

Involving people with lived experience in the work of Disability Sheffield



April 2021

Thank you to Inclusion North who first developed this easy read guidance paper



It is important to Disability Sheffield that, wherever we can we involve people with lived experience in our projects and the work that we do.



Involving people in our work helps us to think about the work that we do and makes sure that we work together (co-production).



We want to reward people for the knowledge, skills and expertise that they bring.



Disability Sheffield is responsible for making sure that people understand what it means for them if they are paid for their involvement.

How much do we pay for your involvement?



At Disability Sheffield we usually offer a payment of £10 per hour.

You must check this out with the staff member at Disability Sheffield before starting.



You can choose whether or not to accept payment for your involvement with Disability Sheffield.



If it works better for you, you can ask to be paid a lower amount or ask for the payment to be made to a charity.



Disability Sheffield will pay expenses for things like travel, accommodation, child care or a person providing support, an interpreter or the cost of a Personal Assistant if required.

Any expenses that are not travel must be agreed with Disability Sheffield before you begin.

Can I still be paid if I receive benefits?



If you receive benefits it is important that you speak with your personal adviser at Jobcentre Plus before starting work.



It does not matter if you are paid or unpaid for your involvement you should always get advice first.



If you are receiving benefits there are rules that you have to keep to.

It is really important that you get proper advice about this as it could mean that you lose some of your benefits if you don't.



Disability Sheffield can write a letter for you to take to the Job Centre to explain what you will be involved in with Disability Sheffield.

How do I get paid?



Inclusion North Claim Form
Payment for expenses and involvement

Name: _____
Address: _____
Date of claim: _____
Email address: _____
Telephone number: _____

The payment of your involvement and expenses will be paid directly into your bank account. Inclusion North will follow data protection requirements.

Please fill in your details below.

Name of bank:	_____
Branch Address:	_____
Sort code (XX-XX-XX)	_____
Account number (8 digits only)	_____
Name of account	_____

To get paid for your time and expenses you will need to fill in a claim form – you can get this from Disability Sheffield



You will have to give Disability Sheffield proof of any expenses and give your receipts in for things like travel.



The money will be paid straight in to your bank account or by cheque if you would prefer.

Important things to remember



If you receive benefits you must speak with your personal adviser at Jobcentre Plus before starting work.



You must check with the staff member at Disability Sheffield how much you will be paid before you start.



Disability Sheffield can write a letter for you to take to the Job Centre to explain what you are involved in with Disability Sheffield

Helpful information

Contact Job Centre Plus <https://www.gov.uk/contact-jobcentre-plus>

Contact Citizens Advice <https://www.citizensadvice.org.uk/benefits/>

Learning Disability England 0114 2536750