

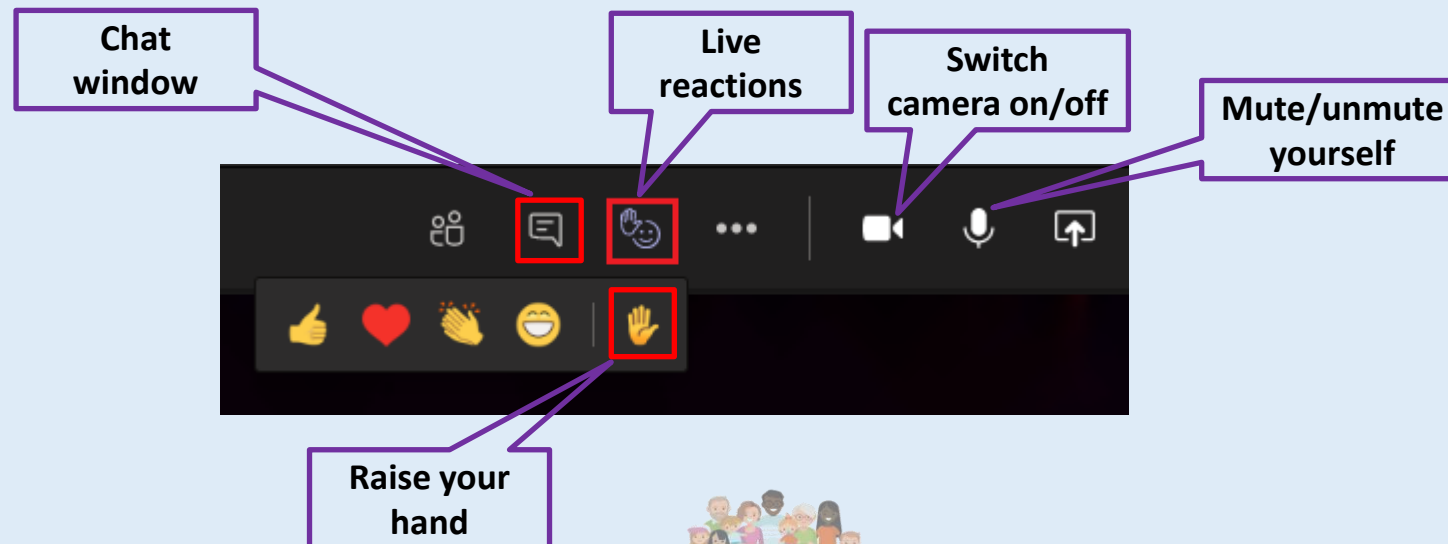
Support with Direct Payments

**Parent Carer Webinar
27th January 2023**



Welcome

- During the presentation, please have your microphone on mute
- Feedback
- Teams meeting functions:
 - Please feel free to use the chat section to post questions
 - Or alternatively use the 'live reactions, raise your hand' feature and the moderator will invite your question



Q&A

- Feel free to post questions in the chat during the presentation
- The Q&A session will start at the end of the presentation
- All questions, including any not covered in the time allowed, will be answered and posted on Warwickshire County Council's website along with a recording of the session and slides.
- We'll circulate details by email to all participants after the webinar

Speakers

- Natalie Garratt – Penderels Trust
- Jacqui Saville – Team Leader, Independent Living Team
- Carole Lewis – Independent Living Team Officer
- Kiran Sokhi – Independent Living Team Officer

Supported by:

- Sam Craven - Voice, Influence & Change Team, WCC
- Elaine Lambe - Chair, Warwickshire Parent Carer Voice
- Christina Davey – Team Leader, Transitions Team

Aim of this session

1. Introduction
 - a. To the Independent Living Team
 - b. To Penderels Trust
 - c. Their roles
2. What support is on offer with Direct Payments in Social Care
3. Employer's responsibilities
4. Payroll
5. Inviting creativity



Independent Living Team

Jacqui Saville – Team Leader

Carole Lewis – Independent Living Team Officer

Kiran Sokhi – Independent Living Team Officer

Independent Living Team

Who we are?

3 Independent Living Team Officers

- training for social workers,
- workshops for customers
- support both customers and social workers with direct payments countywide.

Independent Living Team Admin

- process all payments and do all paperwork

Budget comes from social work team and their assessment.

Budget can be taken as a commissioned service or a direct payment.

For a successful Direct Payment

- Social Worker must explain what a Direct Payment is and provide fact sheets
 - [Direct Payments on the Local Offer](#)
 - [Pre-payment care FAQs](#)
 - [Pre-payment card checklist](#)
- Legal responsibility is with the customer for management of Direct Payment
- Managed accounts are no longer used, except in exceptional circumstances

For a successful Direct Payment cont...

- Direct Payment can be used flexibly and creatively but must meet the outcomes identified by your social worker
- Your direct payment is unique and will be unique
- Direct Payment paid through pre-payment card.
- Pre-payment card is like a bank card and can be managed online or by telephone
- Records of spending must be kept and receipts uploaded for monitoring

Queries

- **Queries about your direct payment** can be made to Independent Living Team - 01926 413908 or ilt@warwickshire.gov.uk
- Changes to **Direct Payment amount** or what is paid for need to be directed to the Social Work team - 02476 368800
- Queries about your **PA or employment** are made to Penderels on 02475 095227. Penderels also manage payroll.



