



## Reward and recognition policy

**For the reward and reimbursement of clients, parents or carers, patients and members of the public for their contribution to planning, delivery and evaluation of health and County Council services**

Version control	V6.0
Date	February 2016
Review date	February 2017

### **Note**



This is a joint policy for the Clinical Commissioning Groups in East Sussex and East Sussex County Council. Contact details specific to each organisation are included in the appendices.

**Eastbourne, Hailsham and Seaford Clinical Commissioning Group  
Hastings and Rother Clinical Commissioning Group  
High Weald Lewes Havens Clinical Commissioning Group  
East Sussex County Council**

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# Document control sheet

<b>Title of the policy</b>	Reward and recognition policy
<b>Purpose of the policy</b>	To ensure clients, parents or carers, patients and members of the public are rewarded appropriately for their contribution to the planning, delivery and evaluation of health and County Council services
<b>Target audience</b>	Involvement organisers
<b>Action required</b>	To follow the policy when engaging with clients, parents or carers, patients and members of the public to improve health and county council services
<b>This policy supersedes</b>	November 2014 version
<b>This policy should be read alongside</b>	N/A
<b>Lead directors</b>	Philip Baker, Assistant Chief Executive  Jessica Britton, Associate Director of Quality and Assurance, CCG
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## Glossary

<b>Participant</b>	A person who actively engages with organised activities to inform and improve health, social care and other County Council Services.
<b>Organisation</b>	The organisation arranging the activity: which may be <ul style="list-style-type: none"><li>• Hastings and Rother Clinical Commissioning Group,</li><li>• Eastbourne, Hailsham and Seaford Clinical Commissioning Groups,</li><li>• High Weald Lewes Havens Clinical Commissioning Group or</li><li>• East Sussex County Council</li></ul>
<b>Budget holder</b>	The employee within the organisation who has authority to sanction expenditure.
<b>Organiser</b>	The employee who organises the involvement activity, meeting or event and provides background information, support and the necessary claim forms.

# Introduction

We value the experience and expertise of clients, parents or carers, patients and members of the public. We believe that community engagement is at the heart of providing high quality services that are responsive to local needs. The development of effective structures and processes for involvement, engagement and feedback is central to improving our services.

We are committed to ensuring that clients, parents or carers, patients and members of the public are involved in:

- considering and developing proposals for changes in how services are provided,
- planning new services,
- decisions that affect how services operate, and
- monitoring and evaluating service quality.

Clients, parents or carers, patients and members of the public are already involved in a large number of diverse areas of work. This policy has been developed jointly by East Sussex County Council and the East Sussex Clinical Commissioning Groups to build on this and:

- to create a framework for clients, parents or carers, patients and members of the public to work with us as colleagues and as recognised 'experts by experience', and
- to recognise and value the contribution that clients parents or carers, patients and members of the public make, and
- to provide a clear structure for the recognition of this contribution and the expenses incurred.

This policy has been developed in accordance with national guidance – *Reward and Recognition: The principles and practice of service user payment and reimbursement in health and social care (Department of Health – August 2006)*. It has been subject to consultation with community members.

## **Purpose of the policy**

The main aim of the Reward and Recognition Policy is to support and value people's contribution to service improvement. It aims to strengthen the voice of clients, parents and carers, patients and members of the public in the planning, delivery and evaluation of those services.

We want to encourage and enable participation from a diverse range of people. The policy has been developed to help support staff and those involved to understand and follow best practice in relation to involvement, which also includes encouraging a culture of voluntary involvement.

It is our practice to reward people for their knowledge and time when contributing to meetings, work groups, representation at Boards etc. As a general rule, this will mean a commitment to attend a number of meetings. However, there may be occasions when participation in one-off activities such as recruitment panels or one-to-one interviews are helpful.

This policy provides details of the types of activity which attract a reward, and rates for reimbursing out-of-pocket expenses.

The policy also describes some of the processes by which rewards will be made.

