

Further Information

The Independent Living Team, Eastlawns, 4th Floor, Civic Centre 1, High Street, Huddersfield HD1 2PQ

Tel: 01484 416760 Email: independent.living@kirklees.gov.uk

Gateway to care on: 01484 223000

Carers can also call Carers Gateway on: 01484 226050


You can also email: gatewaytocare@kirklees.gov.uk

Visit our website at: www.kirklees.gov.uk

Information in other formats

Kirklees Adult Services is committed to ensuring that its communication is clear, plain and available to everyone. This information can be made available in languages other than English, in large print, audio CD, audio tape and Braille.

Please telephone 01484 225274.



meeting your own needs...

Direct payments - Initial contact
Kirklees Adult Services

This leaflet should act as reminder of what you have discussed with your Independent Living Team adviser at your first visit. It tells you what the direct payment process is, what you may have to do, and what your adviser will do for you.

Bank account

The direct payment must be paid into a separate bank account and you will need to open a current account at any high street bank. You may want to consider opening a Credit Union account which will make the payments to your carers for you but there is a charge for this which you can pay out of your direct payment.

Employer responsibilities

If you employ someone to provide care for you, you are their employer and take on certain responsibilities such as making sure:

- they are paid on time for the work they have done
- you pay them at least the minimum wage
- their workplace is safe and they have the equipment they need to do the job
- that they have a contract of employment
- that payments of tax and National Insurance are paid where required. Your adviser will help you to find a payroll service to do this for you
- that you have appropriate insurance such as that supplied by Fish, or Zurich. The cost of this can be paid from your direct payment and you should keep your certificate of insurance safe and on display.

Your carer

If you are employing a personal assistant your adviser will help you to complete an application for a Criminal Records Bureau check on their history. There is no charge for this and you will be notified of the result of the search.

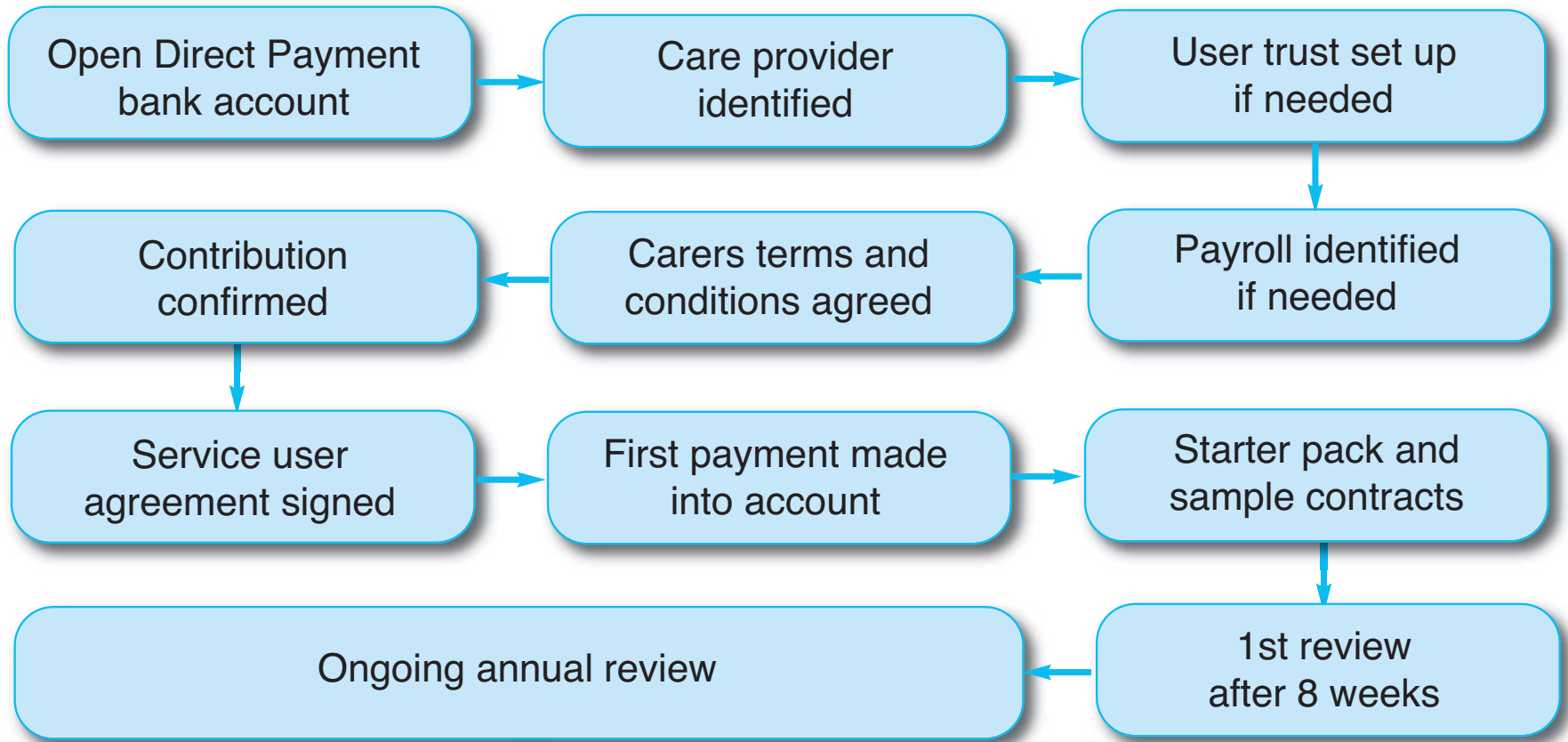
Your adviser will help you to take up references from your carer's previous employer or other referees they may have told you about.

