

COUNCIL AND COMMITTEE MEMBER LOSS OF EARNINGS POLICY

1. Guiding principles

- 1.1 The CSP is funded by members' subscriptions and resources must be used well and represent value for money. CSP Council and Committee Members volunteer to take on leadership roles in the physiotherapy profession. The CSP respects members' commitment to take on governance roles as Council and Committee Members and supports them using the guidance and policies below.
- 1.2 CSP policies are built on the following principles:
 - a. The voluntary principle – CSP members do not receive any financial reward or benefit from serving on Council and Committees other than reasonable out of pocket expenses.
 - b. Professional responsibilities – CSP members must strive to engage with their professional body and trade union wherever possible.
 - c. Professional and personal development – as a Council or Committee Member, CSP members will receive a comprehensive induction and development to benefit themselves and their employer/business. They will also be offered other development opportunities by virtue of their role. For example Council members will have free places to attend PUK.
 - d. Protecting time to engage with the CSP – the value of governance roles to members' employers will be promoted by the CSP but where an employer is unwilling to release a member, arrangements for suitable compensation to the employer will be considered. This principle will also apply to self-employed members.
 - e. Ensuring all members have equality of opportunity in taking up a leadership position within the governance structure of the CSP.

2. Enabling members to participate as Council members

- 2.1 This policy recognises:
 - a. The inability of a self-employed Council/Committee member to work in a paid capacity on the days they are committed to CSP Council/Committee business;
 - b. That some Council/Committee members' employers are unwilling to give paid time off for members to spend on CSP business; and
 - c. Occasionally a Council/Committee member may devote more than the specified days per year on CSP Council work.
- 2.2 The CSP provides a fact sheet spelling out the personal and employer benefits from serving on CSP Council/Committees. Council/Committee candidates are encouraged

to have a conversation about time commitment with their employer when they are considering expressing an interest in a CSP governance role. Employers may already have a policy to cover this situation as other health professionals may have governance roles in medical royal colleges or their professional bodies.

- 2.3 Different employers will have different approaches and different policies. Anecdotally, CSP members often negotiate a package of different types of leave (annual, study and unpaid) to reach a reasonable arrangement to cover time off for CSP governance roles. Members who work part time may change their work arrangements to build in time for CSP work.
- 2.4 The voluntary principle remains at the heart of Council roles but the CSP recognises that members have financial responsibilities and obligations and that these on occasion can be a barrier to taking on a governance role. Therefore, if a Council/Committee* member is required to take unpaid leave to fulfil their role, either from their self-employed or employed roles, the CSP will pay them a daily rate equivalent to the sum they have foregone by not working - up to a maximum rate of £300 per day for days when they are required to attend Council/committee meetings (either in person or virtual) of more than two hours during working hours.
- 2.5 Members claiming under this loss of earnings policy will need to provide evidence of the amount they have lost as a result of CSP commitment and be responsible for any tax implications attached to the payment. Evidence must consist of one of the following;
 - A recent (within two months) payslip from employer (for salaried employees) showing gross salary
 - Agreed contract on date of CSP event, including subsequent evidence of rearrangement (for self-employed)
 - A recently billed invoice (included evidence of payment such as a bank statement extract) clearly showing hourly/daily fee rate (for self-employed)
 - Website showing publicly advertised fee rate (for self-employed)
- 2.6 All evidence used to make a loss of earnings claim must be “formal” and in line with the examples provided in 2.5. Exceptions may be agreed by the Chair and Chief Executive, but informal evidence should not be used in any circumstances (eg word documents etc.)
- 2.7 Using the evidence provided a day rate will be worked out using a standard 226 day working day year – eg gross salary *12 months / 226 = day rate. An hourly rate will be worked out using a standard 8 hour working day

* Members of the CSP Finance Risk and Audit, Professional, Employment, Equity Diversity & Belonging, ARC Agenda Committees and the Professional Awards Panel.