

Direct Payments

Simplifying direct payments

Direct Payments

What is a Direct Payment?

A Direct Payment is a sum of money paid to you by East Lothian Council. A direct payment allows you to be in control of who supports you, how you are supported and when you get support.

To have a Direct Payment you must have an assessment which will look at the support you need. If you need support we will agree how much money you can get. This is known as an individual budget.

You are responsible for the Direct Payment, so you must be able to decide to have a Direct Payment, you must be able to manage the money paid to you and you should be able to decide who supports you.

Everyone who has a Direct Payment must sign a Direct Payment Agreement with East Lothian Council.

Prepaid Cards

Using a prepaid card to manage your direct payment.

All Direct Payment recipients receive a prepaid card. The card can be used to purchase different services in line with your agreed support plan. You use the card in a similar way to other forms of internet banking. We add funds to the account every 4 weeks in advance.

You can use the card in the same way you would use other bank cards. You won't be able to withdraw money using the prepaid card. If you think you will need someone to help you with internet banking you can nominate someone to help with this.

Using internet banking allows us to monitor accounts remotely. You don't need to send in any receipts. You should keep receipts for all transactions.

Review

Your direct payment will be reviewed roughly 3 months after it starts. A worker will be allocated to meet with you and they will check how everything is going. If there are any problems they will try to help. After this your direct payment will be reviewed by a member of the social work team annually. You should keep any evidence of payments made for reviews.

Financial Assessments

In Scotland personal care is free. Other types of care might incur a charge. If you are sent a financial assessment form you should complete and return it as soon as possible.



Payroll

If you decide to recruit a personal assistant you may be responsible for arranging payroll. This means that you have to arrange payments for tax and National Insurance. We can arrange for an agency to help with this.

Employer's Liability Insurance

As an Employer you have a responsibility to have Employer's Liability Insurance. We will give you money to pay for this. There are companies that specialise in insurance to cover Personal Assistants

Top-Ups

If you recruit somebody and agree to pay a rate higher than the amount given by East Lothian Council then you should pay the difference into the pre-paid card account every 4 weeks. If you do not pay in a top-up there will not be enough money in the account to pay invoices.

Personal Assistants

A personal assistant is someone who works directly with one or more people, to support them with various aspects of their daily life to support them the way they choose. They're usually employed directly by a person who needs care and support, and who manages and pays for this with a Direct Payment.

A personal assistant always works directly with the person they're supporting. It's most likely this can be through an employed arrangement but personal assistants can also be self-employed.

Recruiting from an Agency

You can use your Direct Payment to pay an agency to provide support. If you wish to do this you must discuss this with the worker who is carrying out the assessment. East Lothian Council will be able to give you a list of organizations. This list is not a recommendation of any of the companies and we recommend you check the Care Inspectorate website for further information.

Please be aware that some organisations may charge higher rates on public holidays which you will have to top-up from your own funds.

You can use an internet search engine to look for providers that may service your area – some providers may advertise locally.



Further Help

There are other organisations who can offer advice if you are considering a direct payment.

Lothian Centre for Inclusive Living

Tel: 0131 475235

Website: www.lothiancil.org.uk

Carers of East Lothian

Tel: 0131 665 0135

Website: www.coel.org.uk

Personal Assistants Network Scotland

Tel: 01563 594217

Website: www.panetworkscotland.org.uk

Self Directed Support Scotland

Tel: 0131 475 2623

Web: www.sdsscotland.org.uk



www.eastlothian.gov.uk/elhscp

Versions of this leaflet can be provided in Braille, large print, audiotape, or your own language.

For assistance please call: 01620 827827.

British Sign Language (BSL) users can contact us via www.contactsotland-bsl.org

**John Muir House, Brewery Park
Haddington**

Tel: 01875 824309