**DIRECT PAYMENTS AGREEMENT**

Adult Social Care, Carers Services and Children’s Services

Care Act, 2014

Care and Support (Direct Payments) Regulations 2014

**This agreement is between:**

**BOROUGH OF TELFORD & WREKIN** of Darby House, Lawn Central, Telford, TF3 4JA

***(Referred to in this document as (‘we’ or ‘us’)***

**And**

The person(s) receiving the direct payment

**Name**

**ID Number:**

**Address Line 1**

**Address Line 2**

**Telford**

**Postcode**

***(Referred to in this document as (‘you’)***

**And**

Authorised/Nominated Person (the person supporting you with your direct payment)

**Name**

**ID Number:**

**Role**

**Address Line 1**

**Address Line 2**

**Telford**

**Postcode**

***(Referred to in this document as (“Authorised/Nominated Person” )***

You and/or the Authorised or Nominated Person will have received, read and understood, a series of fact sheets during the process of setting up your direct payment giving you a range of information about the Direct Payments Scheme. This agreement is the document that tells you about your direct payment – your money, how you will be paid and how it will be monitored. It needs to be read in conjunction with the Telford & Wrekin Direct Payments Fact Sheets and it contains details of the following:

**Content**

|  |  |
| --- | --- |
| 1 | Basis of the Agreement |
| 2 | About the Direct Payment |
| 3 | How to use your Direct Payment |
| 4 | General rules about using Personal Assistants |
| 5 | What you agree not to use your Direct Payment for |
| 6 | What records you should keep |
| 7 | If your arrangements break down or your needs change |
| 8 | Role of the Authorised/Nominated Person |
| 9 | Comments, Complaints And Compliments |
| 10 | Ending the Agreement |
| 11 | Signatures |

**1 Basis of the Agreement**

 This agreement is made on the basis that:

1.1 An assessment of your needs has been completed using the Care Act and you are eligible to receive support services as identified/shown in your Support Plan to meet specific outcomes.

1.2 You have asked to manage your Personal Budget and arrange your care and support via a Direct Payment. You are either willing and able yourself to choose and arrange the care and support detailed in your Support Plan, or you have nominated another person (called your Nominated Person or Authorised Person in this agreement) who has agreed to receive your Direct Payment and do this on your behalf.

 Please see section 8 for more details.

1.3 We have explained what needs you can meet with your Direct Payment and we are satisfied that you are, or your Authorised/Nominated Person is, capable of managing the Direct Payment with whatever help you are able to access if this is needed to help you to do this successfully.

1.4 We are satisfied that making a Direct Payment to you or your Authorised/Nominated Person is an appropriate way to meet your needs.

1.5 You set up a Fairshare credit union or bank account to receive your Direct Payment. There should be no transactions from this account unless they are related to the Direct Payment. For example, a top up may be made into this account for the purpose of additional hourly rate for the Direct Payment purposes. This will need to be agreed with the local authority in the first instance.

1.6 You agree to tell us if your circumstances change in a way which might affect your ability or eligibility under the Care Act to receive a Direct Payment.

**2. About the Direct Payment**

**The Direct Payment and Your Client Contribution**

2.1 Your Direct Payment is currently £……….. per week This is called the gross amount. This amount may go up or down or it may end if there is a change in your needs or the way you arrange your care and support. If it does we will write and tell you.

2.2 We have financially assessed what you have available to pay towards the cost of the care and support you want. This is called your Client Contribution. Your Contribution is £………. per week.

2.3 The amount of your Contribution will be deducted from your gross Direct Payment before we pay it to you. This means the net amount you will receive from us into your Direct Payment bank account will be £…….. per week. This is called your net payment.

2.4 The starting date for your Direct Payment is ………./………./………..

2.5 Payments will be made in advance every four weeks or as agreed in your support plan, directly into your separate nominated Direct Payment bank account.

2.6 Failure to pay your client contribution, may result in us invoicing your for this amount. Failure to pay upon receipt of a Final Reminder, will also lead to the debt being passed without notice to either our Legal Department or an external debt collection agency. Further charges/costs may then also become charged.

2.7 Failure to pay your Client Contribution may also result in the termination

 of your Direct Payment, and care being provided by a more suitable method.

1. **How to Use Your Direct Payment:**

3.1 Your direct payment is to be used to buy the support as detailed in your Support Plan, you must ensure that contingency arrangements are in place in case of any emergencies. Should you wish to change arrangements you should contact your allocated worker or the duty worker from your Adult Social Care locality team.

Your locality is ……………… and their contact details are ………………………………

3.2 If you wish to use a care agency we recommend that you purchase care from a provider who is registered with the Care Quality Commission who inspect the standards provided by agencies nationally.
You will be able to find a list of providers in your area available from the Live Well Telford directory <https://livewell.telford.gov.uk/>

3.3 You will pay back to us any Direct Payment money which is not used to meet your agreed outcomes as set out in your Support Plan.

