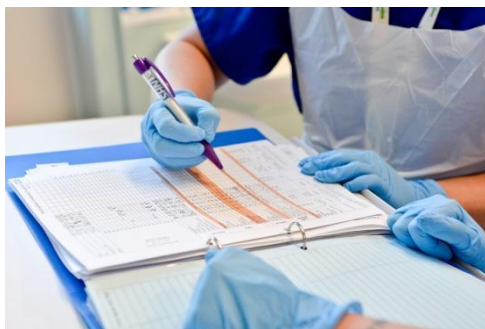


How to guide

How to make sense of our payments offer

Updated 18/12/2014.

Download this from <http://www.emahsn.org.uk/public-involvement/>



Introduction

Members of the public have many opportunities to participate in the activities of the East Midlands Academic Health Science Network. This paper explains why we sometimes offer participation payments, and how much money is offered.

It was written by Peter Bates to try and clarify a confusing and difficult area. As readers provide feedback¹, further insights will be used to update the paper. Please also let us know if you have made use of this document by contacting peter.bates@nottingham.ac.uk.

Principles

1. In this paper, the term 'public' means patients, service users, carers and members of the public.

¹ Some NHS organisations require these payments to be made as part of the PAYE system. This is not currently the case at EMAHSN, and the details have not yet been checked with our host organisation, Nottingham University Hospitals NHS Trust. However, advice has been received from Martin Lodemore, benefits lead for INVOLVE at the National Institute of Health Research.

2. This paper explains the arrangements for participation payments. Such payments are entirely separate from reimbursement of expenses and salary payments.
3. Participation payments fall into the space between volunteering (in which there is community benefit rather than commercial advantage), formal employment (which is managed through the Human Resources Department) and procuring contractors for specific tasks (such as specialist occasional lecturers). Within EMAHSN, we seek to promote both volunteering and employment opportunities, as well as offering participation payments where appropriate, in accordance with the best advice².
4. The offer of participation payments does not form part of a contract of employment. No one has an entitlement to a participation payment or a formal basis for grievance if such a payment is not made. In other words, the payment is a gift or voluntary payment, and not a wage³.
5. Where people choose to take time off from work in order to participate, EMAHSN is under no obligation to compensate them for the loss of earnings.
6. People who participate in EMAHSN activities are likely to have obligations towards the Department of Work and Pensions and Her Majesty's Revenue and Customs.

Responsibility for notifying agencies such as Jobcentre Plus, the Department of Work and Pensions or Her Majesty's Revenue and Customs lies with the recipient. Some welfare benefit payments are means-tested, and so reduce as the recipient's income from other sources rises. Such arrangements usually work on a principle of 'last resort', so people are expected to accept income from other sources before they ask for a 'top-up' from the benefits system. In other cases, receiving any funds from another source may trigger a review or disqualify the person from their entire benefits entitlement. We strongly advise individuals to seek advice on their personal circumstances before accepting payment.

² See <http://www.crn.nihr.ac.uk/wp-content/uploads/mentalhealth/PartC-CRN%20Mental%20Health%20PaymentstPolicyPartCOct2014.pdf>

³ This means that the National Minimum Wage levels may not apply. Payments that are proportionate to attendance, productivity or output targets and that are made regularly are more likely to be viewed as wages and part of a contract of employment.

7. There are a range of opportunities for involvement both within and beyond EMAHSN. In a similar way to the market where different retailers offer different prices for the same product, activities within the East Midlands PPI world may attract different rates. Within EMAHSN, we will endeavour to clearly label each item, so that potential participants know what they may receive before embarking on the activity.
8. Payments may vary from one activity to another, depending on funding available and other factors. Where a member of the public is involved in more than one activity, the rate may vary for similar activities.
9. Wherever possible, EMAHSN will take note of the examples provided by the National Institute for Health Research and other guidance from the Department of Health and elsewhere⁴. Budget restrictions may reduce the availability of participation payments.
10. Within EMAHSN, the following table illustrates some of the participation payments that may be made.

Activity	Participation payment	Example
Attend discussion or learning opportunity, with no preparation required	Nil	<ul style="list-style-type: none"> • PPI Catchup meeting
Attend a brief focus group with others to work on specific topic	£19.50	<ul style="list-style-type: none"> • Patient Safety Collaborative Patient Forum
Give a short lecture	£45	<ul style="list-style-type: none"> • Co-presenting with a researcher at the Research Engaging with Patients and the Public event
Take significant responsibility for a day	£150	<ul style="list-style-type: none"> • PPI Senate • Sitting on a staff recruitment panel

⁴ See, for example, the section on 'Money' [here](#).

		<ul style="list-style-type: none">• Co-chairing a conference• Attending a funding panel
A regular commitment	Higher rates of payment	<ul style="list-style-type: none">• Any activity that involves a regular, frequent commitment or a higher payment than is set out above falls outside the participation payments arrangements and must be procured.
