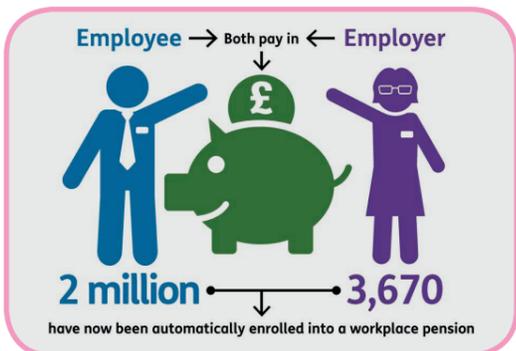




YOUR PAYROLL
0151 949 5442
yourpayroll@kdc.org.uk

Employer and PA contributions are increasing



The payments both employers and PAs make to their workplace pensions will be increasing from 06 April 2018. Currently a total minimum contribution into an automatic enrolment pension is 2% (including a minimum of 1% from the employer), but this will increase to 5% (minimum of 2% from the employer) and then after 06 April 2019 to 8% (minimum 3% from the employer).

We will make the changes required to our payroll processes automatically to make sure that the pension contributions are calculated at the correct rates.

The amount you receive for your direct payments should be sufficient to cover these extra costs but if you have any doubts get in touch with us.

Here's a note of the next few payroll dates:

For customers who live in Knowsley

Last date for changes	Payslips out	Wages pay date
13 November	22 November	27 November
11 December	20 December	25 December
8 January	17 January	22 January
5 February	14 February	19 February
5 March	14 March	19 March

For customers who live in Liverpool

Last date for changes	Payslips out	Wages pay date
20 November	27 November	2 December
27 December	27 December	1 January
24 January	24 January	29 January
21 February	21 February	26 February
12 March	21 March	26 March



A warm welcome to a new member of the Team!



Terry Roberts was appointed to the Your Payroll team in October 2017 and is helping with the extra work involved in dealing with new clients and ensuring our employers comply with the Workplace Pensions Regulations. You can reach Terry via

yourpayroll@kdc.org.uk or on 0151 949 5442.

Wages pay dates for Christmas & New Year

The December pay date for our Knowsley clients falls on Christmas Day and for Liverpool clients it is New Year's Day. So we will be preparing pay slips in time for you to pay your PAs before the holidays.

Instead of dates in the table above, we will be posting out payslips and monthly summary reports on 18th December. Those of you who have taken advantage of our on-line service will be able to access payslips and reports from 17 December.

Please remember to notify us of any changes by Thursday 7 December at the very latest.



NEWS & VIEWS



AUTUMN EDITION 2017



DIRECT PAYMENTS
Knowsley Disability Concern



KDC's Big Pathway wins Community Project of the Year award!

We are delighted to announce that KDC's Big Pathway project received the award for Community Project of 2017 at the 11th Annual First Ark Impact Awards held on 2 November.

Keri Romano, Project Coordinator holding the trophy, next to Joyce Greaves, CEO, flanked by Neil Fitzmaurice, compare for the event and Jane Tevithick from Anthony Collins Solicitors who sponsored the award.

The award recognises the Big Pathway as a project "that really stands out and has made a difference within your community" We were so proud to be recognised amongst lots of fantastic

community groups and services from across Merseyside. The Big Pathway has enabled 47 adults with Learning Disabilities to build their self-confidence, learn new skills and work towards getting into paid employment. The award will hopefully help to secure further funding to run a second programme in 2018.

If you are interested in enrolling, contact Keri on 0151 480 8883.

Managed Account Service - extra help for you! >>>

KDC's Managed Account Service delivers full third party support for anyone who is unable to operate direct payments and there is no suitable person available to them.

You make the decisions and stay in control of your support services while we take care of all the financial transactions.

Phone 480 8873 for a leaflet or visit www.kdc.org.uk/manged-accounts for more information.

Minimum Working Wage and Sleep-ins

The national minimum working wage (NMW) is the minimum pay per hour workers are entitled to by law and is reviewed yearly by the government. Currently set at £7.50 for people aged 25 and over, it is due to rise on 1 April 2018 to £8.05.

You must ensure that your PAs are paid at the correct hourly rate. This includes payments for sleep-ins and waking night cover. Knowsley Council has made arrangements to ensure that sleep-ins are funded at the standard hourly rate for direct payments which is currently £9.00 to enable you to apply the correct rate of pay. So a typical sleep-in from 10.00pm to 8.00am will be paid at £75.00, which is equivalent to 10 hours at £7.50 per hour.



You can keep up to date with all the latest news and information via our website. **Visit us at**

www.kdc.org.uk

Follow us on twitter.

Like us on Facebook.

Meet the teams...



