

**Leeds City Council - Adult Social Care****Date Issued****01/03/2015****INTRODUCTION****Page****1 of 12**

## **1. Introduction**

- 1.1.** This Staff Instruction is a schedule of Charges, Rates and Allowances. It addresses Charges and Allowances referred to in other Staff Instructions.
- 1.2.** Each year charges and allowances are reviewed and require approval by the Director of Adult Social Services. Some are set based on increases in Benefit allowances.

## **2. Guidance / Layout / Format**

### **2.1. Guidance**

This Staff instruction should be referred to wherever charges and/or allowances are indicated in the text of a FN instruction.

### **2.2. Layout**

This Staff instruction will contain:

Index of contents  
Current years Standard Charges  
Schedule of charges and allowances in consecutive FN order

### **2.3. Format**

Each schedule will contain:

FN reference  
Charges and allowances reference  
Implementation Date  
Last update of this staff instruction.

## **3. Updating of Information**

- 3.1.** This Staff Instruction will be updated on an annual basis and at any time when charges and/or allowances are changed.

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	<b>5</b>	Community Meals and Day Centre Meals Part III Accommodation Charges for Cardinal Court Chronically Sick and Disabled Persons (CS&DP) Act Blue Badges Housing Association Care Ring Charge Administration of Leeds Residents Estates
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**Leeds City Council - Adult Social Care**

<b>Standard Charges to Other Authorities</b> This charge is set to recover the full cost of a service based on the appropriate measure of client usage, through occupation and attendance records.	<b>FN 9</b>	<b>Page 3 of 12</b>
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**Effective from Monday 6th April 2015**

Type of Charge	Charge Period	Charge 2015/16 £
<b>Charges to other Local Authorities</b>		
<b>RESIDENTIAL SERVICES</b>		
For People with Learning Disabilities		
Full Board	per week	<b>1168.30</b>
Self Catering	per week	<b>1124.20</b>
For People with Mental Health Needs		
Full Board	per week	<b>869.40</b>
Self Catering	per week	<b>840.70</b>
<b>DAY SERVICES</b>		
Learning Disability Day Services		
With Transport ( 5 days)	per week	<b>386.40</b>
Without Transport ( 5 days)	per week	<b>266.00</b>
Adult Day Centres ( 5 days)	per week	<b>315.00</b>
Mental Health & Physical Impairment, Older People		

**Leeds City Council - Adult Social Care**

<b>Charges for Service</b> Day Centres, Home Care, Shared Lives, Care Ring and Telecare Maximum Charge, Meals Service, Part III Accommodation, Cardinal Court, CS&DP, Blue Badges, Estates Administration	<b>FN 13</b>	<b>Page</b>	<b>4 of 12</b>
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**Effective from Monday 6th April 2015 (unless otherwise stated)**

<u><b>Charges Subject to Individual Financial Assessment</b></u>	<b>£</b>
<b>Attendance Charge at Day Centres</b>	
Adult Day Centres for:	
Older People	Per Day <b>25.40</b>
Physical Disabilities	Per Day <b>44.50</b>
Learning Disabilities	Per Day <b>44.50</b>
<b>Attendance at Mental Health Day Services</b>	
Staff-led Groups	Per Session <b>9.30</b>
One to One Support	Per Hour <b>18.50</b>
<b>Plus Transport Charge</b>	
All Adult Day Services	Per Day <b>5.40</b>
<b>Home Care Charges</b>	
Home Care hourly charge	Per hour <b>13.80</b>
<b>Shared Lives Service</b>	
Outreach - Daytime Support	Per hour <b>8.00</b>
Outreach - Waking night-time Support	Per hour <b>9.60</b>
Day Support Service	Per hour <b>8.00</b>
<b>Telecare Charges</b>	
	<b>Effective from: 1st Jul 2015</b>
Telephone monitoring of peripheral monitors	Per week <b>3.10</b>
Telephone monitoring of GPS systems	Per week <b>9.30</b>
Mobile response service for telecare	Per week <b>3.10</b>

