

Policy for payment of expenses incurred by members of the RCM Board and its committees

1. Subject only to a scheme amended from time-to-time by the CEO, expenses incurred by members of the RCM Board and its committees on core governance activities are paid in accordance with the policy.

Core governance activities are:

- Attending meetings of the RCM Board and meetings of the Board of Trustees of the RCM Trust.
- Attending meetings of any committees to which you are appointed by the RCM Board or the Board of Trustees.
- Attending general meetings of members of the RCM.
- Attending the RCM annual conference.
- Attending induction of newly appointed members of the RCM Board.
- Attending events or activities at the request of the RCM Board or any committee of the RCM Board or the CEO. Examples of those included to date follow.

(i) Governance related training and up-dating events

Any RCM Board member/trustee who satisfies Board Chair that the training/event will make a positive contribution to the board member's development as board member/trustee.

(ii) The RCM Annual Event

Board members are not expected to attend but expenses are payable if they do attend.

(iii) RCM annual midwifery awards

Board Chair (or Board Deputy Chair) and one other member of the RCM Board.

(iv) Triennial International Confederation of Midwives

Two members of the RCM Board to be funded to the level of that provided in 2017.

- (v) European Midwives' Association
One member of the RCM Board if appointed to represent the RCM.
- (vi) European Forum of National Nursing and Midwifery Associations
One member of the RCM Board if appointed to represent the RCM.
- (vii) Royal garden parties
Two members of the RCM Board.
- (viii) Staff grievances and disciplinary proceedings
Attending hearings

Expenses are to be claimed using the RCM's 3rd party expenses form. With the exception of the mileage rate which under the third party expenses form is tied to the NHS Reserve Rate and will be reviewed annually, allowances and reimbursements available are outlined in the RCM Staff Expenses policy (see appendix one).

An RCM Board member who has been financially rewarded to attend any of the above events and who then subsequently resigns from being an RCM Board member should give up the financial reward already given or give up the place for another board member to attend.

2. Expenses for other activities will be paid only if they have been approved for payment by the RCM Board. The request will be submitted for the RCM Board (or, as appropriate, the Board of

Trustees) to consider and the decision of the Board/Board of Trustees shall be final.

To request payment of such expenses the board (or committee) member should send to the Governance Administrator:

- (a) a 3rd Party expenses claim form duly completed; and
- (b) a written description of the event (or activity) and a written explanation of why the claimant considers it appropriate for the RCM to pay their expenses.

Approved by the RCM Board on 15 May 2012
Amended by the RCM Board on 5 September 2012
Amended by the RCM Board on 30 January 2014
Amended by the RCM Board on 10 November 2014
Amended by the RCM Board on [16 November 2017].