

Parent Carers Together Expenses and Remuneration Policy

Parent Carers Together (PCT) aspires to reward and recognise the value of parents and 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 and 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 parents and carer's 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 using the PCT feedback form template and emailed to the Administrator for inclusion on private steering group section of our website and wherever possible a verbal update should be given to the Steering Group if 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 parents and carers the Participation Expenses are listed below.

- Meetings which last 3 hours or less, a £15.00 flat rate (plus any travel expenses) will be offered.
- Meetings which last over 3 hours, a £25.00 flat rate (plus any travel expenses) will be offered.

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

- Only travel expenses can be claimed.

Travel Expenses

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

Rates Payable

- Return trip to and from a venue in a private car, capped 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 parents and carers to use overnight accommodation. In this instance a subsistence rate will be paid to cover an evening meal, a drink (non-alcoholic) and telephone call (UK only).

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

- Overnight accommodation has been pre-agreed with the PCT Steering Group.
- Evening meal was not provided free of charge at the activity/event/meeting the member attended.

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 Administrator.

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 any expenses/remuneration, all parents and carers are required to complete the PCT *Expenses Declaration* form. This will need to be completed and signed before any expense claims can be processed. However, the expenses declaration form will only need to be signed once and will cover all future claims.

- Members attending regular meetings should submit claims monthly.
- Members attending infrequent meetings should claim as soon as possible. Completed claims for expenses over 3 months old **will not** be accepted.
- One claim per month.
- Receipts (paper copies or screenshots) are required for **all** completed expenses except for mileage claims.
- The parent or carer can choose if they wish to claim all, part, or none of the payment. Some may wish to be involved on a voluntary unpaid basis only.

Claim Procedure:

- All claims should be sent direct to the forum Administrator- bethcallis@parentcarerstogether.org.uk
- Claims will then be sent to the forum Chair for approval and if approved returned to the Administrator to forward to Rose Road for processing.
- Payment will be made by BACS.
- The Administrator and/or Rose Road will handle all expenses on behalf of PCT Steering Group until a time that a forum Treasurer is in place.
- Any expenses for PCT meetings and events will be paid from the Department of Education (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 at the bottom right of the expenses form (typed signature acceptable).
- Return the form to the forum Administrator- bethcallis@parentcarerstogether.org.uk

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, the Administrator or Rose Road in the first instance. An independent investigator may be asked to review the queried claim.

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