

GOC reward and accessible consultation policy

Introduction

We believe it is important that the people affected by our work have a say in how we operate. We believe it is vital that we consult with all the groups with an interest in the GOC's work to help us achieve our mission to protect the public and promote good eyecare. In particular, we value the contribution of patients and the public to our work and want to make their engagement with us easy and accessible.

We work in line with the principles set out in the Department of Health's Reward and Recognition guidance when paying reasonable travel expenses for patients and the public to attend our public consultation events. We do not reimburse expenses incurred for attending our Council meetings or other meetings where gaining stakeholders' feedback is not the primary objective.

We will:

- Reimburse reasonable travel expenses for self-funded¹ lay people to attend our public consultation events;
- Ask for confirmation of your status as self-funding;
- Provide you with an expenses form to complete prior to, or on, the day of the event;
- Reimburse your expenses when you have provided receipts;
- Reimburse you for the exact amount you have spent; and
- Consider adjustments to our expenses arrangements for members of the public with disabilities if contacted before the event.

We will not:

- Reimburse expenses for Council meetings or other meetings at which we are not specifically seeking stakeholder input;
- Reimburse expenses for overnight stays or subsistence except for in exceptional circumstances and by prior agreement. Where appropriate, the GOC will provide food and drink at the engagement event.
- Reimburse expenses for first-class travel.

¹ Those attending in a personal capacity and not representing an organisation for whom they are working in a paid capacity, or which can be reasonably expected to pay their travel expenses.

You will:

- Need to choose the most cost-effective reasonable method of standard-class transport;
- Need to inform the GOC of the travel costs that you will incur before you travel or buy tickets, to ensure that we consider the costs to be reasonable; and
- Be responsible for the tax, national insurance and benefit implications of your involvement with our events.

Your travel claim:

- Public transport – we will pay for your costs of taking public transport to and from the event, up to a limit of £50. A receipt is required for all public transport travel that is not booked for you by the GOC.
- For travel by private car, 40p per mile and actual garage and parking fees on the production of a receipt, up to a limit of £50.
- You will need to sign and date the expenses form and provide your name, your address and a contact number. If you want the expenses to be paid directly into your bank account you must provide your bank details including the name of your bank, account name, sort code and account number. Otherwise we will send a cheque.