

Influence and participation remittance policy

Document Title	Influence and participation remittance policy	
Version History	May 2026	- Included Academic Reference Group in policy's scope - Revised host organisation to NHS Alliance following merger - Removed outdated link to NHS Alliance travel and expenses policy and noted it will be shared directly with claimants - Completed claim forms and full VAT receipts to be shared with claimants' relevant RHO staff contact
	October 2025	Included payment rates for Reference Network contributions and Appendix 1.
	June 2025	Included details of Citizens Advice partnership and claims process.
	December 2024	Included: - Increased payment rates in line with inflation - Hourly rate for reviewing written materials - Financial implications of receiving payment - Further costs (childcare, parking, accessibility)
Supersedes	All previous versions	
Organisational Function	Policy and Business Support	
Effective Date	December 2024	
Audience	External	
Objective	To outline how we financially compensate contributors to our work.	
Scope	Detailed in Section 2.	

1. Background and purpose

The NHS Race & Health Observatory (RHO) is committed to ensuring that all our activity is informed by the people and communities we serve. Our work would not be possible without the contributions offered to us by those with lived and learned expertise of the inequity we were established to tackle - expertise that must be equitably compensated.

We acknowledge that passion and payment are not opposites and that the RHO must challenge the common, false assumption that people who really care about an issue will work for free. We want to make sure that finances are not a barrier to influencing and participating in our work, and that we fairly pay for the time and expertise offered to us.

2. Who does this remittance policy apply to?

This remittance policy applies to RHO Working/Advisory Group members, RHO Reference Network members, and other individuals contributing to our work, who:

- Have lived expertise of ethnic health inequity, e.g., patients, service users, and unpaid carers.
- Have professional expertise, and whose time spent supporting our work is not covered by their salaried position, e.g., healthcare, academic, and other relevant professionals.
- Work for small, community-led organisations, i.e., with an annual turnover of less than £1m.

3. How to receive payment and reimbursement

To receive the payments outlined in this remittance policy, please complete the non-staff expense claim form (Appendix 1) along with full VAT receipts in line with NHS Alliance's travel and expenses policy. Your RHO staff contact will send you the claim form and the travel and expenses policy.

Email your completed claim form and full VAT receipts to your RHO staff contact. Non-staff expense claim forms will usually be processed and paid within 4 weeks.

Please agree any proposed or potential alternative arrangements that are not outlined in this remittance policy, before booking or paying for anything yourself, in writing over email to a member of the RHO staff team.

4. Reimbursing expenses: travel, accommodation, and subsistence

This section applies to: RHO Working/Advisory Group members, RHO Reference Network members, and other individuals contributing to our work as outlined in Section 2.

For any in-person event or meeting, the RHO will pay for travel and accommodation, and reimburse out-of-pocket expenses in line with NHS Alliance's travel and expenses policy, including:

- Car, motorcycle, and bicycle travel per mile: 45p (car), 24p (motorcycle), and 20p (bicycle).
- Travel by standard class train, bus, and if travelling in London, Oyster/contactless payments. A record of journeys taken can be obtained via [Transport for London](#).
- Travel by taxi, if public transport is not accessible, available, safe, or if travelling in a group is cheaper than the combined public transport fare. Where possible, taxis will be ordered by your RHO staff contact.
- Where a hotel stay is required, breakfast will be booked along with the room by your RHO staff contact.
- A meal allowance of £37 per day, including up to £12 for lunch and sundries and £25 for dinner.

Where possible, the RHO will also ensure that remote attendance, for example, through videoconferencing, is also available as an option.

The RHO can also cover the following expenses, which will be reviewed on a case-by-case basis and agreed in writing over email, prior to making any arrangements:

- Childcare costs incurred when contributing to our activity in-person, at £7 per hour for up to four hours. These rates are calculated using [Coram's 2024 Childcare Survey](#).
- Parking costs incurred when contributing to our activity in-person.
- Cost of interpretation and accessibility services necessary to contribute to our activity.

5. Payment for contributions to RHO's work

5.1. Lived expertise contributions to RHO communications

This section applies to: RHO Working/Advisory Group members, RHO Reference Network members, and other individuals contributing to our work as outlined in Section 2.

