

## GUIDANCE FOR PUBLIC APPOINTMENTS ADVISERS

### CHARGING AND TRAVELLING TIME POLICY

Date policy adopted: 12/10/2011

Date of last review: 01/04/2026

#### 1. Purpose and Scope

This policy applies to those who contract with the ESC (Ethical Standards Commissioner) as a PAA (Public Appointments Adviser) under an SLA (Service Level Agreement). It sets out the current remuneration levels and other associated terms related to undertaking work for the ESC under the SLA.

#### 2. Implementation, monitoring and review of the policy

Overall responsibility for policy implementation, monitoring and review lies with ESC. Everyone covered by the scope of the policy is obliged to adhere to, and facilitate implementation of, the policy. Appropriate action will be taken to inform all new and existing PAAs of the existence of the policy and their role in adhering to it. The policy will be reviewed at such times as legislation or a change to ESC policy position requires it. The remuneration of PAAs will be reviewed annually as part of the budget bid preparations. Remuneration will not necessarily increase each financial year. The policy will be made available to the general public.

#### 3. Rate of Remuneration

Public Appointments Advisers are paid for the work they undertake on behalf of the Ethical Standards Commissioner (ESC). There are two agreed rates of remuneration. These are for:

- Travelling time – PAA's normal place of work is their home address (or other business premises which should be notified to ESC as normal place of work). Travelling time is any time spent travelling to and from the normal place of work to the destination required to undertake work on behalf of the Commissioner. Due to data protection and privacy concerns, certain types of work should not be undertaken when travelling. The ESC can provide guidance on request on the type of work that should not be undertaken when travelling and on what type of work is suitable to undertake when travelling. The rate of remuneration for travelling time is 80% of the regular hourly rate.
- Regular hourly rate – all work undertaken for the Commissioner including admin, research, preparation, meetings, project work, comms days, panel meetings, attending interviews; whether online or in person. Everything other than travel time during which work is not undertaken.

Both rates are rounded up or down to the nearest hour. For PAA's who are VAT registered, VAT charges can be applied to invoices.

In all cases the Commissioner asks Advisers to act reasonably in calculating working time and travelling time.

Hourly rates are as follows:

	From 1 <sup>st</sup> April 2026	From 1 <sup>st</sup> April 2027	From 1 <sup>st</sup> April 2028
Regular hourly rate	£51.50	£54.00	£57.00
Travel rate	£41.00	£43.50	£45.50

Agreed out of pocket expenses are chargeable (see the ESC's [Out Of Pocket Expenses Policy](#)). The PAA is responsible for the payment of their own tax and national insurance. Fees are paid on the submission of an invoice.

## 4. Invoicing

Invoices for work on appointment rounds must be submitted, at the latest, within one month of completion of the appointment round activity that the PAA engaged in. The invoice should be accompanied by an [expenses claim form](#) (with supporting receipts), if relevant.

A PAA can choose to submit interim invoices, or to invoice on a monthly basis for all work completed during that time. When such an invoice is submitted, it should be clearly marked as "interim".

When submitting invoices, any work on appointment round activity should be clearly marked separately against each body to which the activity relates.

Any other work (comms days attendance, comms days preparation, project work etc) should be marked clearly and separately to appointment round activity.

Previous policy versions allowed PAA's to make a one-off charge of one day (or a half day) to cover all admin, reading and preparation for comms days during the year which is separate to individual round work or specific project work. If preferred, a PAA can continue to include such a charge at the end of the year, rather than submitting hourly for such work covered during the year. The rate will be as follows:

	From 1 <sup>st</sup> April 2026	From 1 <sup>st</sup> April 2027	From 1 <sup>st</sup> April 2028
Annual reading / admin daily rate	£360	£380	£400

The Commissioner will make payment to the Adviser within 21 days of receipt of the invoice. Payments will be made electronically direct to the Adviser's nominated bank account.

## 5. Compensation for late cancellation

Advisers will be paid for activity which is cancelled or postponed by the Scottish Government within 48 hours of the activity and where the Adviser through no fault of their own is unable to apply the time to another chargeable activity.

When an Adviser incurs expenses as a result of that postponement or cancellation these will also be reimbursed. The Adviser should issue a standalone invoice for the element of the appointment round which was postponed or cancelled by the Scottish Government with documentary evidence in support of the claim and verifying that they were unable to apply

the time to another chargeable activity. The Commissioner will make payment within 21 days of receipt of the invoice.

The Adviser should report a delay or cancellation to the Commissioner as soon as he or she is advised of it.

Any questions about the calculation of working time should be referred to the Corporate Services Team.

## Equality Impact Assessment

Does this policy comply with the general Public Sector Equality Duty (s149 Equality Act 2010)? Under the SLA, PAA's are expected to keep their knowledge about Public Appointments up to date. The most recent amendments to this policy more accurately reflect the time and effort that this requires and compensates for this. This will allow PAAs who have been having to do this on top of the paid work that they are engaged in, to diarise it as paid work. This will have a positive impact, particularly on those who are carers and those who are reliant on paid work (generally younger people).

## Data Protection Impact Assessment

Have we considered any effect the policy may have on the collecting, processing and storing of personal data? The records generated by this policy will contain personal data. Suitable retention and destruction policies are in place to manage this material.

## Information Security Impact Assessment

Have we considered the impact any policy may have on our cyber-resilience? This policy should have no impact on our cyber-resilience.

## Records Management Impact

Have we considered the impact any policy may have on our ability to manage our records? This policy should have no impact on our ability to manage our records.

Version	Description	Date	Author
1.0	First draft	12/10/2011	Unknown
2.0	Re-write of policy to consider revised charging rate and different work types undertaken and to bring into line with standard policy format. Removal of travelling day rate also considered but not implemented.	22/02/2023	Acting Public Appointments Manager
3.0	Introduction of interim invoicing	18/06/2024	Public Appointments Manager
4.0	Re-write of policy to moving to charging at hourly rate for all work. Annual reading admin daily rate (previously called Knowledge Hub Contribution rate) can be applied instead of hourly amounts through the year if preferred. Increased rate and option for interim or monthly invoicing offered. VAT can now be charged	01/04/2026	Public Appointments Manager