

CHARGES AND ALLOWANCES:

SI No.

FN31

Leeds City Council - Adult Social Care

Date Issued

01/03/2016

INTRODUCTION

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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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	5	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 Telecare Charge Administration of Leeds Residents Estates
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Standard Charges to Other Authorities

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.

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Effective from Monday 4th April 2016

Type of Charge	Charge Period	Charge 2016/17
		£
Charges to other Local Authorities		
RESIDENTIAL SERVICES		
For People with Learning Disabilities		
Full Board	per week	1203.30
Self Catering	per week	1157.80
For People with Mental Health Needs		
Full Board	per week	895.30
Self Catering	per week	865.90
DAY SERVICES		
Learning Disability Day Services		
With Transport	(5 days) per week	398.30
Without Transport	(5 days) per week	273.70
Adult Day Centres	(5 days) per week	324.80
Mental Health & Physical Impairment, Older People		

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Charges for Service Day Centres, Home Care, Shared Lives, Telecare Services Maximum Charge, Meals Service, Part III Accommodation, Cardinal Court, CS&DP, Blue Badges, Estates Administration	FN 13	Page	4 of 11
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Effective from Monday 4th April 2016 (unless otherwise stated)

<u>Charges Subject to Individual Financial Assessment</u>	£
Attendance Charge at Day Centres	
Adult Day Centres for:	
Older People	Per Day 26.10
Physical Disabilities	Per Day 45.80
Learning Disabilities	Per Day 45.80
Attendance at Mental Health Day Services	
Staff-led Groups	Per Session 9.60
One to One Support	Per Hour 19.10
Plus Transport Charge	
All Adult Day Services	Per Day 5.60
Home Care and Supported Living Charges	
Home Care / Supported Living hourly charge	Per hour 14.20
Housing Support Services	
Housing Support	Per Hour 19.10
Shared Lives Service	
Outreach - Daytime Support	Per hour 8.20
Outreach - Waking night-time Support	Per hour 9.90
Day Support Service	Per hour 8.20
Telecare Charges	
Telephone monitoring of peripheral monitors	Per week 3.20
Telephone monitoring of GPS systems	Per week 9.60
Mobile response service for telecare	Per week 3.20
Effective from: 1st Jul 2016	

<u>Maximum Assessed Charge</u>	£
Maximum weekly charge subject to individual financial assessment	375.00

<u>Telecare Services</u>	£
Effective from: 1st Jul 2016	
Telecare Pendant Alarm Charges	
Telephone Monitoring of Telecare pendant alarm	Per week 2.70
Mobile Response Service for Telecare pendant alarm	Per week 0.50

Leeds City Council - Adult Social Care

Charges for Service

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

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Effective from Monday 4th April 2016 (unless otherwise stated)**Meals Service (per meal)**

£

	Community Meals	Main meal	Main Course	3.80
			Dessert	1.10
			Total	4.90
		Second meal	Snack meal	2.80
	Day Centre Meals	Main meal	Main Course	3.80
			Dessert	1.10
			Total	4.90

Part III Accommodation

£

Effective from Monday 11th April 2016

Respite Rate	Per week	130.70
Personal Allowance	Per week	24.90
<u>Part III Accommodation - subject to individual financial assessment</u>		
Residents admitted before 7th April 2014	Per week	585.20
Residents admitted from 7th April 2014	Per week	767.20

Other Charges

£

Charges for Cardinal Court (Extra Care Housing)

Service Charge	Per week	21.70
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Chronically Sick and Disabled Persons (CS&DP) Act

Quarterly contribution towards the telephone rental		14.86
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Blue Badges

Charge per badge renewal (Administered by Customer Services)		10.00
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Housing Association Telecare Charge

Telecare Pendant Alarm call monitoring	Per week	3.20
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Administration of Leeds Residents Estates

£

Standard charge		279.20
Standard charge + Auctioneer Visit		345.30
Standard charge + Treasury Notification		418.90

Leeds City Council - Adult Social Care

Charges for Service

Day Centres, Home Care, Shared Lives, Telecare Services
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Effective from Monday 4th April 2016 (unless otherwise stated)**Deferred Payment Agreement - Adult Social Care Admin Charge**

£

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

Other fees

Legal fees and charges - based on cost		
Property valuation fees - based on cost		
Interest charge * (applied to costs related to the agreement) from	1st January 2016	Rate 2.15%
Interest charge* (applied to costs related to the agreement) from	1st July 2016	TBC

* interest charge based figure based on that produced by Office for Budget Responsibility (OBR)

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Shared Lives Scheme Older People and Adults 18-65	FN 17	Page	7 of 11
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Effective from Monday 4th April 2016

