

## Remuneration Policy - November 2020

### Introduction

North Somerset Parent Carers Working Together (NSPCWT) will pay Parent Carers for their engagement and participation in meetings, panels, interviews, groups, conferences and workshops which are undertaken with the agreement of NSPCWT.

We aspire to reward and recognise the value of Parent Carers who contribute their time, expertise and skills and will reimburse reasonable out of pocket expenditure whilst you are volunteering on our behalf.

This document sets out the rates agreed and the process for claiming expenses and remuneration in respect of engagement and participation.

It is important to note that it remains the responsibility of the individual claimant to ensure they fully understand the implications relating to claiming expenses and remuneration and any impact it may have on taxable income and benefit conditions that apply to them. The claimant will be responsible for declaring their involvement to the Inland Revenue/Jobcentre Plus/Department for Work and Pensions and or the Local Authority (when in receipt of Housing/Council Tax Benefit), where appropriate. In addition, a representative may be commissioned to take on a paid role for the forum such as an admin or finance-based role. In this instance it is to be agreed in writing by the directors before any paid work commences either on an employee or self-employed basis.

### Fees/Remuneration for Parent Participation

#### Criteria

A fee will be offered as a token payment for parent carers' knowledge and expertise and will be paid at a set rate as detailed in this policy. The fee is in return for the completion of a set task or tasks agreed in advance and will not be directly equated to the number of hours spent on the task.

The fee will only be paid once feedback has been provided to NSPCWT on the feedback proforma and emailed to [admin@nspcwt.org](mailto:admin@nspcwt.org) and wherever possible a verbal update should be given at the next participation meeting.

#### **For meetings to which NSPCWT is invited to attend by the Council or Health and where you are asked by NSPCWT to attend to represent the views of North Somerset Parent Carers:**

- For attendance at meetings up to 3 hours - £25 plus travel expenses.
- For attendance at funding panels, workshops or conferences (3hrs+ up to one day) £45 plus travel expenses.
- For attendance at funding panels or conferences (more than one day) - £90 plus travel expenses.
- For leading workshops/training - £45 plus travel expenses.
- Mileage at 45p per mile for the first 10,000 miles.
- Cycle rate at 25p per mile.

#### **For meetings or events where you are invited to attend to represent the views of or to promote the work of NSPCWT to other organisations:**

- Travel expenses and,
- Attendance fees as shown above if agreed in advance of the event or meeting by two NSPCWT Directors.

- If the meeting or event is outside of North Somerset the fee will be classed as a 'Speaker fee' - £100 plus associated costs to be claimed back from the relevant organisation

**For NSPCWT business and meetings with organisations and agencies other than those listed above (Network Expenses):**

- Travel expenses only.

**Speaker Fee and Workshops out of County**

On occasion representatives may be invited to speak at events/meetings outside of North Somerset and on such occasions, NSPCWT will charge a speaker fee of £100 plus associated costs such as overnight hotel, meals and travel expenses. These costs and fees will be reimbursed to the speaker. In the instance where the speaker fee received is more than £100, the excess will remain in NSPCWT's account to cover instances when fellow parent/carer forums and/or charities are unable to pay our £100 fee.

**Co-Production or Specific Project Work**

There may be instances where NSPCWT representatives are asked to work on a specific project (either in a co-production capacity with the Local Authority or Health, or directly for the benefit of NSPCWT) which will take up a large amount of time.

In this instance, an hourly fee to acknowledge the time and commitment being made may be offered of £10 per hour, up to a maximum of £80 per day. A maximum amount will be agreed with two NSPCWT Directors in advance of the start of the project.

**Travel Expenses**

NSPCWT will pay travel costs to enable a parent carer to participate in activities at the request of NSPCWT in liaison with The Council; Health; other organisations and agencies or for other NSPCWT business.

**Criteria**

Wherever possible, the most cost efficient mode of transport should be used. In particular, where meetings are outside of North Somerset, consideration should be given to the use of public transport. If a committee member chooses to drive when public transport would have been cheaper, the Directors retain the right to reimburse the cost of public transport alone. Taxis will only be reimbursed in exceptional circumstances and with prior agreement from the meeting organiser (or NSPCWT Directors for Network expenses). The involvement organiser/treasurer should also consider whether a lift could be provided by a member of NSPCWT attending an event or activity.

Start and finish postcodes should be provided on the claim form. These may be checked against Google maps to ensure that correct amounts are being claimed.

**Rates payable**

- Return trip from home (or place of work) to the activity venue on public transport e.g. bus or train.
- Return trip from home (or place of work) to the activity venue in a private car at 45p per mile (subject to the level of HMRC approved mileage rates before tax becomes payable, which is 45p for the first 10,000 Miles per year and 25p thereafter).
- Return trip from pick up and drop off point of a passenger in a private car at 5p per mile (in addition to the 45p per mile rate above).
- Cycling mileage at 25p per mile.

**Costs of Meals**

Refreshments will normally be provided free of charge to Parent Carers where appropriate. This includes lunch where activities take place over lunchtime. There will be occasions outside of this and NSPCWT will reimburse the cost of meals where:

- Parent Carers are necessarily absent from home and are more than 5 miles from their home.

- Parent Carers are away from their home for more than five hours,.
- The period of absence covers the whole of the normal lunchtime period of 12:00 to 14:00.
- Lunch was not provided free of charge at the event.

### **Overnight Subsistence**

Occasionally due to the location or timings of out of county meetings/events, it may be necessary for Parent Carers to use overnight accommodation. In this instance a subsistence rate will be paid to cover an evening meal, a non-alcoholic drink and telephone call (UK only).

Any overnight accommodation has to be pre-agreed with two NSPCWT Directors and an evening meal will only be paid for if it was not provided free of charge at the event.

### **Care Costs**

NSPCWT will make a contribution towards care costs whilst Parent Carers are volunteering for them up to a maximum of £5 per hour, per child/young person (a payment of up to £10 per hour per child/young person will be paid where a child/young person requires 2 to 1 care), supported by receipts.

The amount paid cannot exceed the amount receipted.

Care costs should only be claimed where additional care costs are incurred, i.e. not when immediate family members are caring for the child/young person in their own home.

### **Other Expenses**

NSPCWT will reimburse other minor expenses such as telephone, internet/broadband (to a pre-agreed usage percentage), printing, photocopying, postage and stationery where supported by receipts if agreed in advance with a NSPCWT Director.

### **Claims Procedure**

Before making a claim, all parents/carers are required to complete the NSPCWT Expenses Declaration Sheet (Appendix 1). This will need to be signed before any expense claims can be processed, however the declaration will only need to be signed once and will cover all future claims.

- Members attending regular meetings should submit claims on a monthly basis.
- Members attending infrequent meetings should claim as soon as possible after the meeting.
- Claims for expenses over 3 months old cannot be accepted.
- Receipts are required for all expenses with the exception of mileage claims.

Parent Carers can choose not to claim all or part of the payment if they wish to be involved on a voluntary unpaid basis.

**All claims should be emailed to [admin@nspcwt.org](mailto:admin@nspcwt.org) and clearly marked 'Claim' in the email title.**

Claims will take up to four weeks to process once received.

### **Checklist**

- Make sure that any participation expenses, i.e. travel, meals etc. are included in addition to the fees claimed for attendance.
- Ensure reimbursed network expenses are included (no fee is paid for these meetings.)
- Make your claim on the NSPCWT expenses claim form (Appendix 2).
- Attach receipts as necessary (for everything other than mileage).
- Sign the declaration.
- Return the form to the email above.

### **Anomalies or False Claims**

Any anomalies or false claims made will be taken very seriously and when identified the claimant will immediately be asked to stand down from their role within NSPCWT until the claim has been thoroughly investigated.

The claimant will be invited to a meeting to discuss the claim and will have 21 days to provide evidence that the claim is valid and to explain the claim, including provision of any additional evidence or documentation.

The meeting and investigation may result in the claimant being asked to reimburse the amount claimed (if it has been paid already); they may be asked to leave NSPCWT and criminal proceedings may be instigated.

Each case will be looked at individually by the Directors in the first instance. An independent investigator may be asked to review the queried claim.

**Monitoring and Review of this Policy**

This policy will be reviewed annually or sooner if necessary due to budgetary or constitutional changes.

By signing this form I understand as a North Somerset Parent Carer Working Together Forum representative that;

- It is my responsibility to inform the Benefits Agency of payment received if this takes me above the weekly disregard limit (if applicable)
- It is my responsibility to inform the Inland Revenue of any earnings which are likely to take me above my personal tax allowance.
- North Somerset Council and other agencies are required to give accurate details of any/all payments made to individuals if asked to do so by the Benefits Agency or Inland Revenue.

Expenses claims will be paid electronically to the bank account information provided on this form. Signing confirms you have read, understood and agree to abide by all of the clauses detailed above and have read and understood the Remuneration Policy.

Name	
Address	
Telephone	
Email	
Signature	
Date	