

## Requesting a direct payment

Before you decide to request a Direct Payment, please read Derby City Council's Direct Payment Policy, which your allocated caseworker will provide you with.

In addition, we have selected a few independent websites (below) which you may find useful in helping you to decide if you could manage a direct payment. Please note these are just a small selection and there are many more resources widely available online. Please let your allocated caseworker know if you do not have access to the internet.

### Employing people

GOV.uk - <https://www.gov.uk/browse/employing-people>

### Recruiting and employing a personal assistant

Skills for Care - <http://www.employingpersonalassistants.co.uk/>

### Tax help - Being an employer: a guide

Disability Tax Guide - <https://disabilitytaxguide.org.uk/>

### Setting up and managing a workplace pension

GOV.uk - <https://www.gov.uk/workplace-pensions-employers>

If you decide to request a direct payment, you must complete and sign this document and return it to your allocated caseworker, who will then process a referral for you. A decision will usually be made within 1 week of receiving the referral from your allocated caseworker. We will write to you and let you know if your request has been approved or declined.

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I have read and understood Derby City Council's Direct Payment Policy, and I understand that:

- if I decide to hire a PA, I understand I will become an employer and I will be responsible for things like:
  - issuing a contract of employment
  - undertaking enhanced DBS checks, where necessary
  - buying Employer's Liability Insurance every year
  - ensuring any NI contributions due are paid to HMRC
  
- if I hire someone to manage my payroll for me, I will remain responsible for the management of the direct payment



- if I ask someone to represent me and manage or receive my direct payment on my behalf, I will remain accountable for the way in which the direct payment is used
- I must regularly complete and submit spending forms and bank account statements in time for each review, even if I use a managed payroll service (unless agreed otherwise by Derby City Council).
- I must undertake an enhanced DBS check for my PA before they start work and undertake DBS re-checks every 3 years.
- I must co-operate fully each time my direct payment is reviewed
- I must manage the funds so that contingency reserves are built up for costs such as employer's liability insurance, NI and pension contributions etc., - see 'Direct payment rate structure' (DP02).

**\*\*\* This is not a complete list of responsibilities. Derby City Council strongly recommends you seek independent advice on employment law before signing a Direct Payment Agreement \*\*\***

I confirm that my allocated caseworker has given me a copy of the Direct Payment Policy and I would like Derby City Council to consider my request to receive a direct payment for the purposes outlined in my child's Single Assessment/Education, Health and Care Plan.

Signature	
Print name	
Relation to child or young person	
Date	
Name of child or young person	
Child or young person's date of birth	