

Expenses and Remuneration Policy

1. Introduction:

Essex Family Forum is determined to reward and give recognition to parent carers for their engagement and participation in meetings, funding panels, interviews, leading conferences and workshops which are undertaken at the specific request of Essex Family Forum.

2. Policy Scope:

The scope of this policy extends to Essex Family Forum Management Committee, employees, volunteers. It may be applied in in other circumstances at the sole discretion of the Management Committee.

3. Policy Purpose:

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

4. Policy Background:

4.1 Legislation

The principles of domestic legislation underpinning this policy include, but are not limited to:

- Taxation (e.g. HMRC)
- Benefits (e.g. DWP)
- Local Authority (e.g. Housing)
- Fraud

5. Policy Guidance:

5.1 Responsibilities

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.

6. Policy Wording:

6.1 Reimbursement

Please note that the Forum can only make payments if there are sufficient funds.

6.2 Declaration Responsibilities

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, National Insurance contributions 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.

6.3 Reimbursement of Expenses

Essex Family Forum values its volunteers and seeks to reduce or remove any barriers to volunteer involvement. Essex Family Forum encourages all of its volunteers to claim expenses as part of the organisation's commitment to offering equal opportunities to all.

Essex Family Forum will reimburse any reasonable out-of-pocket expenses incurred as part of any voluntary work carried out for Essex Family Forum, such as:

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

6.4 What can be claimed for?

- Travel to and from the place of volunteering, and while volunteering. This includes:
 - Travel by private car (currently reimbursed @45p per mile) - Car parking charges (parking fines and any other fines will not be covered). *Please note: For excessive 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). Please note: The Treasurer or Chair needs to approve spend on taxis in advance and the Taxi Company must provide a receipt as Proof of Expenditure (POE).

- Care of dependants while volunteering. Reasonable 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. The Treasurer or Chair needs to approve this spend before it is incurred, and as part of the POE there must be a Form signed by the childcare/care provider clearly stating that they are liable for their own tax, National Insurance and/or benefit implications.

Expenses will be reimbursed upon production of a completed expenses claim form (see Appendix A) with correct POEs (receipts, tickets, feedback forms, etc).

6.5 No reimbursement

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

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

However, Essex Family Forum volunteers involved in the organisation and running of such events will be able to claim out of pocket expenses.

6.6 Expenses Beyond Out-of-Pocket Expenses

Please note that reimbursement of expenses over and above out-of-pocket expenditure, or any form of payment such as remuneration, honoraria or gifts, voucher or other forms of benefit may result in volunteers incurring a tax liability, a National Insurance contribution and/or may affect their entitlement to certain state benefits, as it may be deemed employment income.

This is not our intention.

7. Policy Procedure:

7.1 How to claim

Claim forms can be found in the Family Champions Hub Facebook Group on the files page or on Share Point. You can also request copies from Essex Family Forum (email hello@essexfamilyforum.org). Claims should be made within 30 days of the date of expenditure/attendance at a strategic meeting. Please ensure that you use the correct form for your claim, as this helps us keep track of our spending.

Completed claim forms should be sent with POEs via email to katrina@essexfamilyforum.org or hello@essexfamilyforum.org

Payment will usually be made by bank transfer within two weeks of receipt. Please inform Essex Family Forum if payment is needed urgently, so that they can prioritise your claim.

- 8. Approval and Review Dates:**
 - Approved on:** 14/12/2020
 - Approved by:** Management Committee
 - Date for Review:** December 2021