

**Continuing Professional Development (CPD) for  
experienced RCN Representatives and activists in  
England**

**Prospectus for April 2011 to March 2012**

**Information pack for the RCN South West Region**

**USEFUL CONTACTS FOR YOUR REGION**

<b>Regional Office</b>	<b>RCN South West Region</b> 3 Capital Court Bittern Road Sowton Industrial Estate Exeter EX2 7FW  0345 456 7859 <a href="mailto:southwestern.region@rcn.org.uk">southwestern.region@rcn.org.uk</a>
<b>Regional Director</b>	<b>Kate Tompkins</b>
<b>RCN Officers</b>	
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<b>Kathy Ibbotson</b> 0345 456 7859 ext 7007 <a href="mailto:kathy.ibbotson@rcn.org.uk">kathy.ibbotson@rcn.org.uk</a>	<b>Jeni Watts</b> 0345 456 7859 ext 7005 <a href="mailto:jeni.watts@rcn.org.uk">jeni.watts@rcn.org.uk</a>
<b>Your Learning and Development Facilitator</b>	
<b>Ron Elvins</b> 0345 456 7859 ext 7036 <a href="mailto:ron.elvins@rcn.org.uk">ron.elvins@rcn.org.uk</a>  Ron is based in the South West office when not delivering programmes.	
<b>Course Administration</b>	
<b>Module 1 – Foundation</b>	<b>Module 2 – Development</b>
<b>Julie Stedham</b> 0345 456 7859 ext 7036 <a href="mailto:julie.stedham@rcn.org.uk">julie.stedham@rcn.org.uk</a>	<b>Pam D'Silva</b> Learning and Development Administrator Based in West Midlands Region  0121 450 4323 <a href="mailto:pamela.d'silva@rcn.org.uk">pamela.d'silva@rcn.org.uk</a>

**THE RCN REPRESENTING AND INFLUENCING TEAM**

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## CPD Workshops

To apply for a place on a CPD workshop follow these easy steps

1. In the CPD prospectus you'll find a description of each workshop mapped to the RCN Mentorship Practice Standards together with regional availability.
2. In this document you will find the list of CPD workshops available to representatives from your region. You will also find more details of when and where they are taking place. It is important that you attend a workshop in your region.
3. Identify which workshop you would like to attend.
4. Be clear how the learning opportunity fits with your personal development plan.
5. Have a discussion with your mentor or regional officer covering the branch you belong to, asking them to nominate you by signing the CPD nomination form (included at the end of this document). You can find out the details of your regional officer by calling your RCN regional office.
6. Complete the nomination form and send it to the learning and development administrator – contact details are on the form.
7. When your place is confirmed, you will receive a letter and further information on your chosen workshop. If the course is full, you will be notified of this.

Remember, only a limited number of places are available on CPD workshops so make sure you plan ahead. You will receive a letter confirming if your nomination has been successful.

**The administrator for Module 3 Workshops and Masterclasses is:**

**Pam D'Silva**

Learning and Development Administrator

Based in West Midlands Region

0121 450 4303

[pamela.d'silva@rcn.org.uk](mailto:pamela.d'silva@rcn.org.uk)

## RCN South West Region : CPD Prospectus 2011-12

<b>MODULE 3 WORKSHOPS</b>			
<b>Course Code</b>	<b>Title</b>	<b>Date</b>	<b>Location</b>
M3WSC00001	Strategic Changes in the NHS*	11-12 July 2011	RCN South West Regional Office, Exeter
M3WLP00001	Leadership and Political Influencing	17 January 2012	RCN South West Regional Office, Exeter

\*This is a two-day residential programme and representatives are required to attend both days

<b>BRANCH DEVELOPMENT PROGRAMME</b>			
To apply for a place on a Branch Development Programme, please contact your regional office			
<b>Course Code</b>	<b>Title</b>	<b>Date</b>	<b>Location</b>
18 May 2011	Branch Development	BRANC00009	RCN South West Regional Office, Exeter

## **RCN representatives' expenses policy – guidance notes**

The guidance notes are taken from the new 'RCN Expenses Guidance for Office Holders, Members and Volunteers' (full copy available on request) and are applicable to you in your role as an RCN representative.

### **General Rules**

- Expenses should be claimed using the paper-based expense method using the approved expenses claim form. Claim forms not completed properly and legibly, those which include items outside of the policy or are not properly authorised will not be paid and will be returned to the claimant for corrective action.
- Claimants must sign their own expense claim form. This responsibility cannot be delegated to someone else.
- VAT receipts should be provided in all cases. Failure to provide a legitimate receipt may invalidate the claim. If no receipt is available then a written explanation should be attached to the claim.
- Claims should be submitted on a monthly basis and no later than by the end of the month following the month in which the expense was incurred.
- Claimants who miss the claiming deadline by more than one month will be advised of the possibility of loss of future claims. Once a claimant has received two such notices regarding late submission of claims, future late claims may be reduced by 50%. Any claim more than 3 months late, without good reason, may be refused if the claimant has received two such notices about late claims. Unless in exceptional circumstances, no claim made more than 4 months after the month in which the expense was incurred will be reimbursed.

### **Authorisation framework**

- The member of staff authorising the expense claim is responsible for satisfying themselves that the appropriate policies/claim rates etc. have been adhered to and must approve the form accordingly.

### **Claimable Expenses**

#### Private Car

- A passenger business mile rate may be claimed for carrying fellow potential claimants in a car or van on journeys which are also work journeys for them. Where a passenger is carried, the name of the passenger must be noted on the expense claim form.

#### Taxis

- The normal expectation is that public transport will be used in all instances, particularly in Central London. The use of taxis must be exceptional and will not normally be reimbursed. However it is acknowledged that there will be instances when taxi use is appropriate. These instances may include:
  - i) use of public transport is not possible, for example due to a disability;
  - ii) unavailability of public transport;
  - iii) emergencies;
  - iv) a shared taxi being cheaper than public transport;
  - v) cost benefit of time saved (nb: taxis are not always quicker than public transport);
  - vi) late night situations;
  - vii) where transportation of luggage/equipment is involved;
  - viii) where parking costs for private car would exceed taxi costs (e.g. airport parking)
- Taxi expenses must always be supported by a receipt and full explanation outlining the business reason must be provided by the claimant to support any expense claim for use of taxis. This must be considered fully by the authoriser of the claim.

## Subsistence

- Office holders, members and volunteers may claim the cost of lunch, up to the approved rate, and this will be re-imbursed if:
  - i) the claimant is occupied on RCN business for more than 4 hours in any one day and
  - ii) lunch is not otherwise available (example – as part of a training course)
- Alcohol cannot be claimed as part of a normal subsistence claim.

## Telephones

- The cost of calls on privately owned phones/mobiles, made in the course of authorised RCN business, can only be claimed at the rate at which they were billed by submitting an itemised bill marked showing the business calls or by providing details of the call (date, time and duration) and proof of the tariff applying. Claims without a supporting itemised call record and associated explanation will not be accepted for reimbursement.
- Mobile phone rentals are not reclaimable.
- Pay-as-you-go mobile phone top-up cards. When personal pay-as-you-go mobiles are used it is impossible to ascertain the degree of business usage in the absence of itemised billing. When top-up vouchers or receipts are reimbursed, these will be reported to HM Revenue and Customs as part of the P11D year end process as taxable benefits to the claimants. Claimants are therefore required to obtain their own personal tax relief themselves by writing to HMRC.

## Entertaining

- Business entertaining is the provision of food and drink to third parties, by staff and/or office holders, and is not a taxable benefit for those staff and/or office holders who also receive the provision incidentally.
- All business entertaining should be approved in advance by the authoriser.
- Claims for business entertaining must include details of the third parties being entertained and the reason(s) for the entertainment being provided.
- Members, including stewards, learning and safety representatives but not office holders, are considered to be third parties for the purpose of entertaining. Members claiming their own expenses should adhere to the subsistence limits.

## Claiming Process

### Manual Expense Claims

- Claims should be made on the appropriate form. There is only one form. The status of the claimant, i.e. Council member, Board member, steward, safety representative, member, should be recorded on the form.
- Where mileage in a private vehicle is being claimed then a business journey log should also be completed specifying “from/to” and also the reason for the journey.
- For paper-based claims, a separate claim form should be completed for each area of work or activity that will be authorised by a different person or RCN department. This will ensure that the authorisation process is as efficient as possible and that delay in reimbursing the expenses is kept to a minimum.
- Members should include their membership number on the claim form.
- Receipts should be attached to the claim form using a staple. They should be in date order to correspond with the details on the claim form itself.
- If a receipt is not available then a full explanation should be made on the claim form.
- Payment will normally be made by a transfer directly into a bank account. Any changes to a claimants bank details should be notified to the Payments Section in the HQ Finance department.

**NOMINATION FORM FOR CPD MODULES**

<b>FOR OFFICE USE ONLY:</b>				
<b>DATE STAMP:</b>				
<b>DATE LETTER SENT TO REP</b>				
<b>DATE FILED</b>	<b>HARD COPY:</b>		<b>ELECTRONIC COPY:</b>	
<b>DATE TRAFFIC LIGHT UPDATED</b>			<b>MD UPDATED:</b>	
<b>Title of CPD Module</b>				
<b>Date of CPD Module</b>				
<b>Location of CPD Module</b>				
<b>YOUR DETAILS</b>				
<b>Your Full Name</b>				
<b>Type of Representative</b> (i.e. Steward, Safety, Learning)				
<b>Home Address</b>				
<b>Telephone Number</b>				
<b>Email Address</b>				
<b>RCN Membership No.</b>				
<b>Regional Office</b>				
<b>Workplace Address</b>				
<b>Name of Manager</b>				
<b>Your signature</b>				<b>Date:</b>
<b>Mentor signature</b>				<b>Date:</b>
<b>Mentor Name</b> (please print)				
A signature from your mentor indicates that you can demonstrate you have completed the learning outcomes within the foundation and development modules as outlined in the prospectus				

## RCN South West Region : CPD Prospectus 2011-12

Do you have any special dietary requirements?	
Do you have any disability requirements/	
<b>YOUR TRAVEL</b>	
The RCN will cover travel and accommodation requirements in compliance with the RCN expenses policy, please help us to establish your requirements by completing the following:	
Which Station will you be travelling from?	
How long will the journey take from your home to the outgoing station?	
<b>WHERE TO SEND YOUR FORM</b>	
<b>Post your form to:</b> Pam D'Silva, Representing and Influencing Team, RCN West Midlands Office, Lyndon House, 58-62 Hagley Rd, Edgbaston, B16 8PE <b>or fax to:</b> 0121 455 6270	