



Charging & Remissions

Document Control Information			
Document Title, Issue and Date Charging & Remissions Policy, Issue 1, July 2017			
Review Period Every 3 years		Review Committee Directors	
Revision History (most recent first)			
Author	Summary of changes	Issue	Date Authorised
R Righini	Review of policy / Group policy audit	1	31/08/2017
Authorisation			
Approved By:	<i>Directors</i>		
Date Approved:	<i>31/08/2017</i>		
Date of Next review:	<i>31/08/2020</i>		
Document Owner & Reviewer:	The senior manager responsible for this policy is the Director of Operations		
Equality Impact			
Statement	<p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the equalities act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.</p>		
Screening	<p>This document has been screened by the Equality Team and the impact has been assessed as:</p> <p><input type="checkbox"/> Not applicable <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High</p>		

1. Purpose

1.1. The purpose of this policy is to describe our practice in making charges and remissions.

2. Scope of Policy

2.1. This policy applies to all staff at New Bridge Horizons. It sets out the charges and remissions to be made when organising activities and residential visits for Post 19 service users.

3. Reason for Review

3.1. This document was reviewed as part of a Group policy audit.

4. Aim(s):

4.1. We aim for all service users to have equal opportunity to take part in activities and residential visits. In addition we aim for charges to be fair for all.

5. Procedures and practice

5.1. Charges

5.1.1. Materials for activities

5.1.1.1. New Bridge Horizons will provide a basic minimum standard of equipment. In the case of materials for activities i.e. any materials, books, instruments or equipment where the parent wishes their child to own the item, New Bridge Horizons will expect the service user to pay for them.

5.1.1.2. Voluntary contributions may be requested for activities such as:

5.1.1.2.1. Visiting artists/professionals

5.1.1.2.2. Visiting performers

5.1.1.2.3. Day trips

5.1.2. Accreditation and Examinations

5.1.2.1. Where the young person/adult is entered for any accreditation of examination the service user will pay the fees.

5.1.3. Residential Visits

5.1.3.1. Charges will be made for the board and lodging of residential visits. In support of these activities New Bridge Horizons will pay the cost of board and lodging and salaries/supply cover for supporting staff. We will also subsidise the cost of residential visits to the service user. This will be done by calculating the cost of the visit per head and deducting any usual fees that would be payable

5.1.3.2. Payment plans can be arranged through the business department.

5.1.3.3. All charges must be paid in full one week before the date of commencement of the visit unless otherwise arranged with the business team.

5.1.3.4. If the residential visit is arranged by a third party no subsidy will be provided and all administration will be carried out by the third party.

5.1.4. Day Trips

5.1.4.1. From time to time New Bridge Horizons organises visits and compulsory charges will be made for these activities e.g. theatre trips, concerts.

5.1.5. Lost or Damaged Equipment

5.1.5.1. Charges may be made for the replacement of lost or damaged equipment.

5.1.6. Malicious Damage or Negligence

5.1.6.1. Charges will be made for damage to any of our properties caused through negligence or malicious behaviour.

5.1.7. Transport

5.1.7.1. New Bridge Horizons does not provide transport between home and the service.

5.1.8. Transport for Work Experiences/College Visits

5.1.8.1. The cost of travel from home to work experience placement is to be met by the service user.

5.1.8.2. Where Horizons transport is not used (e.g. taxis arranged) the cost will be met by the service user.

5.1.9. Transport for Mobility/Independent Travel Training

5.1.9.1. The cost is to be met by the service user.

5.1.10. Equipment for Personal Use

5.1.10.1. In the case of service users being provided with specialist equipment from outside agencies for use in New Bridge Horizons (e.g. communication aids, wheelchairs and physical aids etc.) New Bridge Horizons will not pay for the upkeep of these items. Responsibility will lie with the service user for the replacement of batteries, annual maintenance fees etc. It will also be the responsibility of the service user to arrange insurance for the equipment whilst in our service.

5.1.10.2. Where equipment is provided by New Bridge Horizons adequate maintenance/insurance will be provided.

5.1.11. Community Use

5.1.11.1. New Bridge Horizons does make a charge for community use, please see separate lettings policy.

5.1.12. Meals

5.1.12.1. Meals are not provided

5.2. Remissions

5.2.1. Split Site Transport

5.2.1.1. Charges will not be made for transport between any of our properties during the course of the day.

5.2.2. Transport for Work Experiences/College Visits

5.2.2.1. Where Horizons vehicles are used for these activities during the course of the day, New Bridge Horizons will meet the cost of transport arrangements.

5.2.3. Where a service user is unable to meet any one of the charges New Bridge Horizons may make they can apply in confidence to the Directors for the remission of charges in part or full. The CEO in consultation with the finance department will make authorisation of remission.

1. Sources and references

The Key

2. Other useful documents

Residential Visits Policy

3. Monitoring

This policy will be monitored through the accountability framework.