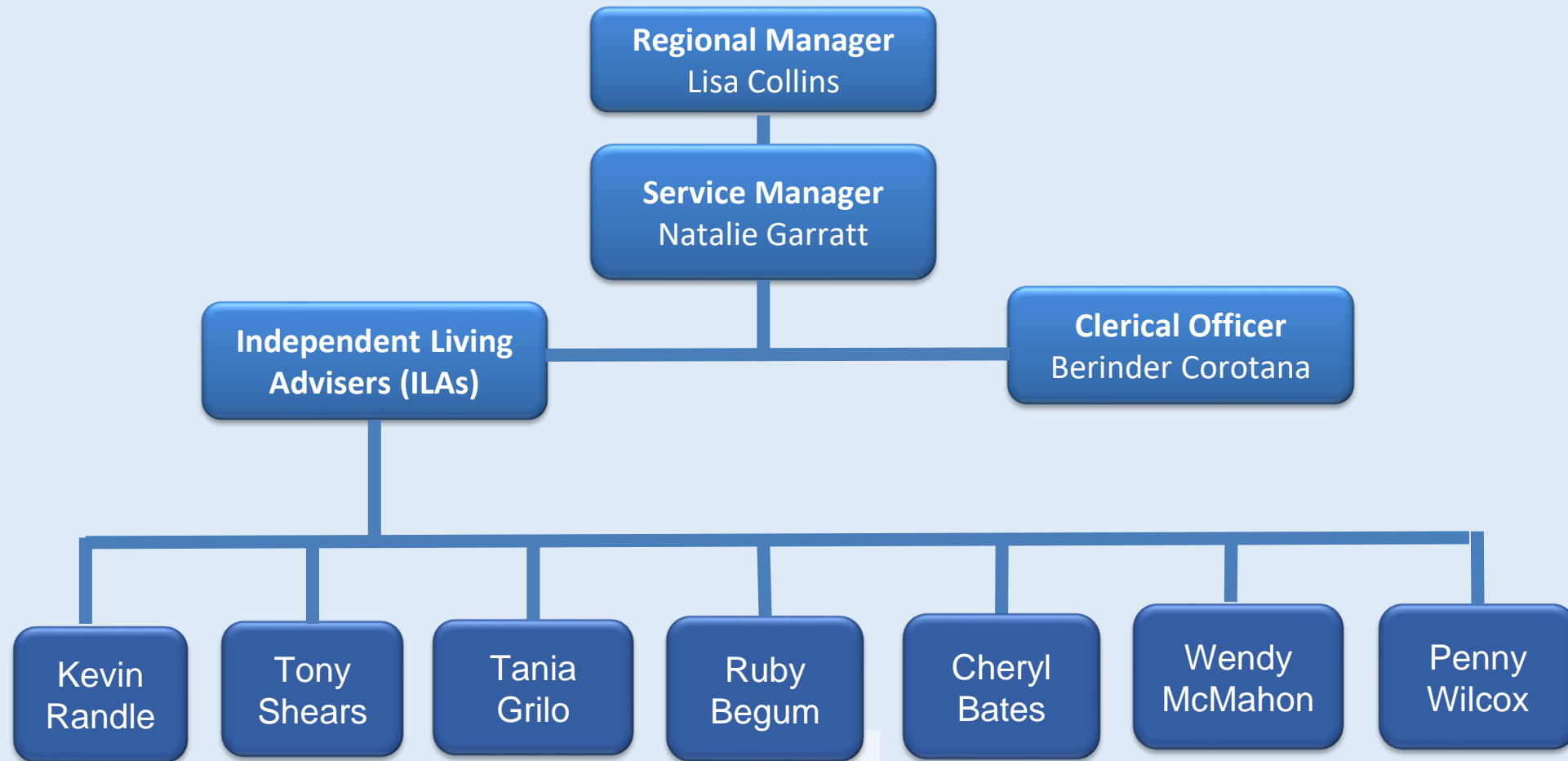
Warwickshire Direct Payments Team

Warwickshire recruitment, retention
and payroll service

Natalie Garratt - Service Manager



The Warwickshire Direct Payments Team



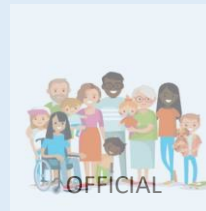
Penderels Trust- Warwickshire Direct Payments Team

Who we are?

We support Direct Payment recipients to become employers of their own care staff (PAs) and guide them on what it is to be a 'good employer'.

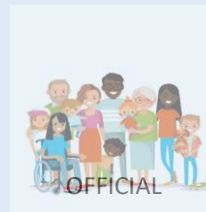
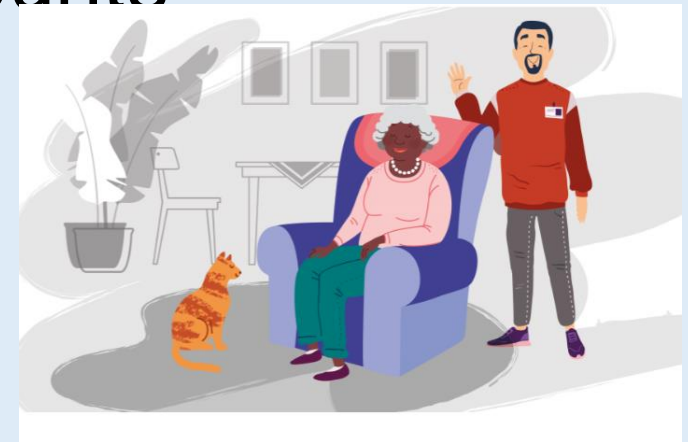
This includes advice and support with:

- Costings
- Contingency planning
- Recruitment support
- Day to day tasks and responsibilities and keeping records
- Employment law
- Employers liability insurance
- Payroll



Key Information

- DBS checks
- Managed and non-managed accounts
- Referrals and Timeframes



The Payroll Service

- We offer a payroll service which enables direct payment employers to pay their staff accurately and on time.
- The payroll department make sure that employers meet their tax, national insurance and pension responsibilities and work out all necessary calculations.
- To keep the workload even, employers and their PAs are put into payroll groups which means we know which week they should be paid.
- Most PAs are paid every four weeks (this is called a pay cycle). Payroll also offer a monthly cycle too.



Payroll Group 2

Pay period Monday 21st March to Sunday 17th April

APRIL 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 *Timesheet Due in Early	15 Bank Holiday	16
17 End of Pay Period	18 Bank Holiday	19 HMRC Return Due	20	21 Payslip Received	22	23
24	25	26	27	28	29	30

Pay period Monday 18th April to Sunday 15th May

MAY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Bank Holiday	3	4	5	6	7
8	9	10	11	12	13	14
15 End of Pay Period	16 Timesheet Due	17	18	19 Payslip Received	20	21
22	23	24	25	26	27	28
29	30	31				

