

Leeds City Council - Adult Social Care**Date Issued****01/03/2016****INTRODUCTION****Page****1 of 11**

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 3rd April 2017

Type of Charge	Charge Period	Charge 2017/18
		£
Charges to other Local Authorities		
RESIDENTIAL SERVICES		
For People with Learning Disabilities		
Full Board	per week	1239.70
Self Catering	per week	1192.80
For People with Mental Health Needs		
Full Board	per week	921.90
Self Catering	per week	891.80
DAY SERVICES		
Learning Disability Day Services		
With Transport	(5 days) per week	410.20
Without Transport	(5 days) per week	282.10
Adult Day Centres	(5 days) per week	334.60
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

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Effective from Monday 3rd April 2017 (unless otherwise stated)**Charges Subject to Individual Financial Assessment**

£

Attendance Charge at Day Centres

Adult Day Centres for:

Older People	Per Day	26.80
Physical Disabilities	Per Day	47.10
Learning Disabilities	Per Day	47.10

Attendance at Mental Health Day Services

Staff-led Groups	Per Session	9.90
One to One Support	Per Hour	19.70

Plus Transport Charge

All Adult Day Services	Per Day	5.80
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Home Care and Supported Living Charges

Home Care / Supported Living hourly charge	Per hour	14.60
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Housing Support Services

Housing Support	Per Hour	19.70
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Shared Lives Service

Outreach - Daytime Support	Per hour	8.40
Outreach - Waking night-time Support	Per hour	10.20
Day Support Service	Per hour	8.40

Telecare Charges

		Effective from: 1st Jul 2017
Telephone monitoring of peripheral monitors	Per week	3.30
Telephone monitoring of GPS systems	Per week	9.90
Mobile response service for telecare	Per week	3.30

Maximum Assessed Charge

£

Maximum weekly charge subject to individual financial assessment	398.00
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Telecare Services

£

Telecare Pendant Alarm Charges**Effective from: 1st Jul 2017**

Telephone Monitoring of Telecare pendant alarm	Per week	2.80
Mobile Response Service for Telecare pendant alarm	Per week	0.50

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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

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Effective from Monday 3rd April 2017 (unless otherwise stated)

Meals Service (per meal)		£
<u>Community Meals</u>		
For new customers from 1st October 2016	Hot Meal	6.00
For existing customers at 1st October 2016		
Main meal	Main Course	3.90
	Dessert	1.15
	Total	5.05
Second meal	Snack meal	2.90
<u>Day Centre Meals</u>		
Main meal	Main Course	3.90
	Dessert	1.15
	Total	5.05

Part III Accommodation		£
Effective from Monday 10th April 2017		
Respite Rate	Per week	134.45
Personal Allowance	Per week	24.90
<u>Part III Accommodation - subject to individual financial assessment</u>		
Existing Residents	Per week	602.70
New Residents from 7th April 2014	Per week	789.60

<u>Other Charges</u>		£
Charges for Cardinal Court (Extra Care Housing)		
Service Charge	Per week	22.40
Chronically Sick and Disabled Persons (CS&DP) Act		
Quarterly contribution towards the telephone rental		14.86
Blue Badges		
Charge per badge renewal (Administered by Customer Services)		10.00
Housing Association Telecare Charge		
Telecare Pendant Alarm call monitoring	Effective from: 1st Jul 2017 Per week	3.30

Administration of Leeds Residents Estates		£
Standard charge		287.60

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Standard charge + Auctioneer Visit	355.70
Standard charge + Treasury Notification	431.50

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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	6 of 11
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Effective from Monday 3rd April 2017 (unless otherwise stated)

Deferred Payment Agreement - ASC Admin Charge	£
Agreement Set up charge	one off fee 70.00
Agreement Monitoring Charge (6 months statements)	per annum 35.00
Charge at the end of the agreement	one off fee 60.00
 Other fees	
Legal fees and charges - based on cost	
Property valuation fees - based on cost	
Interest charge (applied to costs related to the agreement)	Dec 2016 Rate Jul 2016 1.35% TBC

