

## Co-Production Collective Payment Policy Information Sheet

### Payments and Benefits Information

If you claim benefits and you would also like to get paid by Co-Production Collective, we recommend you speak to a benefits advisor to see if receiving payments from us will affect your benefits.

This information sheet will help you understand:

- What counts as permitted work
- Who/when/how you may need to declare any work you do.

#### Useful links

**Turn2Us webpage** – you can find a helpful explanation of how benefits are affected by hours worked on this [Turn2Us webpage](#).

**HMRC Factsheet** – you can also find more information on this [HMRC Factsheet](#) which explains what counts as permitted work and what forms you need to fill in to be able to work. We recommend you speak to a benefits advisor.

- [Please note](#): at the bottom of the HMRC Factsheet page it says that doing permitted work can affect other benefits you are receiving like Income Support, Housing Benefit or Council Tax Reduction. They tell you to 'to talk to your Jobcentre Plus work coach before you start any work.'
- You will see that the HMRC Factsheet page also says that 'if you receive Housing Benefit or Council Tax Reduction and you're thinking of starting permitted work, you must talk to your local council straightaway, as the amount you get could change.'

**Jobcentre Plus** – please talk to [Jobcentre Plus](#) about the fact that you want to undertake activity with us.

- Please double check if you need to get permission to do activity with us.
  - You can call the activity with us 'service user involvement' or 'co-production'.
- We can provide a letter to explain activity with us in more detail if you or Jobcentre Plus would like this.

**GOV.UK** – it is important to be aware of the amount of income tax you need to pay

- The amount of income tax you need to pay depends on several factors you can find out more about this on the [GOV.UK webpage](#).
- If you are already employed and still want to get paid by the Co-Production Collective for your time you may need to see if this classifies you as ‘working for yourself’. You can find out more on the [GOV.UK Working for yourself webpage](#).

## **Where can you find a benefits advisor?**

### **Citizens Advice Bureau (CAB)**

You can find your local CAB on the [Citizens Advice Bureau website](#) which also gives lots of information to help you make financial decisions

### **Turn2Us**

[Turn2Us](#) is a charity providing financial information and support, including a [benefits calculator](#), a [‘find an advisor’ tool](#), and free helpline: 0808 802 2000.

### **Your local authority**

Your local authority may provide benefits advice services or signpost to those available in your local area. Housing associations and community organisations may also offer similar services.

### **Age UK**

Some local branches of [Age UK](#) offer a free, confidential benefits advice service for older people.

### **Disability Rights UK**

[Disability Rights UK](#) website includes information and advice on benefits. You can contact 0330 995 0400 to access paper copies of their factsheets and publications.

### **Gingerbread**

[Gingerbread](#) provides advice and practical support for single parents, including advice on benefits and tax credits.

In addition to the above many charities that support people with medical conditions will offer some form of benefits advice and support so they also may be able to help you.

### **What can Co-Production Collective do to help?**

We can:

- Pay you less than the amount offered when we advertised the opportunity to enable you get involved in an activity and still be paid something for your time (if this is helpful for you).
- Pay you expenses and for any time incurred separately even if to the same bank account so that the Jobcentre Plus does not treat the amount paid for expenses as for time worked.
- Talk you through the payment options available to you and help you get the support you need to decide how best to be paid.
- Provide information needed about the nature of the work you are doing with us to help you fill out any forms.
- Not pay you – we can offer alternative non-monetary ways to recognise your contribution instead.

### **Information for organisations**

If you work for an organisation who would like support in paying people who receive benefits the below websites might be useful to share with your finance team.

- National Institute of Health & Care Research (NIHR) – [Payment guidance for researchers and professionals](#).
- HMRC Employment Income Manual – [EIM71105: Research volunteers, lay participants and participants webpage](#) (please be aware this guidance can be interpreted in different ways).
- Social Care Institute of Excellence – [Paying people who receive benefits – Co-production and involvement webpage](#).