

Fresh Ideas Solutions and Services CIC

Changing Lives and Futures and PB Partners

Direct Payments Training (Self- Managed Personal Budgets)

The aim of this course is to plug the gap in the provision of local practical support, information advice and guidance around recruitment and employment issues for people who have chosen to have their Personal Budgets as a Direct Payment (Self-Managed Personal Budget) and employ their own staff.

Most people who have a Self-Managed Personal Budget do not fully understand the legal responsibilities of being an employer and the consequences of not adhering to the law even as a small employer. Some think they don't need to bother adhering to the law as they are only employing their family or friend and so don't have job descriptions and contracts of employment and some pay cash in hand or say the worker is self-employed so they don't need to worry about these issues. Her Majesty's Revenue and Customs (HMRC) has made it very clear in 99.9 % of cases people working for Direct Payment recipients are employed not self-employed. Employment status is not determined by the worker or DP recipient rather by the type of work requested and the terms and conditions of the work.

Since the cease of the block contract of the Direct Payments Support Service in Southwark in November 2010 we understand relatively few people have used their Personal Budgets to purchase the services of a Direct Payments Support service. We believe this puts disabled people living within Southwark, who have chosen this option of receiving the Personal Budget, in a very dangerous position. HMRC PAYE, Real Time Reporting, Employment law, working time regulations are just a few of the legal aspects that employers need to be aware of and follow yet there is no longer consistent messages around this or support given to DP recipients who are employers within Southwark.

Support Planners do not provide this support as it is not part of their remit, nor are they trained or experienced in these aspects (currently there are only two accredited Support Planners who also work in the Direct Payments field). The Support Planners role stops when the plan is finished and implemented. Direct Payments support is an on-going concern as long as the Person employs a worker.

This course will cover people who are FACS eligible and those who are not as there are a few self-funders who would also benefit from this support.

Course one:

To train disabled and older people, living and working within Southwark on the various legal Responsibilities an employer has.

Recruiting staff:

Adverts – how to recruit the right type of person

Job descriptions and Person Specifications

How to run a recruitment campaign including where to advertise and how to shortlist

Interviewing skills and techniques

Disclosure and Barring Service Checks (DBS – previously known as Criminal Records Bureau checks or CRB's) and reference requests

Contracts of employment

Training and induction of staff

Disability awareness for staff

Probationary periods and importance of regular supervision/1:1's

Warning signs of issues that need to be addressed

How to Performance Manage staff when necessary

Course two:

To train those people who have already undertaken the above training and completed courses one and two who are interested and are suitable to become trainers in Direct Payments Support for other disabled people.

Course three:

To run a variety of workshops on options available following the completion of courses 1 and 2 around employment, self-employment, starting their own limited companies or Community Interest Companies. what they can offer to London Local Authorities and organisations with regards to Person Centred Planning. To assist interested people wishing to use this training to get back into work to access "Access to Work" where relevant in order to achieve this goal.

Continued Learning and Development:

To create and sustain a regular Direct Payments sharing event where paid and unpaid Direct Payments advisors can meet, learn from each other and share best practice.