



Self-Directed Support Option 1 – A Direct Payment

What is a Direct Payment?

A direct payment enables you to look after your own personal budget to purchase supports and services to achieve your assessed outcomes. This payment will be paid into a bank account opened by you, and used only for your direct payment. You can choose to manage your own budget, or you can choose to have a legal representative support you.

What are my responsibilities if I choose Option 1?

A record must be kept of how your budget is used. Should you or your legal representative require support to manage your budget, you can discuss this with your social worker who can guide you to the best solution based on your individual circumstances.

Can I employ a personal assistant?

You can employ a personal assistant when you choose a direct payment. Dundee Health and Social Care Partnership currently doesn't allow self-employed personal assistants.

What happens if you choose Option 1?

It is important to discuss whether a direct payment is right for you. You need to consider the options of employing your own personal assistant, and purchasing your own support. Your social worker can guide you to relevant resources to help you to make this decision. (See Self Directed Support Options Leaflet).

Planning your support for Option 1

Where you have chosen Option 1, you can begin planning your support after your Outcomes Focussed Assessment and Personal Outcomes Plan have been completed. In planning your support, you will need to think about how you want to achieve your outcomes, and what services or supports might help you to achieve them. If you are unsure about the supports that will help you to achieve your outcomes, you may wish to talk to your social worker who can offer guidance about the services and supports that best suit you.



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If you disagree with your assessment and support plan

If you disagree with your assessment and support plan, you can talk to your social worker in the first instance. If you still disagree, this will be noted on your support plan. You can also register any complaints using the [Dundee Health and Social Care Partnership complaints process](#).

Your personal budget

After your outcome focussed assessment and personal outcomes plan has been completed, you will be informed of your personal budget which can be used to meet your agreed outcomes. This budget must be accounted for, meaning that you must keep your receipts, invoices, and bank statements. If you require help to maintain records of your budget, you can ask your social worker who can guide you to the support available to you.

Finding services and supports

You may already have a good idea about the services and supports you want to access to meet your agreed outcomes. If this is the case, then you can make contact with these services after you agree your support plan. You are in full control of choosing your support, how it is provided, and when. If you are unsure of the supports and services to use, the Dundee Health and Social Care Partnership has produced a web-based information service called [My Life Dundee](#). This is a portal which can provide information about services which might help you to achieve your agreed outcomes.

Financial Information/Income Maximisation (FIIM)

People are requested to complete to a FIIM form which assesses the contribution they will be eligible to pay towards their care depending on their financial circumstances and age. Personal care is free to those over the age of 65. This also ensures that they are receiving all the benefits that they are eligible for.

Should a FIIM form be declined they will be charged the full economic cost of the service provided.

Financial Monitoring

You will need to open and maintain a separate bank account for your personal budget, and where applicable, your contribution. You must keep all receipts and invoices along with any other documents to show how your budget is being used.



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Reviewing your Support

Self-directed support is an ongoing process, and it is important to review your plan regularly to make sure it continues to work for you. Although you will attend regularly scheduled reviews, you can arrange a review of your plan at any time, should you wish to discuss your support plan, or if your circumstances have changed in any way.

Frequently asked questions about Self Directed Support Option 1

Who can do it ?

The supported person or their legal representative in the form of a combined Financial & Welfare Power of Attorney or Guardianship (documentary proof required) This needs to have been activated if the person is no longer able to make overall decisions for themselves . Though it is important the person is able to be involved as much as possible (*See the Consent and capacity leaflet*).

What will I have to do?

On completion and agreement of a personal outcome plan and Direct Payment Application you will be asked to sign a service users agreement which will outline your responsibilities(see below).

- A separate bank account needs to be set up for the money to go into.
- All bank statements/records need to be kept.
- Monthly care diaries(workers timesheets) need to be completed and sent to the direct payment financial support team at Dundee City Council.
- Meet the social worker at the six week review and then at an annual review. You are required to inform the social worker of any change of circumstance or change in support needs.
- You are required to formulate a contingency plan in case of emergencies.

What are my responsibilities as an employer?

If you wish to employ a personal assistant there are other responsibilities as you will need to register as an employer with the Inland Revenue. These include:

- Write job description and duties of the PA role unique to you.
- Advertise for staff.
- Interview staff.
- Apply for Protection of Vulnerable Groups check.



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- Working out tax and national insurance contributions, working out contributions to pensions and allowing enough money to cover Annual leave etc.
- Abiding to employment law re: hours of working and holiday cover. You may wish to seek support with this through a third party; Carers centre, an Accountant/Book keeper.
- You may have to put personal assistants on appropriate training (as appropriate) for example lifting and handling.
- As an employer you will have to get public liability insurance for your personal assistant.
- ***Dundee City council does not currently allow the use of self employed carers.***

Can I employ family?

You cannot use direct payments to secure services from a family member without the written agreement of Dundee Health and Social Care Partnership. This can be problematic as you would be their employer. However there is an exemption list to this and there is a separate application process through which the local authority may agree for you to proceed with this if appropriate to the circumstances.

What can a Direct Payment be used for?

- Personal Assistants i.e employing own staff.
- Services from a care agency.
- Equipment and adaptations the supported person has been assessed as requiring by the local authority
- Day Care.
- Short respite breaks including at home.

What a Direct Payment cannot be used for

- Expenses for staff when users are out socially.
- Food allowance for staff.
- Employers pension Scheme.
- Health Services.
- Housing Services.
- Permanent residential care.