

Adult Social Care

Information for Social Care Practitioners on self-directed support



Barnsley – the place
of possibilities.



BARNSLEY
Metropolitan Borough Council

Self-directed support puts a person in control of the support they need to live their life their way. It lets them have more say in how they receive support to live independently.

The Self-Directed Support team and the Social Care Practitioner will help residents decide if this is the right choice for them. They'll give them all the information they need to make a smart decision.

Residents can choose between a direct payment or a Supported Managed Account. If someone's eligible for continuing NHS healthcare, they can get support through a Personal Health Budget from the Integrated Care Board.

Deciding the best option for **them** might mean taking on the role of an employer with specific duties. Social Care Practitioners need to understand what this means and suggest different options.

Once the resident's support needs are figured out and they understand what's expected, the Self-Directed Support team can give them more help.

Residents can find out more on our website. You can point them to this info first, with more resources listed below.



What is a direct payment?

After a Care Act Assessment finds that someone needs care services, they can choose to get a direct payment instead of having the council organise services for them.



Direct payments mean they receive a specific amount of money to pay for their support needs. This money must be put into a separate bank account from what they usually use to keep track of their care expenses.

The Self-Directed Support team handles these payments and makes sure care bills are paid according to their care and support plan. The person receiving the payment needs to be able to handle the responsibilities of being an employer and understand what they need to do with the account.

What's the process?

- ✓ **The person in charge of the account opens a bank account specifically for their direct payments.**
- ✓ **Barnsley Council then deposits the assessed funds, as outlined in their care and support plan, into this account.**
- ✓ **The person or their representative must deposit any assessed client contribution into this account. This can be done through a weekly standing order or one every four weeks.**
- ✓ **The account holder pays for the care services they've received using funds from this account.**
- ✓ **The account holder must provide bank statements or receipts to the Audit and Monitoring team when asked for them.**
- ✓ **A review will happen within twelve weeks after the account is set up and then every twelve months after that.**









What is a direct payment through an agent?

In some cases, someone other than the person receiving care, like a family member, representative or lawyer, can manage a direct payment for them. This helps us make sure that everyone has access to direct payments if they want them. If the person isn't able to handle it themselves, they can nominate someone to manage it on their behalf.

A direct payment through an agent works much like a regular direct payment, where the money is sent directly to a family member, lawyer or service provider for the person. This arrangement can involve an account in the person's name or their representative's name, but it must be separate from their regular bank account. This separation is needed to track the money spent on care and support.

The representative or agent manages the budget and pays for any care received. They need to be capable of handling the responsibilities associated with being an employer and understand their obligations in managing the account.

What's the process?

-  **The representative or agent managing the account opens a dedicated bank account for these direct payments.**
-  **Barnsley Council then pays the assessed funds identified in their care and support plan into this account.**
-  **The person or representative must pay any assessed client contribution into this account. This can be set up by a weekly standing order or one every four weeks.**
-  **The representative pays any invoices from this account for the care services they have received.**
-  **The employer must provide bank statements or receipts to the Audit and Monitoring team upon request.**
-  **An audit will occur six weeks after being set up and then every twelve months after.**

What is a Supported Managed Account?

A Supported Managed Account is when a third-party provider sets up an account for the person needing care and support. The account is in the person's name, but the provider handles only the financial side of a direct payment. They won't take on other responsibilities like being the employer. Instead, the provider pays invoices or timesheets for the care services someone receives.



In Barnsley Council, this service is provided by companies like Penderels or Paypacket, but it comes at an extra cost.

What's the process?

- ✓ **The Self-Directed Support team will complete a new bank account request form and have it signed by the person or representative.**
- ✓ **The team will send this to the provider for an account setting up in the person's name.**
- ✓ **The provider will inform the Self-Directed Support team of the bank details.**
- ✓ **The provider will regularly inform the team of the balance in the account, including any low funds.**
- ✓ **The person or a representative must pay any assessed client contributions into this account. This can be set up by a weekly standing order or one every four weeks.**
- ✓ **An audit will take place around six weeks after the system is initially set up and then every twelve months after that.**

What is the difference between a direct payment and a Supported Managed Account?

A direct payment is controlled by a person who qualifies for support. They can also appoint a representative, like a family member or friend, to manage their account, which is known as a direct payment through an agent.



A Supported Managed Account can be handled by a third-party company on behalf of the person, but this comes with a cost. This option should only be considered in special circumstances where the Social Care Practitioner believes it's best for the person.

This option suits those who can manage a Personal Assistant but prefer not to handle financial tasks like budget management, payroll or audit submissions.

Deciding whether it is the right decision for someone to become an employer?

It's important to make sure the person has the mental capacity to take on the responsibilities of being an employer or that a suitable representative can handle this on their behalf.



They should understand the need to organise everything required to employ, support, pay and supervise a Personal Assistant, and manage any issues that may arise. Various resources and organisations are available to assist them with this, which you can direct them to.

You might find it useful to use the checklist below to determine if the person you're working with feels capable of meeting these expectations:

Expectations	Support available
<p>Overseeing the recruitment process for finding a Personal Assistant (PA), including drafting a job advert, reviewing applications and conducting interviews.</p>	<p>Insurance company employment support</p> <p>Skills for Care</p>
<p>Ensuring proper screening of the PA, such as obtaining references and confirming their eligibility to work in the UK.</p> <p>The responsibility for organising a Disclosure and Barring Service (DBS) check sits with the Self-Directed Support team.</p>	<p>Insurance company employment support</p> <p>Skills for Care</p> <p>DBS Checks:</p> <p>Contact the Self-Directed Support team by calling 01226 772425 or email SDS@barnsley.gov.uk</p>
<p>Taking out Employer Liability Insurance.</p>	<p>Employer Liability Insurance</p>
<p>Putting together a contract of employment, describing the job and the tasks required, the hours of work, pay, holiday and notice periods. This includes a job description, pay and conditions as part of the contract.</p>	<p>Insurance company employment support</p> <p>HMRC</p> <p>Skills for Care</p>
<p>Making arrangements for the PA to get paid. This can be completed by one of our payroll companies at an additional cost. However, the employer must submit the PAs timesheets regularly.</p>	<p>Payroll providers</p>

Expectations	Support available
<p>Registering as an employer with the HMRC.</p>	<p>Payroll providers</p> <p>Insurance company employment support</p> <p>HMRC</p>
<p>Ensuring a safe work environment, following best practices, providing supervision, managing sickness and leave, offering ongoing support and adhering to policies and procedures.</p>	<p>Insurance company employment support</p> <p>HMRC</p> <p>Skills for Care, which includes how the PA can access learning and development opportunities.</p>
<p>Providing ongoing one-to-one support for the PA. This includes regular supervision and personal development reviews.</p>	<p>Insurance company employment support</p> <p>Skills for Care</p>
<p>Managing issues and concerns if they arise, and knowing where to go if they need further help and support.</p>	<p>Insurance company employment support</p> <p>Skills for Care</p>



More help and guidance on being an employer

Skills for Care

This website includes a comprehensive toolkit for employing Personal Assistants and provides many tools, resources and guidance. Easy-read guides are also available by scanning this QR code and can be downloaded for free from the Skills for Care website.



You can also advise people that they can receive a hard copy of the toolkit by contacting marketing@skillsforcare.org.uk. You can also do this on someone's behalf, providing the name and address to send it to.



HMRC

Their website provides information about employing someone, including tax, National Insurance, working time regulations, statutory sick pay and National Minimum Wage expectations.

Visit [gov.uk/au-pairs-employment-law](https://www.gov.uk/au-pairs-employment-law).

Our Self-Directed Support team

The Self-Directed Support team will help you set up your account and can guide you to other organisations for support and advice on the topics mentioned earlier. This includes Employee Insurance Liability and payroll providers.

You can reach the team by calling **01226 772425** or emailing SDS@barnsley.gov.uk. Please remember that they don't offer advice on employment matters, but they can direct you to the insurance company listed on your account for help with that.