

Our Ref/Ein Cy:
Date/Dyddiad: 5th April 2022
Ask for/Gofynner am: Mark Cooper
Direct Dial/Rhif Union: 01352 701101
Email: mark.cooper@flintshire.gov.uk

Dear Direct Payment user

Re: Welsh Government Additional £1000 Payment for Personal Assistants.

If you do not employ a Personal Assistant via the Direct Payments Scheme please discard this letter

Many of you will already know that on 10th February 2022 the Deputy Minister for Social Services announced an additional one off financial payment of £1498 for eligible social care workers in Wales.

This amount covers the basic rate of income tax and National Insurance contributions and after deductions most people should expect to receive £1000.

According to the Welsh Government Guidance the additional payment demonstrates our commitment to improve the status, terms and conditions and career pathways for social care workers. We want more people to have long careers as professional social care workers.

Welsh Ministers have confirmed that Personal Assistants will be eligible to receive this payment as long as they meet the following criteria:

- They were employed by you as a Personal Assistant on 31st March 2022
- They have become employed as a Personal Assistant by you between 1st April 2022 and 30th June 2022.
- They have worked at least 6 shifts whilst in your employment.
- They have only made one claim for this payment.

There is an option to receive the payment in five equal instalments over 5 successive months. Personal Assistants wishing to receive their payment in this way must make this clear on their application.

To ensure that all eligible Personal Assistants employed by you have the opportunity to apply for this additional payment please follow these steps:

1. Share the information in this letter with any Personal Assistants that you employ.

2. Please ask each Personal Assistant employed by yourself to complete the employee claim form (attached).

County Hall, Mold. CH7 6NN
www.flintshire.gov.uk
Neuadd y Sir, Yr Wyddgrug. CH7 6NN
www.sirvfflint.gov.uk



If you or your Personal Assistants would like an electronic copy of the claim form please email me using the email address at the top of this letter.

3. For Personal Assistants employed after 31st March please ask them to complete a claim form when they are employed and return this using the address provided.
4. Your Personal Assistants must return their completed claims forms to yourself as soon as possible.
5. Apologies for the short time frame, but you must return all the completed claims forms to the following address by no later than **15th April 2022**. Please use the prepaid envelope provided, or email the claim forms to mark.cooper@flintshire.gov.uk

Mark Cooper, Flintshire County Council, Ty Dewi Sant,
St Davids Park, Ewloe, CH5 3FF

6. When all the claims forms have been received they will be checked and if eligible Flintshire County Council will arrange for an additional £1498 for each eligible Personal Assistant to be paid into your Direct Payments account.
7. When you have received the money into your account please ask your Personal Assistants to claim their payment via a separate Timesheet. The timesheet should detail **Welsh Government Additional Social Care Payment**. The Timesheet will be processed by your Payroll provider and your Personal Assistants will receive the payment into their accounts minus any deductions.
8. The additional payment may mean that your employers National Insurance contributions, or employers Pension contributions go up.
Please inform me of any additional costs incurred by no later than 31st July 2022. Your Payroll provider will be able to provide you with this information. We will claim these back from the Welsh Government on your behalf.

We are doing our very best to keep this process as simple as possible, however if you need any further guidance, or support please contact the Flintshire Direct Payments Team who will be happy to assist you.

Direct Payments Team 01352 701100
Email: dp.support@flintshire.gov.uk

For the further Welsh Government Guidance please follow this link:

<https://gov.wales/additional-payment-social-care-workers-aligned-real-living-wage#section-93319>

A Welsh version of this letter, application form and guidance is available on request.

Yours sincerely,

Mark Cooper
Team Manager