

Expenses and payments for being involved in LYPFT projects or events

LYPFT values the time people give to being involved with our Trust. There are three 'levels of involvement opportunities' described below, along with information about what you will be offered in terms of payment for your time and/or 'out-of-pocket' expenses. This is in line with NHS guidelines. Details about what is covered by 'out of pocket' expenses are provided at the end of this information sheet.

Level A

Level A opportunities are those which you choose to attend or take part in for your own information, interest, personal support, or to give opinions about a topic.

Examples of level A opportunities or events:

- Attending LYPFT's Annual General meeting
- Responding to an online questionnaire
- Attending a peer support group

When you take part in a level A opportunity you will not be paid an involvement payment or be able to claim an of out-of-pocket expense or claim the home allowance payment.

Level B

Level B opportunities are those where service users and carers are involved in informing work plans, policies, staff training or service developments etc.

Examples of Level B opportunities:

- Attending the Service User Network Group (SUN)
- Attending a focus group.
- Attending a meeting to provide information or feedback for a project or sharing your experience of LYPFT services.

If the Level B opportunity is held face to face you can claim for your travel expenses to be reimbursed. When you take part in a Level B opportunity you cannot claim for an

involvement payment or claim travel expenses if the opportunity is held online. Home allowance payments are not paid.

Level C

Level C opportunities are where service users and carers demonstrate leadership or take part in decision making activities.

Examples of Level C opportunities:

- Involvement in a recruitment process.
- Co-chairing a meeting which informs service development.
- Co-designing or delivering training to staff members.
- Joining a strategic subgroup or project group where an element of decision making takes place.

When you take part in a level C opportunity you will be offered an involvement payment and repayment of 'out of pocket' expenses.

If the Level C opportunity is held face to face you can claim for your travel expenses to be reimbursed. If you are unable to use public transport due to your mental and/or physical health, we can order transport for you.

If the Level C opportunity is held on line, a home allowance payment of £6 per calendar month can be paid in addition to the involvement payment.

Out of Pocket Expenses

- **Travel expenses** – We encourage the use of public transport to our 'in person' involvement opportunity events and will reimburse the cost of a West Yorkshire Metro bus day ticket (currently £5.00). If you chose to drive yourself, we can pay for the return mileage from your home to an involvement opportunity venue at a rate of 59p per mile.
- If you choose to book a taxi for yourself to and from an involvement opportunity venue, we will pay a contribution of £5.00 towards the total taxi fare, the cost of a West Yorkshire Metro bus day ticket.

- **Home allowance payment** – This is a payment of £6 per calendar month to contribute towards your costs for Internet, any printing you may choose to do, heating, electricity etc. This is offered when people join a level C opportunity online from their own home.

Other types of out-of-pocket expenses – Very occasionally there may be involvement opportunity events where other expenses can be claimed, for example accommodation, meals, or caring / childcare costs.

Involvement payments

Currently involvement payments will be paid at the National Living Wage for those aged over 23 and the National Minimum Wage for those aged under 23 £10.42 per hour. From 1st April 2024 these will be:

Age over 21: £11.44 per hour

Age 18 – 20: – 20 £8.60 per hour

Under 18 : £6.40

Apprentice rate: £6.40

More information can be found on the [National Minimum Wage and National Living Wage rates - GOV.UK \(www.gov.uk\)](https://www.gov.uk) website

Use of taxis

If your mental or physical health condition means that you find it difficult to use public transport, we can arrange a taxi for you to and from your home address to the 'in person' involvement opportunity venue. **This must be agreed beforehand and booked with the Patient and Carer Experience Team at least 48 hours in advance of the involvement opportunity.**

Important information for everyone.

- All involvement payments and out of pocket expenses will be paid by bank transfer unless you do not have a bank account, or an individual agreement has been made with you.
- 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.

- The Patient and Carer Experience Team will prepare payments on or around the 15th and 30th of every month. The request will be sent to LYPFT's finance department which will process the payment and send it, often within a week.
- It is your responsibility to contact the Department for Work and Pensions/HMRC to advise them of the additional payments you receive.
- 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**.

All information is correct as of February 2024.