

Co-production at WM ADASS

Expenses and participation fees policy

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1. Introduction to this policy

West Midlands ADASS recognises the importance of working in co-production with people who use services and carers. We are proudly 'Making it Real' (MIR) as the first ADASS region to commit to doing personalized care and support using Think Local Act Personal MIR principles.

At West Midlands ADASS the term co-production refers [“to a way of working, whereby everybody works together on an equal basis to create a service or come to a decision which works for them all”](#).

We pay a fee for participation to people with lived experience for their input to our regional improvement programme in recognition of their contribution. The purpose of this document is to set out clear and consistent expenses and participation fee arrangements.

2. Principles

- People who use services, carers and citizens should not be left out of pocket or be put at risk of being financially worse off as a result of participation in coproduction activities.
- People with lived experience and WM ADASS will discuss and agree on the terms of participation in co-production activities before any commitment is made.
- People who use services, carers and citizens will be given the right information at the right time to be able to make an informed choice about how and on what terms they want to participate.
- The way that the payment of expenses and fees is handled should not create barriers that put people off participating.
- People in receipt of welfare benefits should access information and support to protect their benefit rights. For more information see section 9.
- Paperwork to claim payment of expenses and fees will be kept to a minimum.
- Where paperwork is necessary it will be accessible and clear.

3. Who is this policy for?

- People with lived experience who have made an agreement with WM ADASS about getting involved in our improvement programme can claim expenses and participation fees.
- Paid involvement will not routinely be offered to a person who uses services/ carer who chooses to attend a meeting where they have not been specifically invited to attend or contribute, or where no agreement has been made about their participation.

4. What we will pay for

We have developed a detailed description of a number of different roles that people with lived experience may undertake and how each of these contribute to our work, from one-off participation activities to regular involvement roles. These descriptions are at [Appendix 1](#).

All types of involvement and roles are valuable, however the support and governance arrangements for different roles will vary.

5. Payment for participation

For virtual input (such as MS Teams or Zoom webinars or meetings) an hourly rate of £15 will be paid. **It is expected that most input will be virtual.** Where input is in person the following fees will be paid:

- Half a day (below 4 hours) = £60
- Full day (4 hours and above) = £120

Payment made for preparatory time (either to prepare for a meeting before it takes place or afterwards) must be agreed in advance with West Midlands ADASS.

6. Payment for expenses

TRAVEL	
Train and air travel tickets, taxis, buses and underground	To be booked and paid for in advance wherever possible, and agreed with WM ADASS in advance, at the cheapest appropriate rate available.
Mileage rates when using own vehicle	Motor cars and vans: <ul style="list-style-type: none"> • Up to 10,000 miles: 45p a mile (plus 5p per mile if carrying another participant) • Over 10,000 miles: 25p a mile (plus 5p a mile if carrying another participant) • Motorcycles: 24p a mile
Parking, congestion charges, tolls	Reasonable parking, congestion and toll costs will be reimbursed. This means using the cheapest option available so long as it is accessible for the individual and does not cause delay or significant inconvenience.
ACCOMMODATION	
Hotel	Up to £125.00 room and breakfast
MEALS	
Breakfast: paid when a person has to leave home before 7am	Up to £10. Receipt needed.

Evening meal: paid when a person will not return home before 7pm	Up to £25.00. The cost of alcoholic drinks cannot be claimed. Receipt needed.
Lunch	Up to £10.00 (where lunch is not already provided). The cost of alcoholic drinks cannot be claimed. Receipt needed.
OTHER COSTS	
Support provided to enable people to attend participation activities – this could include childcare, care for a sick or disabled relative, partner or friend, support the individual themselves needs, for example, a personal assistant or an interpreter and the cost of hiring equipment	Childcare, replacement carer: up to £15.00 an hour with an overnight (11pm – 7am) cap of £65.00 Personal assistant: up to £15.00 an hour with an overnight (11pm – 7am) cap of £65.00. Travel, accommodation and meals can be claimed for a personal assistant at the same rates as above.

7. How to claim expenses and fees

Individuals (including self-employed people) claiming expenses and participation fees will need to complete a claim form at [Appendix 2](#).

Receipts/Tickets (evidence of expenditure) will be required for all purchases excluding mileage.

Participant(s) will need a PO Number from WM-ADASS which MUST be referenced on their invoice(s) or payment will not be made. Example invoice is at [Appendix 3](#).

Claims can be submitted on an ad-hoc basis e.g. immediately after an event, monthly, quarterly, biannually or annually, whichever is most appropriate for you.

However, all claims must be submitted between 1st April and 15th March, covering Fees & Expenses incurred during the financial year which runs from 1st April to 31st March.

Claims made after the start of the financial year (1st April) for work undertaken in the previous financial year will be deemed invalid and payment for those specific activities will NOT be paid.

e.g. Where a claim is submitted in June and includes activities in February, March, April and May, only April and May activities will be paid. Fees/Expenses for February and March activities must be claimed before the 15th March or will be lost because they were undertaken in the previous 'financial year'.

Completed claim forms, invoices and all other payment queries should be returned to Shelley.Madley@wm-adass.org.uk.

Payments will be made within 30 days of WM ADASS receiving the completed claim form.

8. Tax and national insurance

People with lived experience being paid for their input will have to pay tax and National Insurance to HM Revenue & Customs on any fee paid to them by WM ADASS.

National Insurance does not have to be paid by people over the age of retirement.

It is the responsibility of the paid participant to report income and expenses in line with the requirements HM Revenue and Customs, Department for Work and Pensions and other relevant government departments as appropriate.

More information is provided on the government's website [here](#).

9. Implications for people receiving welfare benefits

Before engaging in paid co-production activities at WM ADASS, it is important that you get proper advice about whether receiving a payment and expenses would affect any benefits you may be receiving. Please contact your local Citizens Advice Bureau for advice and support.

