# SEFTON METROPOLITAN BOROUGH COUNCIL

**DIRECT PAYMENTS AGREEMENT – SUMMARY**

**Summary of the responsibilities you will be undertaking when signing the Direct Payments agreement**

1. **Your Direct Payment**
* *is based on the care assessment carried out by Social Services*
* *can only be used to purchase support identified in the assessment*
* *will be paid net of your assessed financial contribution 4 weekly in advance*
1. **You CANNOT use your Direct Payments to**
* *Purchase anything other than your assessed care support detailed in your plan*
* *Pay for any personal contribution towards any contracted Council Services i.e. day centre meal, transport, respite or permanent residential care*
* *Pay for the cost of a broker or Management Service*
1. **Your responsibilities include**
* *making all appropriate arrangements to meet your identified care support needs*
* *paying your assessed client contribution and / or ‘top up’ into the Direct Payments account from your personal monies, this is the first element used to pay towards your care*
1. **Using an agency for your care support**
* *Any disputes with the support that you are receiving must be resolved directly with the agency.*
* *If the rate that the agency charges is higher than the rate you receive as a Direct Payment, then you must make up the shortfall from your own personal funds; ‘top up’.*
* *Payments can be made to the agency from your Prepaid Card by either online transfer or by telephone banking.*
1. **Employing Staff (if applicable)**
* *You will, for Legal and Employment Law purposes become an EMPLOYER and be responsible for all legal matters and payments to Government bodies i.e. Inland Revenue and Workplace Pensions*
* *You must ensure that you have valid Employers Liability insurance which includes Employment Law support and provide documented evidence*
* *You cannot employ someone living in the same household as the recipient.*
* *You must contact your Direct Payments Advisor to arrange a DBS check on your employees (if required); cost will be met by the Council and renewed every 3 years*
* *You must ensure your employees personal information is stored safely*
1. **Monitoring Requirements**
* *You are required to provide all relevant information and documentation as required to enable the Council to audit your Direct Payments account i.e. Invoices and receipts for care support purchased*
1. **Review and Repayment of the Direct Payment**
* *Any balance of the Direct Payment that is not spent on assessed services will be refunded to the Council*
* *The Council will regularly assess the balance of funds and recover any surplus*
1. **Ending the agreement**
* *Either party may terminate this agreement by giving 4 weeks’ notice*
* *Unused funds and payments made in advance will be refunded to the Council*

**Failure to comply with your responsibilities as a Direct Payments recipient, may result in the Council terminating this agreement**

**Useful Contacts**

Sefton Direct Payments Team

Website [www.sefton.gov.uk/directpayments](http://www.sefton.gov.uk/directpayments)

Email direct.payments@sefton.gov.uk

Payroll dppayroll@sefton.gov.uk

Related information

Employing staff [www.gov.uk/employing-staff](http://www.gov.uk/employing-staff)

Self Employed staff [www.gov.uk/employment-status/selfemployed-contractor](http://www.gov.uk/employment-status/selfemployed-contractor)

Nest Pensions [www.nestpensions.org.uk](http://www.nestpensions.org.uk)

Care Quality Commission Website

Information on agencies <https://cqc.org.uk>

Prepaid Financial Services

Account login <https://clients.prepaidfinancialservices.com/sefton/login.aspx>