



UNIVERSITY  
*of* **HULL**

**Centre for Addiction &  
Mental Health Research**

## **WELFARE BENEFITS INFORMATION SHEET**

Payment for public involvement in health research at the University of Hull for people in receipt of welfare benefits

### **How to use this information sheet**

If you receive welfare benefits and are thinking about getting involved in health research at the University of Hull, this information sheet will help you to consider the impact that being given a payment for your involvement might have on your benefits. The information is in two parts:

**Part one** is for you. This covers the issues to consider, where to seek expert benefits advice, and what to do once you have received that advice.

**Part two** is for you to share with benefits agency staff. You can share this when you are writing to Jobcentre Plus, or at a face to face meeting. You can enclose this with a Permitted Work (PW1) form, if you need approval before taking on paid involvement. We can also provide you with the same information as a letter on University headed paper.

This sheet includes a description of the Centre for Addiction and Mental Health Research (CAMHR) at the University of Hull, and why we want to involve people in our research. It explains the context in which payment is offered and how public involvement in health research is different from paid employment. This is especially important for people who receive benefits for limited capability for work. The sheet also explains that you can withdraw from public involvement activities at any time. This is important for people who are taking part in a work programme or actively seeking work.

Part two also refers to Department of Work and Pensions guidance for staff that deals with regulations covering payment for 'Public involvement'.

## **PART ONE**

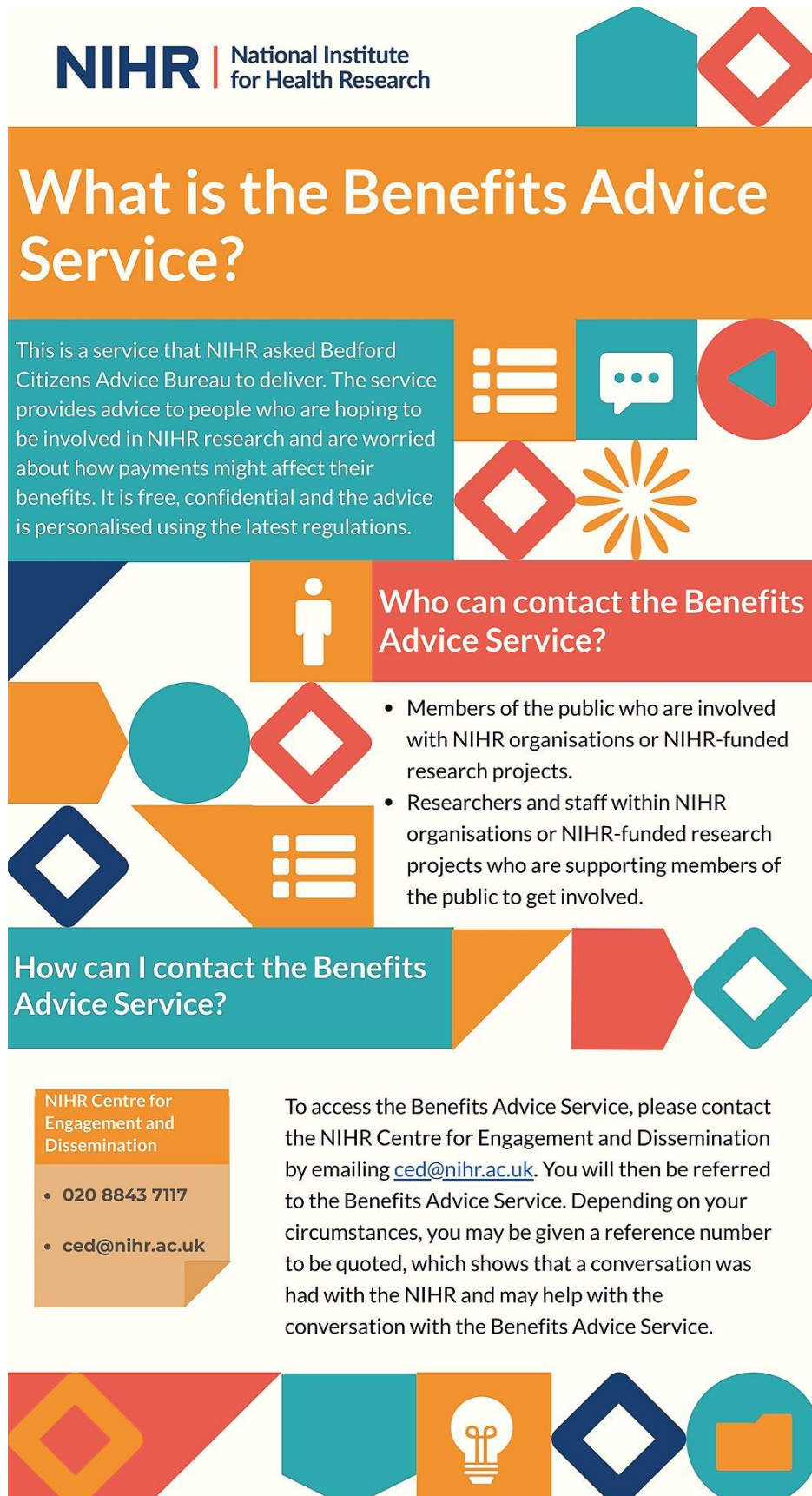
If you choose to get involved in health research at the University of Hull, we will offer payment for the time that you spend taking part in our activities. This is to show our appreciation for the knowledge, experience and perspectives on health and care that you share with us. Any payment that we offer you will be in line with our policy on reward and recognition.

Before you accept an offer to get involved in paid activities, you should seek advice about how payment might affect any welfare benefits that you receive.

You should always let Jobcentre Plus know if you are going to get involved in research. This is best done as early as possible. There may be certain conditions that you need to stick to and the amount you receive may be restricted. It is important that you are aware of these restrictions before you agree to be paid for involvement.

If the payments you receive exceed the earnings limit that applies to you or you have not informed Jobcentre Plus that you plan to get involved in research, you may be in danger of having your benefits reduced or stopped.

Our research project is funded by the National Institute for Health Research (NIHR) which means you can access the NIHR funded Benefits Advice Service:



**NIHR** | National Institute for Health Research

## What is the Benefits Advice Service?

This is a service that NIHR asked Bedford Citizens Advice Bureau to deliver. The service provides advice to people who are hoping to be involved in NIHR research and are worried about how payments might affect their benefits. It is free, confidential and the advice is personalised using the latest regulations.

### Who can contact the Benefits Advice Service?

- Members of the public who are involved with NIHR organisations or NIHR-funded research projects.
- Researchers and staff within NIHR organisations or NIHR-funded research projects who are supporting members of the public to get involved.

### How can I contact the Benefits Advice Service?

**NIHR Centre for Engagement and Dissemination**

- 020 8843 7117
- [ced@nihr.ac.uk](mailto:ced@nihr.ac.uk)

To access the Benefits Advice Service, please contact the NIHR Centre for Engagement and Dissemination by emailing [ced@nihr.ac.uk](mailto:ced@nihr.ac.uk). You will then be referred to the Benefits Advice Service. Depending on your circumstances, you may be given a reference number to be quoted, which shows that a conversation was had with the NIHR and may help with the conversation with the Benefits Advice Service.

The University strongly recommends that you take expert advice from a benefits advice service. You can also access the following service offers for free, confidential guidance:

<b>National Institute for Health and Care Research Benefits Advice Service</b> Only for those involved in NIHR funded projects Email: <a href="mailto:ced@nihr.ac.uk">ced@nihr.ac.uk</a>	<b>Citizens Advice Bureau</b> Web: <a href="https://www.citizensadvice.org.uk/">https://www.citizensadvice.org.uk/</a> Local drop in services available
<b>Money Helper</b> Tel: 0800 138 7777 What's App: +44 7701 342744 Web: <a href="https://www.moneyhelper.org.uk">https://www.moneyhelper.org.uk</a>	<b>Age UK Hull</b> For older people Tel: 0800 678 1602 Web: <a href="https://www.ageuk.org.uk">https://www.ageuk.org.uk</a>
<b>Gingerbread</b> For single parents Tel: 0808 802 0925 Web: <a href="https://www.gingerbread.org.uk">https://www.gingerbread.org.uk</a>	<b>Macmillan Cancer Support</b> For people affected by cancer Tel: 0808 808 00 00 Web: <a href="https://macmillan.org.uk">https://macmillan.org.uk</a>

Once you have taken advice, and met any requirements of the benefits authorities, please let us know what payment you wish to accept. Our policy is flexible and we can offer lesser amounts, or treat you as a volunteer, if you prefer this. We also recognise that your circumstances might change during your involvement with us.

