

Payment policy for co-production

Buttle UK recognises the importance of offering payment to those involved in our co-production work. Offering payment demonstrates that we value individuals' time, expertise and skills; provides an equal standing for everyone involved in co-production; and may address financial barriers to participation for young people and families.

This payment policy sets out who we can offer payment to; what we can offer payment for; rates and methods of payment; and information about how payment might affect individuals' personal tax and benefits situations.

Who will we offer payment to?

Payment will be offered to adults and young people who participate in Buttle UK's co-production activities in a personal capacity (i.e. not as part of a paid job).

We cannot offer payment to participants with No Recourse to Public Funds (NRPF) but will reward these participants' contributions to our co-production work in other ways.

Referrers and other professionals will not be paid for their time, as we expect that they will be participating in activities as part of their paid employment.

Accepting payment is entirely voluntary – individuals can choose not to be paid if they wish.

What will we offer payment for?

Buttle UK will offer payment for co-production activities which require significant time and commitment, make use of participants' experience and expertise, and where payment does not create a conflict of interest.

Examples where Buttle UK will offer payment include:

- Co-production/co-creation sessions and activity (e.g. attending online meetings)
- Writing or contributing to a blog or other publication
- Co-facilitating a workshop with us or supporting us to deliver training
- Planning sessions or activities with us
- Participating in a recruitment panel
- Preparation and follow-up time before and/or after activities

We will make it clear whether payment is available when we share an opportunity.

We will not:

- pay people to take part in our research or evaluations, as this can create ethical issues. However, we may offer incentives such as vouchers for individuals to complete surveys and/or interviews for consultation/research projects, if this is appropriate.
- pay individuals to participate in our fundraising or media events as this may create a conflict of interest. However, we will cover reasonable expenses.

How much will we pay?

How much we offer in payment will vary depending on the activity, but we aim to be as transparent about this as possible upfront. We will aim to pay participants for their time at the [London Living Wage rate](#) and cover reasonable expenses which are incurred as part of our co-production activities, for example travel and accommodation for events.

We want to ensure that finances are not a barrier to participation, so will discuss covering other costs such as childcare, data/Wi-Fi or additional support on a one-to-one basis.

Where possible, Buttle UK will cover costs upfront, so participants are not out of pocket. If participants need to make a purchase and claim their money back, they should check in advance that Buttle UK will cover this cost, to avoid any disputes about their claim.

Method of payment

Participants in our co-production work will be treated as self-employed by Buttle UK.

To be paid, participants complete an Expense and Payment form to tell us how many hours they have worked and what (if any) expenses they have incurred. We will also need proof of any expenses, e.g. photos of receipts, travel tickets or invoices for childcare.

Once the form is submitted, it will go through an approval process with our finance team. It can take up to 10 working days for participants to receive their payment. Buttle UK will pay participants directly into their bank account via a bank transfer, unless otherwise requested.

Impact on personal tax and benefits

Being paid through an Expense and Payment form means that tax and National Insurance is not deducted. However, accepting payment from Buttle UK may affect an individual's personal tax and benefit situation.

We strongly advise participants to speak to a tax and benefits advisor before accepting payment for any co-production activities with Buttle UK, especially if they are in receipt of benefits. We can provide an official letter explaining any work with Buttle UK to show benefit advisors or other officials, if needed.

It is the participant's responsibility to understand how any payment from Buttle UK may affect their household's benefits (including pension) and liability for tax and National Insurance. It is also the participant's responsibility to declare their earnings to HMRC, if relevant.

Accepting payment is entirely voluntary – individuals can choose not to be paid if this will affect their personal tax or benefits, or if they simply do not want to receive payment.

Buttle UK will be flexible on the amounts and method of payment we offer, or find other ways to recognise the value of participants' contributions to our co-production work, if needed.

Further information

For further information about payment for our co-production work, please contact:

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