

Adult Care & Support Direct Payments Policy

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Introduction

- This policy outlines how to access Direct Payments for adults in Solihull.
- It gives guidance on uses of Direct Payments, the procedure for accessing the scheme, and the responsibilities of the different people involved.
- The Care Act 2014 defines a person who has care and support needs as an adult or individual. Consequently, where these terms are used within this policy the person referred to is either the individual receiving the service due to their own care and support needs as defined within the Act or their representative.

Solihull Metropolitan Borough Council (the Council) is committed to promoting individual wellbeing and to supporting independence through preventing, reducing or delaying the need for care and support.

Direct Payments are monetary payments to enable individuals to make their own arrangements to meet their eligible care and support needs. Direct Payments are the Government's preferred mechanism for paying for personalised care and support as they promote independence, choice, control and flexibility over how needs are met.

Direct Payments may also be used as a way of arranging aftercare services provided under s117 of the Mental Health Act 1983. This Policy has been created to provide guidance in line with the following legislation and guidance relating to Direct Payments:

Care Act 2014: <http://www.legislation.gov.uk/ukpga/2014/23/contents>

Care and Support Statutory Guidance: <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

Care and Support Direct Payment Regulations:
http://www.legislation.gov.uk/uksi/2014/2871/pdfs/uksi_20142871_en.pdf

Mental Health Act 1983: <http://www.legislation.gov.uk/ukpga/1983/20/section/117>

This Policy is effective from the 1st April 2018 and will be reviewed regularly to ensure that it continues to reflect current legislation and guidance.

2 Receiving a Direct Payment

2.1 Who can access a Direct Payment

- Individuals with identified eligible outcomes in accordance with the Care Act 2014.
- Individuals assessed as having the mental capacity to manage a Direct Payment.
- Individuals with mental health support needs (including people who are entitled to after care in accordance with section 117 of the Mental Health Act 1983) excluding those subject to compulsory measures under the Act.
- Individuals who lack mental capacity but have a person authorised under the Mental Capacity Act 2005 to make decisions about the individual's needs for care and support. An authorised person can nominate another person to receive the Direct Payment on behalf of the individual.
- Individuals who do not have identified eligible needs but the Council decides to use its discretionary powers to meet their needs.
- Individuals who lack mental capacity and have no one authorised under the Mental Capacity Act 2005 to agree to a Direct Payment to meet their needs but have a suitable person as identified by the Council.

2.1 Exclusions from Direct Payments

- Individuals responsible for the full cost of their care following a financial assessment.
- Individuals who refuse a financial assessment.
- Anyone who is not an ordinary resident in Solihull.

Direct Payments will not be made in respect of people who have been placed under certain conditions or requirements by the Courts in relation to drug and/or alcohol dependencies:

- Offenders subject to a community order, or serving a suspended prison sentence, under the Criminal Justice Act 2003, which includes a requirement to accept treatment for drug or alcohol dependency;
- An offender subject to a community rehabilitation order or a community punishment and rehabilitation order under the Powers of Criminal Courts (Sentencing) Act 2000, which includes a requirement to accept treatment for drug or alcohol dependency;
- Offenders released from prison on licence under the Criminal Justice Act 1991, the Criminal Justice Act 2003 or the Crime (Sentences) Act 1997 subject to an additional requirement to undergo treatment for drug or alcohol dependency; and
- Offenders subject to equivalent provisions under Scottish criminal justice legislation.

2.2 Assessing Mental Capacity to receive Direct Payments

Before a Direct Payment is made, an assessment of mental capacity will be carried out on a case-by-case basis. Mental capacity is the ability to make a decision. Under the 2005 Mental Capacity Act, an individual lacks capacity in relation to a matter if at the time, they are unable to make a decision in relation to the matter because of impairment of, or a disturbance in the functioning of, the mind or brain.

Where there is any doubt about an individuals' ability to consent to a Direct Payment, the Council will assess whether or not the individual has capacity to consent before making a Direct Payment available. Individuals who would otherwise have no one to support them will be offered an advocate. In such cases, staff will refer to the Mental Capacity Act 2005 and its accompanying

Code of Practice.

Where an individual in need of care and support have been assessed as lacking capacity to request the Direct Payment, an authorised person can request the Direct Payment on their behalf. An authorised person is someone who agrees to manage a Direct Payment for an individual who lacks capacity according to the Mental Capacity Act 2005. An authorised/nominated person is anyone the Council deems appropriate who agrees to manage a Direct Payment on behalf of the individual with care needs.

If appropriate, an authorised/nominated person should be involved in the care and support planning process. The authorised/nominated person will be required to sign an agreement to receive and manage the money on behalf of the individual with eligible needs. By doing so they take on the legal responsibility related to employing and managing staff employed through the Direct Payments scheme.

Consideration will be given to cases where capacity is fluctuating or known to fluctuate. This will be covered in the individuals Care & Support Plan and detail the steps to take where capacity fluctuates.

3 Spending Direct Payments

The Care & Support Plan will detail the eligible outcomes for an individual for which the Direct Payment can be used.

3.1 What can Direct Payments be used for?

Depending on circumstances, individuals can spend their Direct Payment on:

- Employing a personal assistant and related expenditure, i.e. holiday pay, relief cover, etc.
- Contracting with an agency or service provider.
- Paying for activities to help the individual stay well such as gym membership.
- Paying for equipment that reduces an individual's need for support.
- Respite care in a residential setting or care delivered at home.

3.2 What an individual cannot spend a Direct Payment on:

- Anything that is not outlined in an individuals Care & Support Plan to meet their agreed outcomes.
- Anything illegal.
- Alcohol or tobacco.
- Gambling.
- Services provided by the NHS.
- Ordinary living costs, food, bills, clothing, holidays, etc.
- Telecare and pendant alarm standing charges
- Equipment and adaptations that are provided by health or a disabled facilities grant.
- Purchasing services from Solihull MBC or the Health Authority
- Long-term care in a care home.

3.3 Paying anyone who lives in the same household

A Direct Payment cannot be used to employ who lives in the same household as the individual except in circumstances where it has been assessed as necessary. Agreement will be required in writing by the Council's Head of Service where there are very exceptional circumstances that apply and where there is evidence that there is no other alternative option to meet an individual's eligible needs.

3.4 Holidays

Direct Payments cannot not be used to fund 'holidays'. However, they can be used to meet an individual's eligible needs outlined in the individuals care & support plan whilst they are on 'holiday'.

3.5 Direct Payments for equipment

The value of Direct Payments provided for equipment will reflect the cost of standard items available through the Council's Community Equipment and Wheelchair Service. However, for non-standard provision (equipment not stocked/provided by the Council), a Direct Payment at the 'market value' cost is made.

If an individual chooses to purchase a more expensive option to meet their assessed needs than the Council has agreed to fund, they must pay the difference, known as top up (see section 4.7 Top Up).

Where an individual is assessed as needing equipment as part of their Care & Support Plan the Council will offer a choice of how the equipment can be provided:

- The Council can provide the equipment.
- The Council can pay a Direct Payment to the individual, of an equal cost for direct purchase of that item.
- The Council can pay a Direct Payment to the individual, of an equal cost to the direct provision of that item, and the individual can top up that amount to purchase equipment with additional features.

Where an individual chooses to purchase their own equipment they must receive approval from the Council that the equipment meets their assessed needs as detailed in their Care & Support Plan. The Council will provide written approval to the individual confirming their authority to purchase the specified equipment.

All equipment purchased becomes the property of the individual receiving the Direct Payment who will then be responsible for the maintenance of the equipment. This includes taking all legal and contractual responsibilities that may arise from this.

Maintenance agreements do not need to be set up for standard daily living equipment (perching stools, toilet frames, etc.), as this type of equipment is more likely to need replacing due to wear and tear.

Solihull Council considers maintenance, warranty renewals and service requirements on a case-by-case basis. It assumes all equipment purchased via a Direct Payment has a 1-year manufacturer warranty, but would then look to explore the most cost effective method of providing necessary maintenance/service provision, provided the piece of equipment is still meeting eligible need. So for example in the case of a mobile hoist (expected to last for many years) a 5 year

warranty/servicing contract might be provided, but in the case of a toilet seat (low cost/short life) it would not, as it would be cheaper to replace the item than extend the warranty.

The individual will be responsible for obtaining regular checks and maintenance of the equipment in accordance with the manufacturer's instruction.

The Council will not be liable if an accident occurs as a consequence of the equipment not being used in accordance with manufacturer's instructions and/or Occupational Therapy (OT) recommendations.

