

# Policy - payment to patients, carers and NHS staff supporting the delivery of Academy programmes

The following approach will be taken by the NHS Leadership Academy and provider/partner organisations in respect of payments to individuals for their time and input into Academy programmes, focus groups, etc. A consistent policy will be adopted across all programmes and other work delivered in the name of the Academy including programmes delivered by partner organisations where these organisations will fund and make the payments.

# General principles

Payments should be made when individuals – staff, patients or carers – have been invited:

* by name to become involved in a specific meeting, group or activity
* to act as a representative of user or carer organisations and they do not get paid a salary from that organisation

Payments **cannot** be claimed when individuals attend without a specific invitation.

# Administration

Administration should be as simple as possible for the patient or carer. The general principle is that as much of the administrative burden and booking as possible be taken by the organising party rather than the patient. Where possible, travel tickets, hotels and the like will be booked and paid for in advance and tickets/booking references sent to the patient or carer.

# Payments for time

These are paid in addition to 'out of pocket' expenses (see below), where an individual:

* has been specifically invited to attend meetings or activities
* is asked to give a presentation at a meeting or event
* runs a workshop or training session at meeting or event
* has been specifically invited because of their knowledge or experience
* takes a formal role such as Chair, Vice Chair or Facilitator.

Where patients and carers are specifically invited to attend a meeting, event or activity, the following payments will be made:

* £25 for a 1 hour session, £50 for 2 hours to be filmed for a talking head or similar
* £75 to input into a workshop if half a day
* £150 for a full day

The time paid for must include time taken to travel to and from the venue required.

Payment will prompt, to be received by the patient or carer within 4 weeks of the event.

The standard method of payment for time will be by online transfer of funds direct to the individual’s own bank account. However, the individual must be offered the option to receive instead vouchers from ‘Love to Shop’. Love to Shop is a website where vouchers can be purchased for a wide variety of goods and services and are non-retailer specific. They can be used at 85 outlets nationwide.

# Tax and benefits

The following paragraph will be included in correspondence to patients and service users liable to be in receipt of payment:

It will be the **responsibility of patients/carers to account for any income tax and national insurance** that may be due on payments made for the attendance at meetings, events and activities. For the avoidance of doubt, nothing in this document constitutes a contract of service or an employment relationship. The NHS Leadership Academy will monitor the payments made to patients/carers and where these payments become frequent or the NHS leadership academy engages with the same patients/carers over a period of time, it may be necessary on very rare occasions to subject these payments to income tax and national insurance via the payroll. Where this is necessary, the NHS Leadership Academy will notify you of the change. Were the NHS Leadership Academy to choose to simply reimburse any expenses only incurred by patients or carers in connection with attendance at meetings, events and activities, then no PAYE or NIC would be considered due. For patients or carers in receipt of benefits, it is the **responsibility of the individual claimant** to inform the Benefits Agency of any cash payments for time that they receive, as these are earnings and may affect their claim.

# Out of pocket expenses

Payments for expenses cover all basic 'out of pocket' expenses and should be paid as soon as possible to the day of delivery. Where the party delivering the session does have access to cash, then if at all possible, they should provide cash on the day to the patient or carer. Patients taking part in programmes should not be disadvantaged due to the processes of the organisations involved.

Items payable in cash on the day include:

* All reasonable travel by public transport or taxi
* Travel by private car at an agreed mileage rate [see below]
* Car parking, where free parking is not available
* Essential child care costs
* Carer or personal assistant
* Telephone, fax and stationery where preparatory work is undertaken

For payment of 'out of pocket' expenses individuals must provide appropriate proof of expenditures such as:

* Bus or rail tickets
* Car parking tickets
* Receipts from taxis
* Copies of telephone bills
* Child care/carer receipts.

# Transport costs

Where transport cots are incurred, the following rates apply:

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| --- | --- | --- |
| Type of vehicle | Annual mileage up to 3,500 miles pa | Annual mileage over 3,500 miles pa |
| Car (all types of fuel) | 67 pence per mile | 24 pence per mile |
| Motorcycle | 33 pence per mile | 33 pence per mile |
| Pedal cycle | 20 pence per mile | 20 pence per mile |
| Carrying heavy or bulky equipment | 3 pence per mile | 3 pence per mile |

Bus, train and taxi fares will be reimbursed at cost on production of receipts. All train travel should be economy class and off peak where possible.

# Accommodation

The most economic room rate, including bed and breakfast only, should be obtained with the following maximum cap:

* London £140
* Rest of United Kingdom £90

# Subsistence

This will almost always be integral to the learning session. However in exceptional circumstances the following can be paid:

* £5 lunch where meetings take place from 12noon (or earlier) through to 2pm (or later) and no lunch is provided. Meetings last more than 4 hours and no lunch is provided
* Up to £15 for an evening meal where: meetings/events last more than 10 hours and finish at 7pm or later – and a meal is not provided

# Other

* Childcare Cost of a registered child-minder for the duration of the meeting including travelling time – costs must be agreed in advance by the organiser
* Carers Cost of carer, arranged through the voluntary sector if possible – must be agreed in advance by the organiser
* Interpreters Cost of interpreter if arranged by the organiser through the Interpreter Service – must be notified in advance
* Taxis Cost of travelling by taxi where it is the most appropriate option – must be agreed in advance by the organiser. There may be a variety of reasons when a taxi is the most appropriate option such as disability, child protection or cost effectiveness

# NHS staff

* NHS staff will be sourced through networks of the Academy and partners
* NHS staff will not be paid for their time but will have their expenses covered
* NHS staff will not receive backfill for their time away from their organisation
* NHS staff will receive a formal letter of thanks from the NHS Leadership Academy stating the amount of hours they spent working with us which can be used as evidence of their contribution to programmes and their own professional development

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