## **Scope of the policy**

This policy covers the involvement of adults in the work of:

- East Sussex County Council
- Hastings and Rother CCG
- Eastbourne Hailsham and Seaford CCG
- High Weald Lewes Havens CCG

There is separate guidance for the involvement of children and young people.

## Where is reimbursement or reward necessary?

The reimbursement and reward methods are set according to the type of activity undertaken. Under this policy, activity is split into three categories (see table below):

- **Category 1** - public or open access events: activities are exempt from reward and out-of-pocket expenses.
- **Category 2** - events where the involvement may be one-off and does not require much preparation: activities will attract reimbursement of out-of-pocket expenses only.
- **Category 3** - events where the involvement is longer term and/or requires considerable preparation and background planning: activities will attract reimbursement of out-of-pocket expenses and a reward.

**NB: Activity organisers may exercise some discretion in offering rewards or out of pocket expenses when this will help to ensure that a diversity of voices are represented.** Where organisers wish to vary the type of reward available it is necessary to give a written explanation for the decision to the policy lead for the organisation and get agreement. This is in the interests of accuracy consistency, fairness and transparency.

### Reward categories

Activity – examples	Category	Reward
Attendance at Public meeting	1	Not applicable
Attendance at Road show	1	Not applicable
Attendance at Exhibition	1	Not applicable
Completion of surveys / polls	1	Not applicable
Activities attended by an NHS/ ASC officer but organised by external group / organisation	1	Not applicable
Attendance at board meetings (as a member of the audience)	1	Not applicable
Activity – examples	Category	Reward
Stakeholder event – invited	2	Out-of-pocket expenses
Part of discussion group	2	Out-of-pocket expenses
Attendance at Seminar or workshop	2	Out-of-pocket expenses
Public Panels	2	Out-of-pocket expenses

One to one interviews	2	Out of pocket expenses
Focus Group	2	Out of pocket expenses
<b>Activity - examples</b>	<b>Category</b>	<b>Reward</b>
One-to-one interviews (more lengthy, sensitive or complex)	3	Expenses & reward payment
Involvement in advisory panel	3	Expenses & reward
Board representation	3	Expenses & reward
Participation on working / task/ co-production group	3	Expenses & reward
Involvement in recruitment	3	Expenses & reward
Involvement on tendering panel	3	Expenses & reward
Involvement in delivering staff training	3	Expenses & reward

**Note for staff:** If you are undertaking a piece of work which is likely to incur a substantial amount of out-of-pocket expenses or reward, please ensure you discuss the implications with your budget holder before starting the project.

## Before the activity

At the beginning of a participant's involvement, the person responsible for the activity (the organiser) should provide the participant with:

- a role description (Appendix 1),
- a letter of agreement (Appendix 2), and 'Important information for volunteers' leaflet
- an 'About you' form (Appendix 3).

The above documents are also available in other formats, such as Easy Read. The purpose of the role description is to clarify expectations for both the participant and the organiser. If there are any concerns about a person's capacity to fulfil the role described, the organiser should revise the role description with the participant or the organisation they represent.

If a person is involved in a number of activities, they are only required to sign one letter of agreement at the beginning of their involvement with us.

We ask participants to complete the 'About You' form (Appendix 3) to understand who we are involving in planning and shaping services, and to ensure we seek the views of a range of people and groups. This form will remain confidential and will be kept separately from any other forms that are returned to us. Completion of this form is optional.

## Out-of-pocket expenses

People who help us should not lose out or be financially disadvantaged as a result of their involvement in the activities covered by the policy.

Arrangements should be made for them to be reimbursed for out-of-pocket expenses as outlined below.

### Travel

Where possible encourage people to use public transport or car share in line with our sustainability plans. Details of public transport in East Sussex can be found at [www.eastsussex.gov.uk/roadsandtransport/public](http://www.eastsussex.gov.uk/roadsandtransport/public)

The following travel costs may be reimbursed for Category 2 and Category 3 activities:

- Return trip from home (or place of work) to the activity venue on public transport eg. bus, train where supported by receipts, or by private vehicle at the rates shown below. 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.
- Parking costs for the duration of the activity where parking is not provided free of charge.

Type of vehicle	Rate per mile
Private car	45p
Motorcycle (or other motorised vehicle)	24p
Pedal cycle (or other non-motorised vehicle)	20p
Passenger allowance (when you give a lift to another participant this is added to the mileage rate)	5p

**Note:** The rates quoted above are HMRC rates that were current at the time this policy was updated. Any subsequent changes to these rates will be amended in due course.

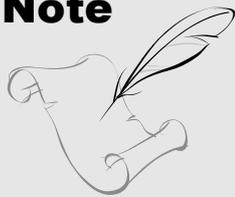
Taxi costs will only be reimbursed in exceptional circumstances, for example, if a taxi is required for medical reasons or because it is impractical to use an alternative form of transport. Prior agreement must be sought from the organiser. If a taxi is required then the organiser should follow their departmental procedure for booking taxis.

## Care costs

Care costs can only be claimed when they are incurred as a direct result of the person's involvement. These expenses should be agreed with the organiser in advance and supported by receipts from a registered provider e.g. nursery, childminder, personal assistant. Examples are:

- If a child would normally have been in childcare when the meeting takes place, **no claim may be made.**
- Where a carer needs to employ a registered care agency to look after their dependant while attending an involvement activity, **a claim may be made.**
- Where the participant needs the help of a personal care assistant or support worker to fully engage with the activity, **a claim may be made.**

### Note



Payments for care costs (childcare, care for dependants, or support workers) may be regarded as taxable income by HM Revenues and Customs.

## Rewards

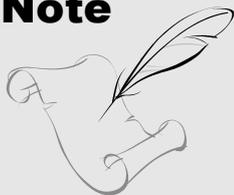
Where activities require a significant time commitment or specialist knowledge we will recognise this by offering a reward.

The organiser should complete a 'Participant Role Description' to determine whether the activity merits a reward. Such activities are described in the table on page 7.

The reward will be £20 per half-day session (up to 4 hours). This covers preparation (pre-reading), printing of appropriate papers, any phone calls, and travel time to the activity and follow-up work as required.

If the participant wishes, they can decline the offer of reward and be involved on an unpaid basis.

## Note



Participants who are offered a reward will need to complete a payroll form (Appendix 4) before a reward can be made. The organiser should ensure that the participant is aware that rewards may be taxed by HM Revenues and Customs.

## Exemptions from reward

If representatives are paid by another organisation for participating in a meeting or training activity they are not eligible to receive further reward under the policy. For example, the person may be paid by a voluntary or statutory organisation as part of their job.

If 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 reward under this policy, the organisation that they are affiliated to may not claim the reward on their behalf.

In certain situations the NHS and the County Council may commission or contract with a user group or other similar organisation to organise client, parent or carer or patient consultation or involvement. In such cases, there will be negotiation of the commission arrangement on a case by case basis as appropriate, taking account of user views and the Council's Commissioning priorities.

## Tax and benefit implications

Receiving rewards (including care costs, reward payments and vouchers) will be regarded as taxable income by HMRC, and may affect a person's benefits or benefit entitlement. Volunteering, even without rewards, may also affect a person's benefits.

Before agreeing to participate, volunteers should check with HMRC if they wish to find out how this will affect their tax threshold situation. Participants on means tested benefits should also seek advice and information from their local Jobcentre Plus office and/or any other relevant organisation (e.g. HMRC for tax credits, or their local authority's housing benefits office for housing benefits and council tax reductions) about how or if rewards or volunteering may affect their benefit situation. Participants are also responsible for declaring voluntary work or rewards.

Citizens Advice Bureaus can give detailed benefits advice to participants and there are also Disability Employment Advisers and Under 18s Advisers in most JobCentre Plus offices, who can give specialist advice to those on disability related benefits or anyone who is under 18.

The organiser should ensure that participants are aware that it is their responsibility to discuss their own individual circumstances with their local JobCentre Plus, and that rewards may be taxed by HM Revenues and Customs.

Rewards will be made via the payroll of the organisation using Bank Automated Clearing System (BACS) in most instances.

Where the participant doesn't have a bank account, a reward can be made using a voucher, registered on payroll. This will ensure that in circumstances where tax is due to be paid on earnings (as defined by HMRC) that it will be correctly accounted for.

**Note:** Participants who are offered a reward will need to complete a payroll form (Appendix 4) before a reward can be made. This applies whether they are being paid via payroll or voucher.

The ability of a participant to take part in the activity as defined in the role definition or the table on page 7 does not assume that this individual is capable / fit for work within the rules governing benefit payments.

The reward relates to the work that is defined in the 'Role description': participating individuals are not employees of the county council or the NHS.

## **Reimbursement of expenses and claiming reward**

The organiser should establish the preferred method of reimbursement and reward (if applicable) with each individual.

In most instances, payments will be made monthly using the payroll system. However, we recognise that for some individuals, reimbursement may need to happen more swiftly to avoid hardship.

### **Expenses only**

Where the activity qualifies, participants can claim out of pocket expenses from the organisation.

It is our policy to reimburse participants using the payroll system by Bank Automated Clearing system (BACS). Participants with bank details will need to complete a payroll form before reimbursement can be made.

In instances where monthly reimbursement via payroll is not a viable option (for instance, if it would cause hardship), it is possible to reimburse expenses separately via BACS payment. Organisers will need to discuss individual cases and obtain agreement from their budget holder prior to making arrangements for this.

Participants who do not have a bank account will need to contact the organisation in advance and ask for a travel warrant, as we are not able to pay cash.

## Expenses and Reward

Participants who are offered a reward will need to complete a payroll form before a reward can be made. **This applies whether they are being paid via payroll or voucher.**

If the participant is also claiming expenses, they will only need to fill in one payroll form.

The organiser should also ensure that the participant is aware that rewards may be taxed by HM Revenues and Customs.

The organiser should consider the use of vouchers for those participants without a bank account.

This would need to be clearly set out at the start of the involvement so that people are fully aware of what they will be reimbursed.

## Making a claim

Participants should use the example claim form (Appendix 5).

When making a claim, clients, parents or carers, patients and members of the public should complete the left-hand column of the expenses claim form. The right-hand column of the claim form should be completed by the organiser, and then validated and signed prior to submission for payment.

## Translations and accessible formats

If any of the documents (for example, letter of agreement, role description or payroll form) need to be translated or provided in an accessible format (for example CD, audio tape or Braille), the organiser should arrange for this to happen. The organiser needs to contact the appropriate person in their organisation (see Contact details) who will process the application.

Easy Read versions of the letter and claim form are available, the organiser needs to contact the appropriate person in their organisation (see Contact details) for copies.

## Compliance with protocols and standards

Criminal Records checks will be required in situations where the role involves unsupervised contact with vulnerable people. These are available from the Disclosure and Barring Service or contact the appropriate person in your organisation (see contact details)

Participants must comply with the protocols, standards and conduct applicable to the area in which they are working, including showing respect for others and maintaining confidentiality. The involvement organiser should explain the expected conduct to the participant. If standards and protocols are breached, the organisation has the right to end the participant's involvement.

## **Feedback to participants**

It is good practice to thank participants for their involvement. One way of thanking and recognising involvement is to give feedback to show how participants' views were taken on board and what changes were made as a result. This shows how people's views were valued and what the service did to make a difference. The organiser should take responsibility for ensuring that participants are recognised in this way.

## Contact details

### East Sussex County Council

East Sussex County Council  
St. Anne's Crescent  
Lewes  
East Sussex BN7 1UE

Adult Social Care  
Central Support Admin Team  
Tel: 01273 481565  
Email: [policy&strategyadmin@eastsussex.gov.uk](mailto:policy&strategyadmin@eastsussex.gov.uk)

Children's Services  
Atiya Gourlay  
Manager, Equality, Participation and Information for Families  
Tel: 01273 482302  
Email: [atiya.gourlay@eastsussex.gov.uk](mailto:atiya.gourlay@eastsussex.gov.uk)

Community, Transport and Environment  
Sue Buxton  
Tel: 01273 335695  
Email: [sue.buxton@eastsussex.gov.uk](mailto:sue.buxton@eastsussex.gov.uk)

Governance and Community Services  
Dr David Humphries,  
Communications Research Analyst  
Tel: 01273 481503  
Email: [david.humphries@eastsussex.gov.uk](mailto:david.humphries@eastsussex.gov.uk)

### Clinical Commissioning Groups

#### Balraj Singh Rai Head of Engagement & Communications

NHS Clinical Commissioning Groups:  
Eastbourne, Hailsham and Seaford CCG  
Hastings and Rother CCG  
High Weald Lewes Havens CCG  
36-38 Friars Walk  
Lewes  
East Sussex. BN7 2PB

Mobile: 07789 877290  
Email: [balraj.raii4@nhs.net](mailto:balraj.raii4@nhs.net)

# Appendix 1: Role Description for Public / Client/ Parent or Carer / Patient Participation



*Organiser to complete before the start of a new activity / event.*

Name of organiser: Phone number: Email address:
Name of activity / committee / group / project
If committee / group representation, what is the group's remit?
Describe the role the participant will fulfil
Would the role be most effective if the participant was: Public member / member of the Healthwatch (public interest view) <input type="checkbox"/> Active or recent client/ patient <input type="checkbox"/> Parent or Carer <input type="checkbox"/> Representative view of a particular group from a voluntary or community sector <input type="checkbox"/>
Are there any particular skills or knowledge you are looking for in a participant?
Please describe the format of the group, committee or project ie. how often do you meet, for how long, where?



## Appendix 2: Reward and Recognition agreement



*To be completed by the organiser at the start of a person's involvement with the county council or the NHS*

Dear

**Re: Reward and Recognition agreement – (add name of person)**

Thank you for agreeing to help us developing and informing the work of East Sussex County Council, **[insert name of department e.g. Adult Social Care department]**.

We appreciate your input, and in line with our Reward and Recognition Policy we will reward you for your contribution. The leaflet 'Important information for volunteers' enclosed with this letter sets out the terms on which this is offered.

In order to get reimbursement of your out of pocket expenses and/or reward, you should:

- read this letter and the leaflet carefully
- if you agree, sign and return the enclosed duplicate to me
- keep the original letter and leaflet for your records..

If you have any questions, or need help to understand this information, please contact me. My contact details are at the bottom of this letter.

A copy of the role description (**insert name / description of role**) which explains more about how you will be involved is also included with this letter. When carrying out the tasks set out in the role description, your relationship with East Sussex County Council is that of a volunteer contributor, and not as an employee.

For this role you are offered **[out of pocket expenses / a reward / out of pocket expenses and a reward]**. The current rate for a reward is £20 per half-day session (up to 4 hours). Included in this sum is preparation (pre-reading), printing of papers, travel time to the activity and follow-up work as required.

You will need to fill in an expenses claim form to get reimbursed costs and/or rewards. Payments may take up to 30 days to process and will be credited by electronic bank transfer (BACS). Please let me know if this delay will cause your hardship or if there are any delays in your payment.

I have also attached an 'About You' questionnaire, which I would encourage you to complete, although it is optional. This form is confidential and will be kept separately from

any other information you may provide as part of this activity. Telling us this information helps us to ensure that we are seeking the views of everyone in society.

If you have any access or communication needs please let me know.

If you want to complain, or have any concerns about what is set out in this letter, please contact me in the first instance. If you find this still doesn't resolve things, you can contact **[Insert the appropriate contact details e.g. for Adult Social Care it will be, Community Relations Manager, County Hall, St. Anne's Crescent, Lewes, East Sussex, BN7 1UE].**

Yours sincerely

***Insert organiser name***

I have read and understood the above and I agree to the terms of this letter.

Signed (participant): ..... Date: .....

Name (please print): .....

.

**Please keep one copy of this agreement and return the second copy to:**

Organiser: *insert name*  
Address: *insert address*  
Telephone no: *insert contact number*  
E-mail address: *insert if applicable*

## Appendix 3: About you

We want to make sure that everyone is treated fairly and equally, and that no one gets left out. That's why we ask you these questions.

We won't share the information you give us with anyone else. We will only use it to help us make decisions and make our services better.

If you would rather not answer any of these questions, you don't have to.

**Q1 Are you ...?** Please select one box

- Male  Female  Prefer not to say

**Q2 Do you identify as a transgender or trans person?** Please select one box

- Yes  No  Prefer not to say

**Q3 Which of these age groups do you belong to?** Please select one box

- under 18  25-34  45-54  60-64  75+  
 18-24  35-44  55-59  65-74  Prefer not to say

**Q4 What is your postcode?**

**Q5 To which of these ethnic groups do you feel you belong?** (source: 2011 census)

Please select one box

- |  |   |
|--|---|
| <input type="checkbox"/> White British                   | <input type="checkbox"/> Asian or Asian British Indian      |
| <input type="checkbox"/> White Irish                     | <input type="checkbox"/> Asian or Asian British Pakistani   |
| <input type="checkbox"/> White Gypsy/Roma                | <input type="checkbox"/> Asian or Asian British Bangladeshi |
| <input type="checkbox"/> White Irish Traveller           | <input type="checkbox"/> Asian or Asian British other*      |
| <input type="checkbox"/> White other*                    | <input type="checkbox"/> Black or Black British Caribbean   |
| <input type="checkbox"/> Mixed White and Black Caribbean | <input type="checkbox"/> Black or Black British African     |
| <input type="checkbox"/> Mixed White and Black African   | <input type="checkbox"/> Black or Black British other*      |
| <input type="checkbox"/> Mixed White and Asian           | <input type="checkbox"/> Arab                               |
| <input type="checkbox"/> Mixed other*                    | <input type="checkbox"/> Chinese                            |
| <input type="checkbox"/> Other ethnic group*             | <input type="checkbox"/> Prefer not to say                  |

\*If your ethnic group was not specified in the list please describe your ethnic group.

The Equality Act 2010 describes a person as disabled if they have a longstanding physical or mental condition that has lasted or is likely to last at least 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day to day activities. People with some conditions (cancer, multiple sclerosis and HIV/AIDS, for example) are considered to be disabled from the point that they are diagnosed.

**Q6 Do you consider yourself to be disabled as set out in the Equality Act 2010?**

Please select one box

- Yes  No  Prefer not to say

**Q7 If you answered yes to Q6, please tell us the type of impairment that applies to you.** You may have more than one type of impairment, so please select all that apply. If none of these apply to you please select other and give brief details of the impairment you have.

- Physical impairment  
 Sensory impairment (hearing and sight)  
 Long standing illness or health condition, such as cancer, HIV, heart disease, diabetes or epilepsy  
 Mental health condition  
 Learning disability  
 Prefer not to say  
 Other\*

\*If other, please specify

**Q8 Do you regard yourself as belonging to any particular religion or belief?**

Please select one box

- Yes  No  Prefer not to say

**Q9 If you answered yes to Q8, which one?** Please select one box

- Christian  Hindu  Muslim  Any other religion, please specify  
 Buddhist  Jewish  Sikh

**Q10 Are you ...** Please select one box

- Bi/Bisexual  Gay woman/Lesbian  Other  
 Heterosexual/Straight  Gay Man  Prefer not to say

**Q11 Are you currently pregnant or have you been pregnant in the last year?**

Please select one box

- Yes  No  Prefer not to say

**Q12 Are you married or in a civil partnership?** Please select one box

- Yes  No  Prefer not to say

**Thank you for providing this information.**



# Paying Reward and Recognition, Travel and out of pocket expenses to volunteers

New and existing volunteers need to fill out all 4 sections of this form.  
If you are using this form to tell us about a change of bank details, you only need to fill in sections 2 and 4.

**Note:** At section 3, where we say 'job' what we mean is source of income.  
See further explanation at Section 3.

You can fill this form out electronically, but you will need to print it out because the declaration must be signed by hand.

1. Your details	
Title and full name	
National Insurance number	
Date of birth	
Email address (or home address if you do not have an email address)	

2. Your bank or building society details									
The account must be held in your name. For joint accounts, yours must be one of the names listed.									
Name									
Branch address									
Sort code	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Account number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Roll number (building society only)									

If you do not have a National Insurance Number and you are 16 or over, please contact your local Jobcentre Plus office on 0845 600 0643 or visit [www.gov.uk/national-insurance](http://www.gov.uk/national-insurance)

**Section 3 note:** When we say 'job', we mean income.  
For example, if you are unemployed and have no other source of income

other than reward and recognition payments, then you would tick box 'A'. However, if you receive benefits and reward and recognition payments, you would need to tick box 'B'.

<b>3. Income tax</b>		
Please choose the option which applies to you.		
<b>A</b>	This is my first job since last April and I <b>have not</b> been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension	<input type="checkbox"/>
<b>B</b>	This is now my only job, but since last April I <b>have</b> had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension.	<input type="checkbox"/>
<b>C</b>	I have another job or receive a state pension or occupational pension.	<input type="checkbox"/>

<b>4. Declaration</b>			
<b>This section must be signed by hand.</b>			
'I declare the above details to be accurate and complete. I understand that it is my responsibility to ensure that the details on this form are correct and that providing inaccurate information may delay reward and recognition payments.'			
<b>Signed</b>		<b>Date</b>	

This section must be signed by hand. Completed forms should be returned to:

**Reward and Recognition scheme  
A floor, County Hall  
St Anne's Crescent  
Lewes East Sussex  
BN7 1UE**

## Appendix 5: example claim form

<b>Office use only</b>
Vendor Number:
Date Processed:
Processed by:
Verified by:

### Out-of-pocket expenses and reward and recognition claim form

Please use CAPITAL LETTERS when completing the form

Name:	
Address:	
Postcode:	
Telephone number:	
Email (if appropriate):	

### What activity are you claiming for?

Name of activity / meeting:
Description of activity / meeting:
Date of activity:     /     /     (DD/MM/YYYY)
Name of event organiser:

Reward payment claimant	This column to be completed by the organiser
Reward payment agreed? Yes <input type="checkbox"/> No <input type="checkbox"/>  Number of sessions: (approx 4 hours each)	£                      Cost @ £20 per session
Reward payment to be made in vouchers (for claimants without a bank account or for one-off participants)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Type of expenses claimed (completed by claimant)	This column to be completed by the organiser	
Travel by private car @ 45p per mile:                      miles	£	
Travel by motor cycle @ 24p per mile:                      miles	£	
Travel by pedal cycle @ 20p per mile:                      miles	£	
Number of passengers (if any):		
Passenger mileage costs (5p per mile per passenger):	£	
Public transport type:	£	(receipt required)
Other expenses (eg. parking, taxi*): * only if pre-authorized by involvement organiser	£	(receipt required)
Care costs (if agreed in advance):	£	(receipt required)
<b>Expense total:</b>	<b>£</b>	

Signature of claimant:	<b>Claim total: £</b>
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Please send completed forms to: *(Delete as applicable)*

**Adult Social Care** - Central Support Admin, North A Block, Adult Social Care, County Hall, St. Anne's Crescent, Lewes, East Sussex, BN7 1UE or email to [policy&strategyAdmin@eastsussex.gov.uk](mailto:policy&strategyAdmin@eastsussex.gov.uk)

**All other departments** - CRD Finance (AP), D Floor, East Block, County Hall, St. Anne's Crescent, Lewes, East Sussex, BN7 1UE or email to [apinvoices@eastsussex.gov.uk](mailto:apinvoices@eastsussex.gov.uk)

**It is your personal responsibility to declare reward payments received from us to Jobcentre Plus or other benefits agencies and to HMRC in respect of tax liability.**

Authorised by: ( Organiser / Officer signature)	Date:	
I confirm that this claim and the amounts are correct:	Cost centre:	*
	GL code:	15630

- \*For Adult Social Care, use cost centre 3298
- \*For all other departments use the cost centre of the team who are running the activity.