



Suffolk Parent Carer Forum Remuneration Policy & Procedures

We aspire to reward and recognise the value of the Expert by Experience and Volunteers who contribute their time, skills and expertise to support the aims of the SPCF.

All planned activities should have the prior approval of the Trustees.

Our standard practice is to reimburse out-of-pocket expenses. We reimburse you for more than out-of-pocket expenses, we reimburse representatives for their time, skills and expertise on a discretionary basis.

This form of reimbursement is at the discretion of at least two members of the SPCF team. The recipient of the remuneration will not be party to these discussions.

Reimbursing Expenses – Standard Practice

Our standard practise is to reimburse you by cash, cheque, or BACS for reasonable out-of-pocket expenditure incurred whilst representing SPCF, on completion of an Expenses Claim Form and production of receipts or other evidence of expenditure.

Including the costs of:-

- Travel to and from the place of volunteering, which will include:
- Public Transport (bus, train).
- Taxi Fares, by prior arrangement.
- Private Vehicle (subject to the level of HMRC approved rates before tax becomes payable, which is currently: 45p per mile for a car, and 25p per mile for a bicycle.)
- Costs of additional childcare or care for dependants (outside of your usual arrangements) whilst volunteering, by prior arrangement.
- Postage, stationery, and sundry item costs incurred on behalf of the Forum, by prior arrangement.

Reimbursing Time, Skills & Expertise – Discretionary Practice

The Committee will use its discretion to reimburse volunteers for their time, skills and expertise, whilst volunteering on Forum activities.

- The current remuneration amount is: £12.00 per hour.

Reimbursement will only be made to members of the Forum who are directly representing/volunteering for Forum activities, including:-

- Representing the Forum at strategic meetings of Suffolk County Council, NHS Clinical Commissioning Groups, and any other agencies.
- Facilitating groups run by the Forum.
- Manning the Forum's stall or hosting a roadshow.
- Carrying out organisational tasks for the management of the forum, as agreed.

This scheme will not apply to:-

- Work you undertake that falls under the terms of a contract with the Forum for your services (as an employed or self-employed person, an independent contractor or consultant).
- General members of the Forum who are not directly volunteering for the specific event they are attending.
- Attendance at public consultations, meetings or conferences organised by the Forum unless you are involved in organising or running the event.
- Attendance at public consultations, meetings or conferences organised by other organisations to which Forum members have been invited, but are not involved in representing the Forum specifically.
- Training sessions for parents, unless you are the volunteer trainer or administering the session.

As the scheme is discretionary, we will choose to reimburse you for the time spent representing or volunteering by cheque or BACS at an appropriate rate

The participation activities you undertake fall under public involvement in improving local services, and are not intended to create an employment relationship. However, the occasional payments received may be considered as income for the purposes of tax / national insurance and / or benefit payments depending on your circumstances. We advise parent carers to seek individual advice / information as necessary on the implications.

It is your sole responsibility to notify HMRC and any other relevant agencies from whom you are claiming benefits, of any payments received whilst volunteering.

You will be considered for remunerations under our discretionary practice, you must complete a meeting Feedback Form.

We will declare any reimbursements or alternatives made to HMRC and any other bodies required to have this information.

The remuneration scheme may be changed or withdrawn at any time, and we will give you details of any changes to the policy when they occur.

Please note that all claims for out-of-pocket expenses and reimbursement must be submitted each month, this is to enable the forum to manage its budget. Failure to submit claims promptly may affect the Forums ability to make payments to you.

Agreement

I have received a copy of the Remuneration Policy and I have read, understood and agree to follow its content.

Signed:

Date:

Print:

Information Sheet for Volunteers

This information sheet aims to assist you to find the help and advice that will inform you of your tax and NI liability, and the affect any payments may have on your benefits.

- If you are an individual, or member of a couple, who has income from paid work (PAYE or self-employed), you will be liable to pay tax & NI on any payments if your income is over the current personal thresholds for Tax & National Insurance. Current (and pending) Tax and National Insurance Thresholds are available from HMRC at: <https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2022-to-2023>
- If you do not have regular paid work but have occasional income, you will need to determine if any payments make you liable to pay Tax & NI. You can determine this, by contacting your own tax office and/or going online and undertaking a self-assessment at: <https://www.gov.uk/check-if-you-need-tax-return>
- If you receive benefits, DWP has placed a limit on the earnings you can receive and continue to claim benefits. For example, carers in receipt of Carers Allowance can earn up to £139 per week (correct at time of writing-April 23), see: <https://www.gov.uk/carers-allowance> and refer to eligibility. However, on other benefits you may earn much less or nothing at all. To determine what you can earn on a variety of different benefits, use the Benefits Calculator at: <https://www.entitledto.co.uk/>

We advise parent carers to seek individual advice, information & support to determine any other relevant factors that might influence your decision to claim for your time, skills or expertise.

Sources of help are:-

- Your own tax & benefits offices.
- Contact a Family's parent carer benefits Helpline: 0808 808 3555
- The Turn2us organisation's Benefits calculator: <https://benefits-calculator-2.turn2us.org.uk/>
- <https://www.citizensadvice.org.uk/>
- Visit a local Citizen's Advice Bureau.