

NEWS & VIEWS



Winter Edition 2020

**DIRECT
PAYMENTS**
Knowsley Disability Concern

**Wishing all our customers
a safe and happy festive season!**

Everyone here at KDC hopes this Newsletter finds you and your family, safe, well and coping with the impact of the COVID-19 Coronavirus.

We continue to operate as usual – with the exception of personal visits and face to face meetings and we'll be here to help over the Christmas and New Year period but please note we

will be closed on December 25th and 28th and January 1st.

A particular welcome to those of you who are new to Direct Payments and a reminder that we are here at the end of the phone on 0151 480 8873 from 9 to 5 Monday to Friday. We also have lots of useful information, advice and guidance on our website - www.kdc.org.uk

Roll Out Of COVID Vaccination For PAs

NHS England is looking to achieve 100% coverage for flu and COVID vaccination for health and social care staff and this includes people employed as Personal Assistants (PAs), who are amongst the first priority groups.

To help with the local COVID-19 vaccination programme, KDC wants to provide information about the PAs employed in Knowsley so that vaccination appointments can be offered to them. The vaccination is voluntary and the individual can choose how they respond.

We will shortly be sending out a request for permission from PAs working in Knowsley for us to share personal information, for example, name, address, date of birth and contact details. Please ask your PAs to look out for the email or letter and respond quickly to avoid any delays in the vaccination programme.

Personal information will be utilised to ensure that clinically vulnerable residents are effectively safeguarded and supported by staff who have received the COVID vaccination.

Apart from the clinical safety issues, Public Health needs to store this information to know if, and when, staff have been vaccinated - to monitor effectiveness and prevent those already vaccinated being constantly called and recalled by mail, email, text and phone.

**Thanks for
your support!**

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 team...



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Andy Gilbert
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Mike Atkinson
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Welcome to a new member of the team

We are delighted to introduce Mike Atkinson who joins the Direct Payments team in January. With a wealth of experience in health and social care, Mike will be helping to ensure that people get the support they need to make the most of their Direct Payments. He will also be focusing on helping to advertise and recruit new PAs.

New Helpline launched for PA employers...



If you have your insurance with Mark bates Limited (Premier Care), you will be able to benefit from their new 'ILG Support service', introduced from January.

The service has been designed specifically for people like you and ensures that you get the right advice and support, from experts in the field, should a problem arise. From questions on recruitment to dealing with a performance or disciplinary

matter, their friendly advisers will make sure you are able to deal with an issue as soon as it arises and work alongside you to resolve problems from start to end.

Look out for the full information pack and contact details that will be dropping through you letterbox soon!

Direct Payments information sessions for groups

We've not been able to get out and about to give our usual talks and presentations to raise awareness about Direct Payments and how they can really make a difference for people using health and social care services.

If you belong to an organisation or community group we can organise a virtual session or come along as guest speaker to one of your Zoom or Teams meetings.

Contact Andy Gilbert on 0151 480 8873 or email at andy.gilbert@kdc.org.uk.

If you simply want to find out more for yourself or a family member just call and we'll be happy to discuss the benefits and talk through the process.



Direct Payments Conference News - your help needed!



We haven't had a chance to meet up this year because of COVID but we don't want to lose all the good work we did together last year to make things better for people who use Direct Payments in Knowsley.

So we're organising a 'virtual' get-together in the New Year and inviting people to help as part of a small planning group for this important event.

If you're interested in getting involved and can spare a couple of hours, please contact Andy Gilbert on 0151 480 8873 or at andy.gilbert@kdc.org.uk.



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KDC-Connections - making it easier to find PAs

Many of our customers come to us for help to advertise, interview and recruit their Personal Assistants (PAs). Our first port of call is the KDC-Connections website, a free to use on-line facility where employers can advertise vacancies and PAs can post their details. A simple log on process enables PAs to peruse the job vacancies and employers can check out the profiles of available PAs.



We want more people to use this as a way of finding suitable PAs quickly and safely, particularly in urgent circumstances such as cover for sickness and other emergencies. So we are planning a complete overhaul of the website as well as launching a PA-finder mobile app. Our aim is to create a simple tool that everyone can use as well as organise a 'bank' of experienced PAs who can be called upon at short notice.

Get involved!

