



Rates of remunerations for Registered Intermediaries

Standard rate professional fee

£36.00 per hour or £9.00 per full quarter hour.

Travel time

£16.00 per hour or £4.00 per full (or part thereof) quarter hour.

Travel costs

£0.25p per mile - car

£0.238p per mile – motorcycle

£0.062p per mile – bicycle

All public transport expenses to be reimbursed. Taxis or flight travel should only be used with prior agreement.

A higher rate of £0.40 per mile may be claimed in exceptional instances where there are no alternative public transport means available to a Registered Intermediary and there is a considerable saving in time, i.e. in response to a short-notice / urgent case. These instances must be justifiable and must be approved by the respective End-User engaging the Registered Intermediary before a journey is commenced. Retrospective and unapproved claims for the higher rate should not be approved.

Unsocial Hours Rate

An unsocial hours rate is also payable of £52.00 an hour or £13.00 per full quarter hour on a public holiday (at any time of day – public holidays in England and Wales only); or on a Saturday or a Sunday (at any time of day); or on Monday to Friday (0000 to 0630 hrs and 1930 to 2359 hrs). Travel fees are paid at the normal rate during this time.

This rate is only applicable for meetings and assessments and does not cover report writing or administration.

Day subsistence

This applies to an absence from home or work for more than 5 hours or a balance of time of more than 5 hours beyond a complete period of 24 hours during which night subsistence is paid. It can only be claimed if a standard rate professional fee is not applicable at the time.

Flat rates of daily subsistence are:

- over 5 hours and up to 8 hours - £4.25
- over 8 hours - £9.30

Overnight Subsistence

- £100.00 per night (including breakfast) - if overnight stays are required, the hotel limit is within the M25 boundary.
- £80.00 per night (including breakfast) outside the M25 boundary. An overnight subsistence is also payable of £26.00 (per 24 hours).

Intermediary's Employer's Rate

In some cases the Registered Intermediary will not claim fee themselves but their employer will be paid a compensatory payment. In these cases the Registered Intermediary will indicate on the Request-for-Service / Letter of Engagement who will be making a claim for expenses. Different rates for employers apply and these are shown below:

The employer may claim any additional costs incurred for replacement cover e.g. locum up to a daily maximum limit of £250.00.

If the employer does not incur any additional costs including overheads then they can claim a flat daily rate fee of £100.00 per day.

The Registered Intermediary can claim actual travel expenses i.e. public transport tickets and day subsistence in these cases.

Cancellation fees applicable

A cancellation fee of 3 hrs at the standard professional fee rate of £36.00 per hour will be charged if a confirmed appointment is cancelled with insufficient notice – less than 24 hrs or on a Friday for work to be conducted on the following Monday. Additionally, the Registered Intermediary will be entitled to claim any non-refundable travel and subsistence costs that they may have incurred.

In addition to the standard cancellation fee, there are other instances that apply for specific circumstances related to a Registered Intermediary working for the CPS and HMCS (on behalf of a defendant).

In all such instances, the normal working / business day is classed as 0900 – 1700 hrs.

Short-notice cancellations for engagements as a Registered Intermediary with the CPS – warned to attend

Where Registered Intermediaries (RIs) are engaged to conduct work for the CPS and are warned to attend for certain dates for court cases (asked to 'pencil in' dates), cancellation of these dates at very short notice can, in effect, preclude them from being offered the opportunity to be offered similar, alternative work as an RI by the matching service.

As such, in instances where this occurs, a RI may claim a cancellation fee for each consecutive day where he / she is warned to attend and is cancelled but this is limited to three hours at the professional rate (3 hours @ £36.00 per hour = £108.00) per day. ***This fee can only be claimed where less than 3 working days notice is given to the RI.*** In addition, the costs of any pre-paid, non-refundable travel and subsistence costs can also be claimed for by the RI.

In relation to RIs claiming the cancellation fee, this is based on the premise that they have suffered a loss as a result of the cancellation. It follows that if they are employed and able to return to their employment on the days not needed at court, the CPS would not be expected to pay the cancellation fee for the days concerned.

Short-notice cancellations for engagements as a Registered Intermediary with the CPS – in attendance

Where Registered Intermediaries (RIs) are engaged to conduct work for the CPS and are in attendance and the case concludes or is cancelled in advance of the anticipated end-date, i.e. change of plea by the defendant, a RI may claim a cancellation fee for each consecutive day where he / she is booked to attend court and is cancelled but this is limited to three hours at the professional rate (3 hours @ £36.00 per hour = £108.00) per day and this fee can only be claimed where less than 3 working days notice is given to the RI. This means that the fourth or subsequent day will generally not attract a cancellation fee. In addition, the costs of any pre-paid, non-refundable travel and subsistence costs can also be claimed for by the RI.

Short-notice cancellations for engagements as a Registered Intermediary working for HMCS on behalf of a defendant

Where Registered Intermediaries (RIs) are engaged to conduct work by HMCS on behalf of a defendant and are warned to attend for certain dates for court cases (asked to 'pencil in' dates), cancellation of these dates at very short notice can, in effect, preclude them from being offered the opportunity to be offered similar, alternative work as an RI by the matching service.

As such, a RI may claim a cancellation fee in the following instances;

- Where an appointment for a Registered Intermediary is cancelled at less than 24 hrs notice (or on a Friday for work to be conducted on the following Monday), he / she is entitled to claim 3 hours at the hourly rate of £36.00, i.e. a total of £108.00, plus any non-refundable travel and subsistence costs they may have incurred.
- Where an appointment for a Registered Intermediary is made for a period of 5 days or more, and then is subsequently cancelled, he / she would be entitled to claim for 3 days at a rate of 3 hours per day at the hourly rate of £36.00, i.e. a total of £108.00 x 3 = £324.00, plus any non-refundable travel and subsistence costs they may have incurred.

This is of particular reference to adequately recompense RIs that are self-employed, or who have taken unpaid leave to conduct this work, and whom have accepted prolonged work packages, forgoing other work opportunities, only for these to be cancelled at short notice.

In relation to RIs claiming the cancellation fee, this is based on the premise that they have suffered a loss as a result of the cancellation. It follows that if they are employed and able to return to their employment on the days not needed at court, HMCS would not be expected to pay the cancellation fee for the days concerned.

Instances where Registered Intermediaries are called as a prosecution witness by the CPS

In instances where a Registered Intermediary is called as a prosecution witness by the CPS, the CPS has agreed that it would be responsible for paying for the RI's court attendance in view of the fact that if they appeared in court as an ordinary witness there would be a limit on their financial loss allowance and they would be worse off. The CPS has concluded that any such individuals appearing in these circumstances should be classified as appearing as a Registered Intermediary summoned to court for that purpose and so should be paid as such.

Examples of claims for Registered Intermediary work

1. Assessment - Intermediary claiming

Travel time for 1 hour @ £4.00 per quarter hour = £16.00 (*outward journey*)

55 miles covered @ £0.25p per mile = £13.75 (*outward journey*)

1.5 hours Assessment @ £36.00 per hour = £54.00

Travel time for 1 hour @ £4.00 per quarter hour = £16.00 (*return journey*)

55 miles covered @ £0.25p per mile = £13.75 (*return journey*)

Report writing for 2.5 hours @ £36.00 per hour = £90.00

Total = £203.50

2. Trial – Intermediary claiming

Travel time for 1.5 hours @ £4.00 per quarter hour = £24.00 (*outward journey*)

Tube ticket = £8.00

Court Attendance including lunch break 09.30 – 16.30 @ £36.00 per hour = £252.00

Travel time for 1.5 hours @ £4.00 per quarter hour = £24.00 (*return journey*)

Total: £308.00

3. Assessment – Employer and Intermediary claiming

Employer

Locum hired for one day = £195.00

Employer total: £195.00

Intermediary

Tube ticket: £10.30

Travel time and interview time; total time away from home/work is 6 hours (day subsistence) = £4.25

Intermediary total: £14.55

Total Request cost: £209.55