

Expert by Lived Experience Agreement – Part 1/2

Expert by Lived Experience: [\[Insert name\]](#) Date:

Name of Project:

Who has overall responsibility	
Project Lead	
Other Barnwood team members involved in project	
Project overview	[Insert outline project brief here]
As an Expert by Lived Experience your involvement will be:	<ul style="list-style-type: none"> ● Attending a minimum of X meetings ● Reading emails and preparing for meetings, or attending optional preparation meetings where available ● Drawing on your life experiences and contributing your ideas and suggestions to the project
Time commitment	<p>[List dates and times of planned meetings]</p> <p>[Include additional 1-1.5 hr per session, for liaison, reading and preparation time.]</p> <p>For this project we are estimating a total of [INSERT] hours EbLE work, to include preparation for meetings and any feedback conversations during the process.</p>
Any other information	[Include details of how many other people will form the project team, plus additional relevant information]

Expert by Lived Experience Agreement – Part 2/2

Expert by Lived Experience: [\[Insert name\]](#)

About this Agreement

This agreement outlines what you can expect from Barnwood Trust, and what we ask of you as an Expert by Lived Experience.

This agreement is not intended to be legally binding, nor is this agreement intended to create an employment or worker relationship between Barnwood Trust and you either now or at any time in the future. Its sole purpose is to clarify the basis on which you have agreed to be involved in a Barnwood Project as someone with lived experience which is relevant to that project.

Your involvement with Barnwood Trust as an Expert by Lived Experience

- If you decide not to continue in your involvement with Barnwood Trust at any time please just let your project lead know. Either party may cancel your involvement at any time at their absolute discretion.
- Experts by Lived Experience Partners have the option to receive an involvement payment of £15.50 per hour should they so wish.
- Barnwood Trust will cover all reasonable out of pocket expenses incurred in connection with your involvement in the project for us in accordance with our Expert by Lived Experience policy.

What you can expect from us

- An introduction to the organisation.
- An overview of co-design and your role in the project.
- A named project lead for the project you are involved in, who you can contact about any queries or questions. See the cover sheet for more details.
- Appropriate support to enable you to take part in the project.
- Written confirmation of your project involvement and itemised receipts for any Experts by Lived Experience hourly payments received.

Important information

- For the avoidance of doubt, nothing in this agreement shall be deemed to form a contract of employment or engagement between yourself and Barnwood Trust. This agreement covers your involvement as an Experts by Lived Experience on a short-term basis for the project and time period specified in the cover sheet to this agreement.
- Payments may affect any state benefits you receive. There is a risk that benefits can be stopped in certain circumstances if you fail to get permission for earnings, earn over the limit or fail to inform job centre of activity. Reimbursed expenses are ignored and do not affect benefits.
- We can give you contact details for someone at the Department for Work and Pensions (DWP) to give you advice and support you with providing information to the DWP

relevant to your individual circumstances. Ask us to provide these contact details if you would like them.

- We advise all Experts by Lived Experience to seek professional independent advice in advance of undertaking any involvement with Barnwood Trust to ensure that involvement does not have any negative repercussions on your income.

Confidentiality

- In the course of your voluntary involvement in co-production you may come across confidential information about the organisation, its staff, beneficiaries and their carers. You must respect this confidentiality and not use the information for your own benefit or disclose the information to any person either during or after your involvement in the project, except where required or permitted to do so by law.

By signing this agreement, you are committing to do the following:

- To be responsible for paying your own tax or N.I. contributions, if liable.
- To be responsible for notifying the DWP or local council if you get any benefits that could be affected by this income.

Signed:

Date:

Signed on behalf of Barnwood Trust:

Date: