

July 05
West Lothian
Council**Direct payments
money to manage your own care services**

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2 Contact us

Adults Assessment Teams, Cheviot House,
Owen Square, Livingston, EH54 6PW ☎ 01506 777777

Older People's Assessment Team, Bathgate Social Work Centre,
69 Whitburn Road, Bathgate, EH48 1HE ☎ 01506 776700

Children with Disability Team, Strathbrock Partnership Centre,
189a Main Street, Broxburn, EH52 5LH ☎ 01506 775666

Local Area Co-ordination Team, (learning disabilities) Cheviot House,
Owen Square, Livingston, EH45 6PW ☎ 01506 777777
..... Email ✉: lac@westlothian.gov.uk

Supporting People Team, (support to live in your own home) Lammermuir
House, Owen Square, Dedridge, Livingston, EH54 6PW .. ☎ 01506 773748

3 Translation into
different languages
and accessible
formats

The council can provide this information in a variety of formats e.g. Braille, tape and various community languages. If you would like a council document to be produced in one of these formats or arrange for an interpreters help for council meetings and events, please contact the council service involved in the first instance.

4 Aims of the Direct
Payment Scheme

Direct payments are paid in lieu of services that the Council would otherwise provide or purchase.

Under the Direct Payment Scheme, West Lothian Council can offer you cash to meet your assessed needs instead of arranging services for you.

Direct payments let you choose who provides your support. Many people like direct payments because they can have more control over their care and support.

5 Who is the Direct Payment Scheme for?	<p>You may be eligible to get a Direct Payment if:</p> <ul style="list-style-type: none"> • you are a disabled person aged 18 or over and you are eligible for community care services • you are aged 65 or over and are eligible for community care services due to age or infirmity • you are a 16 or 17 year old or a disabled parent and you are eligible for children's services <p>You may be able to manage a Direct Payment on behalf of another person if:</p> <ul style="list-style-type: none"> • you are a parent or a person with parental responsibility for a disabled child and your disabled child is eligible for children's services • you are an attorney or guardian with the relevant powers to act on behalf of a disabled adult who is unable to give consent to arranging their own services
6 Where do I start?	<p>If you want a Direct Payment and think you are eligible, you must first apply for a Direct Payment by contacting the relevant social work team, Local Area Co-ordination team or Supporting People team.</p> <p>A member of the team will carry out an assessment of your needs and if you are eligible for a service will work with you to develop a plan of how you will meet your care needs (this is called a 'care plan'). You will also be given a copy of "A Guide to Receiving Direct Payments in Scotland".</p>
7 What can I use my Direct Payment for?	<p>Your Direct Payment will be based on the amount of support that you need as shown in your care plan. We will give you information to help you to decide how best to meet your needs.</p> <p>For example, you might want to pay a care agency or to employ personal assistants yourself, or a mixture of both. You will be given enough money to pay for the services that you have been assessed as needing.</p> <p>You can only use your Direct Payment money to buy care to meet your needs as set out in your care plan. You are not allowed to use your Direct Payment for anything else.</p>
8 How are Direct Payments paid to me?	<p>Your Direct Payment is paid every 3 months in advance (or more frequently if this is appropriate) into a bank account that is separate from your personal account.</p> <p>Every 3 months you will be expected to provide accounts of how you have used your Direct Payment. We will provide a form and advice on how to fill it in.</p>
9 What if my needs change?	<p>Every year, your allocated worker will meet with you and other people relevant to your support to go over your care plan and to make sure that you are meeting your assessed needs using your Direct Payment.</p> <p>At any time, if your needs change, you should contact your allocated worker who will review your care plan with you.</p>

10 How much will I get?

If you directly employ personal assistants, the rates that we give you, as of April 2005 to March 2006, are:

- £5.96 per hour at the standard rate
- £7.52 per hour at the enhanced rate
- £8.79 per hour at the exceptional rate
- £28.96 per night for a respite sleepover

You may be able to get the enhanced rate if you have complex needs and the exceptional rate for very complex needs.

If you employ your own personal assistants, you will also receive 7.5% of the hourly rate so that you can pay Employer's National Insurance contributions. We also pay you an extra 18% of your total weekly costs on top of this. This is to cover extra costs such as your personal assistants' annual leave and sick leave cover. You will also get 'start-up' money to cover the cost of recruiting personal assistants.

If you want to use staff from an agency, we will agree a rate up to £9.52 per hour.

You may have to help pay for some services. This will be worked out by a financial assessment.

11 Getting help and support



If you are thinking a Direct Payment, your allocated worker will explain the scheme to you and give you step by step information. Your worker will also give guidance on how to complete forms and how to provide financial accounts.

You will also be offered ongoing support from [Lothian Centre for Integrated Living](#), an independent support organisation, who can give direct help and training so that you can be a good employer. You can also get advice from [SPAEN \(Scottish Personal Assistant Employers Network\)](#)










As you can have as much help as you need to manage a Direct Payment, you may want to ask a family member, carer or friend to help you carry out some of the tasks of managing a Direct Payment. Anyone helping you in this way will also be offered training and support.

12 Suggestions and complaints

If you use services, are eligible for services, or act on behalf of someone who is, then your views are very important to us. Please let us know how we can improve the service.









Please talk in the first instance to a member of staff. If you then want to make a written suggestion or complaint about any social work service, you can write to

The Head of Social Policy
West Lothian House, Almondvale Boulevard,
Livingston, EH54 6QG. ☎ 01506 777000 for assistance.

<p>13 Links to other helpful services:</p>	<p>Lothian Centre for Integrated Living, Main Office: Norton Park 57 Albion Road Edinburgh EH7 5QY ..  tel/minicom 0131 475 2350 Fax: 0131 475 2392.</p> <p>Lothian Centre for Integrated Living, West Lothian Office, c/o Disability West Lothian, Ability Centre, Carmondean Centre Road, Carmondean, Livingston EH54 8PT  01506 774030 E-Mail:  LCIL@lothiancil.org.uk or Kirsty@lothiancil.demon.co.uk. Website: www.lothiancil.org.uk</p> <ul style="list-style-type: none"> • SPAEN, Unit 10, Motherwell Business Centre, 130 Coursington Rd., Motherwell, ML1 1PR  01698 250280 Email:  Info@spaen.co.uk Website: www.spaen.co.uk • Direct Payments Scotland, 27 Beaverhall Road, Edinburgh, EH7 4JE Tel helpline: 0131 558 3450 Minicom: 0131 558 5202 • Email:  info@dpscotland.org.uk Website: www.dpscotland.org.uk
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West Lothian Online Guide to Community Care Services
<http://www.wlonline.org.uk>

							
Emergency Team	Community Care Information	Learning Disability	Physical Disability	Mental Health	Older People	Aids and Adaptations	Drugs and alcohol