You will repay the Direct Payment money to us if:

(a) You have not met any of the terms of this agreement; or

(b) You have received payment from someone else to meet your care and support needs which we did not know about when the Direct Payment was agreed;

(c) Direct Payments ends for any reason

(d) If, when requested, you have not provided satisfactory financial monitoring of your Direct Payment, within 4 weeks, by you or your Authorised/Nominated Person

3.4 If the person receiving the care and support via a Direct Payment passes away the obligation passes to the administrators/executors of the estate for repayment of the Direct Payment.

3.5 If the Direct Payment is a one-off payment or to buy equipment and the equipment has not been bought within six weeks of payment being made, you will repay the Direct Payment money to us unless we agree in writing that you may keep it for longer in order to buy the equipment.

1. **General Rules about Using Personal Assistants**

**If you are employing Personal Assistants the Direct Payments Support Service can support you with this, your allocated worker will refer to them on your behalf.**

4.1 If you will be employing a Personal Assistant you must take out an enhanced Employer’s Liability Insurance and Public Liability Insurance before the Personal Assistant starts working for you. This can be paid for out of your Direct Payments. An initial payment can be made to you so that you can do this *(guidance is available to help you to do this via the Support Service).*

4.2 Your Direct Payment cannot be paid until you have these insurances in place and have let us know that this has been arranged. We may ask you for evidence of this. You must renew these insurances as required or annually.

4.3 The law tells us you cannot employ anyone who lives in the same household without first having permission from us. This can only be given where exceptional circumstances are shown. If there are exceptional circumstances we will agree in writing that this arrangement is acceptable. Your allocated worker will explain this process to you.

4.4 You must act as a responsible employer and make all your arrangements in line with employment legislation. You must retain sufficient funding from your Direct Payment each week to cover your potential employer responsibilities. Information, guidance and support can be given to help you do this.

4.5 We strongly recommend that you carry out checks with the Disclosure and Barring Service on any staff you are intending to employ. If you are employing a Personal Assistant and children will be present in the household the Council must undertake the checks on your behalf. The payment will not start until these checks have been completed. If you employ new Personal Assistants at a later date the same checks must be undertaken. Guidance is available to help you do this via the Direct Payment Support Service.

4.6 We strongly recommend you do not use people who say they are self-employed Personal Assistants until you have carried out all the relevant checks with Her Majesty’s Revenue and Customs (HMRC) and the Council agree you have met the conditions. It is highly unlikely that HMRC will recognise a Personal Assistant as being self-employed. You must tell the Council if you are considering or start using self-employed Personal Assistants. The Council may not be able to pay Direct Payments if the arrangements you have in place do not meet the requirements as set out by HMRC.

4.7 When employing a Personal Assistant there may be a need to provide additional training. Funds to support this training can be accessed via Skills for Care. There may be circumstances that the local authority will include the funds within your Direct Payment. You need to speak to your allocated worker, locality team or the Direct Payment Support Provider in the first instance.

# **5 You agree not to use your Direct Payment:**

1. For health related services – such as dentist, chiropody, physiotherapy, appointments etc.
2. For household expenses, such as food, personal items or utility bills etc.
3. For accommodation - rent, mortgage payments etc.
4. For non-statutory liabilities such as tips, bonuses, ex gratia payments (the Council is not obliged to fund particular costs that are incurred on a discretionary basis)
5. For anything that is illegal or to purchase services that do not keep you safe and well;
6. For gambling, lottery, bingo tickets, raffle tickets, alcohol or cigarettes;
7. To pay for long-term residential care. You can use it for a short stay provided it does not exceed a period of 4 consecutive weeks in any 12- month period;
8. For anything that is not an activity that will assist you to achieve your agreed outcomes. If you wish to change your agreed outcomes you must get the Council’s agreement to pursue different outcomes.

**6** **What Records You Should Keep**

6.1 You are responsible for using your money as agreed under the terms of this agreement and in your Support Plan with the assistance of the Authorised/Nominated Person as agreed.

6.2 Once your Direct Payment has started you will have a review with your allocated worker and a Direct Payments Support Officer. You will have to submit financial monitoring after 3 months of having your Direct Payment, then again at 6 months. You will need to keep financial records, e.g. bank statements and invoices of how the money has been spent and complete financial returns forms which will need to be submitted to us.

* 1. If you do not provide any requested information within a 4 week period of the request being made to you or your Authorised/Nominated Person your Direct Payment could be suspended or terminated.

As part of our support to you, you will have a Care Act Review of your needs on an annual basis. If your circumstances change at any point you can contact your Adult Social Care Locality Team.

1. **If Your Arrangements Break Down Or Your Needs Change**

7.1 If things go wrong you should contact the Direct Payments support agency, POhWER, your allocated worker, or locality team. They will assist you to make other support arrangements to meet your assessed needs, if necessary. You may change care agencies or hire different Personal Assistants independently if you wish, as long as this is within the current level of funding.

7.2 If your needs or circumstances change you must contact us.

7.3 If you go into hospital or respite please ensure you and/or your Authorised/Nominated Person or someone close to you notifies us as soon as possible. If you employ a Personal Assistant they may be able to continue to support you but we must be contacted first.

