

Being involved in activities run by Leeds and York Partnership NHS Trust (LYPFT)

LYPFT values the time people give to being involved with our Trust. Each activity that you take part in will be at one of three levels. Here is information about what you can expect in terms of payment, which is in line with NHS guidelines.

Level A - No involvement payment and no repayment of 'out of pocket' expenses.

A level A activity is something you choose to do.

Examples of level A activities:

- Attending the Trust Annual General meeting,
- Responding to an online questionnaire
- Attending a peer support group

Level B - Repayment of travel and out of pocket expenses.

A Level B activity is when you go to an event, workshop, or meeting where service users and carers are involved in discussing work plans, policies, or service developments.

Examples of Level B activities:

- Attending a Service User Network Group meeting (SUN)
- Attending a meeting to provide information or feedback for a project.

Level C - An involvement payment is offered along with repayment of travel and out of pocket expenses.

A Level C activity is where service users or carers show leadership and take part in decision making. An involvement payment will be available at the National Living Wage for over 23's and the National Minimum Wage for those under 23. You do not have to take the payment if you don't want to

Examples of Level C activities or events:

- Involvement in staff recruitment.
- Co-chairing or attending a meeting which will lead to a service making changes.
- Delivering training to staff members.

Important information for everyone.

- Please keep a record of each activity you are involved in including the date, the amount of time you were involved for and the name of the LYPFT staff member leading the activity.
- All involvement payments and out of pocket expenses will be paid by bank transfer unless other arrangements have been made with you.
- Payments will be prepared by the Patient and Carer Experience Team on or near to the 15th & 30th of each month. They will be passed to LYPFT's Finance Department who will make the payment, usually within one week.
- You must tell the Department for Work and Pensions or HMRC if you are not sure if the involvement payment you receive will affect any benefits you claim.
- If you'd like more information, we can send you a paper or electronic copy of the LYPFT Policy for the Payment and Reimbursement of Service Users, Patients, Carers and Members of the Public.
- You can get in touch by email Patientexperience.lypft@nhs.net or phone 0113 855 6840.