<u><b>Maximum Assessed Charge</b></u>	<b>£</b>
Maximum weekly charge subject to individual financial assessment	<b>215.00</b>

<u><b>Care Ring Services</b></u>	<b>£</b>
	<b>Effective from: 1st Jul 2015</b>
<b>Care Ring Charges</b>	
Telephone Monitoring of Care Ring pendant alarm	Per week <b>2.60</b>
Mobile Response Service for Care Ring alarm	Per week <b>0.50</b>

<b>Leeds City Council - Adult Social Care</b>
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**Charges for Service**

Day Centres, Home Care, Shared Lives, Care Ring and Telecare  
Maximum Charge, Meals Service, Part III Accommodation,  
Cardinal Court, CS&DP, Blue Badges, Estates Administration

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**Effective from Monday 6th April 2015 (unless otherwise stated)**

<b>Meals Service (per meal)</b>			<b>£</b>
Community Meals	Main meal	Main Course	3.70
		Dessert	1.05
		<b>Total</b>	<b>4.75</b>
	Second meal	<b>Snack meal</b>	<b>2.70</b>
Day Centre Meals	Main meal	Main Course	3.70
		Dessert	1.05
		<b>Total</b>	<b>4.75</b>

<b>Part III Accommodation</b>			<b>£</b>
<b>Effective from Monday 13th April 2015</b>			
Respite Rate		Per week	<b>126.30</b>
Personal Allowance		Per week	<b>24.90</b>
<u>Part III Accommodation - subject to individual financial assessment</u>			
Existing Residents		Per week	<b>568.40</b>
New Residents from 7th April 2014		Per week	<b>745.50</b>

<b><u>Other Charges</u></b>			<b>£</b>
<b>Charges for Cardinal Court (Extra Care Housing)</b>			
Service Charge		Per week	<b>21.00</b>
<b>Chronically Sick and Disabled Persons (CS&amp;DP) Act</b>			
Quarterly contribution towards the telephone rental			<b>14.86</b>
<b>Blue Badges</b>			
Charge per badge renewal (Administered by Customer Services)			<b>10.00</b>
<b>Housing Association Care Ring Charge</b>			
Alarm call monitoring		Per week	<b>2.60</b>

<b>Administration of Leeds Residents Estates</b>			<b>£</b>
Standard charge			<b>271.10</b>
Standard charge + Auctioneer Visit			<b>335.20</b>
Standard charge + Treasury Notification			<b>406.70</b>

<b>Leeds City Council - Adult Social Care</b>
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**Charges for Service**

Day Centres, Home Care, Shared Lives, Care Ring and Telecare  
 Maximum Charge, Meals Service, Part III Accommodation,  
 Cardinal Court, CS&DP, Blue Badges, Estates Administration

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**Effective from Monday 6th April 2015 (unless otherwise stated)****Deferred Payment Agreement - ASC Admin Charge**

£

Agreement Set up charge	one off fee	<b>68.00</b>
Agreement Monitoring Charge (6 months statements)	per annum	<b>34.00</b>
Charge at the end of the agreement	one off fee	<b>58.00</b>

**Other fees**

Legal fees and charges - based on cost		
Property valuation fees - based on cost		
Interest charge (applied to costs related to the agreement)	Rate	<b>2.65%</b>

## Leeds City Council - Adult Social Care

Shared Lives Scheme  
Older People and Adults 18-65

FN 17

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Effective from Monday 6th April 2015

**ALLOWANCES****1 Shared Lives Scheme - Basic Weekly (7 days) Allowance**

£

**Level 1**

Older People - Maintenance Allowance	241.50
Adults with Disabilities - Maintenance Allowance	241.50

**Level 2**

Older People - Enhanced Maintenance Allowance	294.70
Adults with Disabilities - Enhanced Maintenance Allowance	294.70

**Level 3**

Older People - Maintenance Allowance	241.50
Adults with Disabilities - Maintenance Allowance	241.50
Older People - Professional fee	212.80
Adults with Disabilities - Professional fee	212.80

Day Support	per hour	6.60
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**2 Home Based Care Service - Adults & Older People**

Pre - Placement visit - pay carer	16.25
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Day sitting / Early evening sitting	per hour	6.60
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Night Asleep Service	8 hours sleep in	16.41
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Night Awake Service	first 8 hours per hour	7.43
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Travel allowance paid to carer	per return journey	4.00
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## Leeds City Council - Adult Social Care

Shared Lives Scheme  
Older People and Adults 18-65

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Effective from Monday 13th April 2015

**CLIENT CONTRIBUTIONS****Client Contribution - Short Breaks**

£

People Under 25 years	per week	65.25
People between 25 and Pensionable Age	per week	80.45
People of Pensionable Age	per week	126.30

**SHORT BREAKS SCHEME - CLIENT CONTRIBUTIONS**

Effective from Monday 13th April 2015

Number of Nights	Charge		
	18-24	Adults (25+)	Elderly (60+)
Week	£65.25	£80.45	£126.30
1	£9.32	£11.49	£18.04
2	£18.64	£22.99	£36.09
3	£27.96	£34.48	£54.13
4	£37.29	£45.97	£72.17
5	£46.61	£57.46	£90.21
6	£55.93	£68.96	£108.26
7	£65.25	£80.45	£126.30
8	£74.57	£91.94	£144.34
9	£83.89	£103.44	£162.39
10	£93.21	£114.93	£180.43
11	£102.54	£126.42	£198.47
12	£111.86	£137.91	£216.51
13	£121.18	£149.41	£234.56
14	£130.50	£160.90	£252.60
15	£139.82	£172.39	£270.64

## Leeds City Council - Adult Social Care

Respite Charges - Residential/Nursing Care

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Effective from Monday 13th April 2015

**Service User Respite charges (Local Authority and Independent Sector)**

£

People over Pensionable Age	Per Week	126.30
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*If a service user is between 60 and 65 they may still be in receipt of benefits such as ESA, income support, incapacity benefit rather than pension credits. If this is the case the 25 to Pensionable Age respite rate below should be applied to them rather than the over Pensionable Age respite rate. Please check with the service user prior to admission into*

**Service User charges - Transitional Beds**

£

First 4 Weeks	Per Week	Free
Subsequent weeks - financially assessed charge		

**Service User Respite charges - below Pensionable Age**

£

Under 25 with Disability Premium	Per Week	65.25
Under 25 without disability premium	Per Week	33.00
25 to Pensionable age with disability premium	Per Week	80.45
25 to Pensionable age without disability premium	Per Week	48.20

**NB: it is necessary to check with service user whether or not benefits include disability premium**

**Please Note:**

A respite stay is when the end date of the stay is known at the outset of the placement.  
A respite stay can last no longer than 8 weeks.

**Leeds City Council - Adult Social Care**

<b>Direct Payments - Personal Assistants and Agency Rates (calculation of Direct Payments paid to Clients)</b>	<b>FN 19</b>	<b>Page</b>	<b>10 of 12</b>
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**Effective from Monday 6th April 2015**

Revised direct payments hourly rates for the employment of personal assistants valid from 1st April 2015 until further notice.

**Hourly rates of pay**

These are the hourly rates payable to direct payments users. The payment is made up of the personal assistants (PA) wages and 10% to cover Employers National Insurance Contributions.

There may be circumstances where direct payments are made on a different basis, e.g. to cover agency provision. The hourly rates paid in such circumstances are likely to vary from the ones outlined below which relate only to payments where a PA is employed.

<b>Personal Assistant</b>			
	£	£	£
	<b>Hourly Rate</b>	Basic	ENIC
Weekdays	<b>7.89</b>	7.17	0.72
Weekends	<b>11.69</b>	10.63	1.06
Sleep-rate (10pm to 6am)	<b>Per Night 28.00</b>		

**Short breaks (respite) payments**

Generally the amount paid towards the cost of any short breaks will need to be agreed by the relevant manager(s). It is anticipated that the amounts will be equivalent to those paid where the service is commissioned by the Department on behalf of the service user.

