



Hampshire Parent Carer Network

Expenses and Remuneration Policy

HPCN will pay parents for their engagement and participation in meetings, funding panels, interviews, leading conferences and workshops which are undertaken at the specific request of HPCN.

Hampshire CC and other relevant bodies such as Health will reimburse HPCN for meetings in accordance with the rates agreed below.

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.

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 in writing and will not be directly equated to the number of hours spent on the task. There may be instances where a request is made verbally, such as short notice to attend a meeting to cover for someone no longer able to attend, and in this instance a record should be made of who made the request and the time/date of the request.

The fee will only be paid once feedback has been provided to the HPCN committee – this should be in writing on the HPCN feedback proforma and emailed to the HPCN Participation Co-ordinator participation@hpcn.org.uk and wherever possible a verbal update should be given at the next HPCN participation meeting.

For meetings to which HPCN is invited to attend by Hampshire County Council or Health, where you are asked by HPCN to attend to represent the views of Hampshire Parent/Carer Network (Participation Expenses):

Fees for attendance are as follows:

- for attendance at meetings up to 3 hours - £15 plus travel expenses
- for attendance at meetings more than 3 hours - £5 per hour plus travel expenses
- for attendance at funding panels, workshops or conferences (3hrs+ up to one day) - £25 plus travel expenses
- for attendance at funding panels or conferences (more than one day) - £50 plus travel expenses
- for leading workshops/training - £25 plus travel expenses

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

- Travel expenses and
- Attendance fees as shown above if agreed in advance of the event or meeting by the treasurer and one other officer
- If the meeting or event is outside of Hampshire the fee will be classed as a 'Speaker fee' - £100 plus associated costs

For Hampshire Parent/Carer Network Committee business and meetings with organisations and agencies other than those listed above (Network Expenses):

- Travel expenses only

Speaker Fee and delivery of workshop out of county

On occasion representatives may be invited to speak at events/meetings outside of Hampshire. HPCN will charge a speaker fee of £100 plus associated costs such as overnight hotel, meals and travel expenses. These costs and fee will be reimbursed to the speaker.

In the instance where the speaker fee received is more than £100, the excess will remain in HPCN's account to cover instances when fellow parent/carers forums and/or charities are unable to pay our £100 fee.

HPCN will not use Health funding or Hampshire County Council reclaim to pay for any costs associated with out of county work. All costs must be claimed back from the organisation requesting the speaker.

Co-Production or Specific Project Work

There may be instances where HPCN 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 HPCN) 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 HPCN Officers in advance of the start of the project.

Travel Expenses

HPCN will pay travel costs to enable a parent/carer to participate in activities at the request of HPCN in writing with HCC; Health; other organisations and agencies or for HPCN Network Committee business.

Criteria

Wherever possible, the most cost efficient mode of transport should be used. In particular, where meetings are outside of Hampshire, 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 officers of the committee 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 Treasurer for Network expenses) that a taxi is required due to medical reasons or because it is impractical to use an alternative form of transport, or instances of late night travelling. The involvement organiser/treasurer should also consider whether a lift could be provided by a member of HPCN attending an event or activity.

HPCN will pay a passenger rate to encourage car sharing.

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, train, reimbursement of fare where supported by receipts
- Return trip from home (or place of work) to the activity venue in a private car at 45p per mile
- 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)

Costs of Meals

Refreshments will normally be provided free of charge to parents/carers where appropriate. This includes lunch where activities take place over lunchtime. However, there will be occasions outside of this and HPCN will reimburse the cost of meals in accordance with the following criteria.

Criteria

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

- necessarily absent from home and are more than 5 miles from their home.
- away from their home for more than five hours,
- period of absence covers the whole of the normal lunchtime period of 12 noon to 2.00pm
- lunch was not provided free of charge at the activity/event/meeting

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).

Criteria

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

- overnight accommodation has been pre-agreed with HPCN Officers
- evening meal was not provided free of charge at the activity/event/meeting

Care Costs

HPCN will make a contribution towards care costs when representing HPCN, 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

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

For all claims:

Before making a claim for expenses/remuneration, all parents/carers are required to complete the HPCN 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.
- 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, Hampshire Parent Carer Network, Suite 37, Basepoint, Winnall Valley Road, Winchester, SO23 0LD or email treasurer@hpcn.org.uk. Claims will take two weeks to process once received by the Treasurer. Payment will be made by a cheque which will be sent to you via post.

