



Blackburn with Darwen Parents In Partnership

Empowering Parent Carers through Information Sharing

Expenses and Remuneration Policy

BwDPiP 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 BwDPiP.

Blackburn with Darwen Local Authority will reimburse BwDPiP 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

Travel Expenses

BwDPiP will pay travel costs to enable a parent/carer to participate in activities at the request of BwDPiP in writing with Blackburn with Darwen Local Authority, Health; other organisations and agencies.

Criteria

Wherever possible, the most cost efficient mode of transport should be used. In particular, where meetings are outside of Blackburn with Darwen, 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 Co-Chairs 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 Co-Chairs or Treasurer should also consider whether a lift could be provided by a member of BwDPiP attending an event or activity.

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

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

Criteria

BwDPiP 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

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

- Overnight accommodation has been pre-agreed with BwDPiP Officers
- Evening meal was not provided free of charge at the activity/event/meeting

Care Costs

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

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

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For all claims:

Before making a claim for expenses/remuneration, all parents/carers are required to complete the BwDPiP 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 Co-Chairs and the Treasurer by emailing the Co-Chairs,

bwdpip1@gmail.com

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 BwDPiP Steering Group. The treasurer will adopt a process whereby participation expenses are claimed back from 'the relevant agency'. In addition, any expenses for BwDPiP 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.

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 BwDPiP expenses claim form (Appendix 2)
- Attach receipts as necessary (for everything other than mileage)
- Sign the declaration
- Return the form to the Co-Chairs and the Treasurer

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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 BwDPiP 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 Co-Chairs 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 constraints. Any volunteer can make suggestions or recommendations for improvement, these comments should be passed to the Treasurer.

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**Appendix 1
BwDPiP 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*
- Blackburn with Darwen Borough 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 BwDPiP discontinuing your engagement work. Thank you for your co-operation and support.

Parent Carer - print name:	
Signature:	
Date:	

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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 BwDPiP Steering Group meeting
Mileage	Enter the number of miles travelled (in total) e.g. from BB8 6RQ to BB1 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’

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Signature/Date	Please sign where indicated and enter the date the claim is being submitted
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Expenses Claim Form

Name: _____

Date	Event Attended	Fare/Mileage*	Parking	Other
TOTAL:		£	£	£
			TOTAL CLAIM:	£

*Mileage @ 45p per mile

Signed: Date:

Countersigned:

Cheque No: _____	Out of petty cash <input type="checkbox"/>
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Expenses Claim Form

Name: _____

Date	Stationary	Food	Coffee Morning Expenses	Childcare
TOTAL:		£	£	£
			TOTAL CLAIM:	£

*Mileage @ 45p per mile

Signed: Date:

Countersigned:

Cheque No: _____	Out of petty cash <input type="checkbox"/>
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