



Parent Remuneration Policy

Purpose:

To define the guidelines for Parents in Partnership, Croydon (PIP) to engage and request representation work of our Parent Carers within our Forum. It provides background to the work of the forum and parent participation, the process of payments and expenses for specific work undertaken.

Relevant to PIP Manager, staff and Parent Forum members. All amendments to be agreed by Board of Trustees. This policy will be reviewed annually.

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Related Documents:

Finance Policy
Confidentially
Health & Safety

Appendixes:

Appendix1 PIP Contract for Parent Carer Engagement work

Appendix2 Parent Representative Handbook

1. Background

Parent carer involvement and engagement is central to the reform activity and the ongoing development of services for children and young people with disabilities and special educational needs in Croydon. Parents in Partnership Croydon (PIP) wants to demonstrate best practice in engaging parent carers by having a transparent and fair parent participation policy on remuneration and rewards which supports values and remunerates their contribution to the reforms.

2. Agreement

The London Borough of Croydon values the experience and expertise of parent carers and they are seeking to ensure that they will be closely involved in the planning, delivery and evaluation of the SEND Reforms as well as other relevant service developments.

PIP will offer:

- adequate support and training
- payment for their time and other expenses

to parent carers for their expertise and time when contributing to reform activity.

3. Engaging Parent Carers

Parent carers will contribute to the participation activities in a range of ways. This may range from being a parent carer representative on a focus or planning group to attending a regional information event.

The manager of PIP will report back to the PIP trustees on parental engagement and involvement and will continue to do this for the duration of the DfE Participation Grant. Should the Grant cease, trustees will examine other ways of ensuring parental involvement and appropriate remuneration.

4. Recruitment, Support and Training

The London Borough of Croydon encourages parent carers to have a voice through the local Parent Carers Forum, Parents in Partnership (PIP).

PIP will signpost and offer parents opportunities that encourage engagement in activities. PIP will hold election/voting processes where there are more parent carers interested in becoming engaged than there are opportunities.

Where a parent carer is engaged to represent the views of other parent carers, PIP will provide appropriate training.

PIP will arrange meetings for representatives for them to feel supported, feel able to ask questions and to ascertain the wider parent carer view.

PIP will ensure that the parent carer is sufficiently briefed before each meeting or engagement event so that the parent carer feels they can input positively and they will provide an opportunity to debrief afterwards.

5. Payment rates

The level of payment offered will be in line with the involvement levels outlined above. The rates used by Parents in Partnership for reform participation will be in line with guidance received from the National Network for Parent Carer Forums (NNPCF).

The Department for Education funds PIP as the Parent Carer Forum for Croydon to represent parent/carers views as required. This funding enables PIP to remunerate parent carers on production of an expenses form.

Payment will be made to include preparation time which ensures the parent carer can participate fully in the engagement activity e.g. 2 hours for reading through papers for a steering group or work stream meeting, preparing questions and canvassing other parent carers for their opinion. This time needs to be 'reasonable' and must be reviewed as part of the engagement activity.

The level of payment including the proposed rate and number of hours will be set out in a written form to the parent carers prior to the activity commencing. Where the parent carer is paid by another organisation for participating they are not eligible to receive further payment under this policy. For example, the person may be paid by a voluntary or statutory organisation as part of their job.

Where an individual attending a meeting is also affiliated to a user group, community group or other similar organisation and chooses to waive their right to payment under this policy, the organisation that they are affiliated to may not claim the payment on their behalf.

The parent carer can decline the offer of payment if they wish to be involved on a voluntary unpaid basis.

If the parent representative is in receipt of Benefits Payments they should seek personal advice on the options of payment for the work offered, so that they can make an informed choice about the options they wish to apply for.

Level	Involvement Activity	Examples	Payment	Amount (per hour)
Level 1:	Preparation time Deciding together Acting together	Reading through papers prior to a meeting; canvassing other parents for opinions Where an individual has been invited by a reform group to attend a particular event or meeting to give a parent carer view. Where an individual is acting as the parent carer representative on a planning group or committee.	Payment at lower rate plus expenses	£10.00
Level 3:	Contribute to academic activity Undertaking work with a higher level of responsibility	Where an individual is working in partnership with the Local Authority to plan and deliver training. Where a parent carer is playing a full and equal role as a member of an interview panel, giving the parent perspective (with full voting rights). Where an individual is leading a process that is aiding the development and empowerment of others, and where there is scope for autonomy of action.	Payment at medium rate plus expenses	£12.50
Level 4:	Delivering work on behalf of the Council/Health Service partners Co-facilitating or leading training including co-ordination and administration of workshops	Where an individual is co-facilitating training or events, taking the lead on workshop administration and co-ordination.	Payment at higher rate plus expenses	Range from £15-20

In exceptional circumstances the rate of payment offered may be above level 4. e.g. where the Forum seeks the expertise of a professionally qualified parent.

6 Out of Pocket Expenses

Parent carers receiving payments should not lose out or be financially disadvantaged as a result of their involvement in the activities covered by this policy.

6.1 Travel

The following travel costs may be reimbursed:

- Return trip from home (or place of work) to the activity venue on public transport e.g. bus, train where supported by receipts
- Return trip from home (or place of work) to the activity venue in private car at 45p per mile
- Parking costs for the duration of the activity where parking is not provided free of charge

Only the actual mileage from home / work to the venue can be claimed and not any additional miles. For example, if someone else drove the participant to the venue, returned home and picked them up later, only one journey to the venue and one journey home may be claimed.

Taxis will only be reimbursed in exceptional circumstances and with prior agreement from the meeting organiser that a taxi is required due to medical reasons or because it is impractical to use an alternative form of transport. The meeting organiser should first consider whether a lift could be provided by another person attending an event or activity.

6.2 Cost of Meals

Meeting organisers should normally arrange for refreshments to be provided, free of charge to parent carers attending meetings. This includes lunch where activities take place over lunchtime.

Parent carers will be able to claim for the cost of meals where they meet all of the following criteria:

- necessarily absent from home and more than five 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

Where all of these criteria are met then the cost of lunch can be claimed up to a maximum of £5.00 if receipts are provided.

6.3 Child Care Costs

Payment of up to £5 per hour per child will be reimbursed where supported by receipts. The amount paid cannot exceed the amount receipted.

We will allow payments to a service user or carer's friends or family but they must provide a receipt (hand written is acceptable, showing date, times and name) If a child would normally have been in childcare when the meeting takes place, no claim may be made.

Payments received by the childcare provider for child care costs may be regarded as taxable income by the Inland Revenue.

6.4 Other Expenses

Other minor expenses, supported by receipts, may also be reimbursed if agreed in advance e.g. photocopying.

7. Procedure for Claiming Payments and Reimbursement of Expenses

If the parent carer chooses to accept payment PIP will authorise the payment rate and determine what level will be paid. It is the responsibility of the parent carer to notify the Inland Revenue and/or Department for Work and Pensions of any payments received.

Individuals will be asked to sign a Contract for Parent Carers (Appendix 1). It is essential that all parent carers sign the contract, prior to commencing any work whether undertaking it on a paid or unpaid basis. This document ensures clarity of their worker status.

To claim a payment for attending an activity or event, the individual needs to complete the parent carer engagement expenses form or submit an invoice detailing the hours they have worked for PIP, what the work was, the agreed level of payment, the date, their name and address.

Payments will be made monthly.

8. Funding

Payments made to parent carers under the terms of this policy will be separately coded and identified in the finance system. This will allow uptake of this policy to be monitored.

9. DBS Checks

DBS checks will only be required in situations where the role involves unsupervised contact with children and vulnerable adults.

This Parent Remuneration Policy detailed above was agreed and minuted at a meeting of the Board of Trustees on:

Approved by: Julie Newton-Smith Chair of Trustees	Signed:	Date: Review by July 2018
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Appendix 1 PIP Contract for Parent Carer Engagement work

PIP will ensure such opportunities are made known to our community of parent carers and that the work is supported by having in place a simple, yet transparent and fair contract. Parents in Partnership will operate this Parent Carer Participation Policy. This contract is between Parents in Partnership and the parent carer.

PART A) General Engagement Duties

Parent carers commitments to Parents in Partnership

1. You are not obliged to undertake any work offered to you, nor is PIP obliged to offer you any work. Each task is a self-contained offer of work and once the task is over, you are not obliged to undertake any further tasks, nor are PIP obliged to offer you any. During periods of engagement, your relationship with PIP shall be that of a worker or an independent contractor, and not of an employee. No deductions will be made for Inland Revenue or Social Security purposes. You are not entitled to holiday pay, sick pay, maternity pay, pension or any other form of benefit – you will be paid on the basis of work completed. Parent carers engaged should keep written records of all work. Parent carers engaged must have permission to work in the UK. Evidence to support this right, usually by producing a passport and National Insurance Number, will be requested. PIP will provide details of payments made, if requested by Inland Revenue or other similar bodies.
2. Parent carers engaged are required to submit expense forms or invoices detailing out the hours they have worked for Parents in Partnership, what the work was, the agreed level of payment, the date, their name and address.
3. Parent carers engaged will abide by the policies of Parents in Partnership and particular attention is drawn to the following;
 - a. **Health & Safety** It is the responsibility of all workers to work with managers to achieve a healthy and safe environment. Under the Health and Safety at Work Act 1974 you have a duty to take reasonable care to avoid injury to yourself and others in any work activity. You must comply with Croydon Council's Health & Safety Policy, including any instructions given to you. You must report any accident or injury to Parents in Partnership.

b. Confidentiality and Conduct During the periods of work you may have access to, see or hear information of a confidential nature and you are required to treat the information as confidential and safeguard it accordingly. You must not disclose confidential information to any other person without the owner's prior written consent.

4. Parent carers engaged shall work to promote the aims and objectives of Parents in Partnership.
5. Parent carers engaged shall not act to the detriment of Parents in Partnership or bring it into disrepute.
6. PIP requires written notification of any change of address, telephone number or of any period of absence that might affect availability for sessional work.

Parents in Partnership Commitments to parent carers engaged

1. PIP will support and supervise the work of parent carers engaged, provide advice, guidance and training as necessary.
2. PIP will attempt to strengthen its work with Croydon Council and Health Services and welcomes suggestions and feedback from parent carers engaged.
3. PIP will pay parent carers engaged the rates outlined in the payments to parent carers statement. Payment will normally be by BACS.
4. PIP will pay travel costs incurred, within reason, mileage being paid at the currently agreed rate.

This Agreement

This agreement does not constitute a contract of employment between you and Parents in Partnership, nor does it imply any obligation to provide you with work, nor does it imply any obligation on your part to accept any work offered. Parents in Partnership reserves the right to make such changes to these terms from time to time at its discretion as may reasonably be required.

Signing this part confirms you have read, understood and agree to abide by all of the clauses. Breaches of this Contract may result in Parents in Partnership discontinuing your engagement work. Thank you for your co-operation and support.

Parent Carer

On behalf of PIP

Print Name

Print Name

Signature

Signature

Date:

Appendix 10.2

Complete this section with brief details of the work you will be undertaking and relevant details.

Parent Carer Record Form

Mr./Mrs/Miss/Ms Forename/s: Surname:	Address:
Tel No:	Mob No:
Email:	
Bank: A/c Name:	A/c No: Sort code:
Start Date:	End Date:
Areas of knowledge/experience:	Other relevant skills:
Details of Child with disability:	Any special requirements for Carer:
Contract Value/ rate per hour: £	Task Description:

PARENT CARER EXPENSES CLAIM FORM



Name : _____ Month: _____ YEAR: _____

TIME				
Date	activity undertaken	payment rate	hours	Cost
Totals:				

EXPENSES							
Date	activity	parking	mileage	travel	Childcare / Hrs	other	cost
Total claim :							

Payment Method BACS / CHQ	ALL EXPENSES MUST BE ACCOMPANIED BY SUPPORTING RECEIPT
	CLAIMS TO BE RECEIVED BY 5TH OF FOLLOWING MONTH

Signed By Approved by

Date: Date: