

## Direct Payments

# Factsheet – Direct Payments Administrative Reviews



As you receive a Direct Payment from the Council, we are required under the Care Act 2014 to review how your Direct Payment is being managed. The first review will take place within the first six months of set up and then you will receive a subsequent review every year for the duration of your Direct Payment.

It is important to remember that this review is separate to the one you will receive from a social worker. This review is to ensure that the Direct Payment is being spent on your assessed needs and that the paperwork required to manage your Direct Payment is in order.

### Preparation for the Review

You should take some time to think about any concerns you may have or questions that you may want to discuss during the visit or telephone call.

You will also need to have information to hand to confirm how the Direct Payment is being managed and this will vary depending on whether you employ your own staff or contract with an agency.

If you contract with an agency we will need to discuss:

- Payment of invoices
- Hourly rates
- The Direct Payment account

If you employ your own staff, we will need to discuss:

- Your employees
- Their hourly rate
- Contracts
- Insurance
- Contingency arrangements
- Payroll arrangements
- DBS checks
- Training needs
- Payment of your contribution
- The Direct Payment Account

You are allowed to have an excess balance in your account of 4 times the weekly value of your Direct Payment if you employ an Agency and 8 times the weekly value of your Direct Payment if you employ a Personal Assistant. We may recover any excess at the point of the Annual Review or during the year.

## Who to contact

Adult Social Care - Tel: 01902 551199

Disabled Children and Young Person's Team - Tel: 01902 550911

Direct Payments Team - Tel: 01902 551294 (option 6)

Civic Centre

St Peter's Square

Wolverhampton

WV1 1RT

Email: [Direct.payments@wolverhampton.gov.uk](mailto:Direct.payments@wolverhampton.gov.uk)

Barrie Bookkeeping - Tel: 01902 912895

Email: [DP@barriebookkeeping.co.uk](mailto:DP@barriebookkeeping.co.uk)

[wolverhampton.gov.uk/adultsocialcare](http://wolverhampton.gov.uk/adultsocialcare)

Direct Payments Team

April 2020