

Adults and Communities

**A guide on our Reward and Recognition Policy:
Payment and reimbursement of expenses for people
who participate in Adults and Communities
engagement activities**

Revised August 2015

Introduction

Barnet Council, Adults and Communities Delivery Unit ('Adults and Communities') values the experience and expertise of people who use social care services and their carers.

We believe that involving residents is essential to ensure we commission and develop adult social care services that are high quality, personalised and responsive to the needs of residents.

We therefore encourage service users and carers to get involved to help us plan, commission and monitor health and social care.

We have a range of ways people can contribute to this work and this often involves inviting you to attend meetings, workshops or other engagement activities.

We are very grateful to people who give their time to get involved in this way.

To acknowledge the time and contribution you make, we have developed a **Reward and Recognition Policy**.

This is our way of thanking you and to make sure you are not out-of-pocket because of your voluntary involvement and input.

The policy provides a clear, consistent and fair system to recognise and reward people to the time and commitment they give to working with us.

You can read the full *Adults and Communities Reward and Recognition Policy* on the Barnet Council website:

www.barnet.gov.uk/get-involved

Who does this policy cover?

This policy applies to people who take part in engagement activities organised by Barnet Council, Adults and Communities.

It covers you if you are:

- a Barnet resident aged 18+ who currently uses adult social care services, or
- a family carer (someone who provides unpaid care and support for an adult who lives in Barnet).

The policy does **not** apply to representatives (volunteers or paid staff) from voluntary or private sector organisations who take part in these activities.

The organisation the representative is affiliated to may not claim the payment on their behalf.

Types of activity covered by this policy

Barnet Council Adults and Communities offers a number of engagement opportunities.

These opportunities include:

- Focus Groups
- Partnership Boards
- Partnership Board subgroups
- Experts by Experience groups
- Scrutiny Panels
- Reference and working groups
- Task and Finish Group.

What are the activities I can claim for?

Activity	Reward and Recognition Payment
Public meeting or event	No payment or travel expenses
Attendance at meetings (as observer or in audience)	
Exhibition or Roadshow	
Pre-meeting in preparation for a partnership board	
Involvement in film production	
Completion of surveys / polls	No payment for completion but may offer optional entry into prize draw to encourage participation
Representative to speak at an external event (by personal invitation)	Travel expenses paid
Seminar or workshop	Travel expenses plus £10 shopping voucher (Love2Shop)
Participation in a working / focus groups	
Participation on task and finish groups or sub-groups for Partnership Boards	
One-to-one interviews	Travel expenses and a £10 shopping voucher or Travel expenses and a reward payment of £7.50 per hour
Committee / board representation (including Partnership Boards)	
Committee / board representation (including Partnership Boards meetings, co-chair meetings and agenda planning meeting)	
Acting as mystery shopper	
Involvement in recruitment panel	
Involvement on tendering panel	
Presenting or facilitating at a workshop / seminar / training 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 type of engagement activity (listed above).

Depending on the activity, you can choose **either**:

a) Reward payment

We will pay the participant **£7.50 per hour** (up to a maximum of 7 hours a day).

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 covering your time for preparation before the meeting, printing of papers, travel time and follow-up work as required. The payment is made directly into your bank account via BACS transfer.

OR

b) Love2shop Shopping Voucher to the value of £10

This can be used in a range of shops. Receiving a voucher will not impact any state benefits that you may receive. You can claim only one voucher in any one week.

Travel expenses

In addition to the voucher or hourly payment, you may claim travel expenses. We pay these directly into your bank account by BACs transfer. Where possible, we encourage people to use public transport or car share in line with our sustainability plans.

For travel by public transport (bus, tube, rail)	Full reimbursement of travel costs to and from home address. The claimant must submit a receipt.
For travel by car	46p per mile to and from home address to the event venue
For travel by taxi or minicab in exceptional circumstances only*	Full reimbursement of travel costs to and from home address. The claimant must submit a receipt. <i>* Will only be reimbursed in exceptional circumstances, for example, if the person needs to travel by taxi for medical reasons or because it is impractical to use an alternative form of transport. The person must obtain prior agreement from the event organiser.</i>

How to claim

In order to make a claim for a Reward Payment or a Love2Shop Voucher (if this applies to the type of activity you take part in) you must:

- read and sign the **Agreement Letter** and return a copy to to the Engagement Officer
- provide your **BACS** transfer details
- complete and sign a **claim form** for each Engagement activity and collate any relevant receipts
- return the claim form with any relevant receipts to the Engagement Officer or person facilitating the meeting within **5 working days** of your attendance at the activity.

We will process payments and/or send a voucher to you within **10 working days** of receiving your claim.

Please send your completed forms to:

Caroline Powls
Engagement Officer
Adults and Communities
London Borough of Barnet
POSTROOM
North London Business Park
Oakleigh Road South
London N11 1NP

Tel: 020 8359 4366

Email: caroline.powls@barnet.gov.uk

Financial implications

Claiming and receiving payment for your contribution to our work may impact on your income.

It is your responsibility to declare payments in relation to tax, state benefits and earnings.

If you are in receipt of state benefits, it is your responsibility to inform the Benefit Agency of any payment, which may affect these benefits.

If you file your own tax return, please be aware that reward payments and out-of-pocket expenses reimbursements should be declared as income for tax purposes.

Please note: This reward arrangement does not represent employment and should not be considered as a replacement for seeking employment.

If you need advice

Please check with your tax office or benefits advisor if you think the reward scheme may impact on any state benefits you are receiving. 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

www.gov.uk/benefitsadvisor

Carers' Allowance Unit

For enquiries about carers' allowance

Tel: 0345 6084321

Jobcentre Plus

Jobcentre Plus is a government agency supporting people of working age from welfare into work, and giving them help and support they are entitled to if they cannot 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

E: caroline.powls@barnet.gov.uk