If you need more copies of this information sheet, please contact the Patient and Public Involvement Coordinator on [CAMHR\\_PPI@hull.ac.uk](mailto:CAMHR_PPI@hull.ac.uk)

## **PART TWO**

This information sheet explains what public involvement means, and why we offer payment for your involvement in our health research. You can share this sheet with staff who work for benefits agencies (such as Jobcentre Plus), when you:

- a) talk to them about getting involved in health research; or
- b) declare any payment received from the University for your involvement.

We refer here to Department of Work and Pensions regulations about public involvement in their guidance for staff, Advice for Decision Makers (ADM).

### **Centre for Addiction and Mental Health Research**

CAMHR will target the mental health needs of the local community, and wider national challenges, resulting in better access to care and treatments that work. The target area includes a diverse population of 1.7 million people in cities, market towns, rural villages and coast communities across the Humber and North Yorkshire Integrated Care Board (ICB). These areas include some of the most deprived communities in the UK who have poor access to effective mental health treatment.

We are committed to meaningful and active public involvement in our health research. We involve the public at all stages of research, including how research is identified, prioritised, conducted and disseminated.

### **What is public involvement?**

We invite members of the public to become involved in our activities to offer a service user perspective because of their personal experience of using health and social care services, treatment and care, and of living with or caring for someone.

When using the term ‘public’ we include patients, potential patients, carers and people who use health and social care services.

DWP have a full description of service users that applies to all benefits and can be found in Advice for Decision Makers Chapter H3: paragraph 3161

### **The difference between service user involvement and work**

Involvement in research activities should not be mistaken as capacity for work.

Recruitment for service user involvement should not be confused with recruitment for employment.

Our service user involvement activities:

- are intermittent and people can withdraw at any time;
- vary in length and in frequency, and usually last for a few hours or less in any one week;
- are individual activities and do not imply future involvement;
- may include attendance at quarterly or annual meetings;
- may include contributing to intermittent meeting or teleconferences;

- may include helping to prepare for meetings, teleconferences or events;
- may include some follow-up activities after meetings or events.

Any payment that is offered for service user involvement is intended to cover preparation, attendance and appropriate follow-up activities.

### **Support provided**

We provide support for each individual to enable them to attend and contribute to our meetings and events. Involvement in research activities should not be interpreted as a reduction in the care or mobility needs of service users who are involved with us.

Support is offered as required by the service user to enable them to: prepare for an activity; travel to and from a venue; and contribute during and after the activity. Support might include provision of childcare, or provision of a personal assistant or support worker, to enable the individual to contribute effectively to the activity.

### **Payment for service user involvement**

Good practice guidance for service user involvement in research recommends that members of the public should be offered payment for activities such as attending meetings and events, and that reasonable out-of-pocket expenses should be covered.

Please note that:

- we pay service users in arrears for each activity;
- to assist service users whose welfare benefits have earnings limits or disregards, we will offer involvement on a voluntary basis, or at a lesser amount, if requested;
- as the payment period may be over a month or more, we anticipate that Jobcentre Plus will treat these payments as averaged over the payment period. See DMG Chapter 48 paras 4080-81 and for a cycle of work para 48094.
- the Department for Work and Pensions legislation exempts 'service users and carers' from the application of notional earnings and treats reimbursed expenses for service user involvement as ignored (see ADM Chapter H3, paras 3160 and 3241)
- service users can withdraw from involvement activities at any time to attend 'employment-related' activities at short notice;
- the Department of Work and Pensions legislation on exempt work now allows earnings at the higher level of Permitted work without time limit.

### **Further information**

If you require further information about service user involvement in CAMHR, please contact the Patient and Public Involvement Coordinator at [CAMHR\\_PPI@hull.ac.uk](mailto:CAMHR_PPI@hull.ac.uk)