

# Additional information: becoming a NICE committee member

This information about joining a NICE committee will take you through the following:

- payment and expenses, including how this could affect any benefits you receive
- how we can help you to apply if you have a disability
- how we monitor equality and diversity in NICE's work
- what we expect from our committee members
- what might stop you from sitting on a NICE committee
- how we will use the personal information you give us
- what you can do if you're not happy with our recruitment process

Please read through this information before applying so that you are up to speed on the support we can offer you, and also what we ask of all our committee members.

## What payment can NICE offer me?

Lay members who attend NICE meetings are offered an attendance fee for their contributions. The attendance fee is:

- £150 per full day meeting (4 hours or longer)
- £75 for a half day meeting (up to 4 hours).

Lay member's attendance fees are claimed following each meeting and are paid directly to you. We also pay expenses to cover your travel, snacks, drinks and meals, as well as childcare and carer expenses.

You can find more information on the attendance fee and other expenses in these documents:

- [lay contributor payments – frequently asked questions](#)
- [travel, subsistence and general expenses policy](#)

### **Important things to note:**

- Attendance fees and expenses are subject to the usual tax and benefit rules that apply to earned income.
- NICE commissions two organisations to develop some of our guidance on our behalf. They have their own expenses policies for members of the committees they run – they are the [National Guideline Alliance](#) and the [National Guideline Centre](#). For more information contact the Public Involvement Programme recruitment team at [PIPreruitment@nice.org.uk](mailto:PIPreruitment@nice.org.uk).

### **Will payment from NICE affect my benefits?**

The attendance fee may affect any benefits you receive, if it's likely to be an issue, you can think about these options:

- you can decline the fee or accept a lower amount
- you can also ask for the payment to be made to an organisation (such as a support charity)
- you may also be able to agree an arrangement with the organisation that process your benefits (for example, your local Jobcentre Plus or the Department for Work and Pensions) where any payment is 'averaged' over a period of time.

To enable you to start this conversation with the relevant organisation, we can provide a letter for you to give to them. This explains what you will be doing, and that the work will happen over a period of months.

Receiving travel and other expenses will not affect your benefits. We reimburse the exact amount you spend. NICE can also cover some of your expenses directly so that you don't need to pay and then claim them back. For example, we can book train travel for you.

If you receive state benefits and you are offered a place on the committee, you must notify your benefit organisation as soon as possible. Lay members of our committees have successfully agreed arrangements with their benefit administrator to allow them to participate in our work, although their benefits have been reduced in some instances.

If you do not notify your benefit administrator that you have been offered a place on the committee, you may be considered to be working illegally and your benefits could be stopped.

## How can you help me to apply if I have a disability?

NICE is committed to appointing people from all backgrounds to our committees. We will take reasonable steps to ensure that people get any practical support they need when applying for or taking part in the committee.

We acknowledge that completing a written application form may not be something all applicants are able to do owing to physical or cognitive disabilities, or other conditions where collating information in a linear fashion is difficult.

We will make reasonable adjustments to support applicants who are legitimately unable to complete the form. These include:

- Discussing with the potential applicant the possibility of asking a friend, family member or other advocate to complete the application form on their behalf.
- Offering the applicant a one hour telephone conversation where key points for the application can be transcribed

Prior to any transcription staff in the Public Involvement Programme will:

- explain the nature of the role for which people are applying e.g. regular meetings, significant reading, the potential for work between meetings via email and the internet
- outline the expectations placed on committee members and experts e.g. the need for regular committee attendance and active participation in the meetings
- explain the limitations of the support the Public Involvement Programme can offer e.g. limiting transcription phone calls to one hour, at a designated date and time.

Requests for these reasonable adjustments must be made at least 7 days prior to the closing date for any application.

