





Direct Payments

Direct Payments are a way of enabling people who are eligible for a Personal Budget to purchase and manage their care & support arrangements themselves.



Benefits of a Direct Payment

- **Choice in personal budgets.**
- **Allows for flexibility**
- **Allow freedom to purchase your own care and support services.**
- **Maximize your involvement and control over how your needs are met.**
- **A Direct Payment encourages an individual to take ownership of their care planning and be free to choose how their needs are met**
- **Usually an alternative to having services provided directly by the council or Trust.**

Ways of receiving Direct Payment

Bank Account

Prepayment Card

Managed account

Way of receiving care via DP

- Care agency or registered provider (CQC Approved)
- Self employed personal assistant
- Employed personal assistant
- Hybrid Arrangement (PA and Agency)

Employing a PA

Employment Formalities

- How many new PA's:
- Does the PA and SU live in the same house? *If yes, they cannot be employed unless there is special Adult social care manager's approval.*
- PA rate should be agreed with locality and should be at or above National Minimum Wage.
- The employer for the PA is the service user
- SU can employ friend or family as long as they do not live in the same house.
- Inform us expected start date *(if known)*
- PA should have the right to leave and work in UK
- DP team can assist the SU advertise for PA on SBC website, on job centre, or community notice boards.
- Self-employed PA can be used and a self-employed PA declaration form will need to be completed and signed by PA.

Direct Payment team will provide support and information with employment formalities at setup and during the course of the DP when needed

Referral to PPBT

Eligibility :

- Carried out assessment of needs.
- Determined eligibility.
- Made a Financial assessment referral.
- Had initial DP discussions & determined suitability (Basic overview about DP and how its works should be given)
- Identified someone who will manage/be responsible for the DP (MCA and Best Interested to be completed if SU has no capacity)
- Nd: *To work out how much of your care and support you can pay for yourself*

Referral to PPBT (What we consider)

- POC (Package of care) Including hours
- FAB (Financial Assessment) referral completed
- Nominated Person or Authorised if identified during best interest
- Provide contact details of nominated or authorised person
- Details of care provider and or PA if any should be provided.

How we calculate your package

- PA's salary cost incl. employers National Insurance contributions
- Holiday pay and cover & contingency for emergencies
- Payroll Costs (including costs for any additional employees)
- Employers Pension Contribution (if applicable)
- Annual Employers liability Insurance & funding for the next year's premium
- DBS Check incl. handling fee
- Employer set up incl. registration with HMRC
- Managed Account Fee (if applicable)

Therefore if a PA's rate of pay is £11.44 per hour, the final budget would not be calculated at just £11.44 per hour but would also need to include the above costs.

DP Agreement

DP set up process starts:

- Case will be allocated to a DP officer who will make initial DP setup contact with SU and/ or their representative to discuss how DP works and if SU and/ or their representative wishes to go ahead.
- DP Agreement with details of agreements and budget and details for support the SU receives will be posted or emails to SU to sign

DP Quote

Hours per week:

How many PA's:

Rate of pay per hour: £

Confirm if Managed Acc is needed

DP Review

6-8 weeks after the 1st payment has been received

The first DP review is carried out 6-8 weeks after the first payment is received into the account. This allows sufficient time for some spend to have taken place on the account (first invoices/payslips should have been received) but also not leaving it too long to identify any concerns which could pose a problem with the use of the DP in the long term. We call this the 6 week payment review.

Regulations set out that local authorities must review the making of the direct payment within the first six months of making the first payment.

Quarterly (every 3 months)

Following the initial review, PPBT then review the account every 3 months. This is to monitor the direct payment usage and ensure it is being used to meet eligible care and support needs as well as identify any management issues whereby the individual may require some additional support. We call this the quarterly review.

Annually

A more in depth review is carried out once per year. This review will look at elements of the Direct Payment which are not routinely checked at the quarterly reviews. We call this the annual review.

The Regulations also set out that following the initial review (within the first six month) the local authority must then review the making of the direct payment no later than every 12 months.

**Where a PA is being employed:
R and M look out for:**

PA Details - How many Personal Assistants detail their hourly rates of pay. Concerns with Working Time Regulations?
Detail if they are self employed or employed by the Service User

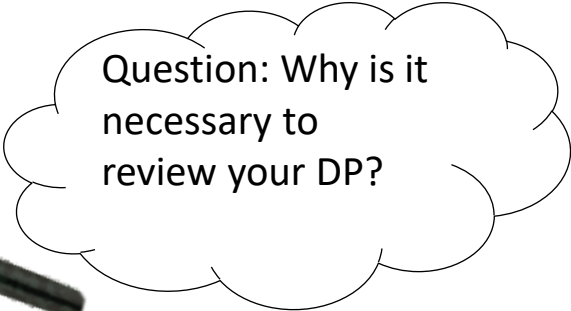
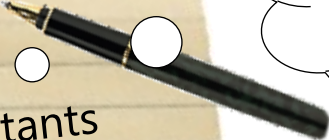
Insurance - Confirm Employers Liability Insurance cover is held and policy includes full legal cover and Redundancy.

Payroll - Record Payroll provider. Is DP recipient paying Holiday entitlement and any required Pension contribution?

DBS & Employment Contracts - We recommend that all employed personal assistants should have had a contract of emolument

Employment Contracts.