Pay period Monday 16th May to Sunday 12th June

JUNE 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Bank Holiday	3 Bank Holiday	4
5	6	7	8	9	10	11
12 End of Pay Period	13 Timesheet Due	14	15	16 Payslip Received	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Pay period Monday 13th June to Sunday 10th July

JULY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10 End of Pay Period	11 Timesheet Due	12	13	14 Payslip Received	15	16
17	18	19 HMRC Return Due	20	21	22	23
24	25	26	27	28	29	30
31						

Pay period Monday 11th July to Sunday 7th August

AUGUST 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7 End of Pay Period	8 Timesheet Due	9	10	11 Payslip Received	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Bank Holiday	30	31			

Pay period Monday 8th August to Sunday 4th September

SEPTEMBER 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 End of Pay Period	5 Timesheet Due	6	7	8 Payslip Received	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

PLEASE SEND YOUR TIMESHEET IN ON TIME - PLEASE SEE OVER FOR OCTOBER TO MARCH 2023

Employer: A. N. Other Code: GROUP 1
 Employee: P.A. Worker Comp: 1234C
 Period Ending: 5 April 2020 Tax Wk:

We must receive this timesheet no later than 1.00 p.m. on the Monday after the week ending date entered at the top of the page. Please email it to timesheets@penderelstrust.org.uk. If you are unable to do this, you can post it to Penderels Trust, Resource House, 1A Brandon Lane, Coventry, CV3 3GU.

Date	Day	A.M.	P.M.	Std Hrs Rate 1	Holiday Pay (value)
9/3	Monday	3	2	5	
	Tuesday				
	Wednesday	4	1	5	
	Thursday				
	Friday				
	Saturday			SICK	
15/3	Sunday				
16/3	Monday	3	2	5	
	Tuesday				
	Wednesday	4	1	5	
	Thursday				
	Friday				
	Saturday	2	4	6	
22/3	Sunday				
21/3	Monday	3	2	Holiday	5
	Tuesday				
	Wednesday	4	1	Holiday	5
	Thursday				
	Friday				
	Saturday	2	4	Holiday	6
29/3	Sunday				
30/3	Monday	3	2	Holiday	5
	Tuesday				
	Wednesday	4	1	5	
	Thursday				
	Friday				
	Saturday	2	4	6	
5/4	Sunday				
Hrs Wkd				37	21
Rate				£9.00	£9.00
Gross				£333.00	£189.00
Total Gross				£522.00	

Always ensure that you have the employee's name and period ending date.

Enter the hours you have worked on any one day and carry them over to the total for the day.

Ensure you enter your hours in at the correct rate of pay e.g. weekends may be at a higher rate.

If you want us to pay holiday pay, please tell us how many hours and at what rate of pay.

Add the total hours for each column and then calculate the gross for each column

Add the line across to arrive at the total gross.

Ensure the timesheet is signed by both employer and employee. We cannot process the payslip without the employer's signature.

Example Timesheet

I declare that the information I have given on this timesheet is correct and complete. I understand that if I knowingly provide false information may result in criminal and civil recovery proceedings.

Signed Employer:

Signed Employee:

Penderels Payroll Bureau will process this time sheet on behalf of your employer, please notify the payroll office of any errors immediately. Incorrectly completed time sheets may be returned for clarification, which could result in a delay in payment of your wages.

The process and responsibilities

- The employer should send a timesheet in at the end of every pay cycle - usually every 4 weeks.
- Pay cycles usually end on a Sunday with a Monday 1pm deadline for timesheets to be submitted.
- The payroll team will input the timesheet data onto our software system, which is called Resource link (Zellis). This processes the information and produces a pay slip.
- Payroll submit the pay details to HM Revenue & Customs (HMRC) via their electronic gateway for tax and national insurance calculations. This is called a Real Time Information (RTI) submission.
- Auto enrolment into a workplace pension is also included as part of our service for eligible employees.
- Employers must ensure all HMRC and pension Bills are paid on time.
- Employers should keep financial information and records for 7 years



Future changes

- Payroll Portal (My View)
- Submission of timesheets and access to payslips.



Thank-you for listening.

Local offer webpages www.warwickshire.gov.uk/send

Email: Sendchange@warwickshire.gov.uk

