



## **Parent Carers Together Expenses and Remuneration Policy**

Parent Carers Together (PCT) aspires to reward and recognise the value of parent/carers who contribute their time, skills and expertise to support the aims of PCT.

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.

This document sets out PCT's policy regarding financial arrangements with respect to parent carer participation, including agreed rates and the process for claiming expenses and remuneration.

### **Remuneration for Parent Carer Participation**

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 will only be paid once feedback has been provided to the PCT Steering Group – this should be in writing on the PCT feedback form and emailed to the administrator for inclusion on steering group section of website and wherever possible a verbal update should be given to the Steering Group if this is deemed necessary.

**For meetings to which PCT are invited to attend by BCP Council, Education and Health and where you are asked by PCT to attend to represent the views of parent/carers the Participation Expenses are listed below.**

- ❖ For attendance at meetings below 3 hours - £15.00 plus travel expenses
- ❖ For attendance at meetings over 3 hours - £25.00 plus travel expenses

**For PCT business and meetings with organisations and agencies other than those listed above**

- ❖ Travel expenses only

### **Travel expenses**

PCT will pay travel costs to enable parents/carers to participate in activities at the request of PCT with BCP Council, Health, other organisations and agencies or for PCT Steering Group business.

### **Rates payable**

- ❖ Return trip to and from venue in a private car at 40p per mile
- ❖ Return trip to and from venue on public transport e.g. bus or train reimbursement of fare where supported by receipts
- ❖ Car Parking charges (parking fines and any other fines **will not** be covered).

### **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 drink, newspaper and telephone call (UK only).

PCT will reimburse parents/carers for the cost of meals where they meet all of the following criteria:-

- ❖ overnight accommodation has been pre-agreed with PCT Steering Group
- ❖ evening meal was not provided free of charge at the activity/event/meeting

### **Other Expenses**

PCT will reimburse other minor expenses such as telephone, printing, photocopying and stationery where supported by receipts if agreed in advance with the Chair or Treasurer.

### **Contractual arrangements**

Where individuals are engaged by PCT to work as freelance workers on specific projects (e.g. consultation support, development of information material, etc.), a contract stipulating fees, timescales, outcomes and completion criteria will be agreed.

### **For all claims:**

Before making a claim for expenses/remuneration, all parents/carers are required to complete the PCT Expenses declaration sheet. 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.
- ❖ The parent/carer can choose not to claim all or part of the payment if they wish to be involved on a voluntary unpaid basis.

### **Claim Procedure:**

All claims should be sent direct to the Treasurer.

Claims will then be sent to Rose Road for processing.

Payment will be made by BACS.

The Treasurer will handle all expenses on behalf of PCT Steering Group.

Any expenses for PCT meetings and events will be paid from the DfE participation grant.

When claiming meal expenses, only the actual costs of meals should be claimed and receipts must be provided. Alcoholic beverages should not be claimed for and will not be reimbursed as expenses. You must provide an itemised receipt.

### **Participation Expenses:**

- ❖ 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 PCT expenses claim form.
- ❖ Attach receipts as necessary (for everything other than mileage)
- ❖ Sign the declaration
- ❖ Return the form to the Treasurer.

### **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 PCT 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 the Steering Group and stand down from their role and criminal proceedings may be instigated. Each case will be looked at individually by the Chair and the Treasurer in the first instance. An independent investigator may be asked to review the queried claim.

**Monitoring and Review:**

The policy will be reviewed annually or sooner if necessary due to budgetary constraints. Any volunteer can make suggestions or recommendations for improvement, these comments should be passed to the Treasurer.

Approved by: PCT Steering Group

Approved on: 1st December 2019

To be reviewed: December 2020