

Sheffield Parent Carer Forum

Expenses and Remuneration Policy



Approved by:	SPCF Management Committee
Approved on	4 th November 2011
Reviewed on:	17 February 2017, by SPCF Management Committee 23 March 2018, by SPCF Management Committee
Next review due on:	March 2019

1. Background

Sheffield Parent Carer Forum (SPCF) is determined to reward and give recognition to those volunteers (including trustees), members of staff, parent carers and members of the public who contribute their time and expertise to the delivery of SPCF activities.

This document outlines the organisation's policy regarding financial arrangements for parent carer participation.

2. Reimbursement of Expenses

SPCF encourages all of its staff and volunteers to claim expenses as part of the organisation's commitment to offering equal opportunities to all.

SPCF will reimburse any reasonable out-of-pocket expenses incurred as part of any work carried out for SPCF, such as:

- Attendance at meetings organised by SPCF, e.g. meetings of the management committee and its subcommittees, parent reference groups, focus groups, etc.
- Attendance at meetings as a SPCF representative, e.g. strategic/operational groups within the local authority and the PCT, regional meetings of parent carer forums, etc.
- Helping with the organisation and running of SPCF events
- Carrying out outreach activities, e.g. roadshows
- Providing training
- General office work, e.g. filing, data entry, preparing mailshots

What can be claimed for?

- **Travel to and from the place of volunteering, and while volunteering.** This includes:
 - Travel by private car (reimbursed at 40p per mile). For journeys over 100 miles one way, agreement should be sought in advance from the Chair of the Management Committee, the Volunteer Coordinator or a member of staff.
 - Car parking charges (parking fines and any other fines will not be covered). **Please note:** For extensive charges or a time stay we may only pay for a reasonable proportion of the time.
 - Bus/tram fares
 - Rail fares (standard class only)
 - Taxi fares (taxi fares may be reclaimed by those unable to use public transport due to a disability, and those whose caring responsibilities preclude them from getting to events/meetings on time by public transport)

- **Postage, phone calls, and printing costs.** Printing costs will be reimbursed at £0.08 per A4 page.

For all of the below, prior agreement must be sought from the Chair of the Management Committee, the Volunteer Coordinator or a member of staff:

- **Care of dependants while volunteering.** Childcare/carer expenses will be paid to enable volunteers to attend meetings/events, if they would otherwise be unable to do so because of their caring responsibilities.
- **Accommodation.** The cost of bed and breakfast/hotel accommodation can be reclaimed when an overnight stay is unavoidable.
- **Meals and subsistence.** The cost of meals and subsistence can only be reclaimed when an overnight stay is unavoidable.

Expenses will be reimbursed upon production of a completed expenses claim form (see Appendix A). All expenses must be supported by valid receipts/tickets when submitting a claim.

3 Contractual arrangements

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

4 No reimbursement

No reimbursement will be made for expenses incurred by members of the public whilst attending open events/meetings organised by SPCF for the benefit of parent carers, such as:

- Public consultation events
- Conferences
- Fun Days
- Information events
- Training sessions for parents

However, SPCF volunteers involved in the organisation and running of such events will be able to claim expenses.

5 Payment of trustees

SPCF may decide to pay trustees or connected persons (broadly, family members or businesses connected with a trustee) for additional services they provide to the organisation over and above normal trustee duties. The decision to do this must be made by those trustees who will not benefit. They must decide that the service is required by SPCF and agree it is in the

organisation's best interests to remunerate a trustee for this service. They must also comply with the following conditions:

- there is a written agreement between SPCF and the trustee or connected person who is to be paid, detailing the service to be provided, the exact or maximum amount to be paid and sanctions for breach of the agreement;
- the trustee is genuinely self-employed;
- the trustee concerned may not take part in decisions made by the management committee about the making of the agreement, or about the acceptability of the service provided;
- the payment is reasonable in relation to the service to be provided;
- the management committee follows the "duty of care" set out in the 2000 Charities Act, and has regard to guidance on the subject published by the Charity Commission;
- the total number of trustees who are either receiving payment or who are connected to someone receiving payment are always in a minority in any one financial year;
- the payments are declared and explained in SPCF's annual accounts;
- the trustee submits an invoice within a month of the activity concerned.

