



# Halton's Personal Budgets Guidance for Short Breaks 2016-2017



**SEND Local Offer for Halton**



## **Short Breaks and Personal Budgets - Where can I find more information?**

The Short Breaks Statement 2016-17 can be found on Halton's Local Offer – Leisure section under 'Short Breaks'.

Halton Borough Council provides a range of Short Breaks Services, details of these can be found in Short Breaks Services Guide 2016-17 on Halton's Local Offer.

Information about Personal Budgets is available on Halton's [Local Offer – Education, Health & Care Plan](#) section.

## **Delivering a Short Break Service using a Personal Budget**

Some families might prefer to arrange their own service as this may offer greater flexibility and choice of activities that may be better suited to their child and family's needs. The process for accessing a Personal Budget is the same as any other Short Breaks service and is explained in the Short Breaks Statement 2016-17, in the section – How can families get a Short Break and Assessment, Planning and Review of Short Break Services.

Once it has been established that your family is eligible for Short Breaks, the relevant assessment will identify your child's needs and the worker will discuss all the options available to you including a Personal Budget.

Halton currently has 3 types of Personal Budget available for Short Breaks, these are:

- An individual agency contract organised and paid for directly by Halton's Disabled Children Service;
- A higher level Direct Payment which can be used to employ a Personal Assistant to support your child either in the home or outside in the community;
- A lower level Direct Payment which can be used to purchase different activities in the community for your child to access.

If the Lead Professional for your family is a Social Worker, they will complete a Single Assessment. This will establish the level of support that is appropriate for your child and family and they will agree the appropriate services which may include a Personal Budget.

If the Lead Professional is a worker from the Children Disabled Service, the Personal Budget is established by the completion of a Resource Allocation System (RAS). The RAS system, RAS Guidance Notes and relevant documents will be available on Halton's Local Offer – Leisure section under 'Short Breaks'.

Each child that receives a Short Break via a Personal Budget will have an individual plan, this will state the:

- Short Break service to be provided;
- Outcomes that should be delivered;
- Person responsible for co-ordinating the service, ensuring that it is safe and delivers the outcomes in the plan.

## **Individual Agency Contract**

This service is used to employ carers from a registered and approved agency that has been assessed as being able to provide safe care and meet the needs of disabled children. Staff will have enhanced checks and will receive relevant training and supervision from the agency that employs them.

The Lead Professional will agree with you what type of service you require and complete a document that details your child's needs. This will be sent out to the list of registered providers – without any names or addresses etc and they will have a set time period to respond which is usually 2 weeks.

Following receipt of responses from the registered providers these will be discussed with you and your child to agree the most appropriate agency to deliver the service.

Once this is agreed the worker will set up a contract with the agency to work with your family and start the introductions of the staff to begin delivering the service.

The agency will submit invoices and evidence of the service being delivered to the Lead Professional who will ensure that payment is made.

The service will be reviewed via the child's individual plan (Social Care Plan, CAF Plan, EHC Plan or Short Break Plan).

## Higher Level Direct Payment

The higher level Direct Payment is available in those cases where the assessment and RAS has established that your child requires individual support and you as parents have decided that you wish to arrange your own service. It may be that you know a close friend or relative who knows your child and has agreed to be trained to meet their care, health or behavioural needs.

Alternatively, you may wish to recruit a Personal Assistant, [Halton Disability Partnership](#) who can help you to do this to ensure that you can recruit a suitable worker and advise on appropriate supervision and training. It is possible for families to use a worker from a registered care agency but the costs vary from one company to another and some may charge a rate outside of Halton Borough Council's Direct Payment rates.

The Lead Professional will advise you on appropriate checks to ensure that the Personal Assistant you employ is both safe to work with your child and can meet their care needs. This will include how to obtain a DBS check to ensure that there is no information of concern or convictions held for that person that would prevent them from working with your child.

In respect of agency workers you would be advised to:

- Confirm that the agency are in possession of a current DBS record for their staff;
- View the Agency's safeguarding policies;
- View the Agency's most recent Care Quality Commission report which would alert you to any concerns raised about the quality of their service.

Key issues for families to consider when they manage their own service are:

- Ensuring that your child is safe;
- Ensuring that the worker has the correct skills, training and experience to meet your child's needs;
- Being able to manage the budget, receipts, payroll and employment issues;
- Ensuring that the service delivers the outcomes detailed in your child's plan.

Halton Borough Council's Direct Payment service will:

- Visit you to set up the Direct Payments;
- Ask you to sign a contractual agreement to manage the money as per the plan agreed;
- Complete regular audits to check evidence of the funds being used e.g. invoices and receipts etc.

They can also arrange for the funds to be managed via a managed account in situations where it is agreed that this is appropriate for your family.