You may want to offer your carer some training, for example in moving and handling techniques, food hygiene or basic first aid. Your adviser will help you to find a course and if there is a charge for this you can pay it out of your direct payment

If you expect your carer to take you out in their car you should check that their car insurance policy covers them for this.

Your carer will need a job description and a contract of employment telling the terms and conditions of the job. Your adviser will help you to write these.

If you choose to contract with a private care agency your adviser will help you to choose one. You might want to meet the carers they will be sending to you, or talk to the person in charge of the agency about the sort of service you expect. You should have an agreement or contract with the agency you choose so you both know what your responsibilities are.



Your contribution

Everyone who has a service from Adult Services will be expected to contribute towards the cost if they are able to do so. You will be asked to complete a financial assessment form so that your contribution can be worked out and you will be told what this is before the direct payment starts. If you don't want to be financially assessed you can choose to pay the full charge. The charge will be deducted from your direct payment and you should pay the charge into your direct payment bank account. The easiest way to do this is to set up a standing order from your personal account into the direct payment account.

Record keeping

We need to know that your direct payment has been used to meet your assessed needs so ask you to keep information to allow us to do this. You need to keep:

- Bank statements from your direct payment bank account
- Signed timesheets to show how many hours your carer has worked and how much they have been paid
- Copies of any other invoices or bills paid from the account.

If you are not able to provide all the information we need you may be asked to pay some money back.

Reviewing

8 weeks after your direct payment starts your adviser will visit you to collect your first set of record keeping and to discuss any concerns you may have. Your adviser will also bring the contracts of employment for your carer(s). At this visit you may be asked some questions to help us improve the services we provide such as why you chose a

direct payment, what you are using the direct payment for or whether there is anything you would like to change.

Support groups

There are a number of groups you may wish to join such as:

- Kirklees Direct Payment Web Forum which is an online discussion forum where you can share ideas and information with other people who use our services. You can log on at www.kirklees.gov.uk/forums
- Disability Rights Network operates as a forum to raise and address issues of concern, in particular relating to the delivery of public services. Used by public services to consult on policy and practise. Organises Kirklees Day of Disabled People. Meetings alternate between Huddersfield and Dewsbury, usually at Voluntary Action Kirklees or the Textile Centre in Huddersfield, or the Whitfield Centre for the Blind in Dewsbury. You can log onto their website at www.disabilityrightsnetwork.org or you can contact them at Voluntary Action Kirklees, 15 Lord Street, Huddersfield 01484 316465
- Kirklees Older Peoples Network provides information and networking opportunities and monitors new services and developments that affect older people. It also gives feedback to statutory organisations about existing and proposed new services and hopes to influence policy and practice.

For further information please contact:

Kirklees Older Peoples Network
c/o Batley Resource Centre, 90 Commercial Street,
Batley, WF17 5DS