# Co-production policy: Appendix B

## Co-Production Partner claim form

In recognising the contribution that Co-production Partner(s) bring to our work, Social Work England aims to remove or minimise financial barriers that can prevent or discourage participation. Co-production Partner(s) should not be out of pocket as a result of their involvement with Social Work England, so reasonable expenses will be reimbursed for voluntary engagement activities carried out by Co-production Partner(s) on behalf of Social Work England.

In addition, some Co-production Partner(s) groups can receive an involvement payment in recognition of the significant level of input, skills, expertise and experience that they contribute in volunteering.

Reimbursing expenses and offering involvement payments to Co-production Partner(s) is intended to support inclusion and create incentive for active participation. It also supports people whose financial circumstances mean that they might otherwise be unable to volunteer and contribute their expertise.

**Co-production Partner Personal Details:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Full (Current) Address:** |  |
| **Date of Birth:** |  |
| **Telephone Number:** |  |
| **National Insurance Number:** |  |

**Bank Details:**

|  |  |
| --- | --- |
| **Bank Name:** |  |
| **Name on Account:** |  |
| **Account Number:** |  |
| **Sort Code:** |  |

**Involvement Payment:**

Involvement payments may affect means tested benefits. All individuals that engage with Social Work England should be encouraged to seek professional independent advice before voluntarily attending any advisory events or meetings to ensure they are fully aware of any potential impact.

[In cases where the receipt of an involvement payment would have negative repercussions for the Co-production Partner(s), individuals are able to engage with Social Work England waiving any form of involvement payment for volunteering. For the avoidance of doubt, Co-production Partner(s) can claim reimbursement of expenses irrespective of the basis on which they are volunteering.]

If you would like to claim an involvement payment, please complete the below

|  |  |
| --- | --- |
| **Date of event/work completed:** |  |
| **Description of event/work completed:** |  |
| **Total number of hours completed:** |  |
| **Agreed Rate:** | **£** |
| **Total amount of involvement payment claimed:** | **£** |

**Tax and National Insurance**

HM Revenues & Customs (HMRC) state that ‘payments for a service are earnings’. Co-production Partner(s) must pay the appropriate tax and National Insurance on any income they receive to HMRC (above the individuals tax-free personal allowance). For the avoidance of doubt, this does not include direct reimbursement of reasonable expenses.

Where Co-production Partner(s) elect to receive involvement payments, they are able to receive involvement payments in the following ways:

* The individual registers as self-employed with HMRC and receives the full involvement payment. Individuals are then expected to liaise with HMRC and pay the appropriate tax and National Insurance contributions direct to HMRC. Evidence of self-assessment submissions must be provided to Social Work England. See <https://www.gov.uk/log-in-file-self-assessment-tax-return/register-if-youre-selfemployed> for more information.
* The individual will be paid through Social Work England’s payroll system. This will automatically deduct tax and National Insurance contributions. Individuals who are not required to pay tax and/or National Insurance contributions should contact HMRC directly to apply for the appropriate refund. For the avoidance of doubt the Co-production Partner(s) will not be classed as employed or having worker status under employment law.

**How do you wish to receive the involvement payment (please tick one)**

|  |  |
| --- | --- |
| **Through payroll with PAYE deducted:** |  |
| **Via Bacs transfer:** |  |

**Reasonable Expenses:**

Payments by Social Work England are limited to expenses incurred by the Co-production Partner(s) at advisory meetings or events in the performance of their voluntary duties on behalf of Social Work England. Social Work England retains discretion to reject any claims made by Co-production Partner(s) where receipts have not been provided (except for claim relating to mileage), or an individual attended an advisory meetings or event without prior invitation, or where an individual has claimed expenses in contravention of the policy.

|  |  |
| --- | --- |
| **Date of event/work completed:** |  |
| **Description of event/work completed:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date Expense incurred** | **Description of Expense** (for mileage, please include postcodes for start and end destination) | **Amount claimed** | **Receipt attached** |
| Expense Item 1: |  |  |  | Yes/No |
| Expense Item 2: |  |  |  | Yes/No |
| Expense Item 3: |  |  |  | Yes/No |
| Expense Item 4: |  |  |  | Yes/No |
|  |  | **Total claimed:** |  |  |

**Co-Production Partner Declaration:**

By signing below, you are confirming that the above is an accurate flection of the work undertaken and expenses incurred.

|  |  |
| --- | --- |
| **Signature:** |  |

**For Internal Use:**

|  |  |
| --- | --- |
| **Lead Contact:** |  |
| **Cost Code:** |  |
| **Approved/Not approved:** |  |
| **Lead Contact Signature:** |  |