# Recognition Payments to Service Users and Carers Policy

<table>
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<th>Patient Experience Manager, Head of Patient and Parent Involvement and Service User Policy Group</th>
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<td>Quality, Safety and Governance Committee - June 2019</td>
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Signed on behalf of the Trust: .......

**Tracy Dowling, Chief Executive**

Elizabeth House, Fulbourn Hospital, Fulbourn, Cambs, CB21 5EF Phone: 01223 726789
Version Control Page

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Summary

This Trust wide policy sets out the arrangements that are required, in order to cover payments and expenses for Service Users and Carers that participate in involvement activities within, for and on behalf of CPFT. It has been developed with the support of Service Users, Carers and Staff with experience in involvement activities and it draws on previous experience and guidelines: MHRN\(^1\), NIHR\(^2\) and NIMHE\(^3\).

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\(^1\) MHRN (2013) Model Payment Policy for Service Users and Carers for MHRN hubs hosted by NHS Trusts
\(^2\) NIHR & INVOLVE (2010) INVOLVE Policy on Payments and Expenses for members of the public including INVOLVE group members
\(^3\) NIMHE (2007) Valuing Involvement: Making a Real Difference Strengthening Service User and Carer Involvement in NIMHE and CSIP
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1 Introduction

1.1 The Trust recognises the expertise and experience that Service Users and Carers bring to the delivery and development of high-quality services. The Trust is committed to ensuring that payments and reimbursements are offered to any Service User and/or Carer who participates in an involvement activity within, for or on behalf of the Trust.

2 Purpose

2.1 The purpose of this policy is to set out clear and robust procedures for payment and reimbursement of expenses to Service Users and Carers who participate in involvement activities within, for or on behalf of the Trust.

2.2 It is hoped that the clear and robust procedures set out in this policy will encourage Service Users and Carers to become involved in developing and delivering Trust Services.

2.3 The procedures set out in this policy will ensure that involvement is inclusive and accessible for all Service Users and Carers and that they will not be left out of pocket or put at risk of being financially worse off because of their involvement.

3 Scope

3.1 This policy applies to Trust Staff who oversee and facilitate the involvement of Service Users and Carers. It should be read in conjunction with the following Trust policies: Equality, Diversity, Information Governance and Business Travel and Associated Expenses.

3.2 The guidance and procedures set out within this policy should be applied to all Service Users and Carers participating in involvement activities as defined in Section 4, including those who work as Trust Ambassadors.

4 Definitions

4.1 For the purpose of this policy the Trust have defined the following terms:

Carer A person who is currently caring for or has cared for a Service User in an unpaid capacity
Payment The offer of money to recompense a person for their time and contribution
Reimbursement The offer of money to compensate for expenses incurred

in involvement activities including (but not limited to) travel and accommodation costs
Involvement The undertaking of an activity by a Service User or Carer, that has the potential to develop or improve Trust Services The member of staff responsible for organising and
Lead/Chair of Project / Meeting supporting the involvement of the service user and/or carer
Adult person aged 18 or over
Young person A person of school age up to 18
Secure hospital A high security psychiatric hospital

5 Duties and Responsibilities

5.1 Chief Executive As the accountable officer, the Chief Executive must ensure that responsibility for the management of paying Service Users and Carers for their involvement is delegated to an appropriate Executive Lead.

5.2 Executive Lead As the nominated Executive Lead, The Director of Nursing must ensure that the appropriate procedures are in place to pay Service Users and Carers for their involvement.

5.3 General Managers General Managers should provide guidance to team managers and ensure that this policy is being implemented consistently across the services for which they are responsible.

5.4 Team Managers Team Managers should ensure that this policy is being implemented for any involvement work undertaken at local level.

6 Prior to involving Service Users and/or Carers

6.1 The Project Lead/Chair of Meeting inviting a Service User or Carer to participate in an involvement activity must identify and secure funding in advance for the payment and reimbursement of expenses to participants. They may also find it helpful to refer to the Quick Reference Guides for Staff (see Appendix 1 & 2).

6.2 The terms of involvement and level of support that will be provided must be agreed and confirmed in writing in a Letter of Engagement (see Appendix 3).
6.3 The payments that will be offered, what they will cover, and when, how and to whom they will be paid must be agreed and confirmed in writing in a Letter of Engagement (see Appendix 3).

