



## Public Patient and Carer Involvement Payment Policy

### 1. Introduction

**DIAMONDS Voice** members and other service users and carers make valued and important contributions to the DIAMONDS research programme. DIAMONDS is publicly funded through the National Institute for Health Research (NIHR). We, the research team, appreciate the time you give to DIAMONDS Voice and the DIAMONDS projects. You are entitled to claim back certain out of pocket expenses and payments in recognition of specific research tasks undertaken. This does not apply to people who are 'participants' that are recruited to specific research studies. All payments offered for tasks and meetings are honoraria: they are a form of reward for the contribution you make to the development of research. The payments are not based on an hourly rate and do not mean that you have an employment contract with the DIAMONDS research team. We will make it clear to you what the payment is for at the time you are offered the task.

### 2. Out of pocket expenses

You can decline an offer of payment or receive less than the offered amount depending on your circumstances. You do not have to make a claim for out of pocket expenses. This is entirely up to you, and you do not have to give a reason. Before you accept the offer of payment please read **Section 5** of this policy.

You can claim back for the following:

#### Travel

If you attend in person a meeting, a workshop, or any event organised by DIAMONDS your travel costs can be reimbursed. We ask you to identify and use the most cost-effective mode of transport possible. If you are using public transport, we expect you to travel by economy or standard class and use your transport pass or discount card if you have one. To claim for public transport costs, you will need to provide your ticket or receipt.

If you drive to a meeting, you may claim reimbursement at the following HMRC approved mileage rates:

- Car (all engine sizes): 45 pence per mile
- Motorcycle (all engine sizes): 24 pence per mile
- Bicycle: 20 pence per mile

You need to state the mileage on your claim form.

- **Parking:** If you incur parking fees these may also be claimed, by submitting receipts. Parking fines will not be reimbursed.

You may claim for the cost of a journey by taxi if due to a disability or ill-health, using public transport is not possible.

For any other transport arrangements, you will need to agree with the person authorising your travel in advance of booking.

## **Care costs**

**Carers in attendance** - If in order to attend a DIAMONDS meeting or an event, you need to be accompanied by a paid or unpaid carer, a personal assistant or a support worker, we will provide the travel and subsistence costs for this person. Please discuss your needs with us in advance.

**Carer cover** - If in order to attend a DIAMONDS meeting or an event you need to obtain carer cover for a person you normally care for, over and above the hours that you usually pay for, you may claim a reasonable hourly rate for the time that you need the additional cover. This includes care for children. Please discuss your needs with us in advance.

## **3. Levels of reward for involvement activities**

Reward rates will be subject to periodic review and this policy will be updated accordingly.

### **Level 1: Attending Diamonds Voice meetings, conferences, and training**

These happen throughout the year. It is entirely up to you if you would like to come to these meetings. You can be part of DIAMONDS Voice and the research programme without coming to the meetings. Also, there may be opportunities to attend NHS and University conferences, and possibly involvement training.

**In person attendance:** Where appropriate, we provide refreshments, for example a light lunch and reimbursement of travel expenses (as above).

**Online or telephone meetings:** a fixed amount of £5 per hour up to 2 hours. Longer meetings may fall into the category below.

### **Level 2: Contributing to DIAMONDS Research, Meetings, and Workshops.**

These could be events run by the University, the NHS, a charity, or professional organisation. They might involve research feedback, workshops, reviewing research materials contributing to relevant training, and presentations about the DIAMONDS project. This also includes attendance at DIAMONDS Programme Management Team or Programme Steering Committee meetings. For all events, we will reimburse your travel and/or care and online expenses as described above, in addition an honorarium of £25 per session.

Occasionally, there may be opportunities for more complex involvement and larger pieces of activity that will require more time, preparation, and consultation. For these activities we will agree a payment with you according to the task; in addition to the out of pocket expenses you may incur.

#### **4. Claiming for out of pocket expenses**

Making a claim for travel: Your expenses will need to be processed and will be paid by the University of York or the Bradford District Care NHS Foundation Trust and we need to follow their rules.

**You will need to provide receipts for all claims (except mileage), this includes bus or train tickets, a taxi receipt, or evidence of payment to a carer (if we have agreed with you in advance that carer costs can be reimbursed).**

For each claim, you will need to fill in a form, which will be given to you or emailed to you by the organiser of the event. Where possible, we will pay you cash on the day, or book your tickets or transport in advance. Where we can't pay cash, or book in advance the money will be transferred into your bank account (BACS payment) as soon as possible.

It is important that you claim expenses within three months. Otherwise, there might be a delay to you getting your money back or we can't pay you back at all.

Please remember to submit receipts with all claims.

#### **5. Claiming for involvement in research activities**

Our aim is to ensure that payments are paid as soon as possible. Therefore, for activities and online costs up to £25 we will offer you gift vouchers as this can be sent to you promptly. For larger amounts we will send you further instructions for your payment and ask you to complete and return a claim form about your activity and any expenses (travel costs etc.).

You are not obliged to accept the honorarium payment that is offered to you. If you prefer not to receive it, just tell the member of staff who has asked you to undertake the task. Unfortunately, we cannot donate to a charity or organisation on your behalf. Payments are made to the individual who can then choose to donate if they wish.

#### **Tax and National Insurance**

If you do accept payment of the honorarium, this is treated as part of your overall income; whether you are employed or retired and receiving a pension. You are responsible for any tax and national insurance contribution liability. We will not make any deductions for tax or national insurance.

## Receiving Welfare Benefits

Reimbursement of travel and out of pocket expenses will not affect the benefit support you receive.

However, before you accept honorarium payments and/or gift vouchers for your activities, you should seek advice how such payments may affect the welfare benefits that you receive. Benefits vary in their conditions and limitations of earnings and you may be asked to gain permission from Jobcentre Plus before you start your involvement. Therefore, it is advisable that you contact the Benefits Advice Service, which offer free and confidential advice or liaise with the Jobcentre Plus or Citizen Advice Bureau.

If you require a letter to take to an organisation explaining your involvement please contact the DIAMONDS Programme Manager or the DIAMONDS Voice Lead.

## 6. Sources of information and advice

If you require further information and advice concerning payments:

**The Benefits Advice Service:** Please contact and email the NIHR Centre for Engagement and Dissemination [ced@nihr.ac.uk](mailto:ced@nihr.ac.uk).

**Citizens Advice Bureau:** To find your local bureau <https://www.citizensadvice.org.uk/>

**The NIHR website:** <https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979>

**Employment and Support Allowance: Permitted work**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/604276/permitted-work-form-pw1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/604276/permitted-work-form-pw1.pdf)

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