

**A guide to the learning and development  
pathway for RCN representatives**

**Information Pack for the RCN West Midlands Region**

# RCN West Midlands Region – Representatives Pathway 2010-2011

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## THE RCN REPRESENTING AND INFLUENCING TEAM

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## Getting a place on Module 1

All newly accredited representatives should receive a date for attending Module 1 from your regional office within three months of being accredited. Together with your Module 1 date, you will receive details of who your mentor is. This is usually the RCN officer who is covering the RCN branch you have been nominated from. It is important that you contact your mentor to introduce yourself and agree how you are going to work together as part of your learning on the Module 1.

You do not need to fill out an application form to get a place on a module 1 course, but if you do not receive details, please contact your regional administrator (details attached).

<b>MODULE 1 – FOUNDATION</b>			
<b>Course Code</b>	<b>Facilitated Learning (Days 1-3)</b>	<b>Supported Learning (Day 4)</b>	<b>Facilitated Learning (Day 5)</b>
FOND100070	19, 20 & 21 April 2010 RCN West Midlands Office, Birmingham	20 May 2010 Work / home based	23 June 2010 RCN West Midlands Office, Birmingham
FOND100078	12, 13 & 14 July 2010 RCN West Midlands Office, Birmingham	16 August 2010 Work / home based	15 September 2011 RCN West Midlands Office, Birmingham
FOND100086	18, 19 & 29 October 2010 RCN West Midlands Office, Birmingham	23 November 2011 Work / home based	14 December 2011 RCN West Midlands Office, Birmingham
FOND100094	17, 18 & 19 January 2011 RCN West Midlands Office, Birmingham	21 February 2011 Work / home based	17 March 2011 RCN West Midlands Office, Birmingham

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## Getting a place on Module 2

1. Identify which course you want to attend.
2. Complete the Module 2 nomination form within the pack.
3. Discuss with your mentor and ask them to sign this form.
4. Send the form to the learning and development administrator (details on application form).
5. You will receive a letter confirming your place and further information on your chosen Module 2 programme.

<b>MODULE 2 – STEWARDS</b>			
<b>Course Code</b>	<b>Facilitated Learning (Days 1-3)</b>	<b>Supported Learning (Day 4)</b>	<b>Facilitated Learning (Day 5)</b>
DEVSD00028	12, 13 & 14 April 2010 RCN West Midlands Office, Birmingham	5 May 2010 Work / home based	16 June 2010 RCN West Midlands Office, Birmingham
DEVSD00034	16, 17 & 18 November 2010 RCN East Midlands Office, Nottingham	15 December 2010 Work / home based	12 January 2011 RCN East Midlands Office, Nottingham

<b>MODULE 2 – LEARNING REPRESENTATIVES</b>			
<b>Course Code</b>	<b>Facilitated Learning (Days 1-3)</b>	<b>Supported Learning (Day 4)</b>	<b>Facilitated Learning (Day 5)</b>
DEVLE00015	22, 23 & 24 February 2011 RCN West Midlands Office, Birmingham	16 March 2011 Work / home based	6 April 2011 RCN West Midlands Office, Birmingham

<b>MODULE 2 – SAFETY REPRESENTATIVES</b>			
<b>Course Code</b>	<b>Facilitated Learning (Days 1-3)</b>	<b>Supported Learning (Day 4)</b>	<b>Facilitated Learning (Day 5)</b>
DEVSA00013	28, 29 & 30 June 2010 RCN East Midlands Office, Nottingham	28 July 2010 Work / home based	6 September 2010 RCN East Midlands Office, Nottingham
DEVSA00016	21, 22 & 23 March 2011 RCN West Midlands Office, Birmingham	19 April 2011 Work / home based	17 May 2011 RCN West Midlands Office, Birmingham

## 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.

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## 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 Module 2 courses

## YOUR COURSE

Title of module	<input type="text"/>
Date of module	<input type="text"/>
Location of module	<input type="text"/>

## YOUR DETAILS

Your name	<input type="text"/>
Type of representative (i.e. steward, safety representative, learning representative)	<input type="text"/>
Home address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Telephone number <input type="text"/>
Email address	<input type="text"/>
RCN membership number	<input type="text"/>
Branch (this is on your membership card)	<input type="text"/>
Workplace address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

The sector you work in  NHS  Independent  Other

Your signature	<input type="text"/>	Date:	<input type="text"/>
Mentor signature	<input type="text"/>	Date:	<input type="text"/>
Mentor name (please print)	<input type="text"/>		

A signature from your mentor indicates that you can demonstrate you have completed the learning outcomes within module 1 as outlined in the prospectus

## YOUR TRAVEL

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:

- Your nearest railway station
- How do you travel to the station?
- What is your average journey time to the station?

## WHERE TO SEND YOUR FORM

**Post your form to:** Pam D'Silva / Annette Inett, Representing and Influencing Team, RCN West Midlands Office, Lyndon House, 58-62 Hagley Road, Edgbaston, Birmingham, B16 8PE **or fax to:** 0121 455 6270