



Dorset Parent Carer Council Expenses & Remuneration Policy.

Purpose

Dorset Parent-Carer Council is determined to reward and give recognition to Parent/Carers for their engagement and participation in meetings, funding panels, interviews, leading conferences, workshops and events which are undertaken at the specific request of Dorset Parent-Carer Council (DPCC).

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/Job Centre Plus/Department of Works and Pensions and/or the Local Authority (If in receipt of Housing and Council Tax Benefit), where appropriate.

This document sets out the rates agreed and the process for claiming expenses in respect of participation and co-production.

Reimbursement of Expenses.

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

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

- Attendance at meetings organised by DPCC
- Attendance at meetings as a DPCC representative
- Helping, running and organising of DPCC events
- Carrying out activities with/for DPCC
- Attending training provided for DPCC representatives

Remuneration for Parent Participation

Co-Production or Specific Project Work

There may be instances where DPCC 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 DPCC) which will take up a large amount of time. In this instance, a gift voucher will be offered as a token payment for parent/carers' knowledge and expertise and will be paid at a set rate – level 2 as detailed in table (appendix 3 attached).

What can be claimed.

Travel to and from the place of volunteering, and while volunteering. This includes:

Travel by private car (Reimbursed @ 45p per mile)

Car parking charges (Parking fines and other fines will not be covered)

Bus 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 meetings/events on time. Prior notification must be made to a named member of the DPCC management committee)

Care of dependants while volunteering as detailed in table appendix 3 below. Reasonable childcare expenses will be paid to enable volunteers to attend meetings/events, if they would be unable to do so due to caring responsibilities. Prior notification must be made to a named member of the DPCC management committee.

Please note that DPCC does not usually pay for lunches or meals. However, if there should be any unusual circumstances in which to claim, this will be considered.

Expenses will be reimbursed upon production of a completed expenses form (appendix 1 & 2) along with valid receipts/tickets. (not including fuel) when submitting a claim. These are provided to Department for Education during grant monitoring.

How to claim.

Forms are available via email dpcc@dorsetparentcarercouncil.co.uk

Claimants must complete DPCC Expenses Declaration form (appendix 4)

Expense claims should be completed and submitted half termly. Claims will be processed within two weeks once received by the Treasurer.

This helps Dorset Parent-Carer Council keep a track of their finances.

Claims for expenses over three months old will not be accepted.

For mileage/parking/childcare complete *Combined Claim Form* (appendix 1).

Original or legible copies of parking tickets **must** be attached to claim form.

For miscellaneous items complete *Miscellaneous Claim Form* (appendix 2)

Claims forms must be signed by claimant.

Please do not complete the 'mileage' column (shaded admin column) this will be done by the person authorising payment using Apple Maps (<https://mapsconnect.apple.com/>).

Original invoices and/or receipts must be attached to miscellaneous claim form.

Parent/Carer can choose not to claim all or part of the payment if they wish to be involved on a voluntary unpaid basis.

A copy of the completed authorised/signed claim form will be sent with payment.

Completed forms can be emailed to dpcc@dorsetparentcarercouncil.co.uk

Or posted to DPCC c/o 10 Cornflower Close, Weymouth DT3 6SZ.

PLEASE NOTE: reimbursement of expenses over and above out of pocket expenditure, or any form of payment such as regular honoraria or gifts, vouchers or any other form of benefit may result in volunteers incurring a tax liability and this 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. (Expenses Declaration Form appendix 5)

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 Dorset Parent Carer Council 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/stand down from their role and criminal proceedings may be instigated. Each case will be looked at individually by the Treasurer and one committee member 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.

This policy was agreed by the Dorset Parent-Carer Council Steering Group on:

26th April 2019

To be reviewed

In 6 months by the end September 2019



Combined Claim Form

Appendix 1

Name:	Tel. No.	Month/Year NB shaded areas to be completed by the person authorising claim.
Address:		
Signature:		

Date	From	To	Name /description of meeting or activity	Mileage (@45p per mile - Inc. return)	Car park	Hours childcare (@£5 per hour)	ADMIN CODE
Subtotals for mileage, car parking & childcare costs:				£	£	£	
Total claim:				£			
Date:			Checked & Authorised Payment: (print name)				
Checked and Authorised Payment: (Signature)							

Appendix 3

	INVOLVEMENT & ACTIVITY	EXAMPLES OF VOLUNTARY WORK	PAYMENT & TRAVEL EXPENSES (parking receipts required))	ADDITIONAL PAYMENT	CHILDCARE (with receipts)
LEVEL 1	Unpaid work	Folding leaflets/putting together packs etc.	No payment	N/A	
	Attendance at meetings (with feedback provided to Participation Co-ordinator)	<ul style="list-style-type: none"> ▪ SEND Delivery Board ▪ Development & Behaviour Strategy Group ▪ FPZ LAG 	Travel Expenses (inc. parking)	None	£5/hour/child
	Consulting on decisions and offering opinions, listening to feedback.	Information Events School coffee mornings & other parent carer face to face opportunities.	Travel Expenses (inc. parking)	None	£5/hour/child
LEVEL 2	Attending participation and co-production workshops with Dorset Council, Dorset Health or other organisations.	Local offer improvement work SEN Team improvement work	Travel Expenses (inc. parking)	Up to 2 hours Nil	£5/hour/child
	Training opportunities for parent carer representatives.	Co -production Participation training		Over 2 hours £10 voucher	
LEVEL 3	Event Organiser Role only	All work associated with co-ordinating DPCC events	Travel Expenses to venues connected with events.	£50 voucher per event	£5/hour/child
	DPCC Steering Group members only	DPCC Steering Group Meetings	Travel Expenses		
		Regional network Meetings National Network Meetings	Travel Expenses	£20 voucher half day £30 voucher full day	



Appendix 4

Dorset Parent-Carer Council Expenses Declaration

Parent/Carer Name	
Address	
Postcode	
Tel	
Email	

I understand that:

- *It is my responsibility to inform the Benefits Agency of payment received if this takes should take 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*
- *Contact/Dorset Parent-Carer Council 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.*

Signing below confirms you have read, understood and agree to abide by all of the clauses detailed above. Breaches of this Declaration may result in DPCC discontinuing your engagement work. Thank you for your cooperation and support.

Parent / Carer	
Print Name:	
Signature:	
Date:	

April 2019



Thank you on behalf of Dorset Parent-Carer Council.

Receipt for a £10.00 Love2Shop Voucher

Date	
Parent Panel Event	
Location	
Name	
Address	
Email address	
Signature	

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General Data Protection Regulations (GDPR) – We will store this receipt in order to evidence that we have used part of our funding for this gift voucher.

ADMIN ONLY Person Authorising Gift Voucher (print) Date		Admin Code
ADMIN ONLY Checked & Authorised (signature) Date		