

## **Recognition and Reward**

Although Members of the Interim Executive could be entitled to an attendance allowance for each meeting they attend, the current members of the Interim Executive agreed they were working in a voluntary capacity and they did not wish to claim an attendance allowance

In recognition of the contribution made by members, it was agreed there would be a comprehensive definition of costs and expenses which reflected the individual circumstances and contribution of members. Members would need to complete a claim form describing the costs they had incurred and would be expected to sign this as an accurate statement. The claim form should be easy to use and it was noted that receipts would not always be available for some types of expenses.

Reasonable expenses will be defined by the Interim Executive and currently include:

Travel costs

Caring responsibilities including child minding

Phone calls and stationery

Other administrative or technical support

Reading or other assistance with accessibility to papers

Refreshments will be provided at each meeting. If Members are expected to attend a meeting for more than three hours, a meal will be provided. Members should notify the Host of any specific dietary requirements and every effort will be made to meet these needs. Alternatively members can make their own arrangements and reclaim the cost.

Expenses are only payable to members of the Interim Executive or other individuals and members of sub groups or working parties appointed by the Interim Executive to carry out work on behalf of Wandsworth LINK. Expenses will not normally be payable to LINK

members for attendance at public/open meetings. However transport or other assistance will be provided to any LINK member with recognised accessibility needs.

The Host will authorise and reimburse individual claims on behalf of LINK and a detailed breakdown will be made available to the Interim Executive at least annually to check criteria are being applied and for budgeting purposes.