

REIMBURSEMENT OF VCSE INCURRED COSTS FOR INVOLVEMENT

WHY

The Voluntary, Community and Social Enterprise (VCSE) sector is a key partner in tackling health inequalities and improving population health.

It is therefore important to consider what we can put in place to facilitate involvement from a range of organisations in South West London, particularly those which may be limited in capacity and financial resources. These grassroots organisations are uniquely positioned to reach population groups who are least likely to engage with mainstream health services and hold the trust of communities.

This document aims to act as a guide around the payment of costs incurred by VCSEs in engaging in SWL VCSE Alliance work which is additional to their core role and contributes to the wider health and care agenda. It covers three types of representation:

1. Members of SWL VCSE Alliance Leadership group: active VCSE members of the Leadership group are reimbursed the equivalent of one day of their time per month (£150). This is based on national recommended rates.

2. Strategic VCSE representatives; representatives appointed for a period of one year regularly attending, on behalf of the Alliance, strategic boards, actively engaging in them and providing feedback to the Alliance. They are reimbursed the equivalent of half day of their time every time they attend a meeting (£75).

We expect strategic representatives to be accountable to the Alliance:

- report back from meetings attended either by email or telephone within 2 weeks of the meeting in question.
- if representatives do not attend a meeting, they won't be reimbursed. A record of attendance might be requested.
- their role will be reviewed every 6 months.

3. Ad hoc participation to events; this only applies to small grassroots voluntary sector organisations with an annual income of less than £50k, limited capacity and finances and for whom engagement in the wider partnership agenda is dependent on a financial contribution to cover costs incurred which are directly related to their ability to attend a meeting or event.

WHO AND WHAT

VCSE organisations should be offered reimbursement of all reasonable expenses incurred as long as they are to cover legitimate costs, are agreed in advance, supported by receipts and do not exceed agreed rates.

- Travel Use of public transport is strongly encouraged. However, if disabled representatives have to use their own vehicles, they will receive reimbursement for the miles travelled in line with HMRC approved mileage rates (currently 45p per mile is the tax-free approved VCSE involvement doc V1.3 mileage allowance for the first 10,000 miles in the financial year – it's 25p per mile thereafter).
- The cost of car parking, tolls and congestion charges should also be reimbursed, however, penalties / fines will not.
- Travel and subsistence expenses do not apply when meetings are virtual.
- Additional needs and inclusion factors might be considered if a barrier to participation including childcare, caring for an

It is important to recognise that the ability to reimburse expenses and pay involvement costs will be dependent on the financial capacity of the SWL VCSE Alliance, as the provision made in the programme budget is limited. Expenses will be reimbursed until funding allows.

This guidance does not apply where a VCSE representative is solely representing their own organisation.

Decisions on reimbursement of VCSE representatives will be made on a case-by-case basis.

The guidance will continue to develop and change as our SWL VCSE Alliance takes shape. This is a journey, rather than a destination, and we recognise that VCSE representation will continue to change and adapt. It will be reviewed every year.

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REMEMBER