6 Incentives

SPCF may offer parent carers incentives for taking part in one-off, time-limited pieces of work, for example by offering high street vouchers for participation in focus groups or interviews, or by organising "prize draws" for the return of questionnaires.

Incentives of this kind are provided at the discretion of SPCF and do not constitute an entitlement. SPCF reserves the right to restrict numbers and/or select participants based on research requirements.

7. How to claim

A claim form can be found in Appendix A of this document. You can also request copies from the SPCF office (email enquiries@sheffieldparentcarerforum.org.uk, or telephone 0300 321 4721) or download them from the SPCF website: www.sheffieldparentcarerforum.org.uk/page/minutes-policies-and-reports

Claims should be made within two months of the date of expenditure.

Please note that the claim form can only be used for claiming out-of-pocket expenses. A separate invoice must be sent if claiming reimbursement for time. Completed claim forms should be sent **with receipts** to the following freepost address (no stamp required):

Freepost RTBJ-SHTR-RRGJ
Sheffield Parent Carer Forum
St. Mary's Church Community Centre
Bramall Lane

SHEFFIELD
S2 4QZ

Payment will usually be made by cash, bank transfer or cheque within two weeks of receipt. Please inform SPCF staff if payment is needed urgently, so that they can prioritise your claim.

Sheffield Parent Carer Forum

Expenses Claim Form

Name:

Date	Event attended	Fare/Mileage*	Parking	Childcare
TOTAL:		£	£	£
TOTAL CLAIM:				£

* Mileage @40p per mile

Signed: Date:.....

Countersigned:

Please tell us your bank details so we can pay you by EFT:

Sort code: Account number:

STAFF USE:	<input type="checkbox"/> Staff	<input type="checkbox"/> Volunteers	<input type="checkbox"/> Trustees	<input type="checkbox"/> Other
<input type="checkbox"/> By cheque number:	<input type="checkbox"/> Out of petty cash	<input type="checkbox"/> By EFT		

Please post with receipts to: Freepost RTBJ-SHTR-RRGJ, Sheffield Parent Carer Forum, St. Mary's Church Community Centre, Bramall Lane, SHEFFIELD, S2 4QZ

APPENDIX B

Reimbursement for Time

Although volunteers are not normally paid for the time they contribute, there are certain circumstances where SPCF can consider reimbursing individuals for their time. These include:

- Attendance at meetings of strategic or operational groups within the local authority or the PCT as a parent carer representative for a specific subject area
- Attendance at outreach events, e.g. schools roadshows
- Delivery of training/briefing sessions

However, it must be noted that reimbursement in these circumstances depends on several conditions:

- That there is sufficient budget available.
- That there is full and prior agreement of the SPCF Management Committee.
- That the recipient is genuinely self-employed and provides evidence of self-employment status.
- That the recipient takes sole responsibility for their own tax liability and/or the potential impact on their state benefits.
- That the recipient submits an invoice within one month of the activity concerned.

We will provide reimbursement for time for a **maximum of two volunteers** per meeting, outreach event or training/briefing session.

Reimbursement for time is provided at the discretion of SPCF and is not intended to create an employment relationship or a legally binding contract between SPCF and its volunteers, either now or at any time in the future. SPCF provides no guarantee that the activities described below will be offered on a regular basis.

For the financial year 2017/18, the following rates apply:

Attendance at, and preparation for, external meetings as a parent carer representative	£30 for a half day (meetings lasting up to 3 hours) £60 for a full day (meeting lasting over 4 hours) (does not include travel time)
Attendance at outreach events	£10 per hour (includes time for setting up and clearing away, but not travel time)
Delivery of training/briefing sessions	£15 per hour (does not include travel time)

Project work	£15 per hour (does not include travel time)
Travel time	£10 per hour, if travelling for 1 hour or more each way

Please note that reimbursement of expenses over and above out-of-pocket expenditure, or any form of payment such as regular honoraria or gifts, voucher or other forms of benefit may result in volunteers incurring a tax liability and may affect their entitlement to certain state benefits, as it may be deemed employment income. This is not our intention. It is the responsibility of anyone claiming payment under this policy to notify HMRC and any other relevant agencies from whom they are claiming benefits of any payments received whilst volunteering.