



Spring 2008 Issue 8

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Putting People First

A shared vision and commitment to the transformation of Adult Social Care

This is part of an ongoing initiative to reform social care and support independent living for older or disabled adults. The key elements were announced in the White Paper 'Our Health, Our Care, Our Say' and announced in the 2007 budget report.

The Department of Health announced, on 10 December 2007, that an extra £520m over 3 years (2008 to 2011) was being made available to transform care for older and disabled people.

Source: www.dh.gov.uk

The question as to how 'Individual Budgets' are to be implemented in Derbyshire County Council has been raised at Direct Payments Support Meetings. At the moment it is too early to say. So much is happening nationally and locally.

However as information becomes available we will be letting people know through this Bulletin, the Direct Payment support meetings and through Derbyshire County Council web page.



Direct Payment Support Meeting

Thursday 24 April - 11:00 – 1:00 pm

St John Hall

Arkwright Centre

Hardwick Drive

Arkwright Town

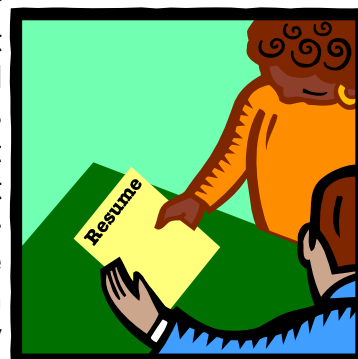
Chesterfield

S44 5BS

As you will have received this bulletin in April there will be no further reminders of April's Direct Payments Support Meeting.

DCIL Database of Personal Assistants

The DCIL (Derbyshire Coalition for Inclusive Living) database for personal assistants is a fairly new development. There has not been the opportunity to promote this widely, either to potential personal assistants or to Direct Payments users. The database is growing slowly, but steadily. If a potential personal assistant responds to an advert (often from the job centre), but do not meet the employer's requirements, I can put their details onto the database. I may be able to send details of other vacancies to the personal assistant. At times a job applicant may not want to go on the database, but will be happy for me to send details of any other current vacancies that may suit. An applicant may be interviewed for a post, but may not be offered the job. However they may be happy to go on the database and receive details of suitable vacancies.



The details held on the database are not extensive:

Name

Address

Telephone number (preferable, but not essential)

Transport – car ownership is not essential. Whether the personal assistant is expected to be a car owner and or driver needs to be made clear from the outset.

Preferred work area (approx)

An idea of availability and the number of hours they are looking for.

Matching procedure: When an employer asks for help with recruitment, I scan through the database and send a job description and application form to anyone who appears suitable. Likely Personal Assistant details will only be shared with 'matched' potential employers. My job is to support the employer rather than finding work for personal assistants.

Every application form is sent out with a job description. The job description will not give the employer's name and address, it will give a unique reference number that allows DCIL staff to identify the potential employer and it gives the general postcode area only. All enquiries come to DCIL, and completed application forms are returned to DCIL. Any completed application forms are sent to the prospective employer so that the disabled person can decide if they wish to interview the applicant. DCIL can write rejection letters to candidates who are not selected for interview if the potential employer wishes.

Judi Bateman

Direct Payments Support Worker

Derbyshire Coalition for Inclusive Living

Park Road

Ripley

01773 740246

Please note:

All Personal Assistants responding to an advertisement to work with Disabled Children or a Disabled Adult in a household in which children under 18 years old live will be subject to a CRB (Enhanced) check. The initial CRB check will be paid for by Derbyshire County Council once the Personal Assistant has been offered the job, providing the Personal Assistant's salary is being paid through direct payments. The Personal Assistant will not be able to start work until the CRB (enhanced) check comes back 'satisfactory'. The CRB (enhanced) check is only valid for the position offered and it is not transferable. If there are no children living in the household then a CRB check is optional. You will need to go through your Care Manager or Social Worker to have the CRB check processed.

RECRUITING, HOW ABOUT THE INTERNET?

A Derbyshire Direct Payment recipient recently notified the Direct Payment Office of two web sites that he found very useful when looking to recruit a Personal Assistant. www.papool.co.uk and www.gumtree.com We cannot recommend either website readers may wish to take a look and make up their own minds.



If you have time and patience there is a good deal of information available on the web for those thinking of employing a Personal Assistant. www.direct.gov.uk on their webpage for disabled people provides information about employing a professional carer, with links to many other useful websites. www.ncil.org.uk have an employment kit on their website, which includes some information readers may find helpful on the Employer/Personal Assistant relationship.

www.dewiscil.org.uk carries an interesting article “Working as a Personal Assistant” and if you have the time just tap into Google ‘disabled persons employing a Personal Assistant’ and it comes up with a great deal more information you may find useful. If you discover sites you feel would be of particular interest to other Direct Payment recipients please let us know and we will include the website addresses in our next Direct Payment Bulletin.

NOTE: If you find a personal assistant via a web site, make sure you follow up references and interview them in an office, i.e. Derbyshire Coalition for Inclusive Living offices for example; with someone whose judgement you trust!!! Do not give the applicant information that can be traced back to your home!

You now have staff—what about training?

Derbyshire County Council run a programme of training to which your personal assistant could access. However there are several points to bear in mind:

- Is the training relevant to your care needs?
- The courses are free, however you will need to pay your staff to attend, possibly their travel expenses as well.
- If you need assistance while your personal assistant is on training have you the funds in your contingency budget to pay for cover?
- Only in exceptional circumstances would your care manager or social worker consider extra direct payment money to cover training costs. You are expected to budget for the training needs of your staff.
- Training is something you may wish to discuss with your staff during their appraisals (see Direct Payment Bulletin, Autumn 2007 for tips on appraisals)
- Training courses available for personal assistants, with an application form can be found under the direct payments section on Derbyshire County Council’s website: www.derbyshire.gov.uk or contact your Care Manager or Social Worker.
- Finally, if you are uncertain as to whether the training session considered is right for your staff please talk to your Care Manager or Social Worker.

MORE TRAINING INFORMATION

The other route you may wish to consider for your staff is a National Vocational Qualification (NVQ)

What's available – NVQ's level 2 & 3 in Health and Social Care

What is a NVQ?

- NVQs are NOT training courses – they are qualifications based on existing skills and knowledge, i.e. personal care, moving and handling, confidentiality, respect, equal opportunities, etc



- Assessment of NVQs takes place in clients homes

- You will have a named assessor who will help you plan gathering of evidence to meet the NVQ .This is likely to include observation, written accounts, questions, statements from other people.

- You will meet up on a regular basis to make sure progress is being made.

Once completed a City & Guilds Certificate will be applied for and sent to the 'candidate'

How to apply – either write to, ring or e-mail Liz Caldbeck - details at the end of this article

What happens next - Liz will arrange to meet with the service user and member of staff to complete a skill/training scan to check that the award is achievable.

1. Identify any training that may be necessary before starting assessment for the NVQ and link to training providers.
2. Discuss opportunities to meet standards such as completing records, accessing and contributing to Care Plans and working with other staff/carers.
3. Plan ways of carrying out the NVQ assessment within the home of the person being cared for at convenient times.

Cost – currently this is £70 for each unit (6 or 8 in each award) BUT this may be refunded by Skills for Care based in Derby – Liz will give information on this.

Liz Caldbeck – Market House, Market Street, Ripley, tel 01629 531915 or e-mail liz.caldbeck@derbyshire.gov.uk

Direct Payments	Number of Service Users	March 2008
Carers		32
Disabled Children		59
Disabled Adults under 65		288
Older People		193
Adults with Learning Difficulties		111
People with Mental Ill Health		11
Total number of Service Users		694

Direct Payment Handbook



This is being updated. It has been around for 3 years, positively pre-historic! Please can we have your views on what you want in the new handbook.

Shorter, Simpler, In a format whereby you can print off sections as you need them? For example, the sample Contract of Employment for Personal Assistants has been updated. We

propose to include the Contract of Employment in the handbook as an Appendix. This is to enable it to be detached directly from the handbook and completed if used, rather than photocopy the contract separately then complete. We could use this format for other documents, i.e. Direct Payment Agreement, Timesheets, 4 Weekly Summary, etc. A more straightforward layout may make it easier to download sections of the Handbook from the Derbyshire County Council web site.

What would you look for in the handbook? Examples of how direct payments have been used in Derbyshire? Checklist of what needs doing when and in which order? Troubleshooting page, i.e. what to do if you are experiencing difficulties, who to contact and when? Brief outline of current legislation, future initiatives, etc

Please contact your care manager or social worker with your ideas or the Direct Payments Team on 01629 532023 or directpayments@derbyshire.gov.uk. Or raise ideas at the Direct Payments support meetings.

Support Meetings for 2008

April

Thursday 24 April - 11:00 – 1:00 pm
St John Hall
Arkwright Centre
Hardwick Drive
Arkwright Town
Chesterfield
S44 5BS

June

Thursday 26 June 2008 - 11:00 – 1:00
Meeting Room 1
Agricultural Business Centre
Agricultural Way
Bakewell
DE45 1AH

August

Thursday 7 August 2008 - 11:00 – 1:00
Room 1
Parkwood Centre
Alfreton Park
Parkwood
Derbyshire
DE55 7AL

October

Thursday 9 October 2008 - 10:30 – 12:30
Small Hall
Imperial Rooms
Imperial Road
Matlock
DE4 3NL

December

Thursday 11 December 2008 - 11:00 – 1:00
Enthoven Room (in the main building)
Whitworth Centre
Darley Dale
Matlock
DE4 2EQ

STOP PRESS

Jinny Morris is Derbyshire County Council's new Independent Living Fund Co-ordinator. She will be attending Support Meetings to present her 'Introduction to the Independent Living Fund' project.

Financial Matters

Direct Payment revised rates with effect from 31st March 2008

	From 9/04/07			From 31/3/08		
	PA's	Agency Non-QP	Agency Quality	PA's	Agency Non-QP	Agency Quality
Day (7am - 8pm - 13hrs)	£9.85	£9.34	£9.79	£10.20	£9.66	£10.13
Night (8pm - 7am - 11 hrs)	£9.85	£9.94	£10.38	£10.20	£10.29	£10.74
Weekend	£9.85	£9.94	£10.38	£10.20	£10.29	£10.74
Sitting (7am - 8pm- 13hrs)	£7.19	£7.19	£7.62	£7.44	£7.44	£7.89
Sleep in (10pm-7am =9hrs)	£46.89	£46.89	£50.40	£48.51	£48.51	£52.11
Live in carer	£868.98	£868.98	£919.00	£899.39	£899.39	£951.16
VISITS						
Chesterfield	£0.00	£1.32	£1.32	£0.00	£1.37	£1.37
High Peak / Dales	£0.00	£2.38	£2.38	£0.00	£2.46	£2.46
Other Areas	£0.00	£1.91	£1.91	£0.00	£1.98	£1.98

Anyone who receives allowances that are not paid in line with the usual rates and are charged more by their provider should contact their Care Manager to request additional funding.

Independent Living Fund Project

Derbyshire County Council has recently launched a new project that aims to increase awareness of the benefits of applying for funding from the Independent Living Fund (ILF). As part of this awareness raising initiative the Project Co-ordinator, Jinny Morris, will be attending a variety of venues across Derbyshire to provide information about the opportunities that ILF funding can offer to those people who already receive services from Derbyshire County Council. She will also be providing information about the ILF's eligibility criteria, application process and the ways in which the funds can be utilised alongside Direct Payments to maximise choice, control and independence. Jinny will be attending the Direct Payments support meetings throughout the next 12 months, where she will be providing information and answering any queries regarding the fund. If you are unable to attend the Direct Payment support meetings and have an ILF query please talk to your Care Manager or Social Worker in the first instance.



Jinny Morris (ILF Coordinator)

More Financial Matters!

STOP PRESS!

Administrative costs

With immediate effect Direct Payment recipients no longer have to send in receipts for administration costs, i.e. stamps, envelopes, paper, etc to the Direct Payment Finance Team.

However please note that £5.00 start up costs and £1 every 4 weeks (total £17.00 per annum for the first year and £13.00 for subsequent years) is still the agreed annual amount for admin expenses!



Employment matters

New National Minimum Wage rates from 1 October 2008

The rates from 1 October 2008 will be:

- adults (which means people aged 22 and over) - £5.73 an hour
- workers aged 18-21 - £4.77 an hour
- young people (16 to 18) - £3.53 an hour

Source: www.direct.gov.uk

Employer and Public Liability Insurance

The latest legal advice that we have received:

- A Direct Payment recipient should employ their own staff as opposed to recruiting a self-employed personal assistant or, alternatively, use the services of an agency.
- The reason for this is that it is very difficult to establish self employed status of a personal assistant in law and for tax purposes. This is because personal assistants:
 1. Are working in the Direct Payment recipient's own home
 2. To the Direct Payment recipient's time table and under their direct instruction
 3. In all likely hood they will be using the Direct Payment recipient's tools, equipment and technical aids.
 4. Paid on an hourly basis

Therefore Direct Payment recipients would be advised to take out full Employer and Public Liability Insurance. Our insurance manager advises the use of FISH insurance at £134.40 per annum, but there may be other insurance companies offering a similar package and some household insurance policies cover personal assistants working in the Direct Payment recipient's own home.

The full implication of this are still being explored. If you have any queries please contact your Care Manager or Social Worker or Sue Illingworth (Direct Payments) on 01629 532023.

MORE EMPLOYMENT INFORMATION

Doing PAYE online all year round

If you do your own Payroll there are important changes ahead. From April 2011 all PAYE must be done online.

Below is a brief note of what is expected and the deadlines. This is the information from HM Revenue and Customs and Businesslink.

Sending PAYE forms online is quick, secure and convenient. It cuts out postal delays and the time it takes us to process paper forms manually. That means more up-to-date records and tax codes for your employees and fewer enquiries for you to handle.

Before too long, you will have to send all of your employee starter and leaver info online (including pension details) as well as your Employer Annual Return.

If you have fewer than 50 employees, you will have to send your Employee Annual Return online from 2010 and employee starter and leaver details online from April 2011. (Where there are 50 employees or more the deadline is April 2009)

And all employers, regardless of how many employees you have, must send this information online from 6 April 2011.

Further information can be found:

<http://www.hmrc.gov.uk/inyear/index.htm#4> and
www.businesslink.gov.uk

HM Revenue & Customs Online Services Helpdesk

0845 605 5999

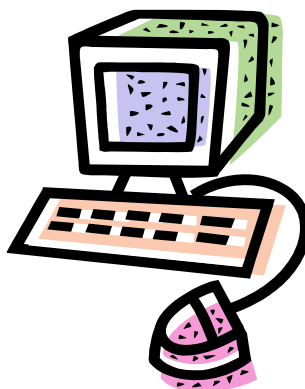
HMRC New Employer Helpline

0845 60 70 143

This has important implications for Service Users who do their own payroll manually.

They will need computer and the internet access in time for these changes ahead.

If you use a payroll service, i.e. DCIL, Paypacket, etc this does not affect you as they already do your payroll on line on your behalf.



Direct Payments Team

Telephone numbers:

Tim Dowdell
Manager for Direct Payments:
01629 537425

Camille Pace and Sue Illingworth
Care Manager for Direct Payments:
01629 532023

Gaynor Bulheller and Direct Payment Finance Team:
01629 532119

Address remains the same:

Direct Payments
Older Adults
County Hall
Matlock
Derbyshire
DE4 3AG

For copies of this in another format or language please contact us on 01629 532023

Reminder:

If you want information about Direct Payments you can e-mail your queries to the direct payments team on: **directpayments@derbyshire.gov.uk** or you can go to the Derbyshire County Council Website: **www.derbyshire.gov.uk/direct payments** or contact a member of the Direct Payment team on the telephone numbers or address as detailed above.