

EXPENSES AND REMUNERATION POLICY

Halton Send Carers 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 Halton Send Carers Forum.

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

Reimbursement of Expenses

Halton Send Carers Forum values its volunteers and seeks to reduce or remove any barriers to volunteer involvement. Halton Send Carers Forum encourages all of its volunteers to claim expenses as part of the organisation's commitment to offering equal opportunities to all. Halton Send Carers Forum will reimburse any reasonable out-of-pocket expenses incurred as part of any voluntary work carried out for Halton Send Carers Forum, such as:

- Attendance at meetings organised by Halton Send Carers Forum, e.g. meetings of the management committee and its subcommittees, parent reference groups, focus groups, etc.
- Attendance at meetings as a Halton Send Carers 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 Halton Send Carers Forum 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 (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: Prior notification must be made to a named member of the Management Committee.**
- 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. **Prior agreement must be sought from a named member of the Halton Send Carers Forum Committee.**

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.

Contractual arrangements

Where individuals are engaged by Halton Send Carers Forum to work as Service Providers on specific projects (e.g. consultation support, development of information material, etc.), a contract stipulating fees, timescales, outcomes and completion criteria will be agreed, before work is carried out.

No reimbursement

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

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

However, Halton Send Carers Forum volunteers involved in the organisation and running of such events will be able to claim expenses.

How to claim

You can request a claim form from Halton Send Carers Forum by email. (e:haltonsendcarersforum@gmail.com). Claims should be made within two months of the date of expenditure.

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 receipts via email or posted to the following address:

Halton Send Carers Forum
Office 2
9 Foxbank Close
Widnes, Cheshire, WA8 9DP.

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

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.

| | |
|--|------------|
| This Policy was agreed by the Steering Group Committee of Halton Send Carers Forum on: | 08.02.2022 |
| To be Reviewed on: | 07.02.2025 |