To make sure we get it right, we need your views. You will shortly receive a short questionnaire in the form of a Survey Monkey, which we're asking to be completed and returned this as soon as possible.

And if you're interested in participating in a small working group to help design and test the new website and app, please contact Joyce Greaves on 07557 947090 or by email at joyce.greaves@kdc.org.uk.

More support for you...

Our service is open and available as usual but we should remind you that the Direct Payments Peer Support Group meetings continue to be hosted on-line via Zoom.



These sessions run every month and it's easy to take part - all you need is a smartphone, tablet or laptop. Zoom is free to use and we offer help over the phone, if needed, to guide you through the process to download and log-on.

So please do come along and join in the conversation, link in with other direct payments users and benefit from expert guest advisers. Next month we'll have Debbie Bennett, social prescribing Link Worker for Knowsley and employment expert Miles Evans will be joining us in February to answer your questions.

Phone Andy Gilbert on 0151 480 8873 or email andy.gilbert@kdc.org.uk to get the link to join.



New Horizons Programme Launched

KDC's Learning Disabilities team have asked to share news of a brand new free learning and development programme, specifically designed to help increase independence and build employability skills for people with learning disabilities.

New Horizons will be delivered in short, fun, face-to-face interactive sessions in local classroom settings. Learners can also access the course remotely over Zoom with telephone support provided alongside.

The course is AQA accredited and certificates of achievement can be used for CVs as well as towards a recognised qualification.

Enrolment starts in January so if you are interested or know someone who could benefit, contact Keri Romano on 07946 318898 or email keri.romano@kdc.org.uk



Knowsley Council has published lots of help and support to help you look after your mental health during – and after – the lockdowns. go to www.knowsleynews.co.uk/looking-after-your-mental-health-during-the-covid-19-pandemic/



**YOUR
PAYROLL**

0151 949 5442

yourpayroll@kdc.org.uk

Meet the team...



Sandra Windsor
Payroll Administrator



Terry Roberts
Payroll Administrator



Beverley Seddon
Payroll Administrator



Jan Fish
Service Manager



Laura Sulce
Finance Assistant



Aimee Neeves
Payroll Administrator
(Apprentice)

Seasons' Greetings

from all of us here
at Your Payroll!



With over 1,000 customers, we are working hard to make sure all payrolls are completed so that you can pay your PAs earlier for Christmas if you wish - and if you have the funds in your Direct Payments account.

The official pay day in Knowsley is Monday 21st December and for people in Liverpool it's Monday 28th December. We will be sending out payslips and reports to everyone on Wednesday 16th December but if you get yours through the post, please be aware that you may experience the usual delays with Royal Mail at this time of year. Contact us if you want to switch to email.

For Managed Accounts customers in Liverpool, we will be making wages payments to your PAs on Wednesday 23rd December.

Your Payroll is open over the Christmas and New Year period, apart from the public holidays – 25th and 28th December and 1st January.

Important! - Sickness Payments for PAs

If your PA develops Coronavirus symptoms, they **MUST** stay at home. Local Authorities are making arrangements to make sure PAs are not financially worse-off by topping up earnings lost if they are sick or have to self-isolate due to COVID.

Please remember to let us know if your PA is absent for any COVID-related reason so that we can process their wages correctly and claim back the money into your Direct Payments account on your behalf.



Introducing a new member of the team

In August this year, we were delighted to welcome Aimee Neeves who joined us as our new Payroll Administrator. Aimee is on an apprenticeship scheme, studying Business Administration and loves all things 'payroll'! She is pictured here with her other love – her daughter Eliza. We hope to be able to retain Aimee as a key member of the team, once her apprenticeship is completed.

Here's a note of the next few payroll dates – Please, please, make sure you get your changes in on time!

For customers who live in Knowsley

Last date for changes	Payslips out	Wages pay date
7 December	16 December	21 December
4 January	13 January	18 January
1 February	10 February	15 February
1 March	10 March	15 March
29 March	7 April	12 April
26 April	5 May	10 May

For customers who live in Liverpool

Last date for changes	Payslips out	Wages pay date
14 December	16 December	28 December
11 January	20 January	25 January
8 February	17 February	22 February
8 March	17 March	22 March
5 April	14 April	19 April
3 May	12 May	17 May