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Payment for time in connection with DeNDRoN Writing Group-related activities

Draft by Terry McGrath, May 2010

The original guidance established in DeNDRoN for Payment For Time/Attendance for formalised CSG meeting attendance and the letter to lay people are outlined in Appendix One.

This guidance followed from the requirement to work in line with Department of Health guidance that Payment For Time/Attendance should be offered for formal national activities. It was looked at by DeNDRoN Executive in 2009.

We now need to decide how this guidance will apply across the range of Writing Group-related activities which are now developing.

Many Writing Group-related activities involving patients/carers will stay entirely voluntary - without 'Payment For Time'. The issue here is which involvement is classified as a formalised national responsibility and which is ad hoc informal activity.

This area is complicated because Writing Group-related activities range from short 'informal' focus groups to 'official' national Writing Group meetings, and also to teleconferences, and people working individually on documents.

On the following pages are three key questions:

1. Which particular activities should attract Payment For Time/Attendance?
2. How will lay people be informed of the offer?
3. Which budget will the payment come from?

This draft version by Terry McGrath, May 2010

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1. Which particular activities should attract Payment For Time/Attendance?

AD HOC GROUPS OR CONSULTATION ACTIVITY WILL BE DECIDED CASE-BY-CASE, BASED ON WHETHER THE INVOLVEMENT IS CLASSIFIED AS A FORMAL NATIONAL RESPONSIBILITY. DECIDING WHAT THIS MEANS IN PRACTICE IS A KEY ISSUE.

The question of whether a meeting/activity is 'formal' or 'informal' refers in this instance to whether it has an officially constituted authority as a decision-making body ('formal') or is an ad hoc exploratory meeting/activity ('informal').

Examples of informal activity:

- A one-off networking meeting allowing for collaboration between interested researchers and lay people to exchange ideas about a research topic
- A focus group of lay people to explore ideas about a research topic
- Attending an ad hoc national meeting related to a Writing Group, but having no official role
- Visiting a research site for general consideration

Examples of formal activity:

- A teleconference of an official sub-group of a CSG Writing Group
- Reviewing a substantial draft of a research proposal on behalf of a CSG Writing Group
- Making an official, scheduled presentation at a national meeting related to a Writing Group
- Visiting a research site as part of a formal site evaluation

A useful test of whether a meeting is 'formal' is whether those attending (i.e. not just PPI representatives) can be provided with travel costs by DeNDRoN.

In terms of Writing Groups, Payment For Time/Attendance should only be offered for what may be termed "formalised national Writing Group-related" activities only, as follows...

- Formalised meetings of DeNDRoN Clinical Studies Groups ... **£150** per meeting
- Formalised meetings of DeNDRoN Writing Groups ... **£150** per meeting
- Any other meetings expressly recognised by DeNDRoN to be formalised national meetings for the purposes of DeNDRoN Writing Group activities. Ad hoc groups or consultation activity will be decided case-by-case, based on whether the involvement is classified as a formal national responsibility. ... **£75 to £150** per meeting

The amount of payment offered should be decided case-by-case, based on the amount of time and effort involved.

- For example, if a meeting is only two hours long, with no preparation, it would probably be **£75**.
- If a meeting is only three or four hours long, and with preparatory work, it would probably be **£150**.

- Again, if unusually high levels of considerable preparatory work and effort are required, the overall rate would be **£200**. In all cases, the level would need to be agreed explicitly in advance by all parties to take effect.

On the occasions where a formally constituted face-to-face CSG Writing Group meeting as above is replaced by a substantial teleconference, (e.g. of a few hours), the 'Payment For Time' will be **£150** per meeting.

Where a teleconference is a shorter additional meeting, such as a one hour CSG Writing Group teleconference, the 'Payment For Time' will normally be **£75**.

2. How will lay people be informed of the offer of payment?

DeNDRoN staff, primarily the PPI Co-ordinator, should work with the arranger of the meeting/activity to ensure that lay people who will attend are made aware of the offer, with DeNDRoN guidance made available.

3. Which budget will the payment come from?

These payments will generally be drawn from the resources covering PPI, rather than the resources covering Writing Group. However, it is best to discuss each case on its merits, as – for example – having seven people paid £150 comes to over £1000, so needs to be agreed by all parties in advance.

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Appendix One: THE ORIGINAL GUIDANCE

The original guidance followed from the requirement to work in line with Department of Health guidance that Payment For Time/Attendance should be offered for formal national activities. It was looked at by DeNDRoN Executive in 2009.

It addresses a lot of questions and specific issues and concerns, such as stressing that it is the responsibility of the individual to tell Inland Revenue and/or their local Job Centre Plus office of any payments they are formally offered.

Topics covered in the guidance include:

- What is changing?
- What are the tax and revenue circumstances?
- How might it affect Local Research Networks (LRNs)?
- Can lay members decline to accept payments?
- Can DeNDRoN give the money to charity?
- Might some lay people involved in medical charities shift more towards DeNDRoN and away from charities which don't pay for time?
- How much are the payments?
- So, how might it affect income benefits?
- Will claiming expenses e.g., travel and accommodation, be affected?
- Questions and comments, & how payment for time should work in practice

That original guidance established in DeNDRoN for Payment For Time/Attendance for formalised CSG meeting attendance, and the letter for lay people, is on the Portal here:

https://portal.nihr.ac.uk/sites/dendron/PPIForum/SharedDocuments/GENERAL%20DeNDRoN%20PPI-related%20documents/payment_for_time_letter_jun2009.pdf

and on the DeNDRoN public website here:

http://www.dendron.org.uk/ppi/pdfs/payment_for_time_letter_jun2009.pdf