

Health Innovation East Midlands (HIEM) Payment for Involvement Policy and Rates

Introduction

Members of the public have many opportunities to get involved in the activities of the Health Innovation East Midlands (HIEM). We believe that members of the public should not be out-of-pocket when participating in our work, and that we recognise and value people's contributions. We therefore offer two forms of payments.

1. Participation Payments for some activities.
2. Reimbursement of out-of-pocket expenses.

Participation Payment

This section explains why we sometimes offer participation payments, and how much money is offered.

1. In this document, the term 'public' means patients, service users, carers, citizens or members of the public.
2. It explains the arrangements for participation payments, which are entirely separate from reimbursement of out-of-pocket 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 consultants). Within HIEM, we seek to promote both volunteering, as well as offering participation payments where appropriate, in line with best practice recommendations.
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 a payment is not made. In other words, the payment is a thank you for occasional voluntary activity, and not a wage.



5. Where people choose to take time off from their employment to participate, HIEM is under no obligation to compensate them for the loss of earnings.
6. People who receive participation and expense claims may have obligations towards the Department of Work and Pensions and His Majesty's Revenue and Customs. Income received may have benefit and/or tax implications and we advise individuals to seek advice on their personal circumstances before making claims and accepting payment.
7. There are a range of opportunities for involvement both within and beyond HIEM. We aim to clearly label activities, 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 the type of activity, level of complexity, expertise, responsibility, time spent, and funding available. Where a person is involved in more than one activity, the rate may vary for different activities.
9. Wherever possible, HIEM has considered the National Institute for Health Research, NHS England, and other relevant payments for involvement guidance. However, rates are determined locally by each organisation, with budgets determining the availability of and flexibility of participation payments and rates offered.
10. All activities must be agreed with the Programme Lead in advance of the claim.
11. Payments are made by Nottingham University Hospitals (NUH) NHS Trust and can take 6-8 weeks for payment to be received.
12. Requests for payments must be made using the HIEM claim forms within 3 months of the activity to meet our finance department's deadline. Any claims after this period will not be processed (unless there are exceptional circumstances and at the discretion of the programme lead).
13. The table below is a guide of current participation activities and payments.

Activity	Payment & anticipated time	Example
Public consultation, engagement or learning opportunity. No preparation required.	No payment Varied time	- Attend a conference, training, learning event or public meeting - Complete a consultation survey

Activity	Payment & anticipated time	Example
Engagement, consultation, feedback. No preparation required.	Gift vouchers or payment from £10 - £20 1 - 1.5 hours	• Attend a short workshop/focus group • Complete a short questionnaire
Participate in an activity bringing patient perspective, insights and suggestions. Some pre-reading and feedback after required.	£25.00 Up to 2 hours task	• Attend a steering or focus group • Share a patient story at an event • Reviewing resources or documents
Co-production and co-delivery. Preparation required in planning, design, rehearsing, delivery, reviewing, and debriefing.	£45.00 Up to 3.5 hours task	• Co-chair meetings • Speaking at a conference or event • Co-deliver workshop or training face to face or online • Co-produce videos, leaflets, resources • Patient Leaders (e.g. PPI Senate) participating in advice and guidance meetings
Strategic activity or activity requiring significant insight, skill, expertise and responsibility. Participate autonomously with minimal guidance/supervision. Substantial preparation and post activity required.	£75.00 Half a day task taking up to 4 hours. £150.00 - full day	• Independently deliver training • Expert People's Panel • Staff recruitment panels • Award and selection panels
A regular substantial commitment	Higher rates of pay	Any activity that involves a regular, frequent commitment (such as a regular day per week) or a higher payment than is set out above falls outside the participation payments arrangements and must be procured.

Out-of-Pocket Expenses

1. It is important people are not out of pocket when involved in our work. The table below highlights the sorts of items we reimburse and payments.
2. All activities must be agreed by the Programme Lead before a claim is made.
3. Payments are made by Nottingham University Hospitals NHS Trust and may take between 6 – 8 weeks to process.
4. Accurate tickets and receipts must be submitted with each claim.
5. Travel should be via the most economical route and means. Where circumstances or reasonable adjustments dictate that a higher cost or route of travel is required, (e.g., a taxi journey where appropriate public transport is also available), this must be discussed and agreed in advance with the Programme Lead.
6. Requests for payments must be made using the HIEM forms within 3 months of the activity. Any claims after this period will not be processed (unless there are exceptional circumstances and at the discretion of the Programme Lead).

Expense	Reimbursement Rate
Public transport (bus, tram,)	Actual cost accompanied with valid tickets/receipts
Taxi and train*	On agreement accompanied with valid tickets/receipts
Car or van	45p per mile
Passenger mileage	2p per mile
Motorcycles	24p per mile
Cycles	20p per mile
Contribution to registered childcare provision, paid carer or personal assistant costs*	£20 per day
Meal costs – daytime*	Up to a maximum of £5.00 for any one daytime claim where the total meeting/visit time, including travel,

	exceeds 5 hours and includes the lunchtime period 12pm to 2pm.
Meal costs – evening*	Up to a maximum of £15.00 for an evening meal if an overnight stay away from home is required, where the total meeting/visit time, including travel, exceeds 10 hours. Others may be reimbursed if the return home is after 7pm.
Other expenses – hotel, stationery, postage, phone *	Due to budget constraints the most cost-effective option should be sought.

*Must be agreed with Programme Lead and accompanied with valid tickets/receipts.

For any questions about this document, please email shahnaz.aziz@nottingham.ac.uk

