

## GUIDANCE FOR PUBLIC APPOINTMENTS ADVISERS

### CHARGING AND TRAVELLING TIME POLICY

Date policy adopted: 12/10/2011

Date of last review: 24/06/2024

#### 1. Purpose and Scope

This policy applies to those who contract with the ESC (Ethical Standards Commissioner) as a PAA (Public Appointments Adviser) under an SLA (Service level agreement). It sets out the current remuneration levels and other associated terms related to undertaking work for the ESC under the SLA.

#### 2. Implementation, monitoring and review of the policy

Overall responsibility for policy implementation, monitoring and review lies with ESC. Everyone covered by the scope of the policy is obliged to adhere to, and facilitate implementation of the policy. Appropriate action will be taken to inform all new and existing PAAs of the existence of the policy and their role in adhering to it. The policy will be reviewed at such times as legislation or a change to ESC policy position requires it. The remuneration of PAAs will be reviewed annually as part of the budget bid preparations. Remuneration will not necessarily increase each financial year. The policy will be made available to the general public.

#### 3. Rate of Remuneration

Public Appointments Advisers are paid for the work they undertake on behalf of the Ethical Standards Commissioner (ESC). The agreed rates of remuneration are

- £330 per, inclusive of VAT, payable to the nearest half day, for work on appointment rounds
- £41.25 per hour, inclusive of VAT, payable to the nearest 15 minutes, for ad hoc work.

Agreed out of pocket expenses are chargeable (see the ESC's [Out Of Pocket Expenses Policy](#)). The PAA is responsible for the payment of their own tax and national insurance.

Fees are paid on the submission of an invoice.

#### 4. Invoicing

Invoices for work on appointment rounds must be submitted within one month of completion of the appointment round activity that the PAA engaged in. The invoice should be accompanied by an [expenses claim form](#) (with supporting receipts), if relevant.

Where a PAA is engaged in a full oversight round, they may submit an interim invoice at the conclusion of the planning phase. When such an invoice is submitted, it should be clearly marked as "interim" and should include work up to the nearest full or half day. Any additional hours should be included in the final invoice, where the usual practice of rounding to the nearest half day as outlined at 3 above will apply.

(E.g. a PAA is allocated to oversee a full appointment round and accrues 18 hours of work over the course of the planning phase. No travel is involved. The interim invoice should be for 2 days (16 hours) and the additional 2 hours should be included in the final invoice.)

If a round is delayed or if there is any reason that the PAA would want to submit an interim invoice at another point during the round, this will be permitted with prior agreement.

The Commissioner will make payment to the Adviser within 21 days of receipt of the invoice. Payments will be made electronically direct to the Adviser's nominated bank account.

## 5. Compensation for late cancellation

Advisers will be paid for activity which is cancelled or postponed by the Scottish Government within 48 hours of the activity and where the Adviser through no fault of their own is unable to apply the time to another chargeable activity.

When an Adviser incurs expenses as a result of that postponement or cancellation these will also be reimbursed. The Adviser should issue a standalone invoice for the element of the appointment round which was postponed or cancelled by the Scottish Government with documentary evidence in support of the claim and verifying that they were unable to apply the time to another chargeable activity. The Commissioner will make payment within 21 days of receipt of the invoice.

The Adviser should report a delay or cancellation to the Commissioner as soon as he or she is advised of it.

## 6. Types of work undertaken

### Advising on individual rounds Chargeable time

The Commissioner recompenses Advisers for working time and time involved in travel to attend an interview or meeting.

### Charging for working time

Work time is chargeable cumulatively by the hour and payable in full days or half days, based on an 8 hour day. Work includes preparation and attendance at meetings and interviews. However, when attendance involves travel the following paragraph applies.

### Charging for work time where travel is involved

When an Adviser attends a meeting or interview in person the time involved in travelling to and from that engagement will be recompensed. The total time involved (work and travel) is chargeable cumulatively by the hour and payable in full days or half days, based on a 10 hour day. When travel to and from a meeting on the same day is not practical or advisable, Advisers may count travelling time that takes place on either side of their work time towards their total time. Travel time should be wholly and necessarily incurred on the relevant appointment round or other activity carried out for the Commissioner.

- **Example 1:** An Adviser travels for 2.5 hours on a Monday, attends a 3.5 hour meeting on the Tuesday and then travels for 2.5 hours to get home that day. Work and travel time equals 8.5 hours. The Adviser charges for one day at £330.

