



**People in Health**  
West of England

---

Better involvement • Better research • Better health

# Guidelines for Payments to public contributors

## People in Health West of England

### Promoting a strong public voice...

**Bristol Health  
Partners**

Clinical Research Network:  
West of England

Collaboration for Leadership  
in Applied Health Research  
and Care West



University of the  
West of England



West of England  
Academic Health  
Science Network



## 1. Purpose of this paper

People in Health West of England is a commitment by four key research partners to share resources and implement a shared vision on patient & public involvement. The partners investing in this vision are:

- Bristol Health Partners (BHP),
- The National Institute for Health Research Collaboration for Leadership in Applied Health Research and Care West, at University Hospitals Bristol NHS Foundation Trust (NIHR CLAHRC West)
- NIHR Clinical Research Network: West of England (CRN) and
- the West of England Academic Health Science Network (WEAHSN)

This paper proposes a framework for reimbursing members of the public for the time they give to the work of the partners. It also pulls together current good practice which we hope will be helpful. The recommendations draw heavily on the work of INVOLVE and the Clinical Research Network.<sup>1</sup>

The work of Julie Hapeshi in putting together an overview of existing practice has been invaluable in putting this paper together (see Appendix).

## 2. Background

This is a complex issue in which different systems and different principles interplay.

### 2.1 Different systems

There are a number of different and conflicting systems currently in place that set out to reward members of the public contributing to the field of health research and service improvement. Current guidance on public involvement in health research recommends payment for time as well as out of pocket expenses. University researchers advertise for patient participants in their research and pay by the hour or a flat sum. On the service improvement side, patients or members of the public enter a 'volunteer' framework in which they get out of pocket expenses but do not get paid for their time. In some cases, they get paid for their time on long-term service improvement groups. Members of the public contribute to the work of voluntary sector organisations such as Healthwatch and the Care Forum as volunteers, getting out of

---

<sup>1</sup> National Institute for Health Research Clinical Research Network (2014) Model Payment Policy for service users and carers for CRN hubs hosted by NHS Trusts and Universities. <http://www.crn.nhs.uk/wp-content/uploads/mentalhealth/PartB-CRN%20Mental%20Health%20PaymentsPolicyPartBOctober2014.pdf>



pocket expenses paid, but not their time.

### 2.3 Different principles operating

There are strong views about the issue of payment of time. When contributing their time, knowledge and expertise alongside professionals who are being paid, some people feel that it is more equitable if everyone involved is being paid for this. Some feel that due to their circumstances they are unable to participate unless they were being recompensed for their time. Another view is that financial payment ensures a commitment from the public member. Some people prefer not to be paid for their time. This can be for a number of reasons – for example for some it would affect their NI/tax payments and benefits, others prefer the independence it gives them, others prefer to maintain the altruistic relationship working voluntarily brings.

## 3. Principles and Procedures

People who are asked to be involved in any of our work programmes in a voluntary or paid capacity will have reasonable expenses paid for. This will normally include reasonable travel and carer costs. Wherever possible, non-funded members of the public invited to take part in events, should be offered travel expenses.

The following principles provides guidance to paying for our public contributor's time:

- The nature of the involvement should be intermittent or infrequent. Involvement that is regular and weekly or a fixed term project may be require being paid through a fixed term contract
- All involvement should be discussed and planned for in advance
- Payment arrangements should be clear and transparent from the beginning
- When paying people for their time, an open selection process should be followed appropriate to the role
- Roles should be time limited, payment arrangements made clear, with review date specified
- Current rates of pay are pegged to those offered by UWE (University of the West of England). These are currently £20.57 per hour for participation in Board meetings, which includes routine preparation such as reading papers. Other rates may be used where appropriate – see table below



- Public members are responsible for their own tax declaration<sup>2</sup>
- Public members should choose the most cost-effective travel available to them
- The PPI Team should ensure that involvement opportunities for public contributors are rotated fairly amongst the group

#### 4. Guidance on what will be paid and what will not be paid for the Joint PPI Strategy work

##### 4.1 Involvement activities that will be paid include

Activity	Rate
PPI Strategy Group Meetings	£20.57 per hour
Board Meetings	£20.57 per hour
Task & Finish working groups	£20.57 per hour
Presentations, talks or facilitating at events, conferences and seminars - number of hours and preparation time to be agreed	£20.57 per hour
Assisting running a stall	£14.59 per hour
Research Activities e.g. helping to run a stall; reading papers; other activities as agreed	£14.59 per hour or vouchers as agreed
Research Activities e.g. taking part in a focus group	£20 cash or vouchers for 1.5hrs
Fact finding e.g. visit to PenCLAHRC	£20.57 per hour, max 6 hours per day, incl. travel
Participating in a relevant partner networks e.g. National AHSN PPI network	£20.57 per hour, max 6 hours per day, incl. travel
Reading papers not connected to preparation for Board or other meetings	£14.59 per hour
Essential training	As agreed

<sup>2</sup> For advice on this visit <http://www.invo.org.uk/resource-centre/benefits-advice-service/benefits-advice-service-for-involvement-for-members-of-the-public/> or email [benefits@invo.org.uk](mailto:benefits@invo.org.uk) or phone 02380 651088



#### 4.2 Involvement activities that will not be paid include

Activity	Rate
Participation or involvement that does not come under the workplan of the PHWE and its partners	
Conferences e.g. INVOLVE	Travel and accommodation only, unless giving a presentation

With thanks to the Task & Finish Group: Angela Stagg, Louise Ting, Sharon Nolan.

Written by Hildegard Dumper, PPI Manager, People in Health West of England/ WEAHSN, 15<sup>th</sup>. August 2014

Up-dated 5<sup>th</sup> August 2015, 19<sup>th</sup> November 2015, 4<sup>th</sup> December 2015

Next up-date August 2016