6.4 The Service User or Carer who is participating must be given a copy of this policy so they can make an informed decision as to whether they would like to participate. They may also find it helpful to refer to the Quick Reference Guides for Service Users/Carers on receiving payments (see Appendix 4 & 5).

6.5 Service Users or Carers who are in receipt of benefits should seek advice as to whether acceptance of the agreed offer of payment will affect their benefit entitlements. The Trust will strongly encourage Service Users and Carers to obtain specialist information and welfare rights advice on their benefit conditions before becoming involved in the activities of the Trust. It is the individual's responsibility to discuss and clarify this potential impact with their Benefits Advisor and make the judgment as to what level of payment and expenses they are prepared to receive and declare.

Whether or not they are able to accept payment for their time, actual costs of expenses should always be reimbursed. This should not affect benefit entitlements.

A link to helpful information and guidance in this matter can be found in section 11; Support and Advice.

6.6 If by offering to reimburse expenses after the involvement activity has taken place would result in the Service User or Carer being unable to become involved e.g. they may not be able to afford upfront costs for travel etc..., the Trust will need to make every reasonable attempt to ensure that expenses are paid for/booked prior to the involvement activity taking place. The following shows examples of expenses that may be organised and paid for in advance by the Trust.

- Booking of accommodation
- Booking of an event or conference
- Booking of travel tickets e.g. train
- Purchasing of stationery or other materials needed for involvement

6.7 It is the responsibility of the Project Lead/Chair of Meeting responsible for organising the Service User or Carer involvement activity, to ensure that expenses are paid for/booked prior to the activity taking place, if necessary.
7 Expenses that may be claimed

7.1 Any of the following types of expenses may be claimed, with prior agreement from the Project Lead/Chair of Meeting responsible for leading the involvement activity:

- Travel / Parking
- Accommodation
- Food\(^4\)
- Stationery and equipment necessary to carry out activity
- Facilitator Fees (e.g. advocate, translator etc.)
- Conference/Event booking fees

7.2 Service Users and Carers are expected to use the most economic and practicable forms of transport whilst meeting their individual needs. Public transport and parking claims must be supported by appropriate receipts.

7.3 Private vehicle travel expenses will be paid at the same rate as for staff using their own vehicles and will include the passenger rate where applicable. Claims will only be accepted for use of private cars for the most direct route available.

The business mileage rate payable for cars is 56p per mile up to 3500 miles, 20p per mile thereafter.

The business mileage rate payable for motorcycles is 33p per mile up to 3500 miles.

8 Making a payment or claim for reimbursement

8.1 Payment and claims for reimbursement forms will need to be completed promptly after the involvement activity has taken place and submitted to Finance as per the instructions on the Payment Form (see Appendix 6). Every payment or claim for reimbursement form must be signed by both the claimant and the appropriate budget holder. Copies of all receipts must be attached. Together with the Payment form, the Project Lead/Chair of Meeting will also need to submit a completed Serco Authority for Payment form (see Appendix 7)

\(^4\) Suggested rate of pay taken from: 2013 Agenda for Change, Annex N (Section 18)
8.2 If practicable and necessary, reimbursement of expenses may be paid out of Petty Cash on the day of activity/event, upon production of the relevant receipts/signed authority.

8.3 The Trust will keep records for the reimbursement of expenses so that they are available in case of enquiries regarding benefit rules and tax purposes.

8.4 If the Service User or Carer involved is in receipt of benefits and requires a letter as evidence of their involvement, it is the responsibility of the Service User or Carer to request this, and the responsibility of the Trust to provide them with this (see Appendix 8).

8.5 The Trust is required to give accurate details of any payments made to an individual if asked to do so by the Benefits Agency or Inland Revenue. The Trust can accept no responsibility if Service Users and Carers are penalised for failure to declare income.

8.6 The rates of pay specified in this policy may not apply to those detained in a secure hospital or prison. Each secure hospital or prison may also have rules on the amount that an inpatient/prisoner is allowed to receive. Payments will vary and fall within the permitted work scheme rates. This is to ensure that Service User involvement activity is not paid at rates disproportionate to other work roles within the environment.

8.7 Funding for payments and reimbursements for involvement activities will primarily come from individual service budgets or from specific project funding. If the meeting is led by another organisation (e.g. CCG Commissioners), they will have the responsibility to find funding.

8.8 The Project Lead/Chair of Meeting or other nominee will take overall responsibility for the final approval monitoring and timely processing of payments made to individual Service Users and Carers for their involvement.

