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Payment Policy

**Agreed by SG April 2008
Last Reviewed April 2019**

It was agreed by the Waltham Forest Parent Forum Steering Group on 26th April 2019 that Due to updated guidance about payment for volunteers and the issues this may cause with HMRC/ benefit claimants, no steering group member or parent rep will be remunerated for hours volunteered to the forum

The following can be claimed by members of the Parent Forum:

- Agreed HMRC rate per mile (45p) for steering group meetings, representational meetings and forum business. No payment for attending general meetings, external training arranged by the forum, support group, social events or open forum meetings
- Agreed HMRC monthly flat rate for household expenses of utilities, telephone, internet, etc, when completing project work / administration / maintaining form records on behalf of the forum. HMRC flat rate allowance is 25 to 49 hours = £10, 50 to 100 hours = £18, 101 and more hours = £26.
- Payment for bus or train fares (tickets where possible must be provided or Oyster statement) for steering group meetings, representational meetings and forum business. No payment for attending general meetings, external training arranged by the forum, support group, social events or open forum meetings
- Parking fees for attending steering group meetings, representational meetings and forum business. No payment for attending general meetings, external training arranged by the forum, support group, social events or open forum meetings
- Taxis to be used only with prior agreement with Parent Participation Director(s) for steering group meetings, representational meetings and forum business. No payment for attending general meetings, external training arranged by the forum, support group, social events or open forum meetings
- Help towards childcare with prior agreement with Parent Participation Director(s). This will be paid at an agreed rate of UP TO £15 per hour.
- Paper, ink, stamps, stationery and phone costs incurred in the course of carrying out forum business will be reimbursed, or items can be ordered and sent to members involved in forum work. Reimbursement must be made via a completed claim form. For replacement of stationery used, please email Parent Participation Director(s).

- A claim form will be issued and must be completed before payment can be made. Parents can decide whether to submit claim forms monthly, half termly or termly depending on how many meetings they attend on behalf of the forum.
- All claims must be accompanied by receipts / tickets / invoices
- All claims go via the Parent Participation Director(s) who will authorise payment. Claim forms will then be checked again by the Treasurer before payment is made
- Payment will be made via cheque or BACS transfer (no cash)

Additional Roles

To manage the work of the forum, the steering group has decided to use some of the funding from the Department for Education and the Local Authority to fund two parents on a self-employed basis; one to manage the forum and one to manage the forum finances Both pay their own tax and National Insurance to HMRC

Forum Participation Development:

- One parent will be funded to manage the day to day business of the forum and to develop participation and co-production in the borough
- Role to be funded 15 hours per week- 8 hours to be funded from DfE funding and 7 hours from Local Authority funding @ £15 an hour for 39 weeks

DfE Funding: 8 hours @£15 an hour for 39 weeks =£4680

LA funding: 7 hours @£15 an hour for 39 weeks=£4095

- Invoices to be checked and signed off by Forum Chair and again by the Treasurer before payment can be made
- Invoices to be submitted monthly

Treasurer

- One parent will be funded to manage the forum finances, organize payments for expenses, pay invoices and write monitoring reports for the DfE and Local Authority
- Role to be funded 1.5 hours per week- 39 hours to be funded from DfE funding and 39 hours from Local Authority funding @ £15 an hour (52 weeks)

DfE Funding: 1.5 hours @£15 an hour for 26 weeks =£585

LA funding: 1.5 hours @£15 an hour for 26 weeks=£585

- Invoices to be checked and signed off by Participation Director before payment can be made
- Invoices to be submitted monthly

The steering group will decide at the end of the financial year whether to continue to fund these roles

(To be reviewed by end of financial year 2020)