3.6 Direct Payments – paying for Council services

Direct Payments are not be used to pay for services provided directly by Solihull Council. If an individual wishes to receive a service from Solihull Council that is included in their Care and Support Plan, the Council will arrange this and any Direct Payment will be reduced accordingly.

Care and Support can be purchased from a different local authority if a particular service included an individual's Care and Support Plan is not provided by Solihull Council.

3.7 Hospital stays

There may be occasions when an individual requires a stay in hospital. If an individual is in hospital for 4 weeks or more, a review will take place and payments may be reduced or suspended should the individual have to remain in hospital.

Personal assistants should continue to be paid in full for up to four weeks for the period whilst a Direct Payment recipient is in hospital. Any additional payments after the four weeks may be made on a case-by-case basis.

During the review, consideration will be given to how the Direct Payment may be used in hospital to meet non-health needs or to ensure employment arrangements are maintained.

In some cases, the authorised/nominated person managing the Direct Payment may require a hospital stay. In these cases, the Council must be notified and an urgent review will be conducted to ensure that the individual continues to receive care and support to meet their needs.

3.8 Periods away from home

Personal assistants should continue to be paid in full for up to four weeks for the period whilst a Direct Payment recipient is away from home for short periods. The Council's Head of Service must agree any additional payments after the four weeks in writing but such approval will only be given where there are very exceptional circumstances.

4 Receiving a Direct Payment

While using Direct Payments the individual will need to manage how they receive money, make payments for the services used, pay personal assistants and make tax or national insurance payments to HMRC.

Direct Payments will only be made where the Council has received a signed an Agreement to Pay Form, Direct Payment Agreement and a signed Care & Support Plan from the individual receiving the Direct Payment or their authorised person/representative.

There are three ways to handle a Direct Payment depending on how much responsibility an individual wants:

- Prepayment Card
- Managed Account
- Bank Account

These options will be explained during an individuals social care assessment and the Direct Payment set up process.

4.1 Prepayment Card

The Council has a pre-paid card system to receive Direct Payments. The pre-paid card system works like a basic bank account and can be used to make payments and set up direct debits or standing orders. The Council will pay an individual's Direct Payment money onto the card to enable the individual to pay their Personal Assistant or any other expenses meeting their assessed care and support needs.

Pre-paid cards do not automatically allow cash withdrawals. In exceptional circumstances where there is an identified need for cash withdrawals the Council's Head of Service must agree this for Adult Care & Support.

In the event an individual or their representative loses their pre-payment card three times or more, they may be charged £5 for each subsequent lost card.

4.2 Managed Account

The Council commissions an organisation to manage Direct Payment money on behalf of the individual. The Council will pay the Direct Payment to the organisation to purchase support to meet the eligible needs detailed in the individual's Care & Support Plan.

4.3 Bank Account

A separate bank or building society account must be used for the Direct Payment. This has to be in the name of the individual receiving the Direct Payment or may be made to a Third Party/suitable appointed person if agreed by the individual in receipt of the Direct Payment and Adult Care & Support.

4.4 Direct Payment rates

The amount of the Direct Payment will be an amount that is a reasonable cost of securing the provision of the service concerned in the local market place to meet the assessed eligible needs of an individual as detailed in their Care & Support Plan.

4.5 Frequency of payments

The Council will make Direct Payments by bank transfer four weekly in advance.

4.6 Client contributions

Everyone that receives social care services from the Council is assessed to see whether they can contribute to the cost of their care, this is called a financial assessment. The assessment will determine the amount an individual needs to contribute to their care and support needs.

The Council will deduct the assessed contribution from the total amount of the Direct Payment before the individual receives the payment. The individual must pay the assessed contribution onto their pre-payment card, into their nominated Direct Payment bank account or into their Managed Account every 4 weeks. By making this payment, the individual is ensuring that there is enough money available to pay for their full support as detailed in the Care and Support Plan.

The Council will not issue invoices to the individual for contributions to their Direct Payment.

Any non-payment of the assessed charge could result in the Direct Payment being stopped and where appropriate care and support being arranged by the Council.

4.7 Top Up

If an individual chooses a more expensive support option than the Council has agreed to fund, they must pay the difference, known as a top up. The individual must pay their top up onto their pre-payment card, into their nominated Direct Payment bank account or into their Managed Account every 4 weeks. By making this payment, the individual is ensuring that there is enough money available to pay for their full support as detailed in the Care and Support Plan.

