

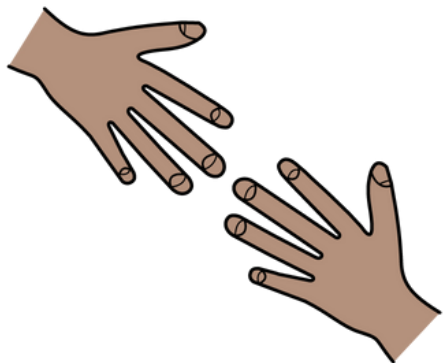
Direct Payments Policy

A policy by the Vale of Glamorgan Council



This document was written by the Quality Assurance and Service Outcomes Team at the Vale of Glamorgan Council. This is an easy read version of 'Direct Payments Policy.'

How to use this report



This is an easy read document. You may still need support to read it. Ask someone you know to help you.



Words in **bold blue** writing may be hard to understand. You can check what the words in blue mean on page 12.



Where the document says we, this means the Vale of Glamorgan Council.



Forms you might need can be found in the **Appendix**.

Contents

About this policy	1
What do Direct Payments aim to do	2
Who can have Direct Payments	4
What is the Direct Payment process	7
Hard words	10
Appendix	13

About this policy



We are the Vale of Glamorgan Council.



We have a **policy** on the Direct Payments that people get.



In this document, we will explain what Direct Payments **aim** to do. We will explain who can have Direct Payments. We will explain the Direct Payments **process**.

Background



A Direct Payment is money given from Social Services to help you. This allows you to manage your support and needs.



Most people use Direct Payments to hire a **Personal Assistant**.

What do Direct Payments aim to do



Help you get the support you need to live the life you want.



Include people in the support they get.



Think of different ways to help people.



Think about what is important to people.



Look at the help people already have.



Tell people about Direct Payments and how it can help them.



Help people be independent.



Stop peoples needs getting bigger.



Help people with learning, **leisure**, work and being involved in their community if they want to.

Who can have Direct Payments

People who can have Direct Payments



Adults



Children and young people.



Unpaid Carers

People who can't have Direct Payments



People who have been given **requirements** by **Courts**.



Foster carers



We also can't help people by giving them health care.

How we decide if Direct Payments is right for people



We think about whether Direct Payments would help someones needs.



We see if someone has **mental capacity** to manage their Direct Payments or if not, if they have someone to do it for them.



We look at the money they have.



We make sure personal assistants don't give medicine to people unless they have training.



We make sure people follow our **Direct Payments Agreement**.

What is the Direct Payment process



You will be given some information about Direct Payments.



We will look at your needs.



A **referral** will be made to the Direct Payments team.



We will talk to you about what is important to you.



We will include you when we work out what support to give you.



We will explain the support we are going to give to you.



We will explain how we are going to look at your money.



We might offer you **advocacy** help if you need it.



Your **support plan** will be shared with you.



We will explain what you need to do.



We will explain what we do with money we don't use.



We will look at getting you a personal assistant if that is what you want.



We will support you and give you information on your Direct Payments.



We will see if the Direct Payments are helpful to you.



We will change the way we support you if your needs change.

Hard Words

Advocacy

Advocacy means speaking up for someone or something when decisions are being made.

Aims

Aims are things you want to do.

Courts

A court is a place where legal decisions are made.

Direct Payments Agreement

A Direct Payment Agreement is a form you sign when you get Direct Payments. By signing the form you say you will do certain things. This form is in the **Appendix**.

Leisure

Leisure is free time where you relax and doing things you enjoy.

Mental Capacity

Mental capacity is the ability to think, understand, and make decisions.

Personal Assistant

A personal assistant is a person who helps with daily tasks like providing support at home, to make life easier for someone.

Policy

A policy is a set of rules that help people make decisions and take actions in a certain way.

Process

Process is the way that something is done.

Referral

A referral is when someone is directed or recommended to another person or service for help or advice.

Requirements

A requirement is something that you have to do.

Support Plan

A support plan is a document that explains how someone is going to be helped so that they can meet their goals.

Appendix



The Vale of Glamorgan Council

Direct Payments Agreement

This is a signed Agreement for Direct Payments between [Name and address of service user] and the Vale of Glamorgan Council, Social Services Department.

The purpose of this Agreement is to set out your responsibilities and obligations when agreeing to receive Direct Payments and what Social Services must do when entering this arrangement.