The Treasurer will handle all expenses on behalf of Network Committee members. The treasurer will adopt a process whereby participation expenses are claimed back from 'the relevant agency'. In addition, any expenses for Network Committee business and meetings will be paid from the DfE participation grant. (A full guide to completing your expense claim has been included – Appendix 2)

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 HPCN expenses claim form (Appendix 2)
- 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 Hampshire Parent/Carer Network 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 committee/stand down from their role and criminal proceedings may be instigated. Each case will be looked at individually by the Treasurer and one other Officer 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.



Summary of Fees and Expenses

Type of expense	Hampshire CC, Health & other organisations	HPCN Expenses
Attendance at Meetings (and feedback provided to Participation Co-ordinator)		Nil
Up to 3 hours	£15	
More than 3 hours	£5 per hour	
Attendance at funding panels/conferences (up to 1 day and feedback provided to Participation Co-ordinator)	£25	Nil
Attendance at funding panels/conferences (more than 1 day and feedback provided to Participation Co-ordinator)	£50	
Leading Workshops/Training (and feedback provided to Participation Co-ordinator)	£25	
Speaker fee and/or delivery of workshop out of county	£100 + associated costs	£100 + associated costs
Preparation Time	Nil	Nil
Co-production or Specific Project Work	£10 per hour / maximum £80 per day	£10 per hour / maximum £80 per day
Mileage Rate	45p/mile	45p/mile
Additional Passenger Rate	5p/mile	5p/mile
Public Transport (with receipts)	Reimburse receipted expenses	Reimburse receipted expenses
Childcare costs (with receipts)	£5/hour/child £10/hour/child (if 2:1 care required)	£5/hour/child £10/hour/child (if 2:1 care required)
Meals (with receipts)	£5 max/day if criteria met	£5 max/day if criteria met
Overnight subsistence	£20	£20
Minor expense such as telephone, etc. (with receipts)	Reimburse receipted expenses	Reimburse receipted expenses



Appendix 1

HPCN Expenses Declaration

Parent carer name	
Address	
Postcode	
Tel	
Email	
Area	

I understand 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*
- *Hampshire County 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.*
- *Expense claims will be paid by cheque to the above address*

Signing this part confirms you have read, understood and agree to abide by all of the clauses detailed above and have read and understood the remuneration policy. Breaches of this Declaration may result in HPCN discontinuing your engagement work. Thank you for your co-operation and support.

Parent / Carer	
Print Name:	
Signature:	
Date:	

Completing your expense claims – Appendix 2

1. Receipts for **ALL** expenses, other than mileage, must be submitted with each claim

5. Expense claims should be completed at least monthly for regular travellers. Payment will normally be made within 2 weeks of receipt. Infrequent travel should be claimed either on a “one-off” basis, or every three months. **Claims for expenses over three months old will not be accepted.**

Guidance Notes for completing your expense claim:

Name / contact	<i>Please enter your name and contact details at the top of the form</i>
Date	<i>Enter the date of the activity you are claiming for</i>
Meeting attended	<i>Enter the title/purpose of the meeting e.g. Personal budgets meeting or HPCN Committee meeting</i>
Meeting times	<i>Enter the start and finish time of the meeting/event</i>
Journey	<i>For mileage claims enter the ‘from’ and ‘to’ postcodes eg from SO165NA to SO238UG. For Public Transport claims enter the place of departure and arrival eg ‘from’ Southampton ‘to’ Brighton</i>
Attendance Fee	<i>Enter the attendance fee for that meeting e.g. Meeting £15, Half Day Grant Panel £25 – if in doubt of fee, please refer to the ‘Summary of Fees & Expenses’ or contact the Treasurer</i>
Mileage	<i>Enter the number of miles travelled (in total) eg from SO165NA to SO238UG is 11 miles one way. Therefore total mileage is 22 miles (mileage should always be rounded up or down to whole figures eg if the return journey is 9.8 miles then you would claim for 10 miles. If the return journey is 9.4 miles you would claim for 9 miles). An additional 5p per mile can be claimed if carrying a passenger. (See ‘Any other expenses’)</i>
Public transport	<i>Enter the price paid for your travel ticket. Receipts or the actual ticket must be attached to the claim.</i>
Any other expenses	<i>Enter the ‘detail’ of the expense incurred e.g. Parking then enter the cost of the parking under £. This should be used for any expenses incurred eg child care, lunch etc if agreed (receipts must be provided). If claiming the additional 5p mileage allowance the name of the passenger should be entered in the ‘detail’ box and the sum of the mileage multiplied by 0.05 entered in the £ box.</i>
Totals	<i>If completing the form electronically, the calculations will automatically be done for you. If manually completing the form you will need to add up each of the columns and enter the total at the bottom. Then add up each of the ‘£’ totals and enter this figure into the box ‘Total to be reimbursed’</i>
Signature / date	<i>Please sign where indicated and enter the date the claim is being submitted</i>