The Council will not issue invoices to the individual for top up payments related to Direct Payments.

Any non-payment of the top up payment could result in the Direct Payment being stopped and where appropriate care and support being arranged by the Council.

4.8 Contingency and reserves

The Care & Support Plan may include a contingency element to cover fluctuating needs. The Council will monitor the use of the contingency to ensure that it is being spent in line with the individual's Care and Support Plan.

The individual should hold sufficient funds in their Direct Payment account to cover all planned expenditure. Anything held in excess of this amount, which has not been agreed as part of fluctuating needs requirements will be recovered by the Council.

5 Employment Duties

5.1 Personal Assistants

A personal assistant (PA) is defined as a person employed specifically by the individual to meet their identified needs.

If an individual uses their Direct Payments to employ a Personal Assistant, they must also take out Employers' Liability Insurance and Public Liability Insurance to cover against such issues as:

- Legal costs relating to Health and Safety/unfair dismissal claims
- Damages and other costs.

Individuals are legally required, as a person who employs staff, to have Employers' Liability Insurance. Relevant insurance must be in place before a PA can start work. The Employers Liability Insurance should be taken out with a reputable insurance company or underwriters with a minimum limit for any one claim of £5 million.

Public Liability Insurance will insure you against any damages or injury caused to someone else by you or your PA while working for you.

The Council funds the cost of this insurance within an individual's Direct Payment. Individuals must provide the Council with copies of insurance policy and premium receipts when requested.

Relatives of the individual with care & support needs who do not live within the same household can be employed as Personal Assistants. The Council will assess any risk of vulnerability when considering such an arrangement, i.e. breakdown in relationship between the two or employment law issues.

A personal assistant must have a legal right to work in the UK and it is the responsibility of the individual hiring the Personal Assistant to ensure this. Further responsibilities are outlined in Appendix 1.

Individuals employing a Personal Assistant must ensure that they comply with all legal requirements as an employer.

If an individual person needs to suspend a Personal Assistant on full-pay (for instance if the Personal Assistant is subject to a Safeguarding Enquiry) then the individual should initially fund this using their Direct Payments reserve and contact the Council immediately to agree contingency plans.

5.2 Personal Assistants and the right to a workplace pension

The PA may potentially have a right to a Workplace Pension. (This is dependent on age, the number of hours worked and earnings). Support with Workplace Pensions will be provided by the Direct Payments Support Service providers Payroll service; however anyone taking up Direct Payments and not utilising the Payroll service will need to set up the Workplace Pension themselves, as they are signing a contract stipulating that they are capable of managing the employer's responsibilities.

5.3 Safeguarding

The Council should be contacted immediately on 0121 704 8007 or online at <http://www.solihull.gov.uk/adultabuse> where there are concerns about personal assistants, carers or agencies involved in providing care and support to someone receiving Direct Payments.

5.4 Disclosure and Barring Service (DBS) checks

The Council recommends that DBS checks are carried out on all Personal Assistants. When employing people via Direct Payments a DBS check is at the discretion of the individual, with the exception of:

- where they are required by law for staff working with vulnerable adults or,
- where there is a child aged 16 or less living in the household or,
- other vulnerable people living in the household may be put at risk if a DBS check is not carried out.

6 Audit and Review of Direct Payments

6.1 Audit of Direct Payments

The Council will provide information and advice to any individual who opts to take their care and support through the payment of a Direct Payment. It will be made clear to individuals that the Direct Payment account is auditable and the need for good record keeping on expenditure is important.

The individual or their authorised/nominated person shall keep all documents and/or records generated in connection with the provision of services to which a Direct Payment agreement relates for a period of 7 years following the end of the services. The documents and/or records held by the individual or their authorised/nominated person may be inspected by any authorised representative of the Council.

Audits are required to ensure that Direct Payments are being used for the purposes laid out in the Care & Support Plan and accurate receipts and records are being kept. Any discrepancies will be investigated and resolved and the Council will recover any debt.

The Council has the right to suspend or terminate the Direct Payment as a result of the findings of the audit of the Direct Payment account.

6.2 Frequency of audits and information required

All Direct Payment accounts will be subject to quarterly (every 3 months) audits. Individuals shall provide this information within 14 days of the quarter end request. Failure to provide such documentation shall result in a reassessment of the individuals' eligibility for receipt of Direct Payments. Individuals will be required to submit the following information:

Prepayment card:

Individuals who receive their Direct Payment onto a pre-paid card will not have to submit bank statements as the Council will monitor the prepaid account. Individuals will need to submit receipts/invoices/payslips and timesheets.