You are advised to read through the Direct Payments Agreement and the “User Guide to Managing Direct Payments” which is enclosed with the Agreement.

Please then sign both copies of the Agreement and return one with the completed Bank Details Form in the prepaid envelope provided.

Service User’s Obke changes considered by the Council as necessary.

Service User's Obligations/Responsibilities

In return for receiving Direct Payments the Service User will:

- Arrange for the provision of care services in accordance with the current Assessment/Care Plan and in doing so, comply with all legal requirements that may arise.
- Ensure that Personal Assistants employed by the Service User are appropriately trained to meet the Service User's needs.
- Ensure that all prospective Personal Assistants undertake a Disclosure and Barring check prior to employment. No Personal Assistants are to be employed without a satisfactory DBS disclosure being returned. This includes any Personal Assistants who are employed after the initial Direct Payments are set up.
- Ensure that Employers Liability Insurance up to the required level (£10,000,000 Employers Liability and £5,000,000 Public Liability) is always in force.
- Ensure that any Personal Assistant employed by the Service User is not living in the same household, unless previously agreed with the Vale of Glamorgan Council.
- Ensure that Direct Payments are spent only on services for the Service User's needs as detailed in the Assessment/Care Plan and that there is no spending on any services that are the responsibility of other organisations to provide, e.g., Health.
- Open a separate bank account into which the Vale of Glamorgan Council will pay Direct Payments and from which all payments will be made.
- Ensure that your Assessed Charge, if any, is paid regularly into this account. Failure to do so may result in your Direct Payments account going into debt.
- Keep appropriate records and receipts to demonstrate that Direct Payments are used appropriately in meeting your care needs and make available on demand such documents for review/audit purposes. Such records should be held for a minimum of 7 years.

- Complete monthly monitoring forms and send them to Direct Payments Development Officer, along with bank statements and payslips on a quarterly basis as requested.
- Consider the support available either from Dewis Centre for Independent Living and/or from the Direct Payments Development Officer.
- Co-operate with the Vale of Glamorgan Council in reviewing the service provided. If, in the Council's opinion the quality of the service arranged is not appropriate, you agree to make changes considered by the Council as necessary.
- Repay to the Vale of Glamorgan Council any Direct Payments that have not been spent in meeting the Service User's needs to the Council when requested.
- Repay to the Vale of Glamorgan Council any Direct Payments or any part of them, if the Service User is in breach of this Agreement, or if death of the Service User occurs whilst in receipt of Direct Payments.
- It is the responsibility of the Service User to inform the Vale of Glamorgan Council of any changes in their living arrangements which might affect their eligibility to continue receiving Direct Payments. Such changes include moving to another Local Authority or employing a close relative who lives in the same household. Failure to disclose this information may result in Direct Payments being withdrawn.

Vale of Glamorgan Council's Obligations/Responsibilities

The Vale of Glamorgan Council when making Direct Payments will:

- Carry out Financial Assessments.
- Issue an Agreement/Contract.
- Carry out and fund on behalf of the Service User Enhanced DBS checks for all prospective Personal Assistants.
- In the event of a DBS disclosure revealing an adverse result or refusal for one to be undertaken the Vale of Glamorgan Council reserves the right to make further and alternative enquiries and, in their discretion, refuse the right to make Direct Payments.
- Make 4 weekly payments into the Service User's bank account.
- Carry out financial audits.
- Review the care package on at least an annual basis.
- Contract with an Independent organisation to provide a comprehensive advice, information, and support service to Direct Payments recipients.
- In the event of extended admission to hospital, the Council will continue to pay the full Direct Payments amount for a period of 6 weeks, and at a rate of 50% for a further 2 weeks. This will allow the Personal Assistant's support to be retained and avoid the need for further recruitment. During this time the Council will undertake a review of the situation. At the end of this 8-week period, payments will cease until such time as the Service User is discharged.

Vale of Glamorgan Council

To the best of my knowledge, I believe that [] is willing to receive Direct Payments and is able, with the advice and support that has been arranged, to manage Direct Payments.

Signed _____

Date _____

Louis Burrows
Direct Payments Development Officer
Social Services
Vale of Glamorgan Council
Dock Office
Subway Road
Barry
Vale of Glamorgan
CF63 4RT

Service User

I [] have read and understood my responsibilities as set out in the Direct Payments Agreement and confirm that I wish to receive Direct Payments.

Signed _____

Date _____