This should be agreed that the contract of employment is should be signed before care and support .

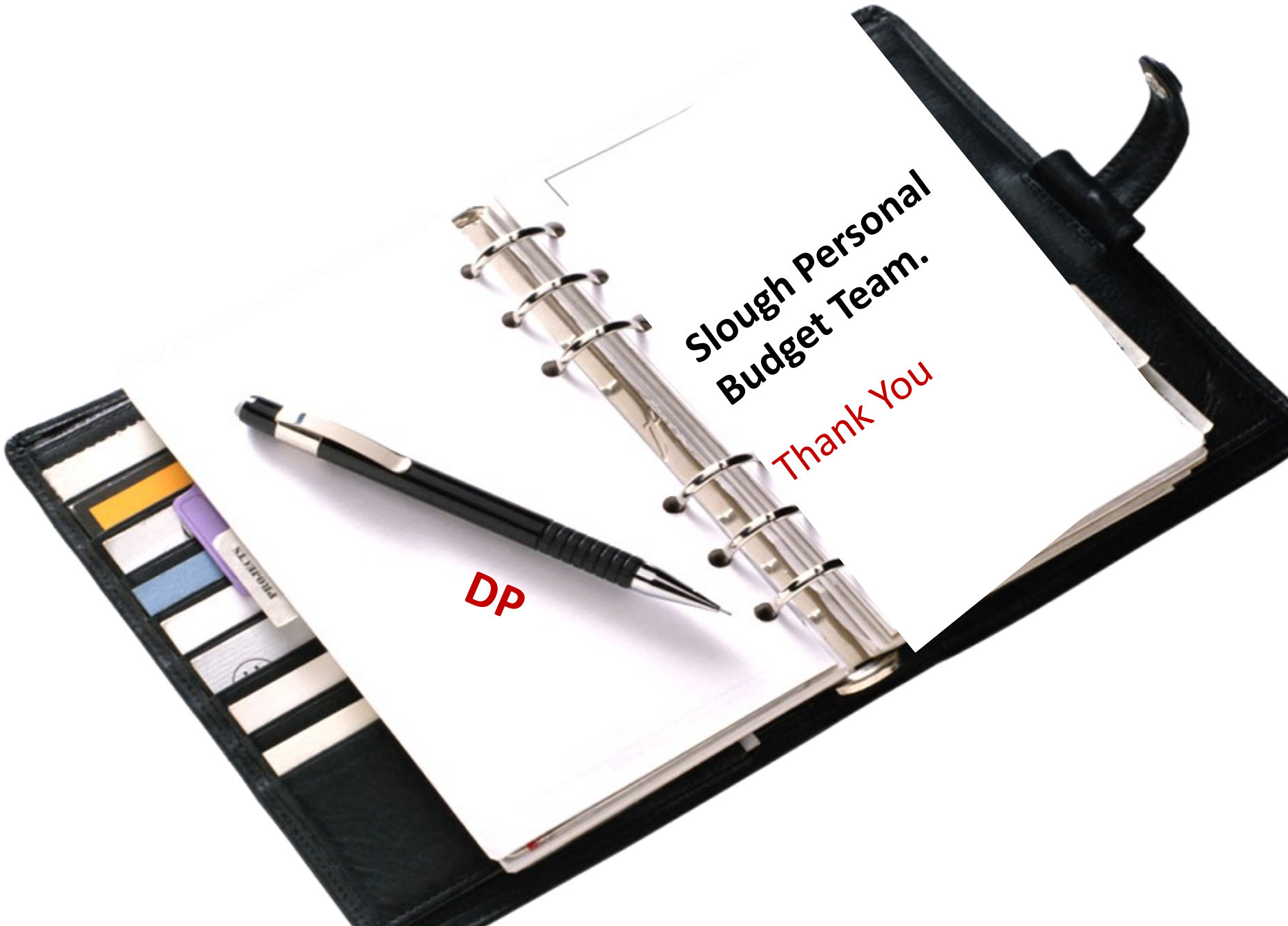


Question: Why is it necessary to review your DP?

**Slough Personal
Budget Team.**

Thank You

DP



Good news case studies for DP Leaflets:

From a Parent of a DP recipient:

When Richard began to receive his support through Direct Payments his life improved dramatically. Due to his autism he lacked social skills making socialising difficult and preventing him from making friends. As a young man he was embarrassed to be 'tagging along' with his parents to social events. He was a lonely and unhappy young man.

Once the Direct Payments were in place he was able to employ two Personal Assistants of his own age. They accompany him to social events and encourage him to mix with others and form friendships. One Personal Assistant luckily shared his passion for Horror Films so they are able to visit the cinema on a regular basis. He is also able to talk to them about issues he would find difficult to discuss with his parents.

He is much happier now he has a social life and a small group of friends.

From a Personal Assistant:

I am a parent of two disabled children and for the past 12 years I have been employed directly by Tom as his Personal Assistant. Tom has autism and I support him to do what he likes doing including going out into the community and visiting the seaside. I love working for Tom and he now feels like part of my family! Working as Personal Assistant suits me as I have part-time flexible hours which fit around my own family responsibilities. I have learnt a lot about autism which has been helpful as my son has also been diagnosed with it.