Appendix 1:

	Role 1	Role 2	Role 3	Role 4
Description of activity	Attend, respond or comment on 'open' engagement opportunities	Person with lived experience chooses to attend workshops/ events/focus groups on a one-off basis	Person with lived experience is a member of a working group that meets regularly	Person with lived experience in strategic and ongoing advisory roles, may often require specialist knowledge, experience or training, Planning group
Example(s)	E.g., Responding to a WM ADASS online survey that is sent out directly or received via meeting notes, distribution lists or e-bulletins	E.g., Joining a WM ADASS workshop or event as a participant (not guest speaker or Chair). E.g. A one-off Network meeting or stakeholder event.	E.g., A member that is invited to be part of the membership of WM ADASS Thematic Network – e.g. person with lived experience a contributing member of the Digital Network.	E.g., Membership of formally agreed coproduction forums (Regional Co-production Advisory Group Networks), part of a procurement/evaluation panel, Chair or guest speaker at an event of Network, contributor in a specific improvement activity that may requires support and preparation (Peer Challenge), directly supporting a LA on a specific task/project.

Payment approach	No financial contribution	Out of pocket expenses covered	Expenses and participation payment	Expenses and involvement payment
Time commitment	One-off activity	One-off activity or event, one day or less	Regular meetings, one day or less. NB. There is an expectation of contribution.	Regular or one-off depending on the nature of the activity.
Experience/skills needed	Any member of the public	Lived or related experience or understanding of the issue being discussed	Lived or related experience or understanding of the issue being discussed, and of championing health and care improvement	As role 3 AND... Interacting with multiple stakeholders at senior management level Experience of representing people with lived experience in regional or national social care forums Experience of working in partnership with social care organisations or programmes Can display sound judgement and an ability to be objective. Able to put forward views on behalf of wider community / group of individuals (not just present own opinion).

Is an application form needed?	None	None	Yes (light touch and proportionate to the requirement, this may involve a discussion and/or short form expression of interest)	Yes – likely to include submission of an expression of interest. Template provided.
Are names published in minutes / documents?	No	Yes	Yes	Yes
Participation fee	£15 per hour	£15 per hour	£15 per hour	£50 per hour £ 75.00 1-4 hours £ 150.00 full day Participation fee will be agreed upfront and will be based on a project to project basis.

Appendix 2:

WM-ADASS CO-PRODUCTION EXPENSES CLAIM FORM

Only complete and submit this form if you are not being paid by anyone else for your participation.

Guidelines & Queries: Please see bottom of the form for further guidelines and if you have any queries relating to the claim or payment of the expenses please email Shelley.Madley@wm-adass.org.uk or Call **07500 944766**

Expert by Experience Details:	
Name:	Telephone Number:
Address:	Purchase Order no: After you submit this claim form to Shelley Madley ; you will be given your Purchase Order Number which must then be referenced on your invoice.
Event / Activity Name: e.g. WMADASS Co-Production Advisory Group Meeting e.g. WMADASS HWBB ICS Research Programme	Activity Date(s): 12.04.24 to 10.05.24

Claim Details:			
Element Time:	Date:	Description:	£
(Hours, Half or Full Day)	12.04.24	1.5 hours virtual meeting @ £15 per hour	22.50
(Hours, Half or Full Day)	18.04.24	1.0 hour prep - meeting 21.04.24 @ £15 per hour	15.00
(Hours, Half or Full Day)	21.04.24	2.0 hours virtual meeting @ £15 per hour	30.00
(Hours, Half or Full Day)	10.05.24	1.5 hours virtual meeting at £15 per hour	22.50
Element Expenses:			
Fares			
Car Parking			
Meals			
Other Approved Expenses			
Element Mileage:			
Number of Miles @ 45p per mile			

Total Time	£67.50
Total Expenses	£0.00
Total Mileage	£0.00
GRAND TOTAL	£67.50

Please scroll down to sign and date the Declaration

Declaration:

I confirm that the amount(s) claimed were incurred whilst working to support co-production activity with WM-ADASS.

I understand that it is my responsibility to declare this payment with all relevant Government Agencies, e.g. Department for Work & Pensions, HM Revenue & Customs, etc.

Claimant Signature	
Date of Signature	
WM-ADASS Signature	
Date of Signature	

Guidelines for Submitting Forms:

- Please **reference** the ‘**What we will pay for**’ section of our **Fees & Payments Policy**.
- Complete all sections and attach **receipts for all expenses** incurred.
- Please **highlight** items on your phone bill that you are claiming for or **list** details of phone calls if phone bill is not available.
- You can choose to make one claim per Event/Activity or multiples claims so long as all activity falls within a financial year April to March.
- All claims must be submitted **before 15th March** in any financial year.
- Claims should be submitted to Shelley.Madley@wm-adass.org.uk and once approved, Shelley will return your Claim form to you with the PO Number included. You will then have all the information you need to create an Invoice.

Appendix 3: Example invoice

Invoice [insert your invoice number]

From: [insert your name]
Billing date: [insert today's date]

To: Shropshire Council
 Shirehall
 Shrewsbury
 Shropshire
 SY2 6LY

Purchase Order Number	Payment Terms
[This will be provided by WM ADASS when you submit your claim form]	30 days

Description	Details	Total
[This will be provided by WM ADASS when you are sent your PO Number]	<i>For example: 1 hour virtually at £15 per hour</i>	<i>For example: £15</i>
	Grand total	<i>For example: £15</i>

Please make payment by BACS to:

Account name	Sort code	Account number
[Enter your Account name here]	[Enter your sort code here – no spaces no hyphens]	[Enter your bank account number here]

With thanks