



*“All together better
and stronger”*



Parents in Partnership Stockport

Expenses and Remuneration Policy

PIPS 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 PIPS.

Stockport Local Authority will reimburse PIPS 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 PIPS Steering Group – this should be in writing on the PIPS feedback form and emailed to all Steering Group Officers and wherever possible a verbal update should be given to the Steering Group if this is deemed necessary.

For meetings to which PIPS are invited to attend by Stockport MBC, Education and Health, and where you are asked by PIPS to attend to represent the views of parents/carers and family members the Participation Expenses are listed below.

Fees for attendance are as follows:

- ❖ for attendance at meetings/events up to 1-2 hours - £18.75 plus £2.50 travel expenses
- ❖ for attendance at meetings/events more than 2-4 hours - £37.50 plus £5 travel expenses
- ❖ for attendance at funding panels, workshops or conferences (4hrs+ up to one day) - £75 plus £10 travel expenses

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

- ❖ Travel expenses and
- ❖ Attendance fees as shown above if agreed in advance of the event or meeting by the treasurer

For PIPS business and meetings with organisations and agencies other than those listed above

- ❖ Travel expenses only

Co-Production, Admin or Specific Project Work

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

Travel Expenses

PIPS will pay travel costs to enable a parent/carers to participate in activities at the request of PIPS in writing with Stockport MBC, Health; other organisations and agencies or for PIPS Committee business.

Criteria

Wherever possible, the most cost efficient mode of transport should be used. In particular, where meetings are outside of Stockport, 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 Chair or Treasurer 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 from the Chair or Treasurer should also consider whether a lift could be provided by a member of PIPS attending an event or activity.

PIPS will pay a passenger rate of 5p per mile tax free to encourage car sharing, this passenger rate to be claimed by the driver, this will be a return trip from pick up and drop off point (in addition to the 45p per mile rate).

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 to the activity venue on public transport e.g. bus, train, reimbursement of fare where supported by receipts
- ❖ Return trip from home to the activity venue in a private car at 45p per mile

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 PIPS will reimburse the cost of meals in accordance with the following criteria.

Criteria

PIPS 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

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

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

Care Costs

Pips will make a contribution towards care costs when representing PIPS, up to a maximum of £10 per hour per child/young person, a payment of up to £15 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

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

For all claims:

Before making a claim for expenses/remuneration, all parents/carers are required to complete the PIPS 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 Chair and the Treasurer by emailing the Chair, sherann.hillman@pipstockport.org and the treasurer, susan.sullivan@pipstockport.org Claims will take two weeks to process once received by the Treasurer. Payment will be made by a cheque which can be hand delivered or posted.

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

When claiming meal expenses, only the actual costs of meals should be claimed and receipts must be provided. Alcoholic beverages should not be claimed for and will not be reimbursed as expenses. You must provide an itemised receipt.

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 PIPS expenses claim form (Appendix 2)
- ❖ Attach receipts as necessary (for everything other than mileage)
- ❖ Sign the declaration
- ❖ Return the form to the Chair and 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 PIPS 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 and stand down from their role and criminal proceedings may be instigated. Each case will be looked at individually by the Chair and the Treasurer 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 onstraints. Any volunteer can make suggestions or recommendations for improvement, these comments should be passed to the Treasurer.



*“All together better
and stronger”*



Summary of Fees and Expenses

Type of Expense	PIPS, Health & other organisations	PIPS Expenses
Attendance at meetings and events		
1 – 2 hours	£18.75 plus £2.50 travel expenses	Nil
2-4 hours	£37.50 plus £5.00 travel expenses	Nil
More than 4 hours	£75.00 plus £10 travel expenses	Nil
Attendance at conferences (more than 1 day)	£75.00 plus £10 travel expenses	Nil
Preparation time	Nil unless agreed with the Chair	Nil unless agreed with the Chair
Admin or specific project work	£10 per hour/ maximum £80 per day	£10 per hour/maximum £80 per day
Mileage rate	45p per mile	45p per mile
Additional passenger rate	5p per mile	5p per mile
Public transport (with receipts)	Reimburse receipted expenses	Reimburse receipted expenses
Childcare costs (with receipts)	£10 per hour per child £15 per hour per child (if 2:1 care required)	£10 per hour per child £15 per hour per child (if 2:1 care required)
Meals (with receipts)	Breakfast - £9.60 Lunch - £8.00 Evening meal - £20.00	Breakfast - £9.60 Lunch - £8.00 Evening meal - £20.00
Minor expense such as telephone and stationery etc. (with receipts)	Reimburse receipted expenses	Reimburse receipted expenses



*“All together better
and stronger”*



Appendix 1

PIPS Expense Declaration

Parent Carer Name	
Address	
Postcode	
Telephone	
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 PIPS discontinuing your engagement work. Thank you for your co-operation and support.

Parent Carer - print name:	
Signature:	
Date:	



*“All together better
and stronger”*



Completing your expenses claims – Appendix 2

1. Receipts for **ALL** expenses, other than mileage, must be submitted with each claim
2. 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 month. **Claims for expenses over three months old will not be accepted.**

Guidance Notes for completing your expense claim:

Name/Contact	Please enter your name and contact details at the top of the form
Date	Enter the date of the activity you are claiming for
Meeting attended	Enter the title/purpose of the meeting e.g. Personal Budgets, 0-25 Project Board meeting or PIPS Steering Group meeting
Meeting times	Enter the start and finish time of the meeting/event
Journey	For mileage claims enter the ‘from’ and ‘to’ postcodes e.g. SK8 6RQ to SK1 3XE. For public transport claims enter the place of departure and arrival e.g. ‘from’ Heald Green to Stockport
Attendance fee	Enter the attendance fee for that meeting, if in doubt of fee, please refer to the ‘Summary of Fees and Expenses’ or contact the Treasurer
Mileage	Enter the number of miles travelled (in total) e.g. from SK8 6RQ to SK1 3XE is 7 miles one way. Therefore, total mileage is 14 miles (mileage should always be rounded up or down to whole figures e.g. if the return journey is 9.8 miles, then you would claim for 10 miles. If the return journey is 9.4 miles, then you would claim for 9 miles. An additional 5p per mile can be claimed if carrying a passenger. (See ‘Any other expenses’)
Public Transport e.g. bus, train or taxi	Enter the price paid for your travel ticket. Receipts or the actual ticket must be attached to the claim.
Any other expenses	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 e.g. 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.
Totals	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'
Signature/Date	Please sign where indicated and enter the date the claim is being submitted