



Involving people with lived experience in the work of Disability Sheffield

For more information contact:

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April 2021

Disability Sheffield

Disability Sheffield is a disabled people's user led organisation. Our aims are to work in partnership with disabled people, organisations that represent them and the wider community to; promote inclusive living, to campaign for equality and complete control and to co-produce innovative solutions to the barriers disabled people face

We promote independent living for disabled people in Sheffield. By independent living we mean that disabled people have the same freedom and rights to exercise choice and control over their own lives as any other person.

We include people with any disability or long-term impairment, families, carers, the organisations that support them and communities in our work. We do this in many ways. As a disabled people's organisation most of our paid staff, trustees and volunteers have a disability or long term impairment.

This guidance is about involving people with lived experience more informally and recognising their contribution through an involvement fee.

Involvement in which people are contributing their experience

It is important to Disability Sheffield that, wherever possible, we involve people with lived experience in the development of our projects and the services we offer. Directly involving people with lived experience helps us to shape our work to ensure that it is co-produced. We recognise and reward people for the knowledge, skills and expertise they bring.

Disability Sheffield has a responsibility to ensure that people are fully informed of exactly what they have been asked to be involved in and the payment or incentive that is available.

A guiding principle is that nobody should be 'out of pocket' as a result of their involvement with Disability Sheffield and any payments made should reflect the type of work being undertaken. Some people may find it more

convenient to undertake work on a voluntary basis, without payment, this should never be assumed.

If someone is in receipt of benefits it is important to remember that if they are considering paid or unpaid involvement, they should speak with their personal adviser at Jobcentre Plus before starting.

It is really important that they get proper advice about this as it could lead to a loss of benefit. There are rules that people need to keep to so that their involvement can be assessed; this will enable them to make the best decision for their circumstances.

It is the person's responsibility to report any payment that might affect their benefit entitlement before involvement takes place.

Disability Sheffield can provide a letter explaining the difference between involvement and employment (please refer to the attachment in this information).

For more information about the rules on repaid expenses and notional earnings go to:

<https://www.scie.org.uk/co-production/supporting/paying-people-who-receive-benefits>

When is the person's involvement classed as employment?

A person is classed as a worker if they have been recruited for a specific role because of their skills, knowledge and lived experience; that they are involved in regular work and they receive a wage.

The person will have been through a recruitment process:

- Completed an application form
- Checks and references have been applied for including a DBS check
- Training for their specific role

The person has a contract and has to turn up for work even if they don't want to. The contract will detail their pay, annual leave and the working hours that have been agreed. They will be entitled to a wide range of rights, including:

- Written statement of employment
- Pay slip
- National Minimum Wage
- Holiday pay, maternity and paternity pay etc

When is a person's involvement classed as 'User Involvement'?

People can get involved in the work of Disability Sheffield in many different ways, this might include things like:

- Involvement in recruitment and selection
- Attending area or national meetings on behalf of Disability Sheffield
- Consultation Events
- Commenting on draft documents
- Co-producing new policies

The above list is not exhaustive and a person's involvement will differ because of their experiences and individual circumstances.

This involvement does not resemble work as the person's involvement is intermittent, generally for a few hours on an occasional basis. Each involvement event is a one off and they can choose whether or not to be involved on each occasion.

The person will have not been through a recruitment process where checks and references have been applied for and there will be no DBS check.

Payment for involvement

People can choose to accept or decline payment for their involvement with Disability Sheffield. They might ask to be paid a lower amount or ask for the payment to be made to a charity, without being treated as if they had been paid the full amount offered.

They are required to inform JobCentre Plus about this involvement, even if they decide that they would like to be involved in a voluntary (unpaid) role. Where people have been asked to contribute to Disability Sheffield's work we offer a payment of £10 per hour. This is in addition to out of pocket expenses.

