

NHS Greater Manchester - Lived Experience Participation Fund Participant Information & Payment Request Form

Lived experience belongs to *people who have gained knowledge through direct, first-hand involvement in everyday events, rather than through assumptions and constructs from other people, research, or media*. This is contrasted with specialised professional, or academic knowledge which is often referred to as 'learned experience'.

Lived Experience Participation Fund - Purpose

The Lived Experience Participation Fund has been developed in recognition of the positive impact People With Lived Experience (PWLE) have on shaping the NHS GM Population Health programmes of work and our ongoing commitment to co-production with PWLE.

Through the fund, PWLE can be reimbursed for their valued contributions to shaping our programmes of work. This could include but is not exclusive to - attending a focus group / meeting, reviewing documentation, preparation for a presentation, sharing expertise and insights. The fund also extends to cover transportation costs of PWLE when attending events in-person.

Any programme under the Population Health Directorate is eligible to make use of the fund to reimburse the contributions of PWLE to that programme.

The reimbursement amount is £20/hour and participants can choose a suitable payment method: BACS transfer, e-voucher or a donation to a charity of their choice. Reimbursement for participation is optional – participants should be informed of the fund and given the choice to be reimbursed for their time.

The fund also extends to cover transportation and refreshment costs of PWLE when attending events in-person.

- If travelling in their own vehicle, participants can be reimbursed for mileage at a rate of 45p/mile from their residential address to the location of the in-person event.
- Public transport and car parking charges can be claimed for. Proof of costs must be provided.
- A lunch allowance of £5 can be claimed if the participant is more than 5 miles away from their base in the period between 12 noon and 2pm, if a meal is not provided free of charge as part of the event. Receipts must be provided.

Payment Process

1. NHS GM staff member completes parts 1 and 2 of the form including project details and reason for payment. This should be completed **after** participation has occurred to ensure details are accurate.
2. Form shared with participant for them to complete part 3. The appropriate support should be provided. Participants can decide on a payment method: BACS transfer, e-voucher or charitable donation.
3. Participant returns completed form and any proof of travel to the NHS GM staff member they have been in contact with.
4. NHS GM staff member should confirm that details provided on form are correct and proof of travel has been provided where required. Completed forms and any additional documentation should then be sent to gmhscp.adminpopulationhealth@nhs.net with the email header '**Participant Reimbursement Fund – new request**'.
5. Completed forms will be processed internally and sent to Resolve Poverty on a weekly basis. Forms received on Fridays will be processed the following week. Payment to participants can take up to three weeks.