Individuals must provide this information on a quarterly basis (every 3 months) or at anytime the Council requests them to do so. Failure to do so will affect your Direct Payment.

Nominated bank account:

Individuals who receive their Direct Payment into a nominated bank account you will need to submit bank statements/ receipts/ invoices/ payslips/ and timesheets.

Individuals must provide this information on a quarterly basis (every 3 months) or at anytime the Council requests them to do so. Failure to do so will affect your Direct Payment.

Managed Account:

Individuals who receive their Direct Payment through a managed account will need to submit invoices, receipts, payslips and timesheets directly to managing agent on going basis to enable the support you have chosen to be paid. Failure to do so will affect your Direct Payment.

6.3 Recovery of Direct Payments

The Council reserves the right, after consultation with the individual or their authorised/nominated person, to adjust future payments to recover any over-payments or under-spends after taking into consideration any other expenses the individual is required to meet in relation to their Direct Payments such as statutory holidays and payments due to the HM Revenue and Customs.

7 Ending Direct Payments

7.1 Terminating Direct Payments

Direct Payment will only be terminated as a last resort. The Council will take all reasonable steps to address any situations without the termination of the payment. If terminating a Direct Payment, the Council will ensure there is no gap in the provision of care and support.

7.2 Solihull Council terminating Direct Payments

The Council shall cease making Direct Payments if the individual no longer appears to be capable of managing the Direct Payment or of managing the payment with support. The Council will make timely arrangements for the provision of services in lieu of the Direct Payments, to ensure continuity of support.

Direct Payment will be discontinued when an individual no longer needs the support for which the Direct Payments intended. The Council will discuss with the individual, their carer, and any other person concerned on how best to manage this.

The Council might also discontinue payments if the individual fails to comply with a condition imposed under regulations to which the Direct Payments are subject or if for some reason the Council no longer believes it is appropriate to make the Direct Payment. For example, the Council may discontinue the Direct Payments if it is apparent that they have not been used to achieve the outcomes of the Care and Support Plan.

Where Direct Payments are discontinued as a result of criminal justice legislative provisions, the Council will make timely arrangements for services to be provided in lieu of the Direct Payments, to ensure continuity of support.

7.3 Discontinuing Direct Payments where the persons lacks capacity to consent

The Council will discontinue Direct Payments if they are not satisfied for whatever reason that the authorised person is acting in the best interests of the individual, within the meaning of the 2005 Mental Capacity Act. The Council may discontinue the Direct Payments if it has sufficient reason to believe that the conditions imposed under regulations on the authorised person are not being met. The Council may wish to consider if someone else can act as an authorised person for the individual lacking capacity, or whether there is a need for the Council to arrange services for them in place of the Direct Payments.

Direct Payment will be discontinued to an authorised person where the Council has reason to believe that the individual who had lacked capacity to consent to Direct Payments has now regained that capacity on a long-term or permanent basis. The Council will not terminate Direct Payments to the authorised person before beginning to make Direct Payments to the individual themselves or to arrange services for them, according to their wishes.

If the Council is satisfied that the individual's regaining of capacity will only be temporary then it can continue to make Direct Payments to the authorised person.

7.4 How to discontinue Direct Payments

If the Council is considering discontinuing Direct Payments they will discuss as soon as possible with the individual or their authorised person all available options before making the final decision to terminate the Direct Payment. For example, if ability to manage is an issue, the individual or their authorised person should be given an opportunity to demonstrate that they can continue to manage Direct Payments, albeit with greater support if appropriate. The Council will not automatically assume when problems arise that the only solution is to discontinue or end Direct Payments.

If the Council does decide to withdraw Direct Payments, it will need to conduct a review of the plan and agree alternative care and support provision with the individual, their carer and independent advocate if they have one, unless the withdrawal was following a review that concluded that the services are no longer needed.

The Council will normally provide a 4-week notice period before Direct Payments are discontinued.

It will be extremely unlikely that the Council would discontinue Direct Payments without giving notice, although in serious cases this may be warranted (for example, the authorised person is not acting in the best interests of the individual).

The Council retains the right to recover Direct Payments in full or in part if it is satisfied that the money has not been used for which it was originally intended.

If Direct Payments are discontinued, some individuals may find themselves with on-going contractual responsibilities or having to terminate contracts for services (including possibly making employees redundant). Contractual obligations will require a notice period for termination such as services paid for in advance and employment contracts. These arrangements will need to be taken into consideration when the individual and/or their authorised/nominated person discontinue Direct Payments.

There may be circumstances where the individual has lost the capacity to manage the Direct Payment and there is no one else to manage the payment on their behalf, or where an individual needs additional support to terminate arrangements. In these cases, the Council will provide support to ensure that any contractual arrangements are appropriately terminated to ensure that additional costs are not incurred.

7.5 Ending Direct Payments – on death

In the event of death, any amount of Direct Payment remaining in the individual's account will be recovered by the Council following a discussion with the family and/or authorised/nominated person. There will be funds available to pay for commitments outlined in the Care & Support Plan if an agreement is in place for advance payments or notice needs to be given before termination.

Direct Payments cannot be used towards the costs of funeral expenses.

Any amount due to the estate of the individual for the fulfilment of contractual and legal obligations relating to any persons employed by the individual or to HM Revenue and Customs will be paid by the Council on receipt of supporting documentary evidence or an invoice relating to the services received.

Any personal contribution made for dates after the Direct Payment has ceased, which remains on the pre-payment card account or in their Managed Account will be paid to the individual's estate within 28 days of termination of the Direct Payment, subject to all records being provided and available to the Council. Any additional amount remaining on the individuals account will need to be returned to the Council.

7.6 Redundancy Payments for personal assistants

In the event of a personal assistant's services being terminated by an employer or in the event of the death of an employer a redundancy payment may be due to the personal assistant. The Council has included within the hourly direct payment rate it makes to individuals for a personal assistant an element to cover such eventuality.

8 Appeals & Complaints

8.1 Appeals where Direct Payments are refused

In some situations, it may not be possible for the Council to offer or continue to offer an individual a Direct Payment. The reasons for the decision must be documented, discussed and clearly communicated in writing to the individual and where appropriate with any family or friends. They must be advised of their rights to appeal against this decision or how to use the Complaints Procedure. The appeal may take the form of a meeting of the parties involved to try to find a solution to the issues raised in the formal rejection. This could include the individual and their representatives.

8.2 Complaints procedure

This is available to all people receiving support from Adult Care & Support and can be used to make a complaint about services or procedures undertaken by the Department. This process may be used to formally complain about the process, the decision-making or the amount offered as a Direct Payment but not about the services an individual has purchased with their Direct Payment.

Further information is available at <http://www.solihull.gov.uk/About-the-Council/Complaints/adultcomplaints>

APPENDIX 1 - Documents relating to right to work in the UK

Required:

- A document giving **permanent** NI Number and name i.e. P45/P60/NI card **or**
- A letter from a Government agency (NI Numbers beginning with TN or ending in E to Z not accepted)

Together With One of the Following:

- A full birth certificate issued in the UK, Channel Islands, Isle of Man or Ireland, including the names of parents
- A certificate of registration or naturalisation stating they are a British citizen
- A letter or Immigration Status Document issued by the Home Office to the person stating they can stay indefinitely in the UK (may also state their right to take up employment of the type offered)

Please note that if their name differs on the two documents they will also need to supply a further document explaining the reason e.g. marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.

Or One of These Documents: (one document required)

- A passport showing you are a British citizen or have the right of abode in the UK
- A passport or national ID card showing you are a national of an EEA country or Switzerland
- A residence permit issued to you by the Home Office as a national of an EEA country or Switzerland
- A passport/other document issued by the Home Office with an endorsement stating you have a current right of residence in the UK as a family member of an EEA/Switzerland national who is resident in the UK
- A passport/other travel document endorsed to show you can stay indefinitely in the UK
- A passport/other travel document endorsed to show you can stay in the UK and endorsed to allow you to do the type of work you are offered
- An Application Registration Card issued by the Home Office stating you are permitted to take up employment

OR

- A work permit or other approval to take employment issued by Work Permits UK

Together with one of the following:

- A letter issued by the Home Office,
- Passport or other travel document endorsed to show you are able to stay in the UK and can take the work permit employment in question

Please note that if your name differs on the 2 documents you will also need to supply a further document explaining the reason e.g. marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration