

Engagement Team
POST ROOM
Adults and Communities
London Borough of Barnet
North London Business Park
Oakleigh Road South
London N11 1NP
Contact: Engagement Officer
Tel: 020 8359 4712
Email: engage.adults@barnet.gov.uk
Date: 18 February 2016

Dear Sir / Madam

Re: Reward and Recognition Agreement

Thank you for your interest in being involved in developing and informing the work of Barnet Council Adult and Communities.

We appreciate your contribution and, in line with our Reward and Recognition Policy (enclosed), we will reward you for your contribution. This agreement outlines the terms on which this is offered.

In order to receive payment you should read this letter, and sign and return the enclosed copy to me, keeping the original for yourself. If you need help in having this agreement explained to you please contact the Engagement Officer on 020 8359 4712.

A copy of the role description is included with this letter if you are a member of one of the Partnership Boards. When carrying out the tasks set out in the role description, your relationship with Barnet Council Adults and Communities shall be that of a volunteer contributor, and not as an employee.

The current rate for reward payments is either:

- **£7.50 per hour** (up to a maximum of 7 hours a day).
Where the hourly cash payment is used, the number of hours will be rounded up to the nearest half hour, for example: 2½ hours = £18.75.
This payment includes allows for the participant's time for preparation before the meeting, printing of papers, travel time and follow-up work as required.
We will pay the amount directly into their bank account via BACS transfer.
OR
- There is the option of a **£10 shopping voucher**. This will be a Love2Shop voucher, which can be spent in several different retail outlets
OR
- The option of **no payment**, where requested.

Payment will be made against expenses claim forms received following verification by a council officer. Payments may take up to 10 working days to process and will be credited by electronic bank transfer. A BACS form is enclosed for you to complete if you are claiming a reward payment. If there are any delays in payment please let us know.

In order to ensure that our records are kept up to date you should notify us of any change of circumstances, for example change of address or bank details.

It is your responsibility to declare payments in relation to tax, state benefits and earnings. If you file your own tax return, please be aware that reward payments and out-of-pocket expenses reimbursements should be declared as income for tax purposes. If you are in receipt of means-tested benefits, reward payments may affect your benefits. Please check with your tax office or benefits advisor if you are unsure whether this applies to you.

I have also attached an 'About You' questionnaire, which I would encourage you to complete. This form will remain confidential and will be kept separately from any other form you send in to us. This equalities information helps us to ensure that we are seeking the views of everyone in the community.

Whilst working with us, you should comply with our protocols, standards and code of conduct and this includes showing respect for others and maintaining confidentiality. We will be explaining the details of these standards with you. A copy of the Code of Conduct is also included with this letter. If you fail to comply with these standards we have the right to end your involvement with us.

If you have a question about the Reward and Recognition Policy or the Engagement Activity, please contact on **020 8359 4712** or **email engage.adults@barnet.gov.uk**.

Please sign your name and provide us with your contact details below to confirm that you have read and agree to the new policy.

Name: -----

Address: -----

Signature:

Yours sincerely

Engagement Officer, Adults and Communities