

Recompense for People with Lived Experience Policy

POLICY REFERENCE NUMBER	CP82	
VERSION NUMBER	1	
KEY CHANGES FROM PREVIOUS VERSION	N/a	
AUTHOR	Associate Director of Strategy	
CONSULTATION GROUPS	Recompense Working Group Patient and Carer Experience Sub Committee Quality Committee	
IMPLEMENTATION DATE	April 2021	
AMENDMENT DATE(S)	N/a	
LAST REVIEW DATE	N/a	
NEXT REVIEW DATE	April 2022	
APPROVAL BY PATIENT & CARER EXPERIENCE SUB-COMMITTEE	March 2021	
RATIFICATION BY QUALITY COMMITTEE	April 2021	
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POLICY SUMMARY		
<p>This policy and its associated implementation procedure sets out clear guidelines for recompensing people with lived experience.</p> <p>This policy and its associated procedure will ensure that all Trust staff are aware of the opportunities for recompensing people with lived experience who become involved in certain activities and the duty of care owed to staff members, service users and to volunteers themselves to ensure that any risks associated are minimised.</p>		
The Trust monitors the implementation of and compliance with this procedure in the following ways:		
<p>The implementation and compliance for the Recompense of People with Lived Experience Policy will be monitored by the Patient Experience Team</p> <p>The Patient Experience Team will provide assurance on the processes in place to the Patient and Carer Experience Sub Committee and the Quality Committee.</p>		
Services	Applicable	Comments
Trustwide	✓	
Essex MH&LD		
CHS		

**The Director responsible for monitoring and reviewing this policy is
The Executive Director of Strategy and Transformation**

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

RECOMPENSE FOR PEOPLE WITH LIVED EXPERIENCE POLICY

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ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

Recompense for People with Lived Experience Policy

Assurance Statement

This policy sets out the Trust's approach towards recompensing people with lived experience, ensuring the process is fair and consistent across the Trust.

It also aims to have in place the processes and tools to support the Trust and individuals with lived experience who wish to become involved in activities.

1.0 INTRODUCTION

Essex Partnership University NHS Foundation Trust (EPUT) works with people who have lived experience of using the Trust's Health and Social Care Services and recognises the value that these people have brought to the Trust.

The expertise and experiences that patients, service users and carers bring to the development and delivery of high quality services is vital, highlighted by past work and national initiatives.

The Trust is committed to ensuring that this expertise is valued accordingly, ensuring that reimbursement of expenses and recompense is given to people who participate in involvement activity for the Trust.

In general terms involvement activities that can be recompensed follow the following guidelines:

- Chair of a meeting/training session or a co-facilitator
- Recruitment panel member
- Co-production for service improvement or transformation

This policy does not apply to the Buddy Scheme, a student training initiative run by Workforce Development and Training. The Buddy Scheme is organised in partnership with local universities and any recompense for involvement is administered separately.

2.0 DUTIES

This policy applies to all staff who are involving patients, service users and carers as people with lived experience. It also provides the standards within which people with lived experience are expected to adhere to when involved in Trust activities.

3.0 DEFINITIONS

For the purpose of this policy the Trust have defined the following terms:

Patient and Service User A person who is currently or has previously accessed Health and Social Care Services

Carer A person who is currently or has previously cared for a Patient or Service User in an unpaid capacity

People/person with lived experience	A Patient, Service User or Carer defined as above
Recompense	The offer of monetary payment or to a person with lived experience for their time and contribution
Reimbursement of expenses	The offer of money to compensate for expenses actually incurred by a person with lived experience in carrying out Involvement activities including (but not limited to) travel costs.
Involvement activity	Refers to any activity that people with lived experience undertake within the Trust in line with their people with lived experience agreement and letter of involvement.
Activity lead	Lead person (staff member) for the Involvement activity, who will be the assigned main point of contact for people with lived experience for that Involvement activity. The Patient Experience Team may support the Activity lead in this where required.
Patient Experience Team (PET)	The name of the service that coordinates people with lived experience activities within the Trust.
Adult	A person aged 18 or over
Young Person	A person aged up to 18

4.0 PRINCIPLES

The policy's accompanying procedure sets out the process to be followed when an involvement activity is identified, including the key differences between involvement and volunteering activities i.e. paid and unpaid activities. The procedure highlights that people with lived experience who are in receipt of benefits from the Department for Work and Pensions should seek advice as to whether acceptance of any offer of payment will affect their benefit entitlements or pension.

5.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE

- 5.1 The Board of Directors has delegated responsibility to the quality committee for the monitoring and review of this policy which will be reviewed annually.
- 5.2 The implementation and compliance for the Recompense of People with Lived Experience Policy will be monitored by the Patient Experience Team
- 5.3 The Patient Experience Team will provide assurance on the processes in place to the Patient and Carer Experience Sub Committee and the Quality Committee.

6.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES

This policy should be read in conjunction with other policies in place that may be relevant. These include:

- CP39 – Volunteering Policy and Procedure
- CLP37 – Safeguarding Children Policy & Procedure
- CLP39 – Safeguarding Adults Policy and Procedure
- CP24 – Equality, Inclusion and Human Rights Policy and Procedure
- CP59 – Data Protection and Confidentiality Policy and Procedure
- RM01 – Health and Safety Policy and Procedure

END