

## **Expenses and payments for being involved in LYPFT projects or events**

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LYPFT values the time people give to being involved with our Trust. There are three 'levels of involvement' which are 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 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 activities 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 for your time or any of out of pocket expenses.**

### **Level B**

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

#### **Examples of Level B activities or events:**

- 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

**When you take part in a Level B opportunity you can claim 'out of pocket expenses'. Which 'out of pocket' expenses you can claim depends on whether the event takes place 'online' or 'in person'.**

## Level C

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

### **Examples of Level C activities or events:**

- 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

**When you take part in a level C opportunity you will be offered an involvement payment and repayment of 'out of pocket' expenses. Which 'out of pocket' expenses you can claim depends on whether the event takes place 'online' or 'in person'.**

### Please note

All involvement payments and out of pocket expenses will be paid by bank transfer unless other arrangements have been made with you.

It is your responsibility to tell the Department for Work and Pensions or HMRC if you are not sure if the involvement payments you receive will affect any benefits you claim.

### 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 £4.50). 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 45p per mile
- If you choose to book a taxi for yourself to and from an involvement opportunity venue, we will pay a contribution of £4.50 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 B or 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

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. From 1st April 2023 these will be:

Age over 23: £10.42 per hour (currently £9.50)

Age 21 – 22: £10.18 per hour (currently £9.18)

Age 18 – 20: – 20 £7.49 per hour (currently £6.83)

Age 16 – 17: £5.28 (currently £4.81)

Apprentice rate: £5.28 (currently £4.81)

### 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 24 hours in advance of the involvement opportunity.**

If you'd like more information, we can send you a copy of the LYPFT Policy for the Payment and Reimbursement of Service Users, Patients, Carers and Members of the Public.

Call us on 0113 855 6840 or email [Patientexperience.lypft@nhs.net](mailto:Patientexperience.lypft@nhs.net)

**All information is correct at December 2022**