

**Report of Chief Officer, Resources & Strategy**

**Report to Director of Adults and Health**

**Date: 21<sup>st</sup> February 2018**

**Subject: FN31 – Standard Charges, Contributions, Rates and Allowances 2018/19**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. This report seeks approval for the adult social care standard charges, contributions, rates and allowances for 2018/19 included within Financial Staff Instruction FN31.
2. The proposal for most charges is an increase of 3% in accordance with the provision made in the 2018/19 budget.
3. Rates and allowances have mainly been increased by 3%, except for those that are based on Department for Works and Pension rates.
4. There are a number of areas which are explained more fully, where the changes are different to previous years practice.

**Recommendations**

5. That the proposed standard charges, contributions, rates and allowances for 2018/19 for the Adults and Health Directorate are approved.
6. To note that the standard charges, contributions, rates and allowances for 2018/19 are implemented from 2<sup>nd</sup> April 2018 by the Head of Finance, Adults and Health.

## 1 Purpose of this report

- 1.1 This report seeks approval for the adult social care standard charges, contributions, rates and allowances for 2018/19 included within Financial Staff Instruction FN31.

## 2 Background information

- 2.1 These charges, contributions, rates and allowances are included within the financial element of the Directorate's Staff Instructions, and are referred to collectively as FN31. They are updated annually and most are effective from the start of April.

## 3 Main issues

- 3.1 The table attached at Appendix 1 lists the various charges and allowances comprising FN31. It gives reasons for any major variations to the 2017/18 rates and details any changes to the way in which charges have been calculated year on year. Financial Staff Instruction FN31 is attached at Appendix 2.
- 3.2 It is proposed that most **charges** will increase by 3% in accordance with the provision made in the 2018/19 budget.
- 3.3 The proposed **rates** and **allowances** have mainly been increased by 3%, except for those that are based on Department for Works and Pension rates.
- 3.4 The standard charges, rates and allowances are normally applicable from the first Monday in the financial year, which for 2018/19 is 2<sup>nd</sup> April 2018. Where they are based on central government benefits rates, the benefits increase date is applied, which for 2018/19 is 9<sup>th</sup> April 2018.
- 3.5 The weekly charges and contributions for accommodation services are calculated to be divisible by seven to give a daily charge rounded to the nearest 10p.
- 3.6 The maximum weekly charge for non-residential services has been increased to £433.50 per week, representing 85% of the cost of a typical residential care placement for older people (£510 per week as at the writing of the report). This was approved by Executive Board on 10<sup>th</sup> February 2016 as part of the report "Charging for Non-Residential Adult Social Care Services".
- 3.7 The flat rate sleep-in allowance has been replaced by an hourly rate equivalent to the National Living Wage for 2018/19 i.e. £7.83. This is applied to Direct Payments and Shared Lives Services.
- 3.8 Personal Assistant and Agency rates have been maintained at the current rate pending the determination of the 2018/19 home care rate. When the rate has been determined the PA and Agency rates will be lifted to match. This is to maintain the relationship on the cost of procured care.

- 3.9 Three new rates for Autism Services have been included. The rates are for day centre attendance, sessional support and one to one support. The rates have been matched to existing specialist services.
- 3.10 The administrative charges for Deferred Payment Agreements (DPA) have risen following a review of costs incurred. The initial fees were based on an estimation of time needed to perform each task. The review has looked at the cost of providing these services over the last 18 months. The set-up fee has increased from £75 to £146; the annual fee has risen from £30 to £74 and the 'end of agreement' fee has risen from £60 to £117. Comparisons have been made with other authorities and the proposed fees are similar to or cheaper than those comparators. To add context the Council has 16 live DPAs.
- 3.11 In 2017/18 a proposed move to full cost recovery for the Meals on Wheels service introduced a different price for new customers (post October 2016). The take up at that rate has not been successful therefore for 2018/19 a single rate based on a 3% uplift to the existing customer (pre October 2016) rate has been applied.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Customer consultation regarding the proposals set out in this report is not required as this is an operational rather than a policy matter, which applies annual inflationary increases in accordance with the Adult Social Care Charging and Contributions Policy Framework. However, it should be noted that the Council has recently finalised the application of a revised charging policy.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 An Equality, Diversity, Cohesion and Integration Screening document has been completed and is attached at Appendix 3. This has determined that it is not necessary to carry out a full assessment.
- 4.2.2 Within the Adult Social Care Charging and Contributions Policy Framework the Director of Adults and Health has the discretion to waive charges or service user contributions in individual circumstances if considered appropriate.

### **4.3 Council policies and Best Council Plan**

- 4.2.3 The proposals in this report are in accordance with the Department of Health's Care and Support Statutory Guidance (February 2018) and the Adult Social Care Charging and Contribution Policy Framework.
- 4.2.4 The services, to which these charges relate, support the Best City Outcome of people living with dignity and staying independent for as long as possible and the breakthrough project to make Leeds the best place to grow old in. These charges support the Best Council Plan value of spending money wisely.

### **4.4 Resources and value for money**

- 4.4.1 Provision has been made within the 2018/19 budget for the charges, contributions, rates and allowances proposed in this report.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no legal or access to information implications in this report and the decision is not subject to call in.

#### **4.6 Risk Management**

- 4.6.1 The proposals in this report are in accordance with the 2018/19 budget and the associated risk management arrangements.

#### **5 Conclusions**

- 5.1 The annual updating of FN31 makes small changes to most charges, contributions, rates and allowances.

#### **6 Recommendations**

- 6.1 That the proposed standard charges, contributions, rates and allowances for 2018/19 for the Adults and Health Directorate are approved.
- 6.2 To note that the standard charges, contributions, rates and allowances for 2018/19 are implemented from 2<sup>nd</sup> April 2018 by the Head of Finance, Adults & Health.

#### **7 Background documents<sup>1</sup>**

- 7.1 None.

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.