

Payment policy and guidance

This document outlines the payment policy and related principles for members of the public who are actively involved with People in Health West of England (PHWE) and its partner organisations'. PHWE is a public involvement network promoting innovative and effective public involvement in research and evidence-based service improvement in our region. See page 3 for other sources of guidance on this topic. We acknowledge that there are different, and sometimes conflicting, systems currently in place to reward members of the public contributing to health and social care research.

While it is PHWE's policy to offer payment for time as well as covering out of pocket expenses, 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 National Insurance/tax payments and benefits, others prefer the independence this gives them.

Covid-19 update: public involvement will most likely be conducted via online and telephone systems for the foreseeable future. Payments for involvement should still be made in line with this policy document, regardless of the way in which the involvement takes place.

Principles and procedures

1. All public contributors who are actively involved with PHWE and its partners will have reasonable expenses paid. For attending meetings this will normally include reasonable travel and carer costs. Where possible, organisers' should offer to book transport for public contributors so that they don't have to pay out too much of their own money in advance. This is particularly important if people come long distances or need a taxi. We recommend that this offer should be made in advance by staff organising involvement activities. Wherever possible, members of the public invited to take part in other events, should be offered travel expenses to support access.

For online/phone meetings expenses should include printing and/or telephone/online access costs. It may be necessary to buy data bundles to enable involvement. Staff should agree how these costs will be identified, recorded and paid in advance of work being undertaken.

2. In addition to payment of reasonable expenses PHWE offer payment for public contributors' time. The following principles provide guidance for payment:
 - The nature of the involvement should be intermittent or infrequent. Involvement that is regular and weekly, or on a fixed term project, may require being paid through a fixed term contract
 - Payment for time should be discussed and planned in advance
 - Payment arrangements should be clear and transparent from the beginning
 - When paying people for their time, an appropriate selection process should be followed for the role
 - Current rates of pay are linked to rates offered by UWE (University of the West



- of England as of March 2020) because PHWE is hosted by UWE. The hourly rate includes some routine preparation for meetings such as reading papers.
- Public members are responsible for their own tax declarationⁱ
 - Public members should choose the most cost-effective travel available to them
 - Public involvement staff and researchers should ensure that involvement opportunities for public contributors are shared out fairly.
3. Claim forms and payment processes vary between PHWE's partner organisations, so public involvement staff and researchers **must** explain and support public contributors to understand procedures and how to claim for their involvement activities.
 4. In some circumstances, particularly for one-off activities, we offer vouchers as a thank you to support the involvement of people in diverse circumstances. Amounts may vary, should be based on the hourly rate, and should be made clear in advance.

Examples of payments for involvement

Activity	Rate ⁱⁱ
PHWE Operational Group meetings	£22 per hour
Partner organisations' board meetings and executive group meetings, including the PHWE Steering Group	£22 per hour
Task & Finish working groups	£22 per hour
Research and related activities e.g. attending a meeting or group discussion, helping to conduct a study or project, reading papers and other activities as agreed	£22 per hour
Attending routine meetings of Young People's Advisory Group. [Other activities of YPAG members are paid at £22.00 per hour.]	£30 per meeting
Reading and commenting on documents and papers that are not routine preparation for meetings	£22 per hour
One-off research activities e.g. taking part in a discussion group	£22 per hour or vouchers as agreed
Presentations talks or facilitating at events, conferences and seminars - number of hours and preparation time to be agreed in advance. This might include running a stall.	£22 per hour
Participating in a relevant partner network or national meeting	£22 per hour, usually up to 6 hours per day
Essential training	As agreed
Online video or audio contributions. Please remember expenses associated with working in these ways should be discussed and covered.	£22 per hour

For more information on good practice see also guidance provided by INVOLVE (the national advisory group on public involvement in research) which is available from <https://www.invo.org.uk/wp-content/uploads/2016/05/INVOLVE-internal-payment-policy-2016-final-1.pdf> . The Social Care Institute for Excellence also provide useful guidance available here: <https://www.scie.org.uk/co-production/supporting/paying-people-who->



[receive-benefits](#) Revised April 2020

ⁱ For advice on this for organisations within the National Institute for Health Research visit <https://www.invo.org.uk/benefits-advice-service-for-involvement-for-members-of-the-public/> or email involve@nihr.ac.uk or phone 02380 595628.

ⁱⁱ Valid March 2020