The Direct Payment will be monitored as part of the review of your child's plan, however, you can contact the Lead Professional to discuss any difficulties with the service and how it is being delivered at any time.

## Lower Level Direct Payment

Lower Level Direct Payments are often used by families who just need a small amount of support to make a difference to their families' lives. Many families who have used them have found that it enables them to engage in family activities that they had not thought possible before.

The funds cannot be used to 'employ' a personal assistant although families can use them to contribute to nursery or after school provision which enables the main carers to have a break and provide a social experience for the child. It may be that your child would prefer to do a group activity that isn't provided by Halton Borough Council or that you have a family member who requires expenses to provide an additional pair of hands to support your child during a family event.

The funds can be used more flexibly and are often used for activities, for example:

- Small items of equipment that the child may need to participate in a chosen activity e.g. camera for photography club, guitar for guitar lessons;
- Activity costs such as guitar lessons, dance class, horse riding;
- Transport costs for disabled young person and carer;
- Entrance fee for disabled young person and carer e.g. concert ticket, zoo entrance fee, ticket for football match, cinema ticket;
- Refreshment costs for disabled person and carer;
- Small gift voucher or gift to give to carer in appreciation of their time and support (note – this should be occasional and not excessive value);
- Contribution to family day out to pay for the additional cost of a close friend or family member to accompany the family to supervise the disabled child to enable the main carer to spend more time with siblings;
- Contribution to family holiday to cover the additional cost of a close relative or family friend to go on the holiday to share the care of the disabled child to enable the main carer to spend time with siblings.

These payments are allocated after an assessment and RAS has been completed. The Lead Professional will discuss this as part of the menu of services available and the type of activity and support provided will be agreed in your child's plan.

The funds will be allocated for 50 weeks per year and are usually provided every 3 months so you can plan activities in advance. In certain circumstances it may be agreed to provide the payments every 6 months if it is necessary to purchase a course of activities or a specific piece of equipment.

Halton Borough Council's Direct Payment service will:

- Manage the payments and ask you to sign an agreement to use the funds as agreed in the plan;
- Audit the account and will need to see receipts, tickets for events and activities etc.

It is possible for a young person aged 16+ to manage their own budget if it is agreed with the carers and the Lead Professional that this is appropriate. The young person must understand their responsibilities and everyone should be confident that they can cope with this. Support is available from Disabled Childrens Service for young people to do this as part of them gaining skills towards independence.

We will ask you to provide evidence of your child's experiences such as scrap book, photos, videos, etc which we will use to measure if they are doing activities as agreed in their plan.

The Direct Payment will be monitored as part of the review of your child's plan however, you can contact the Lead Professional to discuss any difficulties with the service and how it is being delivered at any time.

## Direct Payments Rates for Personal Budgets/Personal Health Budgets & Agency Provider List April 2016-2017

Below are the Direct Payment Rates for 2016-17. You will need to account for any additional costs in your support plan. For further assistance or support please feel free to contact the Direct Payments Team on: 0151 511 7575. It is extremely important that a financial assessment/fairer charging assessment has also taken place so that the individual is aware whether there is a client contribution to be made towards the cost of their support.

|   |                                       |  |
|---|---------------------------------------|--|
| <b>Personal Assistant Basic Rate</b><br><i>To be applied if employing your own PA and becoming an employer or using a "Self Employed PA"</i>                      | £9.64<br>Per hour                     | The maximum you can pay your Employed PA would be approximately £8.00 per hour (surplus of £1.64 to save for holiday cover/employers NI and following year's insurance premium).<br>The maximum you can pay your "Self Employed" PA would be £9.64 per hour. (Refer to Guide to Becoming an Employer re Self Employed/ Employed) |
| <b>Personal Assistant Complex Rate</b><br><i>To be applied if employing your own PA and becoming an employer (Also Health Rate) or using a "Self Employed PA"</i> | £11.71<br>Per hour                    | The maximum you can pay your PA would be approximately £9.60 per hour (surplus of £2.11 to save for holiday cover/employers NI and following year's insurance premium).<br>The maximum you can pay your "Self Employed" PA would be £11.71 per hour. (Refer to Guide to Becoming an Employer re Self Employed/Employed)          |
| <b>Agency Provider Basic Rate</b><br><i>If contracting with an agency</i>   | £12.15<br>Per hour                    | If you choose an Agency Provider that charge higher or lower – please factor this into your budget. You may need to "Top Up" with your own personal funds  |
| <b>Agency Provider Complex Rate</b><br><i>If contracting with an agency (Also Health Rate)</i>  | £12.54<br>Per hour                    | If you choose an Agency Provider that charge higher or lower – please factor this into your budget. You may need to "Top Up" with your own personal funds  |
| <b>Children's Short Breaks</b>  | £7.34<br>Per hour                     | Hourly rate to be used to pay for activities for Child and Carer. Cannot be used to Employ PA's or Contract with Agencies.   |
| <b>Sleeping Night Rate Agency</b><br><i>If contracting with an agency</i>   | £45.00 per<br>night<br>(8 hour sleep) | Amount you would receive if you require a presence during the night (used for supported living).   |
| <b>Sleeping Night Rate (PA)</b>   | £61.00 per<br>night<br>(8 hour sleep) | The maximum you can pay your PA would be £57.60 based on living wage £7.20 x 8 hour sleep.   |
| <b>Waking Night Rate</b><br><i>If Employing a PA or contracting with an agency</i>  | Apply hourly<br>rate per hour         | Amount you would receive if you require assistance during the night.   |
| <b>Respite Rate</b>   | £391.29 per<br>week                   | This is the equivalent amount that you would receive if going into a residential respite placement.  |
| <b>Managed Account Rate</b>   | £1.62 per<br>week                     | For people who do not want to manage the Direct Payment Funds.* Note this does not take away any Employer responsibilities if employing own PA's. Provides Income & Expenditure accounts stating the balance of funds held. Will pay wages to PA's or Invoices to Agency Providers.  |
| <b>Payroll Service Rate</b>   | £143.60 per<br>year                   | Covers payroll for up to 6 PA's including filing online returns to HMRC and calculating tax/NI and producing payslips for PA's.  |
| <b>Employers Liability Insurance Rate</b>   | £99.00 per<br>year                    | Includes access to Customer Care Helpline, 24 hour Law Helpline, Court or Tribunal Legal Expenses & Personal Accident Cover.   |



## Appendix 1

### Direct Payments Agency Provider List April 2016-2017

For people who are receiving a Direct Payment or Self Funders

Below is a list of homecare agencies. You may also find agencies listed in Yellow Pages under "Nurses' Agencies and Care Agencies" or "Home Care Services" and on [www.yell.com](http://www.yell.com). The Thomson Directory lists providers under "Home Care Services" or "Home Help Services - Private". Care regulators can also supply lists of providers in your area, along with copies of recent inspection reports.

#### What you or your chosen Representative (Suitable Person) needs to do.

- Ask the agency if they have availability to cover the dates/times that you need them for.
- Ensure that you have enough money in your Direct Payment to pay for the support you receive.
- If your chosen agency provider charges more per hour than the amount of Direct Payment you have been allocated, then the extra costs have to be met by you
- The agency you choose should then arrange for one their Managers/Senior Carers to visit you to discuss what you need them to do and to undertake a risk assessment.
- You will need to arrange a date when you want your care to start
- **Finally - Inform the Direct Payments Team on: 0151 511 7575.**

#### Care Providers who are contracted with Halton Borough Council

|                  |               |                 |                    |
|------------------|---------------|-----------------|--------------------|
| Castlerock (CRG) | 01744 457770  | I Care          | 01928 569192       |
| Premier Care     | 01925 242354  | Local Solutions | 0151 431 2091/2092 |
| Homecare Support | 01928 529187  | Carewatch       | 01925 654080       |
| Heron Care       | 0151 430 0033 | Just Care       | 01928 588506       |
| Victoria Care    | 0151 545 2835 |                 |                    |

#### Other Care Providers – Not contracted with Halton Borough Council

|   |               |                             |                              |
|---|---------------|-----------------------------|------------------------------|
| Access 2 Support                                | 01928 898695  | Active Community Enterprise | 0151 290 1441                |
| Progressive Support                             | 0151 495 2713 | M Power Activities          | 01928 581408                 |
| 1 <sup>st</sup> Choice Support                  | 01928 717600  | Select Support Partnership  | 0151 207 7742                |
| Home Carers Liverpool                           | 0151 737 2820 | SOS Homecare                | 0161 877 4459                |
| Comfort Call                                    | 0191 495 9545 | Homecare For you            | 01254 663414                 |
| Community Integrated Care                       | 01744 810446  | Just One Healthcare         | 0151 7246047                 |
| Helping Hands Cleaning & Companionship Services | 0151 420 2143 | Home Instead Senior Care    | 01925 230006<br>01928 733020 |
| My Life Social Support                          | 07912 690366  | Crossroads                  | 01744 612499                 |
| Embrace   | 0151 423 0977 | Assured Care Services       | 0151 257 2705                |
| Caring Hands                                    | 01928 238125  | Focus on Care               | 01925 411611                 |
| Key Care & Support                              | 0151 728 3190 | Halton Senior Service       | 07907 695585                 |