**Holiday pay**

Direct payments users will be paid for 57.6 weeks per year (for each 52 week period) allowing them to pay for their personal assistant to take 5.6 weeks (28 days) paid holiday. This will enable the direct payment user to arrange, and pay for, cover during these holiday periods.

Additional payments can also be made to enable direct payments users to pay extra for any hours worked by their personal assistant on bank holidays.

The direct payments procedures have details of how direct payments users can claim holiday and bank holiday payments.

**Independent Sector Home Care**

Where customers use agency home care the direct payment reflects the hourly rate of the agency used.

**Meals from the Independent Sector**

The direct payment reflects the difference between the cost and the flat rate client contribution (see FN13, page 5). For 2015/16 this is £0.30 for the main meal, and nothing for the second meal.

This is a reduction on previous years due to cost efficiencies (staffing and transport) delivered by the Community Meals Service.

**Leeds City Council - Adult Social Care**

<b>Daily Provisions for Costs - Homes for Older People, Learning Disabilities and Mental Health</b>	<b>FN 27</b>	<b>Page</b>	<b>11 of 12</b>
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**Effective from Monday 6th April 2015**

<b>Allowance for People with Dementia living in Homes for Older People:</b>						
	<b>Breakfast £</b>	<b>Lunch £</b>	<b>Tea £</b>	<b>Supper £</b>	<b>Tea/Biscuits £</b>	<b>Total £</b>
The Green Seigen Manor Middlecross	0.50	1.30	0.50	0.24	0.24	<b>2.78</b>
<b>Homes for Older People</b>						
	<b>Breakfast £</b>	<b>Lunch £</b>	<b>Tea £</b>	<b>Supper £</b>	<b>Tea/Biscuits £</b>	<b>Total £</b>
Meals produced for Residents	0.50	1.30	0.50	0.24	0.24	<b>2.78</b>
<b>Learning Disabilities - Respite</b>						
	<b>Breakfast £</b>	<b>Lunch £</b>	<b>Tea £</b>	<b>Supper £</b>	<b>Tea/Biscuits £</b>	<b>Total £</b>
	0.50	1.30	0.50	0.24	0.24	<b>2.78</b>
<b>Learning Disability - Fulfilling Lives</b>						
	<b>Meals for / or type of meal</b>				<b>Lunch £</b>	<b>Tea/Coffee £</b>
	Every day menu				0.91	0.10
	Packed Lunch				0.91	per day
	Ethnic groups				1.09	
	Special care (blended meals)				1.15	
	Wetherby Day Services only				1.59	
<b>Mental Health - Adults and Mentally Ill</b>						
	<b>Breakfast £</b>	<b>Lunch £</b>	<b>Tea £</b>	<b>Supper £</b>	<b>Tea/Biscuits £</b>	<b>Total £</b>
	0.50	0.71	1.08	0.48	0.00	<b>2.77</b>

<b>Leeds City Council - Adult Social Care</b>
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Supported Living Services Accommodation Charges People with Learning Disabilities, Physical Disabilities and Recovering from Mental Illness	FN 28	Page 12 of 12
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**Effective from Monday 6th April 2015**

<u>The Charge for the Accommodation is:</u>	£
 <b>Learning Disability Supported Living Services</b>	
<b>Housing Costs:</b>	
Core Rent	£157.50
Service Charge	£21.00
Per week	<b>£178.50</b>
 <b>Mental Health Supported Living Services</b>	
<b>Housing Costs:</b>	
Core Rent	£178.50
Service Charge	£21.00
Per week	<b>£199.50</b>
 <b>Category Two Properties</b>	
<b>Housing Costs:</b>	
Core Rent	£84.00
Service Charge	£21.00
Per week	<b>£105.00</b>
 <b>Category One Properties</b>	
<b>Housing Costs:</b>	
Core Rent	£84.00
Service Charge	£21.00
Per week	<b>£105.00</b>
 <b>Other Supported Living</b>	
<b>Housing Costs:</b>	
Core Rent	£74.20
Per week	<b>£74.20</b>