

## Reward and Recognition Policy

### *Introduction*

We aspire to reward and recognise the value of Parent Carers who contribute their time, skills and expertise to support the aims of Family Voice Norfolk; and we receive participation and co-production funding from Norfolk County Council as one of their strategic partners. We are a member of the National Network of Parent Carer Forums, which is recognised and funded by the DfE as the strategic voice of parent carers across all English Local authorities.

All claims must be for an approved activity and evidence by a feedback form along with the minutes of the meeting and any presentations or resources provided to be sent to the Administration Manager. If it is a 'one off' event or minutes are not available, then a feedback form should be submitted along with any presentations or resources provided by the meeting.

These occasional ad hoc representations on behalf of Family Voice do not constitute a contract of employment but the hourly rate may be classed as earnings. It is the sole responsibility of individuals to notify HMRC of their earnings and if you are claiming benefits it is your responsibility to declare your earnings where appropriate to any other relevant agencies.

*Current (2016) payment rates are:*

1. Participation and Consultation meetings where you are not acting as a representative or ambassador e.g. training, away days, Conference, and consultation or focus groups (to include Reps Lead and Ambassador Lead) – £20 flat rate per meeting plus travelling expenses, but not travelling time;
2. Attending meetings as a FVN Parent Representative or as a FVN Ambassador – £11 per hour plus travelling expenses and time;
3. Travel expenses – 45p per mile (to the nearest mile) or public transport against receipt.

**Representatives and Ambassadors – what you may claim for when acting on behalf of Family Voice Norfolk**

Agreed vehicle rate per mile or public transport reimbursement against a receipt. (If for any reason a taxi is required, please make all reasonable efforts to clear this in advance with the Chair, Treasurer or Administration Manager).

Agreed attendance rate per hour (to the nearest 15 minutes).

1-hour preparation time per meeting where there is some preparation needed or correspondence work to compile and report back to Family Voice. To include reading previous minutes and writing feedback reports. If you feel more preparation time is required, please clear in advance with relevant Representatives and Ambassadors lead before carrying out the work.

All other work can be claimed at the hourly rate but **MUST** be *approved* by the Representatives or Ambassadors leads and *authorised* by Chair or Treasurer on behalf of the Steering Group.

Reasonable childcare or out of pocket expenses for care of adult dependants may be claimed against a receipt when on Family Voice business. If in doubt, please ask the Administration Manager or Treasurer.

Postage and stationary costs incurred on behalf of the Forum against receipts and including photocopying and printing at 10p per side.

You may claim telephone calls made on behalf of the Forum against receipt for the cost of the calls.

Any travel time after the first 30 minutes to and from a meeting.

Beverages against receipt for official Family Voice meetings.

Food and beverages against receipt for travelling to and attending a meeting for 12 hours or more may be claimed with prior approval from the Steering Group.

Flat rate payment for Participation meetings.

**Representatives and Ambassadors – what you may not claim for:**

The first half hour outward and half hour return travelling to meetings.

Time spent at the Annual General Meeting.

Any addition expenditure that is not approved in advance by the relevant Representative's or Ambassador's Lead and authorised by the Chair, Treasurer or Steering Group.

**Steering Group Members – what you may claim for:**

Steering Group members when working on behalf of Family Voice Norfolk as a Parent Representative or in an Ambassador's role may claim for all the same expenses and allowances as other Representatives and Ambassadors. This includes NCC and other Liaison meetings.

Steering Group members may claim for additional work over and above what is expected from a Steering Group role, such as compiling the newsletter, updating social media and work associated with organising reps and ambassador meetings, with prior approval from the Chair and Treasurer.

Travel mileage at 45p per mile and public transport against receipt to and from Steering group meetings, internal meetings and AGM.

**Steering Group Members – what you may not claim for:**

The first half hour outward and half hour return travelling to meetings.

Time spent at Steering Group meetings, as an official, internal meetings and AGM or organising Steering Group activities.

Travel time spent on normal business meetings e.g. Steering Group meetings.

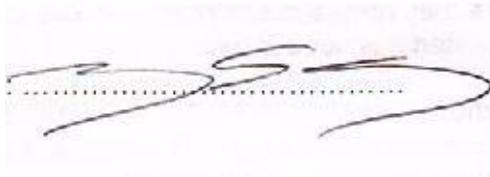
Any addition work or expenditure that is not authorised by the Chair, Treasurer or Steering Group.

*How to claim:*

- All claims must be made at least quarterly and submitted to the Administration Manager using the relevant standard Family Voice claim form by the 6<sup>th</sup> of the following month.
- Please send an electronic claim with an electronic signature or, if this is not possible, post a hard copy to the Family Voice PO Box.
- The Treasurer will endeavour to pay all claims that are received by the 6<sup>th</sup> of the month, either by BACS or cheques sent out by second class post, by the end of the third week of the month.
- The Treasurer has the right to withhold any late claims.
- The Treasurer has the right to withhold any payments for extra hours claimed if they have not been authorised by the relevant leads.

Date discussed/ agreed by Steering Group: 30<sup>th</sup> October 2019.

Signed: Tracey Sismey

A handwritten signature in black ink, appearing to read 'TS', written over a horizontal dotted line on a light-colored background.

Position: Chair

Date: 30<sup>th</sup> October 2019

This policy will be reviewed October 2020.