

# NEWS & VIEWS



SPRING EDITION 2012



visit us at [www.kdc.org.uk](http://www.kdc.org.uk)

## Booked your holiday yet?

Now is the time that most people will be thinking about a summer holiday. All Personal Assistants (PAs) are entitled to the UK statutory paid annual leave allowance of 5.6 weeks. If you are employed as a PA, this means that you should take at least 4 week's holiday - in addition to public holidays - every year you are employed. Your annual leave entitlement should be set out in your written Contract of Employment and agreed with your employer before you start working for them.

The Contract of Employment should also make it clear whether your annual leave allowance comes into effect on the date your employment began or if it is based on a twelve-month period commencing on a specific point in the year, such as 1st April. You should always give your employer notice if you wish to take a holiday and the default notice period must be at least twice as long as the period of leave you are requesting (although an individual contract may state differently).

For each week of your statutory leave entitlement, workers are entitled to be paid a week's pay. So if you work 10 hours per week, you are entitled to (10hrs x 5.6weeks) or 56 hours per year paid holiday allowance.

If you need help to work out your annual leave entitlement or if you or your employer would like more information and advice about Contracts of Employment, contact Tom or Andy on 480 8873.



## Need a break?

Did you know that Direct Payments can be used to arrange short breaks and respite care?

Direct Payments cannot be used to pay for holidays but they do offer increased choice and flexibility when arranging short-term breaks. You can use a Direct Payment to purchase:

- support within your own home to allow a break for a carer
- support away from home, in accommodation of your choice or with friends
- a placement in a residential/respite establishment

Entitlement to short breaks is awarded following an assessment by a social worker. They will identify the number of weeks you will be entitled to in a twelve-month period. The funds will be paid into your Direct Payments bank account to be available to pay for the break of your choice when required.

If you think you or a relative has a need for a short break, contact your social worker (or contact the Knowsley Access Team on 443 2600 if you do not have a social worker) and ask for an assessment for Short Breaks.

Short breaks are no different to other services provided by the Council and everyone will have a financial assessment, under the Fairer Charging Policy, to identify client contributions.

KDC is producing a fact sheet about short breaks and respite. Look out for this and other useful fact sheets on our website. Visit [www.kdc.org.uk](http://www.kdc.org.uk).

If you have any questions about receiving a Direct Payment to pay for a short break or respite care you can contact Andy Gilbert at KDC on 480 8873 or email [andy.gilbert@kdc.org.uk](mailto:andy.gilbert@kdc.org.uk)



# Meet the Team

We are delighted to welcome Andy Gilbert as a fully-fledged member of the KDC Direct Payments Team. Many of you will know Andy already, as for the past three years, he has played an important role in the partnership between KDC and Knowsley Council as Self Directed Support Development Officer.



Andy Gilbert

Andy has joined KDC as an Independent Living Coordinator and he has brought with him a wealth of knowledge, skills and experience to all aspects of the services KDC provides. In particular Andy can advise on making Direct Payments really work for you and help you to think about designing and planning the support services that best suit your needs. You can contact him on 480 8873.

## Tom Baker

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## Joyce Duckworth

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## Direct Payments

Here's a list of payment dates for your Direct Payments for the next few months

Date paid into bank	Period covered
16/04/12	16/04/12 to 13/05/12
14/05/12	14/05/12 to 10/06/12
11/06/12	11/06/12 to 08/07/12
09/07/12	09/07/12 to 05/08/12

# Is Your Financial Assessment Correct?

Many of you will have been assessed to establish how much you should pay as a contribution towards the cost of your support package. To make sure you have been assessed correctly, ask yourself these questions:



**Have I had a home visit by the Council to carry out my financial assessment?**

If the answer is **'No'**, you can ask for one to make sure that all of your eligible expenditure has been taken into account. Contact the Financial Assessment Team on 443 4234.

**Do I have dependent children that the financial assessment may have ignored?**

If the answer is **'Yes'**, you should let the Financial Assessment Team know as soon as possible. You can reach them on 443 4234.

**Am I receiving payments under the ILF scheme that the financial assessment team may not be aware of?**

If the answer is **'Yes'**, contact the Financial Assessment Team on 443 4234 and tell them about the ILF you receive.

**Do I need extra help to understand what I need to do?**

If you are (or someone you know is) having difficulty with the financial assessment process, KDC is offering a FREE independent advocacy and support service for those with learning and support needs. Contact the Knowsley Advocacy Hub on 224 4090 or call Dot Ashton on 480 4090.

**Have I started to make my assessed client contributions into my Direct Payments bank account?**

Remember that from October 2011, the Council has arranged for all client contributions to be deducted from your Direct Payments BEFORE you receive them. You must pay the amount you have been notified directly into your Direct Payments bank account, otherwise you will be unable to continue to make payments to your PAs and for other services purchased under the scheme. Contact us on 480 8873 for help with this.



## Calling all Personal Assistants

In an effort to better understand the social care workforce, a short on-line questionnaire designed for people employed as Personal Assistants has been published. The survey should only take a few minutes to complete and all responses will be completely anonymous.

This information will be used by Skills for Care to estimate the number of people that have more than one job in the adult social care sector. It will not be used for any other purposes. To take part in this important survey go to [www.surveymonkey.com/s/SfC\\_PAMultipleJobs](http://www.surveymonkey.com/s/SfC_PAMultipleJobs) The survey should be completed by 5pm on Friday 4 May 2012.



## Join us for afternoon tea!

The next meeting of our Direct Payments Peer Support Group takes place on Wednesday 25 April at 3pm at the Caldwell Centre on Tarbock Road, close to our offices here in Huyton. Everyone is welcome.

Tea and cakes will be on offer and we will be aiming to share some ideas about how we can better support people to recruit PAs and also the different ways in which, as carers, you can get that well-earned break.

We were pleased to meet four new members who joined the group at the meeting in February. Interesting topics discussed were the use of Direct Payments for short breaks (see the article on the front page) and how your PA's annual leave allowance is worked out.

If you are interested in finding out more about the group, contact Johanne Ross on 480 4090 or simply come along at 3pm on Wednesday 25 April. I hope to see you there.

## FREE Training for your PAs

We would like to remind you that your PAs can access a wide range of free training run by Knowsley council. Courses on offer include:

- Moving and handling of people
- Infection control and prevention
- Medication management
- Basic first aid
- Food safety
- Dementia Awareness

For dates and times and to book a place, contact Dot Murphy on 443 3577



## KDC Website

You can get more information about any of the articles featured here as well as download previous issues of this newsletter by visiting our website at [www.kdc.org.uk](http://www.kdc.org.uk). In particular our Information and advice page offers a wealth of detailed guidance for people who face a range of challenges in their day to day lives.

## Notice Board

### Local Elections

Knowsley's borough elections are taking place on Thursday 3 May 2012. This is your chance to elect the people who will represent you locally and work on behalf of your community, so make sure you are registered to vote. To register, or to apply to vote by post, ring the elections helpline on 443 2222 or email [elections@knowsley.gov.uk](mailto:elections@knowsley.gov.uk) to request an application form.

### Free Entry Passes for Knowsley Residents

The National Wildflower Centre is home to an amazing array of wildflowers spread over 35 acres of Victorian park. With a whole range of events, from photography competitions and wildflower walks to vintage craft fairs, there is something for everyone. The centre is open daily from March until the end of August, from 10am to 5pm. To receive a free entry pass, just show a proof of address. For more information, visit [www.nwc.org.uk](http://www.nwc.org.uk) or ring 738 1913

Motability are holding a free 'One Big Day' event in June. These days are the perfect way to find out everything you need to know about Motability. You, your family and friends will be able to relax and enjoy the day while browsing through the wide range of cars, adaptations, wheelchair accessible vehicles (WAVs), scooters and powered wheelchairs. Ring us or go to [www.kdc.org.uk](http://www.kdc.org.uk) for details.



# PLEASED TO MEET YOU

## Payroll Points

### Anti-fraud Regulations and new ID checks

New clients of KDC's Payroll Service will in future be subject to identity checks as part of the Governments regulations to prevent money laundering and fraud. As a provider of professional financial services, KDC is governed by these regulations and it simply means that during the first visit to explain the payroll procedures, you will be asked to produce two proofs – one for your identity and one for your address of residency. Proof can be supplied in lots of different forms such as a current passport, photocard driving license, pension book or benefits notification letter plus a current bank statement or utility bill that carries your name and address. Your Payroll Advisor will guide you if you do not have any of these items.

### P60s and Year-end Tax Returns

KDC's Payroll Team is working hard to make sure that all of the 2011/12 year-end requirements around tax and national insurance returns are completed on time. We will be sending out a P60 for each of your PAs so be sure to pass this important document on to them. You will have received a note of the amount due to be paid for the final quarter returns and it would be very helpful if you could get your payment into us as soon as possible.

Any problems with either of the above issues, call us on 949 5442.

### Payroll dates for your diary

Payslip sent out	Payment date	Period worked
18/04/12	23/04/12	26/03/12 to 22/04/12
16/05/12	21/05/12	23/04/12 to 20/05/12
13/06/12	18/06/12	21/05/12 to 17/06/12
11/07/12	16/07/12	18/06/12 to 15/07/12

Hi my name is Freddy Williams, I'm 47 and live at home with my Mum.

About a year ago my daily routine and day to day life had a big change, when I moved away from day centres and into community based support.

My community partners Mike, Nick and Paul helped me with the changes, which meant I could continue doing the things I enjoy. I was able to carry on regular swimming and snooker sessions with my existing friends, as well as my weekly gardening session in Prescot.

In addition I was able to start with a new community cycling group called 'Pedal Away' every week from Court Hey Park in Huyton, were I keep up my fitness and socialise with my new friends.

The picture below is me (thumbs up and grey helmet) with Mike and the cycling group.



I'm excited at the moment because my ambition of learning to read is going to come true. Myself and Mike have found a teacher who can provide one to one reading tuition to get me on the way. I was pleased to discover that I could use my Direct Payments to pay for the lessons.

I hope my new reading skills will help improve my independence, my quality of life (reading about Liverpool FC) and help me read the odd thing out for my Mum.

## Learning Disability Week



18th - 24th June are the dates for Learning Disability Week in 2012. Look out for news about events and celebrations going on around Knowsley that you may be interested in. One of this year's key themes is around Disability Hate Crime. KDC runs one of Knowsley's 'SPEAK UP' services, dedicated to supporting people who have been victims of Hate Crime.