



Direct Payments – Acting as a Nominated Person

A nominated person is someone who helps manage a direct payment. You can be a friend or family member. If you are nominated to manage the direct payment on a friend or relative's behalf, they keep the legal responsibilities that go with it.

Name of person receiving direct payment:

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The Council must follow the law and guidance when appointing a nominated person and we will need to check that you are able to do this. General responsibilities related to managing a direct payment apply. Further guidance on the nominated person can be found at

<https://www.shropshire.gov.uk/shropshire-choices/money-matters/what-is-a-personal-budget/direct-payments/>

Shropshire Council can appoint you, if you consent to act as the nominated person and agree with the statements below.

I will:

- 1. Receive payments on behalf of the person I am supporting**
- 2. Hold a bank account, in my own name, for payments which will be monitored by the Council**
- 3. Use the direct payment as agreed in the person's support plan**
- 4. Be accountable for the use of the direct payment including maintaining good records**
- 5. If using direct payments to employ staff, know and fulfil the legal responsibilities this involves. Although the person you support will be the employer.**
- 6. Inform the Council if I wish to stop or am unable to continue being a nominated person**

Signature of direct payment recipient:

Nominated person's name:

Signature of nominated person:

Name of Shropshire Council representative:

Signature of Shropshire Council representative:

Date:

Nominated person's name:

Signature of nominated person:

Date: