



## ***National Institute for Health Research***

### **NIHR Oxford BRC Patient and Public Involvement (PPI) in Research Payment Policy**

**Guidance for patients and members of the public**

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## Introduction

If you are a patient, carer or member of the public who works with NIHR Oxford BRC on the design and planning of research or in a strategic advisory role, you are entitled to receive payment for your time. Not all who are offered payment choose to accept it, but this document sets out what is available, what you need to do to receive payment and how to proceed if you are on state benefits.

### 1. What are the principles of payment?

This document sets out how we will pay for your time working with us, and how much we will offer to pay. This is distinct from reimbursing expenses such as travel costs, which we will always do or, where possible, pay for you in advance, for example, booking train tickets or a hotel if you need overnight accommodation. Subject to agreement, we may also reimburse significant costs of home-working such as printing large documents or making telephone calls.

Offering payment for your time recognises the contribution that you make to our work. It does not mean that you have a contract of employment with us. The rates in this document are a guide, and details will be agreed, alongside the work plan, with the theme or working group with which you are involved (see “Who to contact”, below).

Please ask in advance if you might need help with childcare costs to enable you to work with us, costs for a carer to come with you to meetings or to provide respite care at home. If you have to travel far for meetings, we will consider paying for time taken to travel; please also ask us about this in advance. We will not normally pay for time taken for training that is aimed at enabling you to carry out your work with us.

### 2. Am I eligible for payment?

If you do not have a full time public sector salary you are eligible to receive payment from us. If you do work full time in the public sector we are able to pay you if your job is unrelated to the task(s) you do for us and you do them in your free time.

### 3. How will I be paid?



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**NB Themes whose budget is held at the University and not the Trust may need to alter details below - see the document “NIHR Oxford BRC Patient and Public Involvement (PPI) in Research Payment Policy”**

As noted above, travel and other expenses will be paid where possible on your behalf, in advance. If you have bought tickets etc. yourself, we will reimburse you as soon as possible after we receive the original receipts and a signed claim form from you (which we will provide).

If you have accepted an offer of payment for your time, this must be submitted on a different form (NEP01 - see appendix A).

Receiving payment for your time is based on two simple steps:

1. Agreeing with us in advance what you will be paid, based on rates below
2. Filling in the NEP01 form (appendix A), signing and returning it to **\*\*THEMES TO INSERT NAMED CONTACT AS ON FORM BELOW\*\*** with original receipts for expenses if you have any. Our finance department will usually process this within 4-6 weeks depending at what stage in the month it is submitted.

#### 4. How much will I be paid?

Our rates are based on those of other similar organisations and are a guide. Payment will be agreed with you before work is done, in part as there will be times when the activity does not fit the categories below.

##### Payment rate guide

- Full day meetings: £150 - to include all preparation and follow-up
- Half day meetings: £75 - to include all preparation and follow-up
- All day meetings where you are the chair or have considerable preparation and/or follow-up: £225
- Half day as above: £110
- Meetings or other work totalling approx 2-3 hours: £50

- Short pieces of work which require little preparation or follow-up, such as a telephone meeting or reviewing short documents; approx 1-2 hours: £20.00

We may also invite you to get involved with reviewing/commenting on documents, research plans etc via email or post. Approximate rates for this are:

- Reviewing short documents, up to approx 50 pages: £50
- Reviewing e.g. grant applications/mid-length reports (~50-100 pages): £150
- Reviewing large reports/documents, (over 200 pages): £200.

#### 5. Do I have to pay tax and National Insurance on any payment I receive?

You will be paid via the payroll of OUH NHS Trust **\*\*THEMES TO AMEND IF UNIVERSITY\*\*** which will normally deduct income tax and National Insurance (NI) at source (just like “PAYE”) even though you will not have a contract of employment with us. You will be asked to fill in a form (NEP01; appendix A) where both reimbursement of any expenses and payment for your time will be detailed.

If you are self-employed, you can fill in an additional form (see Appendix B), return it with the NEP01 and the Trust will make no deductions and you will be liable for all declarations of earnings.

#### 6. Can I receive payment if I am on benefits or have a pension?

You can always accept reimbursement of expenses, but receipt of payment is a very complex area if you are on state benefits of any kind and/or a state pension. We urge you to take specialist advice before agreeing to accept payment. There is a free national confidential service designed specifically to help patients and members of the public in this situation, provided by the Bedford Citizens Advice Bureau. Please see details here: <http://www.invo.org.uk/benefits-advice-service-for-involvement-for-members-of-the-public/>

It is important to tell them about all forms of PPI payment that you may have been offered, if you are being paid for involvement by other organisations in addition to ours.

Because our payments are made “PAYE,” an alert may be sent to the benefits authorities when you join the payroll to the effect that you have “started paid employment”. As this could result in benefits being stopped, it is essential to take advice from the service above about how to notify the relevant benefits authorities in advance that you are signing up to PAYE for intermittent paid involvement.

#### 7. Who to contact



*National Institute for  
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**\*\*THEMES TO INSERT NAMED CONTACT HERE AND ON FORM BELOW\*\*** will handle all practical aspects of payment, receipt of claim forms, liaison with finance team etc.

## Appendix A

## Form NEP01 – Non-Employee Payment Form

All sections of this form must be completed in order for it to be processed. Please return it to **\*\*INSERT\*\***

<b>Personal Details</b>	
Title:	
Forename(s):	
Surname:	
Date of Birth:	
National Insurance Number:	
Home Address:	
Postcode:	
<b>Bank Details</b>	
Bank Name	
Account Name	
Account Number:	
Sort Code:	
<b>Claim Details</b>	
Details of Claim:	
Total Amount:	
<b>Authorisation</b>	
Claimant Signature:	
<b>Office Use Only</b>	
Cost Centre:	
Subjective:	
Confirmation of Total Amount:	
Approved By:	
Authorised Signature:	
Finance Manager Signature:	
HRR Processed By & Date:	



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Appendix B

**OXFORD UNIVERSITY HOSPITALS NHS TRUST**

**INLAND REVENUE AND DEPARTMENT FOR WORK AND PENSIONS QUESTIONNAIRE**

**FOR THE DETERMINATION OF SELF-EMPLOYMENT STATUS**

**Details of Individual**

Full Name:

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Address:

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Telephone Number: \_\_\_\_\_

National Insurance No.

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If you are registered self-employed with the Inland Revenue please complete Section A and Section B. If you have not registered with the Inland Revenue please complete Section B.

**Section A**

Unique Tax Reference Number:

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Name, address and reference number of respective tax office:

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**Section B**

Details of services provided to the Oxford University Hospitals NHS Trust:

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1. Was there an agreement in writing? (circle as appropriate)
  - A). Contract of Employment  
Yes/No
  - b). Letter  
Yes/No

If "Yes" please give details:

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2. Was there any agreement to pay for sick/annual leave periods? (Circle as appropriate)  
Yes/No

If "Yes" please give details:

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\_\_\_\_\_

3. Is this your sole employment? (Circle as appropriate)

Yes/No

Please give details:

\_\_\_\_\_

4. Did you use your own equipment? (Circle as appropriate)

Yes/No

Please give details:

\_\_\_\_\_

Method of payment: (circle as appropriate)

a fixed amount on completion

A rate per day/our/week/month

Any other, e.g. Expenses, please give  
details:

\_\_\_\_\_

\_\_\_\_\_

**N.B. ALL QUESTIONS MUST BE ANSWERED FOR THE INLAND REVENUE AND  
DEPARTMENT FOR WORK AND PENSIONS IN ORDER TO DETERMINE STATUS.**

Signed

\_\_\_\_\_

Date

\_\_\_\_\_

**N.B. IT IS THE POLICY OF THE OXFORD UNIVERSITY HOSPITALS  
NHS TRUST TO REFER ALL PAYMENTS NOT SUPPORTED BY A  
UNIQUE TAX REFERENCE NUMBER, TO UHB PAYROLL SERVICES  
FOR PAYMENT, AFTER DEDUCTION OF INCOME TAX.**