



**BARNSLEY**  
Metropolitan Borough Council



An Easy Read summary  
of our  
**Direct Payment  
Agreement**

# What is in this booklet



The council can give you money to pay for your support. This is called a **Direct Payment**.



There are things that the council must agree to.



There are things that you must agree to.



There are rules to follow.  
This booklet tells you about some of the rules.

# Direct Payments



If you need support to do everyday things, the council decides how much this should cost.



This amount of money is called your **personal budget**.



You can choose to get this as a Direct Payment.

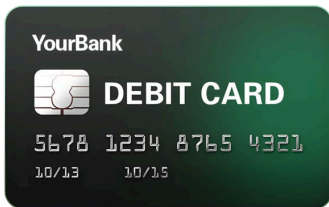


You are responsible for the money.  
If this is too difficult for you,  
someone from your family or a  
friend can help.

# Look after the money



Your Direct Payment is paid into a special bank account.



You pay for the things in your support plan from this account.



Get receipts or invoices for everything you spend money on. You must keep them for 7 years.



The council will check your bank statements and the things you have spent money on.

# Your contribution



Some of your Personal Budget will come from the council.



Some people pay towards the cost of their care from their own money. This is a **client contribution**.



If you must pay towards your Personal Budget, transfer the money into your Direct Payment bank account each month.



You can ask your bank to move the money automatically

# Things your Direct Payment can pay for



The money is to pay for the things in your **support plan**.



Everybody's support plan is different, but here are some examples of things you might spend it on:



- support from personal assistants
- activities



- short breaks, sometimes called **respite**



# Things you cannot use your payment for:

You cannot spend your  
Direct Payment on things like:



- food or clothes
- rent or household bills
- moving into a care home
- any health care that you can get for free from the NHS



- anything illegal
- gambling, alcohol, tobacco, or paying back a debt



# Personal Assistants



Personal assistants are people who help you to do the things in your Support Plan.

When you get a Direct Payment, you must do these things:



- Find personal assistants who can do the things you need them to do.



Disclosure &  
Barring Service

- Make sure they have a DBS check. This tells you if they committed any crimes.



- Give them training if they need it.



# Paying your Personal Assistants



You must pay your personal assistants. It is good to get advice about how to do this properly.

## You must:

- pay them the [National Minimum Wage](#), or more
- check if they are self-employed
- have employers insurance if they are not self-employed



## You may also have to:

- pay towards their pension
- pay employers National Insurance and tax



HM Revenue  
& Customs

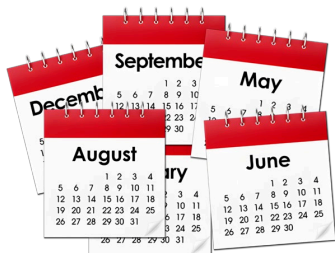
# Checking how things are going



3 months after your Direct Payment starts, someone from the council will visit you.



They will check that you are spending your Direct Payment on the things in your support plan.



6 months later, we will visit again.



If everything is ok, we will then visit every year. This is called a **review**.

# Safeguarding



**Safeguarding** means keeping people safe from abuse.

Abuse is things like:



- taking people's money
- hurting them

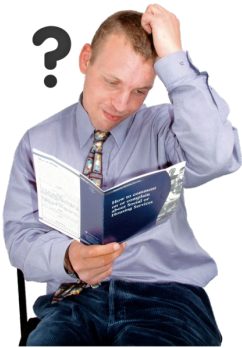


- calling them names
- not giving them the food and medicines they need



When you get a direct payment, you must do everything you can to stay safe and prevent abuse.

# Mental capacity



If the person who needs support does not understand the rules about Direct Payments, then they cannot sign this agreement.



We say they **lack capacity** to make this decision.



Someone else can sign for them. This person is then responsible for looking after the money.



This could be family, a friend, or organisation who is helping the person to manage their care.

# Stopping your Direct Payment



You can decide to stop getting Direct Payments. Write to the council, 4 weeks before you want them to stop.



The council can stop your Direct Payments if, for example:



- you do not follow the rules about being an employer
- you cannot organise the support you need



- You use the money for the wrong things – see page 7

# Our agreement



The people who sign this page will follow the rules in this agreement.



- ☐ **I am the person getting care and support** or...
- ☐ I have Lasting Power of Attorney
- ☐ I am their deputy
- ☐ I am their appointee

**Sign your name:**

**Date:**

**Signed for  
the council:**

**Date:**

# How we look after your information



To give you a Direct Payment, we must collect and keep information about you.

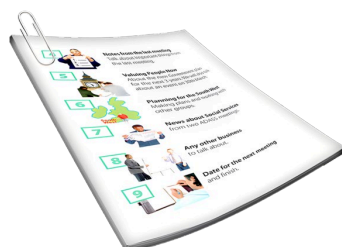


For example, your name, address and bank details.



Our **Privacy Notice** tells you how we look after your information:

<https://www.barnsley.gov.uk/services/information-and-privacy/your-privacy/>



Contact us to ask for a paper copy:

<https://www.barnsley.gov.uk/services/contact-us/>