Payment of Experts by Experience Policy

Policy Created: April 2023

Last Reviewed: March 2026

Next Review: March 2027 (or sooner if significant changes in legislation, guidance, or organisational activities occur)

Reviewed by: Laurence Clark

Responsible Officer: CEO

Approved by: CEO

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1. Introduction and Commitment

Pathways Associates CIC is a disabled-led Community Interest Company dedicated to enabling people with learning disabilities, autistic people, and their families to live the lives they choose as equals in their local communities. The organisation is committed to fair, transparent, and empowering payment practices for Experts by Experience (including adults, children, young people, and their supporters) who contribute their lived expertise to our work. This includes roles in co-production, training delivery, policy development, Care and Treatment Reviews (CTRs), and other activities. Payment recognises the value of lived experience, promotes inclusion, and supports financial independence while ensuring compliance with legal and tax requirements.

As of March 2026, this policy aligns with current best practice, including HMRC guidance on self-employment and payments to individuals (updated 2025 with emphasis on IR35 compliance for contractors), the Equality Act 2010 (reasonable adjustments in payments), ACAS recommendations on fair remuneration, and Skills for Care guidance on involving people with lived experience in workforce development. It promotes efficiencies through digital invoicing and grouped payments while prioritising accessibility and choice. This policy supports our Co-production Policy (valuing expertise), Service User Consent Policy (consent for payments), Equality and Diversity Policy (inclusive processes), Safeguarding Adults and Children Policy (protections for young people), Information Governance and Data Protection Policy (secure payment data), and Corporate Responsibility Policy (ethical compensation).

It reflects our values of being led by lived experience (Experts by Experience co-designing payment processes), partnership (collaborating on fair rates), inclusion and respect (accessible, non-discriminatory options), innovation (flexible payment methods), and integrity (transparent, compliant handling). We commit to prompt, fair payments that empower contributors and uphold their rights.

2. Scope

This policy applies to all payments to Experts by Experience, including adults (18+), young people (16–17), children (under 16 with parental involvement), personal assistants (PAs), support workers, or organisations

representing them. It covers fees for time, travel expenses, preparation, delivery, and other contributions. The policy includes self-employment considerations, tax implications, and procedures for invoicing and reimbursement. It does not cover staff salaries (refer to employment contracts) or unrelated expenses (refer to Expenses Policy).

3. Key Objectives

The organisation aims to recognise and fairly compensate the expertise of people with lived experience while promoting empowerment and independence. It seeks to ensure payments are efficient, transparent, and compliant with HMRC, tax, and equality laws. Accessibility is prioritised through flexible options and support. Safeguards protect young contributors and ensure consent. Learning from feedback improves processes continuously.

4. Core Principles

Payments are based on fair rates that value time and expertise without creating barriers. Choice allows options like self-employment, organisational payments, or vouchers. Compliance follows HMRC rules (e.g., IR35 for contractors, tax on earnings). Inclusion ensures accessible forms and support (e.g., easy-read invoices). Transparency involves clear communication and records. Safeguarding prioritises consent and protection for under-18s. Efficiencies use digital tools for faster processing.

5. Roles and Responsibilities

The Board oversees policy and reviews annual payment reports. The CEO holds accountability for compliance and fair application. The Finance Lead manages processing, tax advice, and records. Line managers/Event Leads agree payments, ensure consent, and support submissions. Experts by Experience disclose tax status and submit invoices. The Safeguarding Lead reviews under-18 payments. All follow HMRC self-assessment if self-employed.

6. Procedures

6.1 Values and Rates Payments reflect the value o**f lived experience.** The following rates of pay have been agreed:

	Review within NW	Review outside NW
A) Expert By Experience (self-advocate) **OR**	1 day @ £170 + support costs @ £170 = £340	1 1/2 days @ £255 + support costs @ £255 = £510
B) Expert by Experience (family member)	1 day @ £170	1 1/2 days @ £255

6.2 Efficiencies and Options Digital invoicing preferred for speed. Grouped payments for multiple sessions.

Options: Direct to individual (bank transfer), via organisation, or gift cards.

Self-employment: Provide IR35-compliant contracts; advise on tax (signpost to HMRC).

For organisations: Formal agreements ensure pass-through to individuals.

6.3 Travel and Expenses

Experts by experience will be reimbursed for the following costs:

- Travel costs to attend meetings. This may include travel tickets, mileage and taxi fares. Mileage is reimbursed at 45p per mile.
- A hotel the night before the meeting, if the meeting starts very early and you have to travel a long way
- Meals during the day or in the evening if staying overnight. Meals during the day should cost **less than £10,** meals during the evening should cost **less than £20**
- Receipts should be kept and submitted wherever possible.

6.4 Payment of PAs and Support Workers Paid if essential for participation (e.g., communication support). Rates as above; funded via

Access to Work where possible. Consent from Expert by Experience required.

6.5 Self-Employment Status Individuals treated as self-employed if meeting HMRC criteria (e.g., control over work). Provide letters for tax purposes. Advise on registration if earnings over £1,000/year. No liability for incorrect status.

6.6 Payment of an Organisation If via organisation, agreement ensures fair pass-through and reporting. Used for group contributions or administrative ease.

6.7 How and When Payments Are Made Invoices submitted post-activity (template provided). Processed within 30 days via bank transfer. Queries resolved promptly. Annual statements for tax.

6.8 Payment of Children/Young People For under-18s: Parental/guardian consent mandatory; payments via adult. Focus on empowerment, not financial incentive. Safeguarding checks apply (links to Child Protection Policy). None of our events should exceed the legal requirements that children can work per work.

6.9 Work Placements for Experts by Experience Structured placements include induction, mentoring, reviews every 3 months, and progression goals. Co-produced with participants.

7. Training, Awareness, and Support

Annual finance training covers invoicing, tax, and payments (accessible). Induction briefs new Experts by Experience. Support includes invoice help and HMRC signposting.

8. Monitoring, Review, and Continuous Improvement

Policy reviewed annually or on tax changes. Monitoring via payment logs and feedback. Learning co-produced with Experts by Experience. Feedback welcomed; annual summaries in CIC report.

9. Conclusion

Pathways Associates CIC is dedicated to fair, empowering payments that value lived experience. By ensuring transparency, accessibility, and compliance, we uphold our disabled-led values and support meaningful contributions.