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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 3rd April 2017

ALLOWANCES			
1	Shared Lives Scheme - Basic Weekly (7 days) Allowance		£
	Level 1		
	Older People - Maintenance Allowance		245.70
	Adults with Disabilities - Maintenance Allowance		245.70
	Level 2		
	Older People - Enhanced Maintenance Allowance		300.30
	Adults with Disabilities - Enhanced Maintenance Allowance		300.30
	Level 3		
	Older People - Maintenance Allowance		245.70
	Adults with Disabilities - Maintenance Allowance		245.70
	Older People - Professional fee		217.00
	Adults with Disabilities - Professional fee		217.00
	Day Support	per hour	8.25
2	Home Based Care Service - Adults & Older People		
	Effective from 1st January 2017		
	Pre - Placement visit - pay carer		16.58
	Day sitting / Early evening sitting	per hour	8.25
	Night Asleep Service	8 hours sleep in	16.74
	Night Awake Service	first 8 hours per hour	8.25
	Travel allowance paid to carer	per return journey	4.00

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Shared Lives Scheme
Older People and Adults 18-65

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Effective from Monday 10th April 2017

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

People Under 25 years	per week	65.55
People between 25 and Pensionable Age	per week	80.75
People of Pensionable Age	per week	134.45

SHORT BREAKS SCHEME - CLIENT CONTRIBUTIONS

Effective from Monday 10th April 2017

Number of Nights	Charge		
	18-24	Adults (25+)	Elderly (60+)
Week	£65.55	£80.75	£134.45
1	£9.36	£11.54	£19.21
2	£18.73	£23.07	£38.41
3	£28.09	£34.61	£57.62
4	£37.46	£46.14	£76.83
5	£46.82	£57.68	£96.04
6	£56.19	£69.21	£115.24
7	£65.55	£80.75	£134.45
8	£74.91	£92.29	£153.66
9	£84.28	£103.82	£172.86
10	£93.64	£115.36	£192.07
11	£103.01	£126.89	£211.28
12	£112.37	£138.43	£230.49
13	£121.74	£149.96	£249.69
14	£131.10	£161.50	£268.90
15	£140.46	£173.04	£288.11

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Respite Charges - Residential/Nursing Care	FN 18	Page 9 of 11
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Effective from Monday 10th April 2017**Service User Respite charges (Local Authority and Independent Sector)****£**

People over Pensionable Age

Per Week

134.45

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

65.55

Under 25 without disability premium

Per Week

33.00

25 to Pensionable age with disability premium

Per Week

80.75

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.

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Direct Payments - Personal Assistants and Agency Rates (calculation of Direct Payments paid to Clients)	FN 19	Page 10 of 11
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Effective from Monday 3rd April 2017

Revised direct payments hourly rates for the employment of personal assistants valid from 1st April 2017 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 £156 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

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			
	£	£	£	£ 1%	£	£	£	£
Hourly Rates	Total	Basic	ENIC	Super	Total	Basic	ENIC	Super
Weekdays	9.20	8.01	1.11	0.08	9.12	8.01	1.11	0.00
Weekends	12.95	11.28	1.56	0.11	12.84	11.28	1.56	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 3rd April 2017

<u>The Charge for the Accommodation is:</u>		£
Learning Disability Supported Living Services		
Housing Costs:	Core Rent	£167.30
	Service Charge	£21.70
	Per week	£189.00
 Mental Health Supported Living Services		
Housing Costs:	Core Rent	£189.00
	Service Charge	£21.70
	Per week	£210.70
 Category Two Properties		
Housing Costs:	Core Rent	£88.90
	Service Charge	£21.70
	Per week	£110.60
 Category One Properties		
Housing Costs:	Core Rent	£88.90
	Service Charge	£21.70
	Per week	£110.60
 Other Supported Living		
Housing Costs:	Core Rent	£78.40
	Per week	£78.40