1. **The role of the Authorised and Nominated Persons**

8.1 An individual can have a nominated person to support them with the delivery of their Direct Payment. The nominated person would be chosen by the individual to support with the running and delivery of their Direct Payment. In order for a nominated person to be identified the following conditions need to be met:

* The person has capacity to make the request, and where there is a nominated person, that person agrees to receive the payments.
* The local authority has not identified any concerns or issues in giving the person or the nominated person a Direct Payment, you and/or the nominated person will be advised if this is the case.
* The local authority is satisfied that the person or nominated person is capable of managing the Direct Payment independently, or with whatever help the authority thinks the person or nominated person will be able to access.
* If the nominated person to support the Direct Payment is not identified under a Mental Capacity Assessment and Best Interest decision, but there is a person who is, this person must agree with the nominated person in supporting the Direct Payment.
* The local authority is satisfied that making a Direct Payment to the person or nominated person is an appropriate way to meet the needs in question.

**Failure to meet these conditions would result in a refusal of the Direct Payment.**

Once the nominated person has been identified the local authority should consider whether the nominated person is involved in the care and support planning stage. The nominated person needs to understand their legal obligation to act in the best interests of the person receiving care and support via a Direct Payment. The nominated person should receive the following:

* information regarding the local authorities direct payments processes
* information and advice on using and managing the direct payment

8.2 When a person has been assessed as lacking capacity to request a Direct Payment, an authorised person can request the Direct Payment on the person’s behalf; in order for this to be agreed a Mental Capacity Act and Best Interest Decision needs to be documented. The person identified through the Best Interest Decision is the Authorised Person.

The Authorised Person can request the Direct Payment on the person’s behalf; the following 4 conditions must be met before the Direct Payment can be agreed:

* The local authority is not prohibited by regulations under section 33 from meeting the adult’s needs by making direct payments to the authorised person.
* The local authority is satisfied that the authorised person will act in the adult’s best interests in arranging for the provision of the care and support for which the direct payment under this section would be used.
* The local authority is satisfied that the authorised person is capable of managing the direct payment by himself or herself, or with whatever help the authority thinks the authorised person will be able to access.
* We are satisfied the Direct Payment can meet the individuals level of need.
* The local authority is satisfied that making direct payments to the authorised person is an appropriate way to meet the needs in question.

**Failure to meet these conditions would result in a refusal of the Direct Payment.**

1. **Comments, Compliments and Complaints**

9.1 You have the right to comment, complain and compliment about the operation of this agreement using our complaints procedure (a copy of which will be provided on request). However, this procedure cannot be used for problems you may have with your employees or agencies that you contract with.

9.2 Legal issues arising with third parties may require independent legal advice to be obtained by you or the Authorised/Nominated person

1. **Ending The Agreement**

10.1 You your Authorised/Nominated Person may end this Agreement by telling us in writing at least four weeks before the date you want it to end.

10.2 We may terminate this agreement immediately if, after investigation, it is found you or your Authorised/Nominated Person are using the money illegally, not in your best interests or you or your Authorised/Nominated Person is not complying with any part of this agreement.

10.3 Before terminating the agreement, we shall work with you and/or your Authorised/Nominated Person or any other representative, to find a solution to the problems wherever possible.

10.4 You will need to instruct your payroll provider to complete all outstanding payments to your employees, HM Revenue and Customs and agencies and then provide financial returns forms to us to finalise your direct payment account.

10.5 Any money left in the direct payment account will need to be returned to us within 28 days.

10.6 Direct Payment monies do not form part of a person’s estate. In the event of the death of a direct payment recipient the direct payment monies must be returned to the Council once all legal responsibilities are met.

10.7 We may ask for money to be repaid if it has not been used to buy the support set out in your Support Plan.

10.8 Any direct payment monies remaining in the account following termination of the agreement must be returned to us.

1. **Signatures**

Here, both/all parties are signing up to the agreement and agree to abide by its terms. This means that the fact sheets have been read and understood and that all parties understand their rights and responsibilities

|  |
| --- |
| **Us – Borough of Telford & Wrekin**  |
| Signature on behalf of Telford & Wrekin Council: |  |
| Print name: |  |
| Date: |  |

|  |
| --- |
| **You – The Person Receiving the Direct Payment** |
| Signature: |  |
| Print name: |  |
| Date: |  |

|  |
| --- |
| **Authorised/Nominated Person**  |
| Signature: |  |
| Print name: |  |
| Date: |  |

Your Direct Payment start Date will be: / /

**How Your Information May Be Used**

**Telford & Wrekin Council Adult Social Care are collecting your personal data to enable the best possible advice, care or support to be provided and to meet the statutory requirements under the Care Act 2014, wider legislation and Article 9(2)(c) & (h) of the Data Protection Act (DPA) 2018**

**Telford & Wrekin Council will not share any of your personal data collected with external organisations unless required to do so by law. However, there may be occasions where we request further information from key third party organisations such as Health or Provider organisations. For further details on the council’s privacy arrangements please view the privacy page on the council’s** [**website page**](http://www.telford.gov.uk/terms)**.**