If a person has agreed to share their lived expertise in the RHO's written communications (e.g., in a blog, report, or in media content), we will offer an **hourly rate of £25**, informed by the [National Institute for Health and Care Research's \(NIHR\) guidance](#), once they have provided an estimate of the time they will need in writing over email with a member of the RHO staff team.

If speaking externally to contribute to our work, such as at an RHO event, we will pay a speaker's fee of £250. Where in-person attendance is involved, **Section 4 applies**.

5.2. RHO Reference Network contributions

This section applies to: RHO Reference Network members as outlined in Section 2.

When Reference Network members contribute to the RHO's work, we will offer the following payment rates:

- Participating in a focus group or interview: **hourly rate of £25**, informed by [NIHR guidance](#).
- Filling in a survey/form to gather insights or evidence: the [Real Living Wage rate of £13.45 per hour](#), once they have provided an estimate of the time they will need in writing over email with a member of the RHO staff team.
- Speaking at an event: a **speaker's fee of £250**.
- Being part of a Task and Finish Group: **£90 attendance fee** for each meeting. This payment is designed to cover the time spent in the meeting as well as expected duties outside of the meeting, for example, reviewing meeting papers and minutes.
- Reviewing written materials outside of other meeting, interview, or focus group timeframes: **hourly rate of £25**, informed by [NIHR guidance](#), once they have provided an estimate of the time they will need in writing over email with a member of the RHO staff team.
- Where in-person attendance is involved, **Section 4 applies**.

5.3. RHO Working and Advisory Group meeting attendance

This section applies to: RHO Working/Advisory Group members as outlined in Section 2.

Where the RHO invites people with lived or professional expertise to join one of our Working or Advisory Groups, we will pay a **£90 attendance fee** for meetings of up to two hours in length.

For fuller-day meetings, a **£250 attendance fee** will apply. Where in-person attendance is involved, **Section 4 applies**.

This payment is designed to cover the time spent in the meeting as well as expected duties outside of the meeting, for example, reviewing meeting papers and minutes. By default, these payments will be paid once per meeting, subject to attendance, with between four and six meetings projected to take place each year. This applies to the following RHO Groups:

- Maternal and Neonatal Health Working Group
- Mental Health Working Group
- Stakeholder Engagement Advisory Group
- Academic Reference Group

When reviewing or contributing to written materials outside of meeting timeframes, for example, draft reports, briefings, policies, an **hourly rate of £25** will be paid, informed by [NIHR guidance](#). This will only apply to Working and Advisory Group members whose association with the RHO is not covered by their salaried position, once they have provided an estimate of the time they will need in writing over email with a member of the RHO staff team.

In some cases, the duties of the RHO Working and Advisory Group will be considered to have a 'strategic' role, meaning they take part in strategic decision-making and provide advice and recommendations to the RHO Board and the RHO staff team. To reflect these additional duties, they will receive a **£250 attendance fee (plus VAT if applicable)** for each meeting will rise to, to reflect the additional duties fulfilled outside of the core meetings. These payments will apply to:

- Chairs of the RHO Working and Advisory groups
- Group members invited by the RHO to speak at events
- Other circumstances to be reviewed on a case-by-case basis

5.4. Task and Finish Groups

This section applies to: RHO Working/Advisory Group members, RHO Reference Network members, and other individuals contributing to our work as outlined in Section 2.

For some major projects, the RHO will establish a Task and Finish (T&F) Group. These Groups are time-limited steering groups attached to single projects. The role of the T&F Group will vary depending on the project, but broadly, members will be required to:

- Meet over the course of the project to set and steward its overall direction.
- Review project documents at key milestones, for example, invitations to tender, project proposals, interim and final reports.
- Sign-off the final project and ensure any conclusions or recommendations have been properly validated.

Members of T&F Groups will be offered a **£90 attendance fee** per meeting. This payment is designed to cover the time spent in the meeting as well as expected duties outside of the meeting, for example, reviewing meeting papers and minutes. Where in-person attendance is involved, **Section 4 applies**.

An **hourly rate of £25** will be paid, informed by [NIHR guidance](#), for reviewing written materials outside of meeting timeframes. Where written materials are to be reviewed, the RHO Project Lead will be responsible for determining a maximum fee before members are invited to review.

T&F Groups are multi-disciplinary by design, including people with a mix of relevant lived expertise and professional backgrounds. To reflect the equal importance of each individual's contribution, all members of the T&F Group will be offered the same payment rates.

6. Financial implications of involvement

This section applies to: RHO Working/Advisory Group members, RHO Reference Network members, and other individuals contributing to our work as outlined in Section 2
Please note the information in this remittance policy is not legal advice.

Reimbursement for expenses, as outlined in Section 4, should not affect recipients' taxes or state benefits but receipts must be retained for evidence.

While the payments we outline in Sections 5 are made in recognition of time and expertise contributed, they count as income and are therefore covered by the legal tax and benefits rules on declaring earnings.

6.1. Implications of payments for state benefits

It is important to understand that receiving payment may impact the state benefits that you are entitled to. If you receive state benefits, it is best practice to inform the [Jobcentre](#) before the work begins to be sure there are no unintended consequences. When thinking about your involvement, it is recommended to consider the work allowance for [Universal Credit](#).

We would strongly advise declaring all earnings income to the Department of Work and Pensions (DWP). While there is no statutory regulation that confirms this must be done for income under the earnings limit, it is advisable to declare all income regardless of value, for transparency and to avoid a full claim audit by the DWP.

While it is your responsibility to check whether accepting payment will impact your state benefits, the RHO staff team will assist you by referring you to receive confidential, specialist advice through our partners at Citizens Advice, as outlined below. We will make

accommodations, such as adopting a different pay schedule or lowering payment rates, if you decide it helpful.

How the RHO can support you to receive tailored specialist welfare advice

If you are unsure about receiving payment and the impact it could have on the state benefits you are entitled to, **we can refer you to meet a specialist advisor through our dedicated partnership with [Citizens Advice](#).**

A blue circular logo with the words "citizens advice" in white, lowercase, sans-serif font. The logo is positioned in the top right corner of the box containing the "How the RHO can support you..." section.

citizens
advice

The advisor will arrange a remote appointment with you, where they will identify any impact that payment could have on your state benefits, and provide tailored welfare advice to support you in your decision. They can also provide tailored advice and support for any other issues you might want to talk about.

This service is completely free - it will come at no cost to you. To get this advice, please contact any member of the RHO staff team to be confidentially referred to this service.

Legacy benefits

Legacy benefits include to the six categories of state welfare that will be replaced by Universal Credit by the end of 2029: Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Income Support, Housing Benefit for working age claimants, Child Tax Credits, and Working Tax Credits.

If you receive legacy benefits, we strongly recommend seeking advice, and the RHO staff team will assist you by referring you to receive confidential, specialist advice through our partners at Citizens Advice, as outlined above.

6.2. Implications of payments for tax

It is important to understand that receiving payment for sharing your expertise can be a form of taxable income, and that you are responsible for declaring it. Whether or not you will have to pay tax will depend on how much other income you have. Tax for the year will only be due on a person's income once it rises over their given [personal tax allowance](#).

Appendix 1: NHS Alliance Non-Staff Expense Claim Form

Name:				Date:	
Telephone number:		Email:			
Activity:					
Person/company monies need to be made payable to:					
BACS Details:					
Bank Branch:					
Name of Bank		Account Holder Name:			
Sort Code:		Bank Account Number:			

(Note: Please try to ensure wherever possible, VAT receipts are obtained for all transactions and attached to this claim form. Any expenses submitted without a receipt will not be paid, please ensure all receipts are submitted)

Date	Description (details of journey if mileage)	Net Amount (excl VAT)	Car mileage Number of Miles	Rate of £0.45 per mile	Net Amount (excl VAT)	VAT (20%)	Total
				-			
				-	-		
				-	-		-
				-	-		-
							£0.00

I certify that the above expenses were properly incurred by me on NHS Confederation business

Signature (type in name):	
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For office use only			
Project number:		Nominal Code:	
Budget Holder:			