Any support offered will be proportionate to the applicant's needs and the Public Involvement Programme's capacity. Further information will be sought from the applicant as to what support they would need to attend and participate in committee meetings e.g. personal assistant, sign language interpreter, speech-to-text typist, assistance animals, rest periods etc. Please note that it is unlikely that, without significant additional support, people who are unable to complete an application form would be able to meaningfully contribute to the work of the committee.

Examples of practical support include providing large print versions of documents, making changes to how interviews are done, ensuring wheelchair access, providing a rest area, and supporting people with hearing impairments.

If you are interested in applying, and are likely to need practical support, please feel free to contact us to discuss what support we could offer.

## What does NICE do to promote equality in its work?

It's important to us that our committees provide a wide range of viewpoints and experiences to help improve the quality of our guidance. We welcome people from a range of backgrounds, and would particularly like to improve representation from people from black, Asian and minority ethnic groups. Read more about our [equality scheme](#).

We ask applicants to complete an equality monitoring form. This helps us collect important information about the people applying to work with us. It also allows us to monitor the impact of recruitment policies as part of our legal duty not to discriminate and help improve equality.

We use the information you give us only for monitoring the diversity of applicants and appointees to our committees. We will not use it to choose who sits on a committee, and our recruitment panel will not see it when shortlisting and interviewing candidates.

## What do we expect from our committee members?

NICE asks all of its committee members to agree to:

- set aside enough time to prepare for and attend committee meetings and use their personal knowledge to inform development of the guidance
- contribute positively to the work of the committee and to developing the guidance
- take full account of the evidence in developing recommendations, including how the evidence has been analysed and interpreted by the team developing your guidance
- be courteous to committee colleagues and staff at all times
- be impartial and honest
- in committee discussions, understand the need to use public money in a cost-effective way
- raise any concerns about the process for developing guidance or the draft guidance itself with the committee, and try to resolve these issues with support from the team helping to develop your guidance
- work within NICE's published methods and processes, including those on hospitality, declaring interests relevant to the work of their committee and claiming expenses in line with the NICE policy.

## Is there anything that would stop me from sitting on a NICE committee?

The following people are not allowed to be on a NICE committee:

- a doctor who is under investigation by the General Medical Council (GMC), and who has had interim restrictions placed on their practice, or who has been removed from the Medical Register
- a doctor who is under investigation by the GMC but has not been subject to any interim restrictions
- other professionals who are under investigation for professional misconduct, or have been found to be in breach of appropriate professional standards by their professional body

Anyone who meets any of the following categories is not automatically disqualified, but a decision on their appointment will be made on a case by case basis.

Please tell us in your application if any of these points apply to you:

- you have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- you are the subject of a bankruptcy restrictions order or interim order
- you have been dismissed (except by redundancy) by any NHS or social care organisation
- you have previously had a committee or appointment with NICE terminated
- you are under a disqualification order under the Company Directors Disqualification Act 1986
- you have been removed from trusteeship of a charity.

### **What if I have interests in the topic of NICE guidance?**

NICE is expected to develop its guidance fairly and transparently. This means that we need to understand any potential interests that our committee members might have in the field they are developing guidance in. By 'interests' we mean things that might affect whether committee members can consider impartially the evidence presented to them.

For example, we need to know if you or the organisation you work for receives payments from organisations involved in producing the evidence, or any other connections you have to articles the committee may discuss.

This is why we ask you to complete a declaration of interests form as part of your application. Please ensure you read NICE's [policy on declaring and managing interests for NICE advisory committees](#) before applying and completing your form.

### **What can I do if I'm not happy with NICE's recruitment process?**

Appointments to NICE's committees are made on merit after fair and open competition, and according to our [recruitment and selection policy and procedure](#).

If you have a complaint about our recruitment process you can send this to:

David Coombs  
Associate Director, Corporate Office  
National Institute for Health and Care Excellence  
10 Spring Gardens  
London  
SW1A 2BU  
[david.coombs@nice.org.uk](mailto:david.coombs@nice.org.uk)

Additional information: applying to be on a NICE committee