9 Rates of Pay

9.1 The offer of payment and reimbursement can be made to any Service User and Carer who has been asked by the Trust to participate in an involvement activity. The tables below outline the most common types of involvement activity and the suggested rate of pay to compensate people for their time and contribution. It is recognised that in some circumstances, the suggested payment rates may be varied to ensure equity, or where it is justified by the expectations of the role.
9.2 Service Users or Carer are involved in part of a session they will be paid pro rata according to the rate of pay applicable.

Suggested subsistence allowances:

<table>
<thead>
<tr>
<th>Type of Allowance</th>
<th>Details</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Night allowances</td>
<td>Actual receipted cost of bed and breakfast up to a maximum of:</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td>In non-commercial accommodation. Per 24-hour period:</td>
<td>25</td>
</tr>
<tr>
<td>Meal allowance</td>
<td>Per 24 hour period</td>
<td>20</td>
</tr>
<tr>
<td>Lunch allowance</td>
<td>More than five hours away from base, including the lunchtime period</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>between 12:00 pm to 2:00 pm</td>
<td></td>
</tr>
<tr>
<td>Evening meal allowance</td>
<td>More than ten hours away from base and return after 7:00 pm</td>
<td>15</td>
</tr>
</tbody>
</table>
### Suggested rate of pay for activities:

<table>
<thead>
<tr>
<th>Involvement Activity</th>
<th>Suggested rate of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending events by invitation and being asked to give an individual view only</td>
<td>Expenses and provision of refreshments</td>
</tr>
<tr>
<td>Participation in working groups, focus groups, committees, recruitment panels, designated meetings etc.</td>
<td>£10.00 per hour + Expenses</td>
</tr>
<tr>
<td>Chairing groups or meetings</td>
<td>£15 per hour + Expenses</td>
</tr>
<tr>
<td>Preparation time, i.e. preparing a discussion paper, studying application forms, substantial travel time, preparing a presentation, reviewing policies and protocols (reading of minutes/papers and debriefs does not form part of paid preparation time)*</td>
<td>Please see below for age related payment per hour** + Expenses</td>
</tr>
<tr>
<td>Giving a short presentation e.g. 30 minutes</td>
<td>£30 + Expenses</td>
</tr>
<tr>
<td>Giving a long presentation e.g. 60 minutes</td>
<td>£60 + Expenses</td>
</tr>
<tr>
<td>Planning, preparing and co-facilitating half day training event, workshop or seminar for the purpose of training or developing staff</td>
<td>Band 6 Agenda for change rates Point 26 (currently £15.77 per hour) + Expenses</td>
</tr>
<tr>
<td>Planning, preparing and co-facilitating full day workshop/seminar or training event</td>
<td>Band 6 Agenda for change rates Point 26 (currently £15.77 per hour) + Expenses</td>
</tr>
<tr>
<td>Participation in high-level working groups, committees etc. for instance meetings at National level</td>
<td>Band 7 Agenda for change rates Point 27 (currently £16.51 per hour) + Expenses</td>
</tr>
</tbody>
</table>

* Agreement must be reached with the relevant Project Lead/Service Manager in advance as to the appropriate no. of hours required for preparation

** The Trust must ensure that payments offered meet the National Minimum wage rate per hour. At the time of writing this stands at, £8.21 (25 and over), £7.70 (21 to 24), £6.15 (18 to 21), £4.35 (under 18)
10 Payments young people

10.1 Young people of school age (up to 18) are allowed to participate in involvement activities as long as it does not significantly impact on their education, health and physical development.

10.2 The Trust will need to seek consent from the Parents/Carers of any young person they wish to engage in an involvement activity.

10.3 If under 14, regulations say that this work is not counted as ‘being employed’ in the sense that the young person is not taxable, as they will probably not be earning enough to pay tax. For this reason, the Trust has discretion on how small cash payments to young people are treated.

10.4 Young people, who are no longer subject to compulsory schooling, may be in receipt of benefits. The Trust will strongly encourage young people to obtain specialist information and welfare rights advice on their benefit conditions before becoming involved in the activities of the Trust, but it is the individual’s responsibility to discuss and clarify this potential impact with their Benefits Advisor and make the judgment as to what level of payment and expenses they are prepared to receive and declare.

A link to helpful information and guidance in this matter can be found in section 11: Support and Advice.

10.5 If the young person involved is in receipt of benefits and requires a letter as evidence of their involvement, it is the responsibility of the young person or their Parent/Carer to request this, and the responsibility of the Trust to provide them with this (see Appendix 8).

10.6 If the parents/carers of a young person are in receipt of benefits, they will need to check with their benefits advisor as to whether their child’s earnings will affect their benefits.

10.7 Payments “in kind” e.g. vouchers or gift cards for those under 16 are the preferred option instead of cash payments.
10.8

payment of any kind cannot be made unless consent has been sought from the young person’s Parents/Carers.

11 Support and Advice

11.1 The Trust will provide support to Service Users and Carers so that they can be properly involved in the activities of the Trust. This includes stationery or materials that will assist Service Users and Carers in being involved in Trust activities, as well as hard/electronic copies of relevant policies and documents needed.

11.2 Trust Staff will assist Service Users and Carers who need help in understanding the terms and conditions of their involvement and completing the forms to claim payments.

11.3 Support must also include access to any relevant or necessary training that participants need to undertake, in order to successfully carry out their role e.g. recruitment and selection training in order to sit on a recruitment panel.

11.4 Access to guidance and advice on receiving payments for involvement work, and how they may affect benefit entitlements can be found here:


12. Monitoring Effectiveness of implementation

The Clinical Governance and Patient Safety Group will retain responsibility for the ongoing review and update of this policy.

13. References

“Model Payment Policy for Service Users and Carers for MHRN hubs hosted by NHS Trusts” MHRN (2013)
Appendix 1

**Quick Reference Guide for Staff** on making payments to **Adult Service Users** and/or **Carers** who have participated in involvement activities for and/or on behalf of the Trust

- **Funding must be secured from appropriate budget holder** *prior* to any paid involvement activity being offered

- **Letter of Engagement** *must* be completed before involvement activity place, stating agreed payments to be made

- **Letter of Engagement** is available in Appendix 3 of the **Payments to Service Users/Carers Policy**

- All Service Users and/or Carers being offered the opportunity to be involved must be offered a copy of the **Payments to Service Users/Carers Policy**, which includes the Quick Reference Guide to Adult Service Users/Carers on receiving payments for Trust involvement work.

- If participants are unable to view electronic copies, it is the Trust's responsibility to provide participants with a paper copy

- If they are in receipt of benefits, we should also offer them advice on whether they can accept payment for their time. Reimbursement of expenses however, will *not* affect their benefit entitlement. It is their responsibility to find out whether they can accept payment for their time

- Links to documents that provide guidance and helpful advice for Service Users/Carers on whether they can accept payments when on benefits, can be found in the **Payments to Service Users/Carers Policy**

- If it has been agreed in the Letter of Engagement that the Trust arranges pre booking travel, accommodation or other expenses, this needs to be organised prior to the involvement activity taking place.
Appendix 2

Quick Reference Guide for Staff on making payments to Young Service Users (ages 15 or under) who have participated in involvement activities for and/or on behalf of the Trust

Funding must be secured from appropriate budget holder to any paid involvement activity being offered

Letter of Engagement must be completed before involvement activity takes place, stating agreed payments to be made. You must seek parental consent for the young person to be involved.

Letter of Engagement is available in Appendix 3 of Payments to Service Users/Carers Policy

All Service Users and/or Carers being offered the opportunity to be involved must be offered a copy of the Payments to Service Users/Carers Policy, which includes the Quick Reference Guide for Young Service Users or Carers on receiving payments.

If participants are unable to view electronic copies, it is the Trust's responsibility to provide participants with a paper copy.

The Quick Reference Guide for Young Service Users/Carers on receiving payments for involvement work, can be found in Appendix 5 in the Payments to Service Users/Carers Policy

If it has been agreed in the Letter of Engagement that the Trust will pre book travel, accommodation or other expenses, this needs to be organised prior to the involvement activity taking place. Please note that we have a responsibility to ensure participants are not left out of pocket, and if they are...
Appendix 3  *printable version*

Letter of Engagement

Dear

Thank you for your interest in carrying out involvement work for or on behalf of CPFT.

As a person who uses or has used mental health services, or a carer of someone who uses or has used mental health services, your knowledge and experience will be making an important contribution towards maintaining and raising standards for others.

We would like to offer you the opportunity to take part in a:

- □ Paid Involvement activity (payment for your time as well as reimbursement for expenses incurred)

- □ Voluntary involvement activity (reimbursement of expenses incurred only)

**Brief description of involvement activity:**

........................................................................................................................................
........................................................................................................................................

This is a:

- □ One off activity □ Activity that will be repeated weekly
□ Activity that will be repeated fortnightly

□ Activity that will be repeated monthly

□ Other (please specify): ……………………………………………………………………………………………

We have discussed our offer of payment and have agreed that we will pay the following: £……… for payment of your time (NA if a voluntary involvement activity) Or: at a rate of £………per hour

**Reimbursement of:**

□ Travel expenses □ Subsistence (Food) □ Telephone cost

□ Stationery costs □ Accommodation costs □ Parking

□ Other (please specify):

**You have specified that you would like your expenses to be paid:**

□ By Cheque (post event/activity)

□ Direct into bank account (post event/activity)

□ From Petty Cash on day of event/activity (if possible)*

*You must produce receipts for all expenses

**Or:**

You have let us know that you will not be able to pay upfront for one or more of the above expenses and so we have agreed to pre book, to provide you with:

□ Travel □ Accommodation
Necessary stationery □ Other (please specify): .................................................................

Please note we will only reimburse you for use of a taxi in exceptional circumstances. You should use the cheapest form of public transport where possible, that meets your individual needs. Accommodation should be pre booked by the Trust and should be the cheapest available accommodation that meets your individual needs.

If you are in receipt of benefits you must find out if you are able to accept offer of payment for your time. Reimbursement of your expenses should not affect your benefit entitlement and we can provide you with written confirmation of your involvement as evidence, upon request.

Whilst undertaking any involvement work for the Trust, you should comply with the Trust’s policies and procedures, including showing respect for others and maintaining confidentiality. The Trust’s policies and procedures will be explained to you by................................., who is coordinating the task you are involved with. If you fail to comply with applicable protocols, standards and conduct, the Trust has the right to end your engagement.

You have specified that you would like the payment for your time to be paid:

□ By Cheque □ Direct into bank account

□ Gift card (offered to participants who are 15 and under)

□ NA (as voluntary involvement activity/event)

The Project Lead/Chair of Meeting will ensure claims for payments are approved monitored and processed in a timely manner.

We have discussed whether you require any support in order to successfully carry out your work and have identified need for the following:

........................................................................................................................................
........................................................................................................................................

□ NA

Thank you for agreeing to participate. If you wish to withdraw your involvement at any point, please do so by notifying the Project Lead/Chair of Meeting responsible for overseeing your involvement.
Appendix 4

Quick Reference Guide for Adult Participants (aged 16 or over) on receiving payments for involvement work carried out for and/or on behalf of the Trust

Funding must be secured from appropriate budget holder prior to any paid involvement activity being offered.

A Letter of Engagement must be completed before involvement activity takes place, stating agreed payments to be made, and any support you might require.

If in receipt of benefits, you must make sure you declare any payments to your Benefit agency/ies. It is your responsibility to find out if you are allowed to accept payment for your time. Reimbursements for expenses however, should not affect your benefits.

We are able to confirm in writing any involvement work you carry out, if required.

A link to helpful guidance and advice on this matter can be found in the Payments to Service Users/Carer Policy - just ask a Member of Staff for this.

Before deciding whether you want to become involved in a Trust involvement activity, you should read both this document, together with the Payments to Service Users/Carers Policy.

A Member of Staff can provide you with a copy of this Policy.

You should not be left out of pocket by carrying out Trust involvement work. If you are unable to pay upfront for expenses such as travel or accommodation, the Trust where possible should pre book/organise this prior to the involvement activity. In all other cases, expenses will be reimbursed after the activity has taken place. Please ask a Member of Staff about this.
Appendix 5
Quick Reference Guide for Young Service Users or Carers (aged 15 or under) on receiving payments for involvement work carried out for and/or on behalf of the Trust

Funding must be secured from appropriate budget holder prior to any paid involvement activity being offered.

Letter of Engagement must be completed before involvement activity takes place, stating agreed payments to be made. Parental consent must be sought for you to be involved.

As you are under 16, in the first instance we will offer you payment "in kind" in the form of an appropriate gift card or voucher.

If you would prefer to be paid in cash, then we must seek consent from your parents/carers.

Before deciding whether you want to become involved in a Trust involvement activity, you should read both this document, together with the Payments to Service Users/Carers Policy. Please ask a Member of Staff to provide you with either a paper copy or a link to the electronic copy.

You should not be left out of pocket by carrying out Trust involvement work. If you are unable to pay upfront for expenses such as travel or accommodation, the Trust where possible should pre book/organise this prior to the involvement activity. In all other cases, expenses will be reimbursed after the activity has taken place. Please ask a Member of Staff about this.
Appendix 6
(Printable version)

**Claim Form for Reimbursement of Expenses and/or Agreed Fees for Service Users/Carers**

<table>
<thead>
<tr>
<th>Trust Staff</th>
<th>Claimant</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Please check that all information has been entered correctly</td>
<td>• Please complete this form at the time of event, or as soon as possible after the event to ensure prompt payment of expenses and/or agreed fees</td>
</tr>
<tr>
<td>• Please make sure the appropriate member of staff (budget holder) has signed, printed, dated and entered the budget code from which the payment is to be made from</td>
<td>• Please hand this form to the Chair/Organiser of the meeting/event/activity</td>
</tr>
<tr>
<td>• Detailed guidance on what expenses are allowable and recommended fees can be found in the Payments to Service Users/Carers Policy</td>
<td>• Please ask for assistance in completing this form if you have any difficulties</td>
</tr>
<tr>
<td>• Once completed this form needs to be scanned and then emailed to the following address without delay, together with a completed Serco Authority for Payment form: <a href="mailto:apinvoices.cpft.asp@serco.com">apinvoices.cpft.asp@serco.com</a></td>
<td>• You must provide receipts for all expenses that you are claiming</td>
</tr>
<tr>
<td>• Copies of receipts must also be scanned/attached</td>
<td></td>
</tr>
</tbody>
</table>

**Claimant Name (please print):**

**National Insurance Number:**

**Home Address:**

**Post Code:**

**How would you prefer to receive your payment/s? (please tick one)**

- [ ] By Cheque
- [ ] Direct transfer into bank account
If wishing to receive payment/s directly into your account, please provide your bank details:

<table>
<thead>
<tr>
<th>Sort Code</th>
<th>Account Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Bank:

(If under 16) Has parental permission been sought for cash payment to be made?

- Yes
- No

### A) Travel expenses to be reimbursed*

<table>
<thead>
<tr>
<th>Date of journey</th>
<th>To</th>
<th>From</th>
<th>Mode of transport</th>
<th>Return journey?</th>
<th>Total # of miles</th>
<th>Amount being claimed</th>
<th>Receipts attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: £

*see Payments to Service Users/Carers Policy for rate at which car mileage should be paid

### B) Other expenses to be reimbursed**

<table>
<thead>
<tr>
<th>Type e.g. food/drink</th>
<th>Details</th>
<th>Amount being claimed</th>
<th>Receipts attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>

Total: £

**other expenses will only be paid if agreed in writing prior to the involvement activity. You will need to provide receipts

### C) Agreed Fees/Payment for time (to be completed by Member of Staff)

<table>
<thead>
<tr>
<th>Type of Involvement activity e.g. Recruitment Panel</th>
<th>Date activity took place</th>
<th>Length of time involved</th>
<th>Amount being paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>£</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>£</td>
</tr>
</tbody>
</table>

Total: £
## Accounts Payable – Payment Request Form

*Please ensure that all mandatory fields *are typed and fully completed. Any hand written or incomplete forms will be returned.*

<table>
<thead>
<tr>
<th>Requested By: *</th>
<th>Department *</th>
<th>Contact Number *</th>
<th>Backing documents * (please delete as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplier Ref (where known)</th>
<th>Payee *</th>
<th>Payee Address *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town/City *</th>
<th>Postcode *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Reference * (20 characters max)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for payment *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Centre *</th>
<th>Expense Head *</th>
<th>Analysis Code (if applicable)</th>
<th>Total *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document total: *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Appendix 8 *(printable version)*

Confirmation of Involvement

To whom it may concern,

I can confirm that …………………………… took part in a paid/voluntary* delete as applicable involvement activity for CPFT on …………………………… The following payments were made only:

□ Payment for their time □ Reimbursement of expenses

I can confirm that the payment made for their time was £…….. □ NA
I can confirm that reimbursement of their expenses amounted to £……..

As a public authority (NHS Trust) we are required by law to involve service users and carers, and therefore we understand that reimbursement of expenses should not affect the benefit entitlement of the person named above.

Participant Signature: Date:

Member of Staff Signature: Date: