

Adults and Communities

A guide to our Reward and Recognition policy

Easy Read



**Rewarding you for the time and effort
you give in engagement activities**

Revised August 2015



Barnet Council want to know what you think about the social care services you use.



We want you to get involved and have your say.



We would like your help to make sure the services you get are high quality and meet your needs.



There are many ways you can take part and have your say.

We may invite you to a meeting, workshop or event.



We would like to thank people who give their time to come to meetings.



We want to make sure you are not out-of-pocket because of your time and effort



The **Reward and Recognition Policy** sets out how we will reward you and thank you for the time you give.



The full *Adults and Communities Reward and Recognition Policy* is on the Barnet Council website:

www.barnet.gov.uk/get-involved

Who can make a reward claim for taking part?



Adults and Communities

This policy is for people who take part in engagement activities run by Barnet Council, Adults and Communities.



It covers you if you:

- Live in Barnet and are over 18 years of age and
- use adult social care services.



Or:

- you are a family carer (someone who carer for an adult who lives in Barnet – and doesn't get paid for this).



The policy is **not** for people who volunteer or are paid to work for a voluntary or private sector organisations.

The organisation cannot claim the payment on your behalf if you choose not to claim.














What type of engagement activities are included?



- Focus groups
- Partnership Boards
- Partnership Board Subgroups
- Experts by Experience group
- Reference and working groups
- Task and Finish Group

What are activities can I claim for?

Activity		Reward and Recognition Payment	
  	Public meeting or event	   	No payment or travel expenses
	Coming to meetings (watching the meeting - not taking part)		
	Exhibition or Roadshow		
	Taking part in a film		
	Pre-meeting in preparation for a partnership board		
	Filling in surveys	 	No payment for filling in the survey, but may offer entry into a prize draw.
	Speaker at an external event (by personal invitation)	 	Travel expenses paid

Activity		Reward and Recognition Payment	
	Seminar or workshop	  + 	Travel expenses plus £10 shopping voucher (Love2Shop)
	Focus group		
	Task and finish group		
	Sub-group		
    	One-to-one interviews	 +  OR  + 	Travel expenses and a choice of a £10 shopping voucher or Travel expenses and a reward payment of £7.50 per hour
	Partnership Board meetings as full board member		
	Being on a recruitment panel		
	Being on a tendering panel		
	Presenting or running at an event		

Do I have to make a claim under the policy?



No.

You may choose not to claim a reward payment, voucher or out-of-pocket expenses for your involvement.

What are the methods of reward?



There are two types of reward payment depending on the engagement activity you are doing.

The table on page 6 and 7 explains this.

Depending on the activity, you can choose either:

a) Reward payment

We will pay the person taking part **£7.50 per hour**.

The number of hours claimed will be rounded up to the nearest half hour.

For example:

- 2 hours and 15 minutes = £18.75
or
- 1 hour and 45 minutes = £15.

This payment includes your time to prepare before the meeting, print papers, your travel time and follow-up work as needed.

The payment is made straight into your bank account via BACS transfer.

OR

b) Love2shop Shopping Voucher to the value of £10



This voucher can be used in lots of different shops.



Receiving a voucher will not affect any state benefits that you may get.



1x

You can claim only **one** voucher in any one week.

Travel expenses



As well as the voucher or hourly payment, you may claim travel expenses.



We pay these directly into your bank account by BACs transfer.

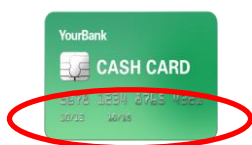


We want people to use public transport or car share as this does not use so much energy and is better for the environment.

How much will we pay you for travel expenses?

	<p>For travel by public transport (bus, tube, rail)</p>		<p>We will pay you all your travel costs to and from your home. You must hand in a receipt.</p>
	<p>For travel by car</p>		<p>46p per mile to and from your home to where the event is held.</p>
	<p>You can only claim for a taxi or minicab fare in special circumstances. This could be for a medical reason or you cannot use public transport. Ask the person who is arranging the meeting before you make a claim.</p>		<p>We will pay you all your travel costs to and from your home. You must hand in a receipt.</p>

How do I make a claim?



To make a claim for a Reward Payment or voucher you will need to:

- read and sign the **Agreement Letter** and return a copy to to the Engagement Officer.
- tell us your bank account details
- complete and sign a **claim form** for each activity and give in any receipts, for example, a bus ticket
- **send the claim form** with any receipts to the Engagement Officer or the person running the meeting within **5 working days** of the event.

We will make the payments directly into your bank account or send a voucher to you **within 10 working days** of getting your claim form.

Please send your completed forms to:

Caroline Powls,
Engagement Officer

Adults and Communities
Barnet Council

POST ROOM, London N11 1NP

Or by email to

caroline.powls@barnet.gov.uk

Your money – things you need to think about



Claiming and getting payment for what you do to help us may affect your tax or benefits.



It is up to you to tell the tax office about the payments or earnings.



If you get state benefits, it is up to you to tell the Benefit Agency of any payment, which may affect these benefits.



You should not think of this reward arrangement as payment for a job.



If you need advice, please check with your tax office or benefits advisor if you think the reward scheme may affect any state benefits you are getting.

You can also contact the following Department for Work and Pensions helplines:



Benefit Enquiry Line

Confidential advice and information line for people with disabilities and their carers and representatives about social security benefits and how to claim them.

Tel: 0800 882200

Textphone: 0800 243355

Website: www.gov.uk/benefitsadvisor



Carers' Allowance Unit

For enquiries about carers' allowance

Tel: 0345 6084321



Jobcentre Plus supports people of working age to find work. There are branches in Edgware, Hendon, Finchley and High Barnet.

Tel: 0345 6043719

For more information



If you have any questions about the Reward and Recognition Policy, please contact:



Caroline Powls
Engagement Officer
Adults and Communities
Barnet Council

Tel: 020 8359 4366

Email: caroline.powls@barnet.gov.uk