



Appendix 3

VCS Participation Payments Claim Form 2008/9
for voluntary and community sector representation at strategic, locality,
integrated working or service planning multi-agency meetings and partnerships

Name of group or meeting attended

Geographical area(s) covered by the group (e.g. locality, area)
.....

Type of group
(e.g. locality governance board, disability strategy steering group, workstream group, safeguarding board, stakeholder group, review board. You may NOT claim for recruitment panels, consultation meetings and stakeholder days, network meetings or provider-only meetings. See protocol sections 4-8 for eligibility)

Number of meetings attended

Dates of attendance and number of hours (to nearest half hour) attended at each meeting.
.....

Evidence provided (i.e. meeting minutes with attendance record; and timely rep report).
.....

Total number of hours claimed for (to nearest half hour)
Note: You may claim only for the time spent at the meeting(s). You may not claim for time spent outside of meetings reading papers, travelling, etc.

Amount claimed at £50.00 per hour: £ ____.

Name:

Name of VCS organisation:

Postal address

Tel **Email**

Signed:

Date:

Note: Expenses are not covered by the VCS participation payments protocol so travel, photocopying, etc should be claimed from the organisation that is convening the meeting using the convening organisation's expenses policy and claim form (see section 9 of the protocol for further details).