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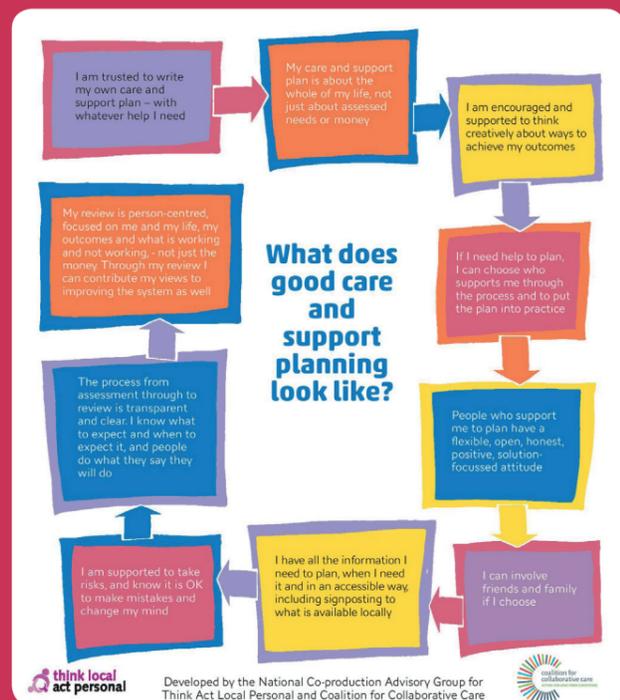


Simone Stein
Customer Finance
Officer
simone.stein@kdc.org.uk

BE PREPARED FOR YOUR REVIEW...

Over the next few months, your package of care and support will be reviewed by a social worker. We want to make sure you are prepared so here's a reminder of what you need to think about before the meeting:

- who do you want to be involved in your Review
- what's working and not working for you
- might you need the help of an independent advocate
- what's important to you now and for your future
- what's in your plan now and how much money there is



Most important of all is to make sure you are involved in the review, that you understand your care and support plan and that it meets your needs.

Visit our website at www.kdc.org.uk/support-planning

to find out more about what a good support plan looks like.

CHRISTMAS VOLUNTEERING



KDC is raising funds to deliver more projects and activities for people with learning difficulties. We are looking for volunteers to join us on Monday 18 December help shoppers pack their bags at the checkouts in ASDA in Huyton.

If you can spare an hour between 2.00pm and 7.30pm, contact Keri on 480 8883.



And look out for our Sing & Sign carol singers - also in ASDA - on Thursday 14 December.



Personal Assistants Celebrate Success

In 2017, KDC supported 7 PAs to complete their Care Certificate - a nationally recognised qualification for care workers. The Certificate is linked to National Occupational Standards and units in qualifications.

One PA was unsure about enrolling but with extra support for her additional learning needs, she successfully completed the course. She says "It has been very knowledgeable. I even learned things that I thought I knew - so it has been an eye opener. I really enjoyed the work books as they are really easy to understand, I feel this certificate will be a great asset to me. Stacey (the assessor) is really great and supportive also".

All the PAs said they felt an increased confidence in performing their role and are now more open to engaging in any future learning and development opportunities.



Congratulations go to all PAs who were awarded



Stacey Owen, Independent Assessor, presents Nick Corrigan with his certificate.

Don't ignore the Workplace Pension

#Dontignoreit

Under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and contribute towards it. This is called 'automatic enrolment'. If you employ at least one person you're an employer and you have certain legal duties.

All new employers have immediate pension duties

From 01 October, if you're a new employer (you've employed a PA for the first time) your automatic enrolment duties start immediately and you must act to ensure you carry out your legal duties..

Employer and PA contributions are increasing

The payments both employers and PAs make to their workplace pensions will be increasing from 06 April 2018. Currently a total minimum contribution into an automatic enrolment pension is 2% (including a minimum of 1% from the employer), but this will increase to 5% (minimum of 2% from the employer) and then after 06 April 2019 to 8% (minimum 3% from the employer).

The amount you receive for your direct payments should be sufficient to cover these extra costs.



KDC offers lots of different training and development opportunities for personal assistants



Don't forget, if you employ PAs, you can apply for money from Skills for Care for training for you and your staff.

The money can be used for lots of different training courses and qualifications including:

- communication skills
- British sign language
- first aid
- health and safety
- condition specific training such as dementia or autism awareness
- Health and Social Care Diplomas.



It can also cover travel costs and the cost of hiring replacement PAs. It can make a real difference. Jean supports her daughter to employ a team of PAs and applied for funding to train them. She said:

"The biggest thing for me was that their confidence grew, and this has made a big difference to how they support my daughter. The standard of care has gone up and this is something I constantly work on to achieve."

It's easy to apply. Find out more and download the application form and guidance from the Skills for Care website. Applications close on 28 February 2018.



Get ready for winter

www.metoffice.gov.uk/getreadyforwinter

A new national Be Winter Ready campaign has been launched aimed at encouraging people to prepare in case they experience a power cut or gas emergency this winter. Here's some steps you can take:

- Register as a vulnerable customer - vulnerable households can get extra support. Contact your energy provider to sign up on their Priority Services Register
- Know your free emergency numbers - in a power cut dial 105 or, for a gas emergency, dial 0800 111999.
- Prepare your home - keep a torch handy and get your appliances serviced
- Keep an eye on the weather forecast and, if you have a power cut or a gas emergency, check on your neighbours.and don't forget to get your flu jab

Flu can be a serious illness, particularly for the elderly or those with other health conditions. Care workers are working with some of the most vulnerable people in our communities, so it's important that they help protect themselves and those receiving care and support against flu. Ask your GP or local pharmacist - you may be eligible for a free flu jab.

