- **Relevant:** proposed work should fit with ESBAC's terms of reference and as such:
 - involve a new advance in health-related science and/or clinical application and;
 - raise a relevant ethical, legal, social or economic issue.
- **Applicable to policy:** proposed work should be relevant to priorities DH or other government department's current or future activities (policies or regulations).
- **Timely:** proposed work should make an authoritative and timely contribution to policy debate and have a realistic opportunity of having a significant and positive influence.
- **Realistic:** proposed work should be achievable within resource constraints (taking into account any expectation of additional/external support) and have a clearly defined deliverable.
- **Unique:** the work must not be already being carried out elsewhere or must not fall within other organisations statutory remit. If it does, ESBAC may wish to consider waiting for the work to be completed or engage in partnership(s) if appropriate.

Topic framing issues

To help frame topics more specifically and identify what relevant questions need to be addressed, the following framing issues should be considered at the outset and throughout the lifecycle of discussions on a work area.

Scoping:

- The direction of the line of enquiry, whether this should primarily be organised around technologies/applications or around issues.
- Develop clear and focussed scope and objectives.
- Define the issue and the approach to be taken.

Stakeholders:

- Identify the stakeholders and their role or potential contribution.
- Involve stakeholders to scope topics and seek expertise and views.

Deliverable(s):

- Consider from the outset what the deliverable(s) will be. In particular the presentation of the output to ensure fitness for purpose for the target audience and also for the wider public.

In discussions:

- Gather and assess evidence.
- Include risk and benefit analysis as appropriate.
- Reflect any uncertainties, scientific or otherwise, in the conclusions.
- Considerations do not need to be limited to bioethical, economic, legal and social implications but may also include others such as welfare/wellbeing and responsibility in health if relevant.

Review:

- Review findings and lines of enquiry and re-focus as needed.
- Consider peer reviews of the evidence.

Communications:

- Consider and develop appropriate communication strategies.

Annex F

**Register of EMERGING SCIENCE AND BIOETHICS ADVISORY COMMITTEE
Members' Interests**

Name (please print):

Remunerated employment, office, profession, <i>etc</i>
Miscellaneous and unremunerated interests
Registrable shareholdings
Other interests

Signed:

Date:

Annex G

Principles of Scientific Advice to Government

The Principles of Scientific Advice set out the rules of engagement between Government and those who provide independent scientific and engineering advice. They provide a foundation on which independent scientific advisers and government departments should base their operations and interactions. The Principles apply to Ministers and Government departments, all members of Scientific Advisory Committees and Councils (the membership of which often includes statisticians, social researchers and lay members) and other independent scientific and engineering advice to Government. They do not apply to employed advisers, departmental Chief Scientific Advisers or other civil servants who provide scientific or analytical advice, as other codes of professional conduct apply.

Clear roles and responsibilities

Government should respect and value the academic freedom, professional status and expertise of its independent scientific advisers.

Scientific advisers should respect the democratic mandate of the Government to take decisions based on a wide range of factors and recognise that science is only part of the evidence that Government must consider in developing policy.

Government and its scientific advisers should not act to undermine mutual trust.

Chairs of Scientific Advisory Committees and Councils have a particular responsibility to maintain open lines of communication with their sponsor department and its Ministers.

Independence

Scientific advisers should be free from political interference with their work.

Scientific advisers are free to publish and present their research.

Scientific advisers are free to communicate publicly their advice to Government, subject to normal confidentiality restrictions, including when it appears to be inconsistent with Government policy.

Scientific advisers have the right to engage with the media and public independently of the Government and should seek independent media advice on substantive pieces of work.

Scientific advisers should make clear in what capacity they are communicating.

Transparency and openness

Scientific advice to Government should be made publicly available unless there are over-riding reasons, such as national security or the facilitation of a crime, for not doing so.

Any requirement for independent advisers to sign non-disclosure agreements, for example for reasons of national security, should be publicly acknowledged and regularly reviewed.

The timing of the publication of independent scientific advice is a matter for the advisory body but should be discussed with the Government beforehand.

Government should not prejudge the advice of independent advisers, nor should it criticise advice or reject it before its publication.

The timing of the Government's response to scientific advice should demonstrably allow for proper consideration of that advice.

Government should publicly explain the reasons for policy decisions, particularly when the decision is not consistent with scientific advice and, in doing so, should accurately represent the evidence.

If Government is minded not to accept the advice of a Scientific Advisory Committee or Council the relevant minister should normally meet with the Chair to discuss the issue before a final decision is made, particularly on matters of significant public interest.

Applying the Principles

Scientific Advisory Committees, Councils and government departments should consider the extent to which the Principles in this document are reflected in their operation and to make changes as necessary. Issues relating to the function and working of scientific advisory bodies that are not reflected in these high-level Principles are discussed in more detailed guidance such as the Code of practice for Scientific Advisory Committees or the Guidelines on scientific analysis in policy-making.

