



**Customer Relations Team**

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Please ask for: the Information Access Officer

Date: 16 February 2017

My Ref: 889035

Your Ref:

Dear Ian

**Freedom of Information Request – Calculation of Care Charging**

I am writing further to the previous correspondence dated 1 February 2017 regarding your request for information under the Freedom of Information Act 2000.

I am pleased to inform you that the Council does hold the information that you have *requested* and I attach our response. Please note that the information supplied can mostly be re-used in accordance with the Open Government Licence. The council should be acknowledged as the source of the information, but copyright is maintained for all photographs and third party contributions to the information supplied. For further details see

<http://www.nationalarchives.gov.uk/doc/open%2Dgovernment%2Dlicence/>.

If you wish to discuss this letter or the information provided please contact the Information Access Officer using the contact details above. If you are unhappy with the way your request for information has been handled you can request a review by writing to the Information Access Officer stating the reason for your dissatisfaction. Following the review, if you remain unhappy with the way your request for information has been handled you can complain to the Information Commissioner's Office via their website: <https://ico.org.uk/concerns/getting/> or by writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Information about the Freedom of Information Act 2000 can be found on the Information Commissioners Office website: <http://www.ico.org.uk>. Plymouth City Council also has information available on our website:

<http://www.plymouth.gov.uk/home/council/dataandinformation/freedominformationfoi>

Yours sincerely,

Craig McArdle  
Assistant Director  
Strategic Cooperative Commissioning



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Please answer the following questions, or as many as is possible within time & cost parameters starting at #1.

Q1. How do you calculate the level of contribution that adult social care recipients should make to their care packages?

**A1. Please see the attached Fairer Charging Leaflet.**

Q2. What income are social care recipients allowed to retain, after their contribution to their care package has been deducted?

**A2. Please see the response to Q1.**

Q3. What do you allow as Disability Related Expenses? Please provide a copy of your guidance if this is easier.

**A3. The appeal form on our website (link below) shows a list of what we consider for Disability Related Expenditure (DRE). However with DRE we treat everyone on an individual basis so the list is not exhaustive.**

**<http://www.plymouth.gov.uk/adultcareandhealth/payingadultcareandsupport>**

Q4. Do you use pre-payment cards for care payments? If yes can people opt out of using these?

**A4. Yes we do use prepayment cards. Yes.**

Q5. Are there any restrictions on what Personal Budgets and Direct Payments can be spent on? Please provide a copy of your guidance on this.

**A5. A Personal budget is an allocated amount for each individual to meet their support needs in the community and to achieve their outcomes. Our service users may choose the local authority to commission the service and spend their Personal Budget on their behalf, or they may choose to take it as a Direct Payment or a mixture of both. When the choice is to have a Direct Payment, the person must spend it to meet the needs agreed in their Support Plan. The hyperlink goes to our Personal Budget and Direct Payment Factsheet on Plymouth Online Directory: [Plymouth Online Directory Personal Budgets and Direct Payments Fact sheet](#)**

Q6. Please provide a copy of the guidance document that your authority uses to make decisions on Direct Payment packages.

**A6. The local authority does not have a guidance document for making decisions on Direct Payment Packages. Every service user with eligible needs and requiring financial support towards meeting those needs has a support plan drawn up with them. We have Ready Reckoners for calculating agency rates and personal assistant cost (please see the response to Q9).**

Q7. Do you have a contingency policy for DP users. If yes please attach a copy.

**A7. We do not have a contingency policy for DP recipients. However, if a recipient has a legitimate need for additional funds a one off payment to their Direct Payment account is provided.**

Q8. If a PA is off work sick do you provide extra funding to cover their sick pay – as individual employers can no longer get statutory sick pay reimbursed?

**A8. We do cover the cost of Statutory Sick Pay**

Q9. "What percentage of Direct Payments rates, that are paid to adults who directly employ their own PAs, are allowed to be spent on the following additional expenses?"

- National insurance employer contributions
- Statutory paid holidays
- Payroll charges
- Independent living insurance
- Advertising
- National Minimum Wage increase from April 2016
- Redundancy payments
- Pensions
- Training
- Contingency funding

**A9. We use a Ready Reckoner, which calculates the costs of NI, Pension, Insurance, Tax, holiday pay and basic wage. For NI and Tax we adhere to Government policy.**

- **National Insurance is calculated in our Ready Reckoner**
- **Holiday pay is calculated in our Ready Reckoner.**
- **Payroll charges – we commission a Payroll provider and pay them directly. Should the DP recipient want to use another Payroll provider they can, we will cover the cost up to the commissioned rate anything over that the DP recipient covers themselves.**
- **Independent Insurance – we are assuming that this means Employer Liability Insurance and this is calculated in our costings.**
- **Advertising – we would look at this on an individual basis however do advertise PA positions on our Online Directory via our Support Service and this is free.**
- **National Minimum Wage increase – our hourly rate is higher than the National Minimum Wage.**
- **Redundancy Payments – these are covered when required.**
- **Pension is covered by our costings**
- **Training – Payments for mandatory training is add to the account when required. Other training is agreed on an individual basis and depends on the DP recipients care needs.**
- **Contingency funding is not covered – please see the response to Q7.**