ALLOWANCES			
1	Shared Lives Scheme - Basic Weekly (7 days) Allowance		£
	Level 1		
	Older People - Maintenance Allowance		243.60
	Adults with Disabilities - Maintenance Allowance		243.60
	Level 2		
	Older People - Enhanced Maintenance Allowance		297.50
	Adults with Disabilities - Enhanced Maintenance Allowance		297.50
	Level 3		
	Older People - Maintenance Allowance		243.60
	Adults with Disabilities - Maintenance Allowance		243.60
	Older People - Professional fee		214.90
	Adults with Disabilities - Professional fee		214.90
	Day Support	per hour	7.20
2	Home Based Care Service - Adults & Older People		
	Pre - Placement visit - pay carer		16.42
	Day sitting / Early evening sitting	per hour	7.20
	Night Asleep Service	8 hours sleep in	16.58
	Night Awake Service	first 8 hours per hour	7.50
	Travel allowance paid to carer	per return journey	4.00

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Shared Lives Scheme Older People and Adults 18-65	FN 17	Page	8 of 11

Effective from Monday 11th April 2016

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	130.70

SHORT BREAKS SCHEME - CLIENT CONTRIBUTIONS

Effective from Monday 11th April 2016

Number of Nights	Charge		
	18-24	Adults (25+)	Elderly (60+)
Week	£65.25	£80.45	£130.70
1	£9.32	£11.49	£18.67
2	£18.64	£22.99	£37.34
3	£27.96	£34.48	£56.01
4	£37.29	£45.97	£74.69
5	£46.61	£57.46	£93.36
6	£55.93	£68.96	£112.03
7	£65.25	£80.45	£130.70
8	£74.57	£91.94	£149.37
9	£83.89	£103.44	£168.04
10	£93.21	£114.93	£186.71
11	£102.54	£126.42	£205.39
12	£111.86	£137.91	£224.06
13	£121.18	£149.41	£242.73
14	£130.50	£160.90	£261.40
15	£139.82	£172.39	£280.07

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Respite Charges - Residential/Nursing Care	FN 18	Page 9 of 11
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Effective from Monday 11th April 2016**Service User Respite charges (Local Authority and Independent Sector)**

£

People over Pensionable Age

Per Week

130.70

If a service user is between 60 and 65 they may still be in receipt of benefits such as ESA, income support or capacity 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 respite care.

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

Direct Payments - Personal Assistants and Agency Rates
(calculation of Direct Payments paid to Clients)

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Effective from Monday 4th April 2016

Revised direct payments hourly rates for the employment of personal assistants valid from 1st April 2016 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 Employers National Insurance Contributions. ENIC would be added to income above £112 per week at the current rate of 13.8%

If the PA is age 22 or over (and under state pension age), and paid over £192 a week or £833 a month*, it is necessary to provide a pension for the PA which they can opt to join. The tables below show the rates for those who opt in or out of a pension scheme. There is a National Pension Scheme - NEST. (National Employment Savings Trust).

* rate for 2015/16. (NB Rate for 2016/17 has not yet been published)

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.

Personal Assistant	Opted In				Opted Out			
	£ Total	£ Basic	£ ENIC	£ Super	£ Total	£ Basic	£ ENIC	£ Super
Hourly Rates								
Weekdays	8.47	7.38	1.02	0.07	8.40	7.38	1.02	0.00
Weekends	12.57	10.95	1.51	0.11	12.46	10.95	1.51	0.00
Sleep-rate (10pm to 6am)	28.00 Per Night							

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. This only applies if the PA was employed before 1st April 2008.

Holiday pay and bank holiday pay (where applicable) should be included in the support plan for a Personal Budget.

Independent Sector Home Care

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

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Supported Living Services Accommodation Charges People with Learning Disabilities, Physical Disabilities and Recovering from Mental Illness	FN 28	Page 11 of 11
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Effective from Monday 4th April 2016

<u>The Charge for the Accommodation is:</u>		£
Learning Disability Supported Living Services		
Housing Costs:	Core Rent	£162.40
	Service Charge	£21.00
	Per week	£183.40
 Mental Health Supported Living Services		
Housing Costs:	Core Rent	£183.40
	Service Charge	£21.00
	Per week	£204.40
 Category Two Properties		
Housing Costs:	Core Rent	£86.10
	Service Charge	£21.00
	Per week	£107.10
 Category One Properties		
Housing Costs:	Core Rent	£86.10
	Service Charge	£21.00
	Per week	£107.10
 Other Supported Living		
Housing Costs:	Core Rent	£76.30
	Per week	£76.30