

Reward and Recognition Policy

Introduction

We aspire to reward and recognise the value of parent carer representatives who contribute their time, skills and expertise to support the aims of Family Voice Norfolk (FVN). We are a member of the National Network of Parent Carer Forums (NNPCF) and we are recognised and funded by the Department for Education (DfE) as the strategic voice of parent carers in Norfolk. We receive participation and co-production funding from Norfolk County Council, as one of their strategic partners, and from the Norfolk and Waveney Integrated Care Board (ICB).

All claims must be for an approved activity as detailed below. Meetings, including internal ones, need to be recorded by the Family Voice Norfolk Co-ordinator on the List of Meetings (LOM). Representatives are encouraged to share important information from meetings with other representatives and the Board via email, Messenger or at the weekly debrief.

Representation on behalf of Family Voice Norfolk does not involve any contract of employment, but the hourly rate will be classed as earnings. It is the sole responsibility of individuals to notify HMRC of their earnings and, if claiming benefits, to declare earnings where appropriate to any other relevant agencies.

Current (2023) payment rates are:

1. Attending any meeting or event as an FVN parent carer representative or attending any meeting or event as an FVN ambassador, will be paid at £12 per hour plus travelling expenses and travel time.
2. Travel expenses will be paid at the rate of 45p per mile for personal vehicle use (to the nearest mile). Costs incurred from the use of public transport will be reimbursed 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 Family Voice Norfolk Co-ordinator.

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

Up to 1-hour per meeting where there is some preparation needed or correspondence work to compile and report back to Family Voice Norfolk or reading previous minutes and writing feedback reports. If you feel more preparation or follow-up time is required, please clear in advance with the Family Voice Norfolk Co-ordinator before carrying out the work.

All other work can be claimed at the hourly rate, but MUST be approved by the Family Voice Norfolk Co-ordinator and/or authorised by Chair or Treasurer on behalf of the Board.

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

Postage and stationery costs incurred on behalf of FVN against receipts and including photocopying and printing at 15p per side of A4.

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

Any travel time to and from a meeting and essential car-parking costs.

Food and beverages against receipt for official Family Voice Norfolk meetings and events.

Representatives and ambassadors – what you may not claim for:

Time spent at the Annual General Meeting.

Any additional expenditure that is not approved in advance by the relevant Family Voice Norfolk Co-ordinator and/or authorised by the Chair Treasurer or Board.

Board members – what you may claim for:

Board members when working on behalf of Family Voice Norfolk as a parent carer representative or in an ambassador's role may claim for all the same expenses and allowances as other representatives and ambassadors.

Travel mileage at 45p per mile for personal vehicle use and costs incurred from the use of public transport against receipt to and from any meetings.

Board members – what you may not claim for:

Time spent at the monthly Board meeting and AGM.

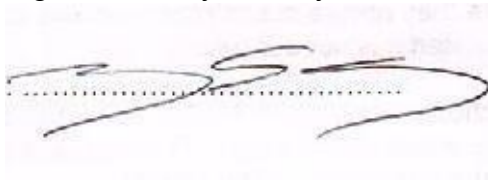
Any additional work or expenditure that is not authorised by the Chair, Treasurer or Board.

How to claim:

- All claims must be made monthly and submitted to the Finance Officer by email using the relevant standard Family Voice Norfolk claim form by the 6th of the following month.
- The Treasurer will endeavour to pay all claims that are received by the 6th of the month by BACS by the 15th of the same month.
- The Treasurer has the right to hold over any late claims until the following month.
- Family Voice Norfolk understands that there are occasions when claims may be later than specified above. However, it is important to keep budgets and financial records accurate, so claims that are over three months late will not be paid. 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 Board: 22 May 2023

Signed: Tracey Sismey

A handwritten signature in black ink, appearing to read 'Tracey Sismey', is written over a horizontal dotted line. The signature is fluid and cursive.

Position: Chair

Date: June 2023

This policy will be reviewed again in March 2024.