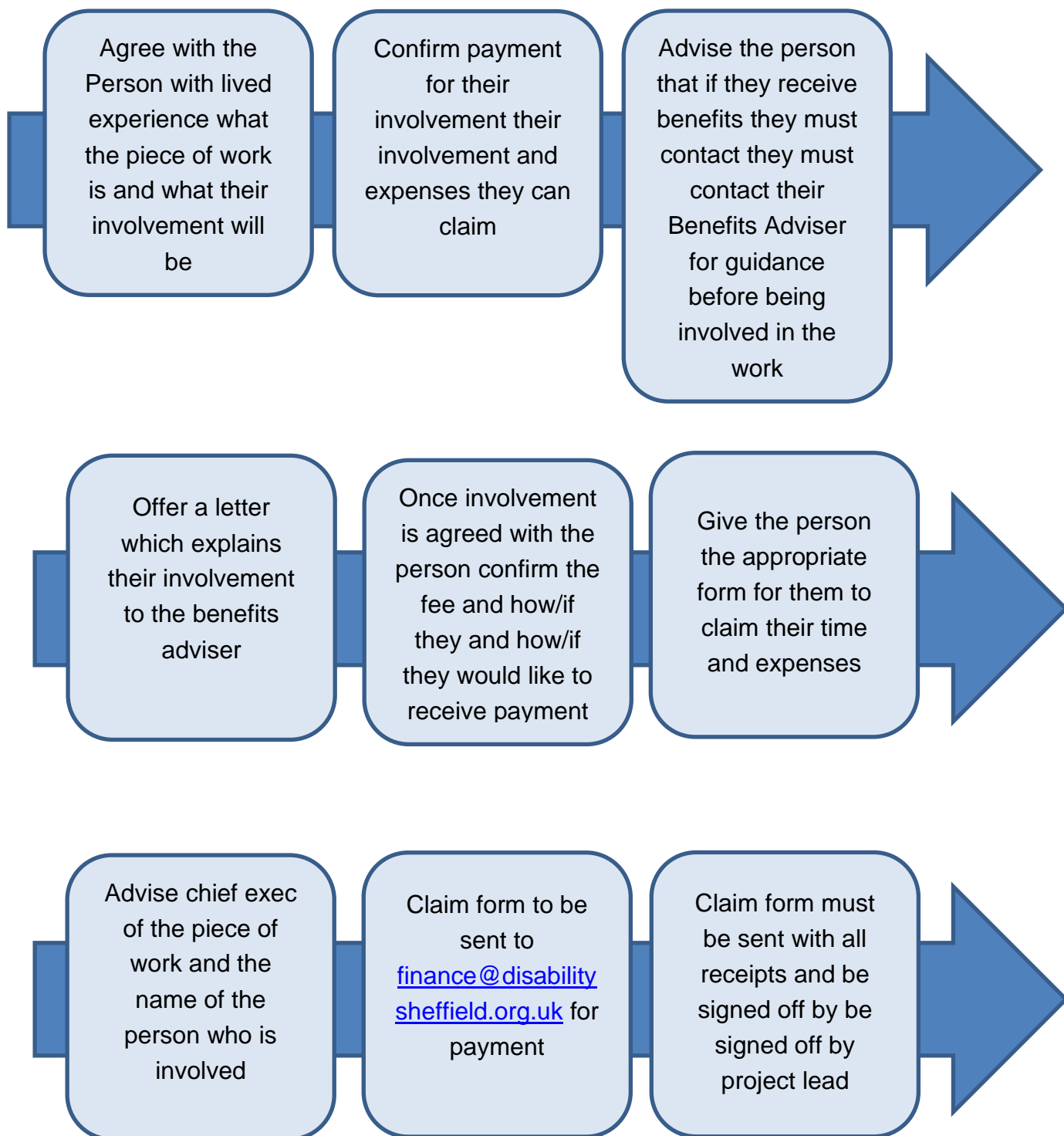
Expenses

We will cover expenses which may include travel, accommodation, child care or person providing support, an interpreter or the cost of a Personal Assistant where required. Any expenses beyond travel expenses will need to be agreed in advance and all expenses require proof of spend (e.g. receipt, travel ticket).

Expenses will be reimbursed by BACS (or cheque on request) after receiving an expense form and proof of spend (such as a receipt). Fuel expenses will be paid at 45 pence per mile. There is a specific form to be used for people to claim for their involvement (attached to this document).

There are also some activities that will not be eligible for payment; for example, if a person chooses to attend a conference as a member of the public or a meeting which they have not been specifically invited to attend or contribute to.

What is the process for paying people for their involvement?



EXAMPLE LETTER FOR JOBCENTRE PLUS



PRIVATE &
CONFIDENTIAL

Xxxxxx

Xxxxxxx

xxxxxx

Disability Sheffield

The Circle

33 Rockingham Lane

Sheffield S1 4FW

info@disabilitysheffield.org.uk

0114 2536750

www.disabilitysheffield.org.uk

Date xxxxx

To: Jobcentre Plus

I am writing to you to explain about people's involvement with Disability Sheffield.

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We promote independent living for disabled people in Sheffield. By independent living we mean that disabled people have the same freedom and rights to exercise choice and control over their own lives as any other person.

We include people with any disability or long-term impairment, families, carers, the organisations that support them and communities in our work.

People who are asked to help Disability Sheffield by offering their involvement in our work, will be asked to assist in a range of things including consultations, attending events, sharing their experiences.

This involvement does not resemble work. The person's involvement is intermittent, generally for a few hours on an occasional basis. Each involvement event is a one off. People can choose whether or not to be involved on each occasion.

Involvement will not affect the person's ability to fulfil any Jobcentre Plus requirements for attending interviews at the Jobcentre or if required participation in the work programme.

Disability Sheffield offers support measures if required so that people who have health problems that affect them in using public transport are able to travel to our meetings or events and to participate. We provide support if this is needed for people to participate in discussion about services. Involvement should not be mistaken for a reduction of care or mobility needs.

Disability Sheffield may offer payment for certain involvement activities as recommended by government policy. People may choose to decline payment, to accept a lesser amount or to volunteer. We will reimburse any exact out-of-pocket expenses incurred necessarily in the course of involvement.

Please note that we have been advised that DWP has introduced legislation specific to service user involvement. Reimbursed expenses are ignored. This legislation now applies to all benefits. (ADM Vol 4 paragraph 4017 (8)).

Yours faithfully

Xxxxx

xxxxx

Disability Sheffield