



disability advice service lambeth



## **Direct Payments:**

an introduction to  
managing your own  
care and support

# Introduction

Many people, at some time in their lives, need help and support to live independently and lots of people choose to arrange and manage this support themselves.

If you are eligible\* for support from Lambeth Social Services you will be given a **'Personal Budget'**; if your support comes from the NHS they call it a **'Personal Health Budget'**; or if you are paying for all your support with your own funds you will be referred to as a **'self-funder'**.

Whether you receive your funding through a personal budget or a personal health budget, you can choose to manage your support yourself. If you do, you will be given the allocated money in a **'Direct Payment'** and can then arrange your support the way you want.

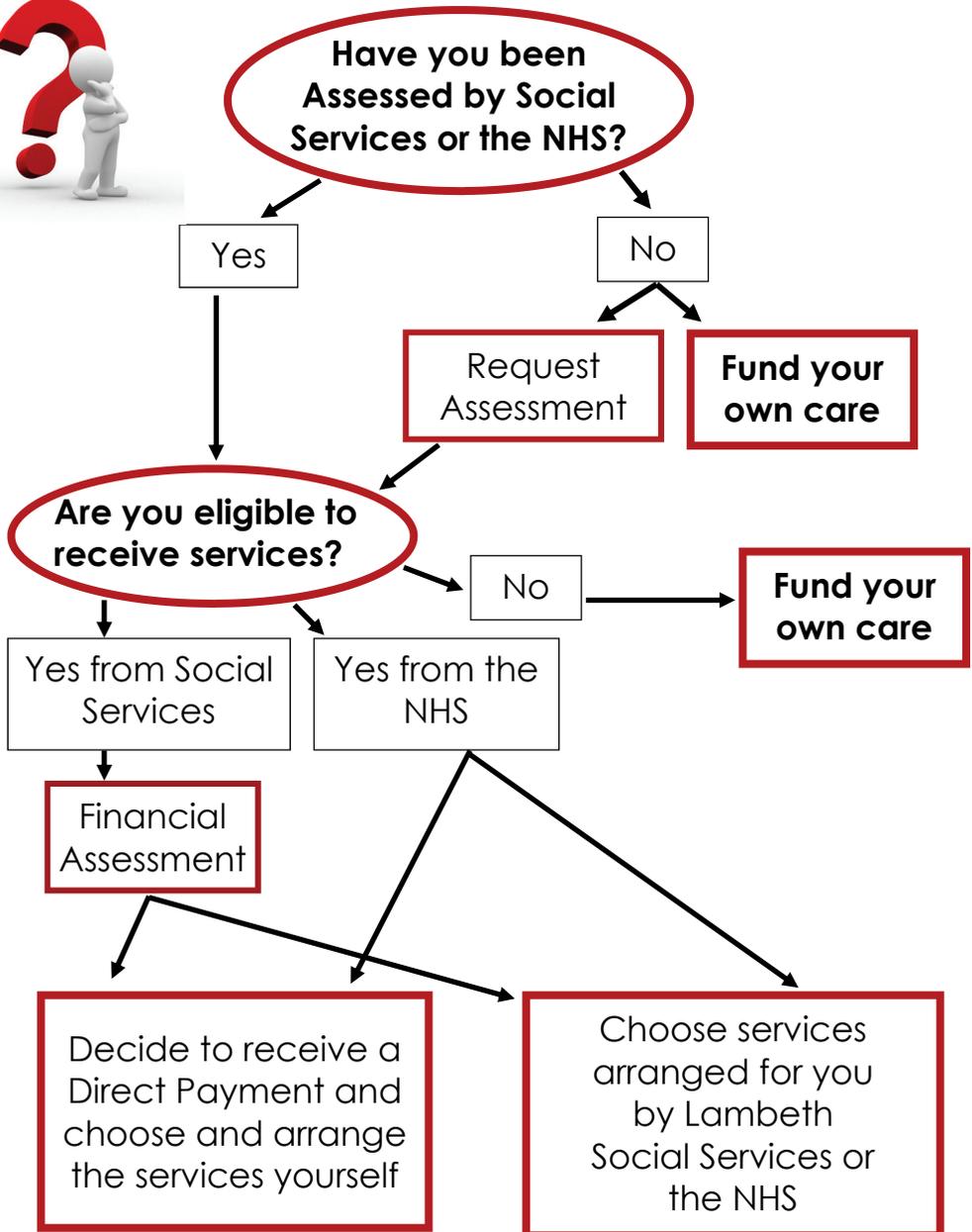


**DASL's Direct Payments Team** is here to help you make a success of managing your own support. We have worked closely with Lambeth Council for many years to make Direct Payments the right option for hundreds of people. We are an enthusiastic, friendly and experienced team, committed to providing a high quality and independent service.

**Every user of our service is allocated a member of our team who will support you throughout the process.**

\*For further information on Lambeth's assessment and eligibility please go to [www.lambeth.gov.uk](http://www.lambeth.gov.uk) or call 020 7926 5555

# How will your support be funded?



## What We Do

- Provide comprehensive information about Direct Payments and help you to decide if they are right for you.
- Support you to set up and manage your Direct Payment including:
  - \* Choosing how to manage your money and setting up the options you decide on;
  - \* Recruiting staff by advertising or by using Find-a-Pa (see useful websites on page 7);
  - \* Selecting a care agency or finding other support that meets your needs;
  - \* Employing staff safely and legally;
  - \* Finding a payroll company to support you with your staff's wages;
  - \* Managing your staff successfully;
  - \* Setting up your monitoring system to provide the information Lambeth Council needs;
- Future support should you need to recruit more staff or need help with a staff issue.
- Signpost to other helpful local services (including other DASL services).



We offer 1:1 appointments at our fully accessible, central Brixton office or in your own home if required.

## Training

With our training partner, we offer training courses on 'Being a Good Employer' (which covers topics such as employing and recruiting staff, job descriptions and contracts, and managing staff) and on 'Creating Your Own Support Plan'. We will help you to look at how you can support yourself in these areas including techniques you can use and where to go when you need further assistance. For more information or to apply for a course please contact the DASL Direct Payments Team.

## Peer Support

The Direct Payments Peer Support Group is open to anyone who uses (or manages on someone else's behalf) a Direct Payment in Lambeth.

The group meets on the first Wednesday of every month from 11am to 1pm at 336 Brixton Road and is supported by the DASL Direct Payments Team.

Topics covered at meetings have included how to train your Personal Assistant and pensions for staff and speakers are regularly invited from Lambeth Council, local voluntary groups and other relevant services to talk about subjects of interest to the group. Members also bring their own issues to the meetings, where the experience and knowledge of other Direct Payments users helps to find solutions. For more information, contact the DASL Direct Payments Team.



# Resources



## Website

We have an informative and regularly updated website at [www.disabilitylambeth.org.uk](http://www.disabilitylambeth.org.uk) where we post details of all PA vacancies available with Direct Payments users we are supporting.



## Fact Sheets

We produce a series of free Fact Sheets, available by request or downloadable from the website, on:

- No. 1 - Personal Budgets and Self Directed Support
- No. 2 - Money Management Options Explained
- No. 3 - Recruiting a Member of Staff
- No. 4 - Using a Care Agency
- No. 5 - Legal Right to Work in the UK
- No. 6 - References and DBS Checks
- No. 7 - Contract of Employment
- No. 8 - Tax and National Insurance
- No. 9 - Annual Leave
- No. 10 - Employer's Liability Insurance
- No. 11 - Health and Safety
- No. 12 - Statutory Sick Pay
- No. 13 - Statutory Maternity Pay
- No. 14 - Timesheets
- No. 15 - Payroll Companies
- No. 16 - Staff Management
- No. 17 - Keeping Records
- No. 18 - Support Planning
- No. 19 - Employee Pensions
- No. 20 - Training

## Useful Websites

- Lambeth Council  
**[www.lambeth.gov.uk](http://www.lambeth.gov.uk)**
- Government information  
**[www.gov.uk](http://www.gov.uk)**
- HM Revenue & Customs (HMRC)  
**[www.hmrc.gov.uk](http://www.hmrc.gov.uk)**
- The Pensions Regulator  
**[www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)**
- Advisory, Conciliation and Arbitration Service (ACAS)  
**[www.acas.org.uk](http://www.acas.org.uk)**
- Care Quality Commission (CQC)  
**[www.cqc.org.uk](http://www.cqc.org.uk)**
- Disability Rights UK  
**[www.disabilityrightsuk.org](http://www.disabilityrightsuk.org)**
- Care Place  
**[www.careplace.org.uk](http://www.careplace.org.uk)**
- Find a PA  
**[www.find-a-pa.co.uk/dasl](http://www.find-a-pa.co.uk/dasl)**



## About DASL

DASL is an independent Disabled People's Organisation providing a range of services to disabled people including those with mental health problems. We also work with carers and older people. As well as Direct Payments Support, our services include professional advocacy, advice on benefits, debt and housing issues, community development work, activities for stroke survivors and a project to support disabled people to take up sport and physical activity.



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## **Disability Advice Service Lambeth**

We are 336  
336 Brixton Road  
London  
SW9 7AA

**[www.disabilitylambeth.org.uk](http://www.disabilitylambeth.org.uk)**

## **Direct Payments Team**



020 7501 8960



[direct.payments@disabilitylambeth.org.uk](mailto:direct.payments@disabilitylambeth.org.uk)



020 7924 9621

DASL's Direct Payments Service is part of the  
**Lambeth Independent Living and Carers' Partnership**,  
working with the London Borough of Lambeth

**independent living for disabled people**

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