

Bringing forward the uplift in the National Living Wage: Discretionary Award of Grant to a Provider
FREQUENTLY ASKED QUESTIONS

Question	Answer
<p>Why is this uplift being applied to staffing hours, rather than the hourly rate for care?</p>	<p>The decision to provide the funding, and focus it on bringing forward the benefits of the uplift in the National Living Wage due on the 1st April 2022 for front-line care workers was taken by the West Yorkshire Health and Care Partnership Board.</p> <p>As a regional decision, applying the uplift to staff time rather than hourly rates offers the best way to ensure the funding is applying consistently across West Yorkshire. Hourly rates for care, how they are calculated and what they include differ in each area.</p> <p>This funding also includes uplifts for front-line care workers delivering care not contracted by the Council. These would not be covered if an hourly rate increase was given.</p>
<p>What is included in the funding?</p>	<p>The funding covers:</p> <ul style="list-style-type: none"> • Additional base wage costs for front-line care • Corresponding increases to National Insurance contributions, pensions and holiday pay • Reasonable contributions to maintain pay differentials • Reasonable administration costs related to this uplift.
<p>How can we decide what uplift to give, when we don't know what the care rates will be in April 2022?</p>	<p>We understand that it may be challenging to make decisions on what you will pay staff in April without knowing the Council's new rates, however we can assure that the 59p (the difference between 8.91 and £9.50) plus on-costs you will be receiving through this grant will be the minimum you receive in April.</p>

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<p>If a care staff employee who was receiving the uplift from 1st December, left employment before 1st April 2022, would we have to pay the uplift back to yourselves that we have paid the employee?</p>	<p>If this funding wasn't then used, then yes unspent money needs to be returned by 9 May 2022.</p> <p>However, if you use this funding on wages for new staff then it wouldn't need to be repaid.</p>
<p>Why is the Stage 1 payment is calculated using a 25 hour work week?</p>	<p>According to Skills for Care, the average working week for care staff is 25 hours.</p> <p>This figure is being used to calculate the indicative Stage 1 payment only. In the PART B template, you should report on the actual average number of hours worked in your service.</p>
<p>Why aren't non-care staff such as cleaners, cooks and maintenance staff included?</p>	<p>This funding aims to:</p> <ul style="list-style-type: none"> • bring forward the benefits of the uplift in the National Living Wage due on the 1st April 2022 for front-line care workers • support more front-line care worker feeling valued • support recruitment and retention of care staff. <p>Funding is being made available to maintain differentials which can also be used for non-care staff uplifts where you consider these necessary. You should list these costs in the Part B form which needs to be completed by 31 January 2022.</p> <p>Uplifts should only be applied to staff working in your registered service and not, for example, staff working in your head office or staff working in another region.</p>
<p>Our CQC-registration is in Bradford, but our staff also work in other areas of West Yorkshire - where will our funding come from?</p>	<p>Local Authorities have taken the decision to distribute the funding based on where a provider is CQC-registered, in the same way as the national covid grants like the ICTF.</p> <p>Bradford Council will provide funding for all care workers attached to your registered office in Bradford.</p>

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We have CQC premises in a number of different areas in West Yorkshire – will we need to claim this funding from each Local Authority	<p>Yes, you will need to complete the information requested by each Local Authority where you have registered premises.</p> <p>If you haven't yet heard from the Local Authority, you can expect to do so soon.</p>
On the Part B form, should we include contracted hours only or do we include any overtime worked?	Please give the average number of hours worked per week. Hours worked would include overtime.
Are Registered Nurses included in the pay uplift?	<p>Registered Nurses are not included as frontline care staff.</p> <p>If you need to uplift Nurses pay to maintain differentials, this should be detailed on the PART B form.</p>
Does the uplift include homes in the Craven area, as it is under Bradford CCG?	<p>No. The funding only covers West Yorkshire and Bradford Council will only be providing funding to services with CQC-registration within the Local Authority District.</p> <p>We are speaking to colleagues in the CCG and in North Yorkshire to understand what funding will be made available to homes in Craven.</p>
If we are already paying staff £9.50 per hour, can we still claim?	<p>Yes, if you planning to offer these staff an uplift in April 2022.</p> <p>A maximum of a 59p increase on the hourly rate will be funded for all frontline care staff in a CQC-registered service.</p>
Are NIC, pension contributions and holiday pay factored in?	Yes – a 25.4% contribution to on-costs including NIC, pension and holiday pay will be automatically calculated and added to your grant.
Are Agency staff wages included in the funding?	No. The funding only covers staff directly employed by your company.

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On the Part B form, should we record every care worker individually or in groups by their hourly rate?	<p>Please group them by their hourly rate.</p> <p>Please do not include any personally identifiable information.</p>
For companies that have more than one service, can the Part B form be completed with all service grouped together or does a Part B form need submitting for each individual service?	You can complete one PART B form for all your registered services, or submit them separately – whichever works best for your organisation.
What can we include as reasonable admin costs?	<p>Reasonable admin costs can include Payroll Company charges or additional admin staff time.</p> <p>The BCA will work with Providers in the new year to help identify how to calculate admin costs and put out guidance on this.</p>
Is there a list of abbreviations available for the payments as to what they relate to?	<p>We are producing summary information on all the current grants to help explain the different payments, timescales and reporting requirements. We will also include the payment abbreviations.</p> <p>We will include an update in the bulletin when this information is available on the Provider Zone.</p>
Does the 59p lift apply to apprentice carers?	Yes, if you are planning to offer them this same level of pay in April 2022
What about staff recruited between now and end of March that will not have been added to the form?	<p>We will consider how we can support Providers to request additional funding at the end of the grant period where new staffing capacity is being brought in.</p> <p>We will provide an update on this in the new year.</p>

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Many homes are working with agency staff, should these and staff in the process of recruitment be added to the form?	<p>We will liaise with colleagues across the region to get a view on how agency staff hours, that plan to be replaced with permanent staff, should be treated within the form.</p> <p>We will provide an update on this in the new year.</p>