



SENDAC REMUNERATION POLICY & PROCEDURES

We aspire to reward and recognise the value of the Volunteers who contribute their time, skills and expertise to support the aims of SEND Alliance Cumbria

All planned volunteering activities should have the prior approval of the Steering Group.

Our standard practise is to reimburse out-of-pocket expenses

As there are implications for you and us if we reimburse you for more than out-of-pocket expenses, we reimburse volunteers for their time, skills and expertise on a discretionary basis. This form of reimbursement is at the discretion of at least two members of the Steering Group (one being a Co- Chair or Treasurer) The recipient of the remuneration will not be party to these discussions

1. Reimbursing Expenses – Standard Practice

Our standard practise is to reimburse you by cash, cheque, or BACS for reasonable out-of-pocket expenditure incurred whilst volunteering, on completion of an Expenses Claim Form and production of receipts or other evidence of expenditure, including the costs of: -

- Travel to and from the place of volunteering, which will include:
 - Public Transport (bus, train)
 - Taxi Fares, by prior arrangement
 - Private Vehicle (subject to the level of HMRC approved rates before tax becomes payable, which is currently: 45p per mile for a car, and 25p per mile for a bicycle)
- Contribution and consideration for exceptional circumstances of additional childcare or care for dependants (outside of your usual arrangements) whilst volunteering, by prior arrangement.
- Postage, stationery, and sundry item costs incurred on behalf of SENDAC, by prior arrangement.

2. Reimbursing Time, Skills & Expertise – Discretionary Practice

The Steering Group will use its discretion to reimburse volunteers for their time, skills and expertise, whilst volunteering on SENDAC activities.

Reimbursement will only be made to members of SENDAC who are directly volunteering for SENDAC activities, including: -



- representing SENDAC at strategic meetings of Cumbria Council, NHS, and other agencies
- facilitating groups run by SENDAC
- manning SENDAC's stall or hosting a roadshow
- carrying out organisational tasks for the management of SENDAC, as agreed.

This scheme will **not** apply to: -

- work you undertake that falls under the terms of a contract with SENDAC for your services (as an employed or self-employed person, an independent contractor or consultant)
- general members of SENDAC who are not directly volunteering for the specific event they are attending
- attendance at public consultations, meetings or conferences organised by SENDAC unless you are involved in organising or running the event
- attendance at public consultations, meetings or conferences organised by other organisations to which SENDAC members have been invited, but are not involved in representing SENDAC specifically
- training sessions for parents, unless you are the volunteer trainer or administering the session on behalf of SENDAC

As the scheme is discretionary, we will choose to reimburse you for the time spent volunteering in the following alternative ways: -

- by cheque or BACS at an appropriate rate
- with an ex-gratia payment or honorarium

The participation activities you undertake fall under public involvement in improving local services and are not intended to create an employment relationship. However, the occasional payments received may be considered as income for the purposes of tax / national insurance and / or benefit payments depending on your circumstances. We advise parent carers to seek individual advice / information as necessary on the implications.

It is your sole responsibility to notify HMRC and any other relevant agencies from whom you are claiming benefits, of any payments received whilst volunteering.

You will be considered for remunerations under our discretionary practice, you must complete a Representative's Feedback Form.

We will declare any reimbursements or alternatives made to HMRC and any other bodies required to have this information.



The remuneration scheme may be changed or withdrawn at any time, and we will give you details of any changes to the policy when they occur.

Agreement

I,.....(*Chair*), have given you,
.....(*Volunteer*), a copy of this policy today,(*Date*)
and understand you will read and follow its content.

Policy Agreed by Committee: December 2021
To be reviewed: December 2022