- **Example 2:** An Adviser travels for 2 hours on a Tuesday morning, attends a 1.5 hour meeting, then travels for 2 hours to get home. Work and travel time equals 5.5 hours. The Adviser charges for one day at £330.
- **Example 3:** An Adviser travels for 3.5 hours on a Wednesday evening, attends a 6.5 hour meeting on the Thursday, then travels for 3.5 hours to get home. Work and travel time equals 13.5 The Adviser charges for 1.5 days at £495.
- **Example 4:** An Adviser travels for 3 hours on a Wednesday evening, attends a 4 hour meeting on the Thursday, then travels for 3 hours to get home. Work and travel time equals 10 hours. The Adviser charges for one day at £330
- **Example 5:** (Only to be used as an example when calculation of work with travelling time would result in a lower charging rate for a PAA, due to their living in close proximity to the meeting venue) An Adviser lives very close to the venue where the meeting / interviews are taking place and attends a 4.5 hour meeting. They do not wish to claim travelling time. Work time therefore equals 4.5 hours. The Adviser charges for one day at £330. If this meeting was charged at the work with travelling time rate, they would only charge for 0.5 of a day at £165.

In all cases the Commissioner asks Advisers to act reasonably in calculating working time and work including travelling time.

Any questions about the calculation of working time should be referred to the Corporate Services Team.

### Communication Days and Knowledge Hub Contribution time

The PAA Service Level agreement explains that the PAA is required to keep up to date with developments in the field of public appointments. The Commissioner will facilitate this by running at least two one day training events per year (when being held on-line, these events may be a half day instead). The Commissioner will give reasonable notice of these events. Attendance at the training events is not obligatory. Payment will be made to the PAA for attendance at the usual daily rate. Where a PAA is unable to attend, and by agreement a separate meeting is arranged to cover the content of the event, the PAA may charge the hourly rate to attend this meeting.

In order to keep up to date with developments in the field of public appointments, ESC will also provide regular communication updates, including sharing PAA end of round reports and other good practice material on Knowledge Hub. PAAs will be asked to provide their professional opinion and make comments on these materials. Depending on the content of the Communication days, it may also be expected that the PAA will need to read materials in advance and prepare to provide their professional viewpoint on the topic(s) under discussion. In order to facilitate this reading, preparation and provision of professional opinion, PAAs may charge an annual "Knowledge Hub Contribution time" rate. As it is difficult to record exactly how long is likely to be spent undertaking this contribution, the Commissioner has estimated it to be at the equivalent of one day in each year. This annual charge should be submitted alongside the final invoice submitted in the financial year to

compensate for all the contributions made in that year. For any PAA starting or ending their contract during the year, this charge should be pro-rated for the number of months worked.

## Ad hoc Project work

ESC may occasionally contact PAAs and offer them an opportunity to carry out other ad-hoc activities for the Commissioner. Examples of what this work might involve are detailed in the Service Level Agreement document. When a PAA does take up such ad-hoc work, payment will be made on submission of an invoice at the completion of the project concerned and will be chargeable at an hourly rate pro-rated to the equivalent of one-eighth of the daily rate then applying.

Any questions about the calculation of working time should be referred to the Corporate Services Team.

## Equality Impact Assessment

Does this policy comply with the general Public Sector Equality Duty (s149 Equality Act 2010)?

Under the SLA, PAA's are expected to keep their knowledge about Public Appointments up to date. The most recent amendments to this policy more accurately reflect the time and effort that this requires and compensates for this. This will allow PAAs who have been having to do this on top of the paid work that they are engaged in, to diarise it as paid work. This will have a positive impact, particularly on those who are carers and those who are reliant on paid work (generally younger people).

## Data Protection Impact Assessment

Have we considered any effect the policy may have on the collecting, processing and storing of personal data? The records generated by this policy will contain personal data. Suitable retention and destruction policies are in place to manage this material.

## Information Security Impact Assessment

Have we considered the impact any policy may have on our cyber-resilience?

This policy should have no impact on our cyber-resilience.

## Records Management Impact

Have we considered the impact any policy may have on our ability to manage our records?

This policy should have no impact on our ability to manage our records.

Version	Description	Date	Author
1.0	First draft	12/10/2011	Unknown
2.0	Re-write of policy to consider revised charging rate and different work types undertaken and to bring into line with standard policy format. Removal of travelling day rate also considered but not implemented.	22/02/2023	Acting Public Appointments Manager
3.0	Introduction of interim invoicing	18/06/2024	Public Appointments Manager