Government departments and their independent scientific advisers should raise issues of concern over the application of the Principles, or other guidance, with the relevant departmental Chief Scientific Adviser (CSA). If the matter of concern cannot be effectively resolved or is especially serious CSAs should approach the Government Chief Scientific Adviser (GCSA) and Ministers should approach the GCSA and the Minister for Science. The matter will be examined against a clear set of criteria, which include a breach of the Principles or CoPSAC.

(<http://www.bis.gov.uk/go-science/principles-of-scientific-advice-to-government>)

Annex H

Universal Ethical Code – Rigour, Respect and Responsibility

This is a public statement of the values and responsibilities of scientists. They are intended to include anyone whose work uses scientific methods, including social, natural, medical and veterinary sciences, engineering and mathematics. It aims to foster ethical research, to encourage active reflection among scientists on the wider implications and impacts of their work, and to support constructive communication between scientists and the public on complex and challenging issues.

Individuals and institutions are encouraged to adopt and promote these guidelines. It is meant to capture a small number of broad principles that are shared across disciplinary and institutional boundaries. They are not intended to replace codes of conduct or ethics relating to specific professions or areas of research.

Rigour, honesty and integrity

Act with skill and care in all scientific work. Maintain up to date skills and assist their development in others.

Take steps to prevent corrupt practices and professional misconduct. Declare conflicts of interest.

Be alert to the ways in which research derives from and affects the work of other people, and respect the rights and reputations of others.

Respect for life, the law and the public good

Ensure that your work is lawful and justified.

Minimise and justify any adverse effect your work may have on people, animals and the natural environment.

Responsible communication: listening and informing

Seek to discuss the issues that science raises for society. Listen to the aspirations and concerns of others.

Do not knowingly mislead, or allow others to be misled, about scientific matters. Present and review scientific evidence, theory or interpretation honestly and accurately.

There are already powerful incentives for individuals and for institutions to adhere to the principles set out in these guidelines. These include: the high professional and ethical standards upheld by the scientific community; structures put in place by employers, professional bodies and funders to enforce these standards; and national and international conventions, treaties and laws.

Scientists and institutions are encouraged to reflect on and debate how these guidelines may relate to their own work.

(<http://www.bis.gov.uk/policies/science/science-and-society/communication-and-engagement/universal-ethical-code>)

Annex I

Code of Practice for the Chair and Members of the Emerging Science and Bioethics Advisory Committee

Letter of acceptance of the terms of the Code of Practice for Members

To: The Secretariat,

I,, a Member of the Emerging Science and Bioethics Advisory Committee have received a copy of the Code of Practice for Members and agree to abide by the terms of that Code of Practice.

Signed:.....

Date:

Annex J

COMMITTEE EXPENSES ONLY CLAIM FORM

DATE OF CLAIM:			TOTAL (£)
Name of Committee/ad hoc group : Date:			
PUBLIC TRANSPORT**	MODE		
	FARES PAID		£
PRIVATE TRANSPORT	NUMBER OF MILES		
	RATE (30p per Mile)		£
MISC** (eg Train meal, Taxi, Tolls, Parking etc)	ITEM		
	RECEIPTED COST		£
	AMOUNT CLAIMED		£
**Receipts <u>MUST</u> be provided in order to receive reimbursement			
GRAND TOTAL			£
CLAIMANT DECLARATION			
<p>I hereby request payment of this claim totalling £_____</p> <p>I declare that the expenses claimed were necessarily and correctly incurred***</p> <p>Signed: _____ Date: _____</p> <p>Please print full name: _____</p>			
***Payment of sum claimed is subject to verification of claim details and resulting payment may differ.			

TO BE COMPLETED BY BUDGET MANAGER/HOLDER	
CERTIFICATION & CODING	
I have checked this claim and I am satisfied that it is correct for payment.	
Signed: _____ Date: _____	
Please print full name: _____	
Payment Reference:	For prompt action please submit this form to:

TRAVEL EXPENSES

Reimbursable day expenses

Over 5 hours -	one receipted meal up to a ceiling limit of £5
Over 10 hours -	two receipted meals up to a ceiling limit of £10
Over 12 hours -	two receipted meals up to a ceiling limit of £10 and cost of a third late evening meal taken up to £15.00

Night subsistence rates

When staying at a hotel: Up to £85.00 per night of receipted costs (£115 for London only). In addition, for each full 24 hours a meal allowance of up to £22.50 with receipts can be claimed.

Alternatively if you stay anywhere else but a hotel (e.g. staying with friends) you may claim a meal allowance of up to £25.00. A receipt is not required for this.

Travel by public transport

Rail and Air tickets - You may claim all reasonable receipted expenses at standard class for rail, economy class for air.

Taxis - May be used for local journeys (less than five miles) and *must be receipted*

Travel by private transport

Private Car - Business journeys in your own care are reimbursed at the single rate of 30p per mile. There is a passenger supplement of 4p per mile for one and 2p per additional passenger per mile.

Overseas travel and subsistence

Overseas subsistence rates are set separately for each country and expressed in the currency of the country, although in some cases, payments will be based on receipted actuals only. For more details contact your committee secretary.