



POSITIVE FUTURES

ACHIEVING DREAMS. TRANSFORMING LIVES.

Name of Guidance:	Guidance on contributions from the people we support towards staff expenses when being supported in social activities		
Policy this guidance is governed by:	n/a		
Lead Person:	Finance Director		
Next Review Date:	29.03.23		
Change Record			
Issue Date	Nature of Change	Ratified by	Date ratified
19.12.12	First issue	SMT	11.12.12
22.11.17	No changes other than minor wording changes	MD	21.11.17
28.02.18	Staff no longer eligible for takeaways	Directors	15.01.18
29.03.18	Removal of contributions from Positive Futures towards the cost of staff meals in the homes of people we support	MD	27.03.18

Signed: Emma Hogg, Personal Assistant

Date: 29.03.18

Guidance on contributions from the people we support towards staff expenses when being supported in social activities

Aim

To ensure there is a fair system for the people we support contributing towards staff expenses when being supported socially.

This guidance applies to Positive Futures' supported living and short break services.

Context

Some of the people we support require staff to support them to go out for a meal or attend social activities. Staff will have a reasonable portion of these expenses paid for and will only pay for their own expenses when they choose to purchase items over an agreed amount.

Guidance

Snacks and meals in cafes or restaurants

The people we support will contribute a maximum of £5 to the cost of staff meals in a restaurant. Where the staff member chooses a meal which costs more than this amount, the additional cost will be paid for by the member of staff.

There may, however, be exceptional circumstances such as birthdays or other situations where the person supported wishes to contribute a greater amount to a meal out. Any such exceptions by people who are not entirely responsible for their own financial affairs should be managed in line with the Guidance on the Management of the Property of the People we Support in Adult Services and an Exceptional Expenditure Requisition Form must be completed.

Situations involving people who are entirely responsible for their own financial affairs should always be notified to the Service Manager before taking place. A record of this should be kept on a contact sheet in the Finance section of the Person Centred Portfolio.

Staff must retain receipts to evidence these purchases in line with the Personal Finances Policy. A separate handwritten receipt must also be completed to show the cost of the staff member's meal and how any amount repaid was calculated.

Where someone we support chooses to go out for coffee / snacks, staff members will typically pay for their own, apart from in exceptional circumstances as defined above.

Takeaway meals

Staff may have takeaways to eat if the person we support chooses to have a takeaway, however, staff must cover the total costs of the takeaway. Any exceptions to staff only having takeaways at the same time as a person we support must be agreed with the Service Manager / delegated manager.

Cinema, Theatre, Concert Tickets

If a person we support wants to visit the cinema or see a show and if he/she needs to be supported by staff to do so, the staff member's ticket will be paid for by the person supported.