



**A simple guide  
Self-Directed Support**

*Option 1*

If you are thinking about employing your own Personal Assistant, using a Care Company, or both.



This information is available in accessible formats and other languages on request.

Tha am fiosrachadh seo ri fhaotainn ann an cruthan so-ruigsinneach agus ann an cànan eile ma thogras tu.

Niniejsze informacje można otrzymać w innych formatach i w innych językach, na życzenie.

該資料備有多種格式（大號字體、語音磁帶、盲文等）及其他語言的版本，如有需要請聯絡我們索取。

该资料备有多种格式（大号字体、语音磁带、盲文等）及其他语言的版本，如有需要请联系我们索取。

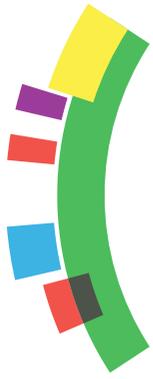
ਇਹ ਜਾਣਕਾਰੀ ਬੇਨਤੀ ਕਰਨ ਤੇ ਪਹੁੰਚਣਯੋਗ ਰੂਪਾਂ ਅਤੇ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ।

یہ معلومات درخواست کرنے پر قابل رسائی شکلوں اور دیگر زبانوں میں بھی دستیاب ہے۔

## What is SDS?

It's a law called The Social Care (Self-directed Support)(Scotland) Act 2013. It gives more choice, flexibility and control in how you can get the support you need.

There are 4 different ways to do this and these are known as SDS options. There is more info later in the guide.



Hello and  
welcome



Hi, we're Ayrshire Independent Living Network, or AILN as we're usually called.

This is our simple guide to Self-directed Support Option 1 which we hope will help you to understand the choices SDS gives you. You might want to use your SDS funding to employ Personal Assistants (PA's) or to buy support from a Care Company, or do a bit of both.

We have funding from the Scottish Government 'Support in the Right Direction' Initiative to make this guide. We had help from our Focus Group to make it as easy as possible to understand. You can learn more about our Focus Group on page 10.

We are a charity which is run by a group of people. In this group are people who get SDS themselves, care for a family member or have some experience of support services. This makes AILN ideal to talk to about SDS.

The Scottish Government has a long term vision to give you more choice and control over your support through SDS.

Remember, we are just a call away for SDS advice in  
Ayrshire [www.ailn.org](http://www.ailn.org) 01294 475685

There are 5 key values the Scottish Government want for everyone who gets support; these are:

- respect
- fairness
- independence
- freedom
- safety

AILN works to promote these.

We know there can be a lot to take in when you're finding out about SDS. Remember we're always here if you'd prefer to call us :)

01294 475685

(Continued)

When you, or a family member, need support the first thing you should do is contact your local Council. They have a department called Health & Social Care who will let you know if you can get SDS funding. It is available to people of all ages.

If you have been given SDS or just want to know more about it, get in touch with us. The Ayrshire Councils fund us to give free information, support and advice to anyone in the Ayrshire area.

The Board of AILN

Self-directed Support is not a welfare benefit. You will be given more information by the Health & Social Care team.



We talk about Self-directed Support and options in this guide. Although this is about Option 1, we've listed the others here so that you know what they are.

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## These are the 4 SDS Options

Whatever option you choose you should get the support that suits you best. This guide is about Option 1, however below is a list of all the options you can choose from:

- Option 1* You take direct payments (the money) to buy the support you want, this could be employing a Personal Assistant, buying your support from a Care Company or something else that will give you the support you need.
- Option 2* You tell the Council to arrange the support you choose and the money is managed by them.
- Option 3* The Council choose and arrange the support they think is best for you.
- Option 4* A mix of the options.



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Here are the contents with page numbers

- 8. Who are AILN?
- 9. The Self-directed Support (SDS) Team
- 10. Our Focus Group
- 12. What Health & Social Care do
- 13. Getting to know you and what kind of support you want
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- 20. Useful contacts
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AILN was started in 2000 by a group of people who took the option of direct payments from the Council, some people also had [The Independent Living Fund](#). They felt strongly about the positive difference this made to their lives.

They had an idea to develop a support service to give advice and information about how people could be more in control of their own support needs. They were successful in getting lottery funding to begin with and now AILN has a contract with the Ayrshire Councils to provide the SDS Information Service.

AILN are proud to have kept the same values even though our support is now on a bigger scale. We are a not-for-profit company, limited by guarantee with charitable status.

We are your local support for SDS in Ayrshire and have experienced and committed SDS Advisors. We make sure that they are fully trained to provide information and advice in an easy to understand way.

## The Independent Living Fund

(ILF)(Scotland) provides financial support to people to live their lives within the community. This funding helps with choice and control, and allows people to live as independently as possible with the right support. If you have the ILF or want more information about the Scottish ILF -

We are here to help you with everything you need to know about employing PA's or finding a Care Company. Remember, you can talk to your SDS Advisor about anything to do with being a good employer.

All of the SDS Advisors work throughout Ayrshire but have a dedicated link to a Council area too. If you are phoning in, you can speak to any of the SDS Advisors.



Evelyn Gilchrist	Manager	full time
Jennifer Lee	SDS Advisor	part time
Stephenie Blakey	SDS Advisor	part time
Victoria Shepherd-Jeffrey	SDS Advisor	part time
Kaye McMillan	SDS Admin	part time

Remember, we are just a call away for SDS advice in Ayrshire

[www.ailn.org](http://www.ailn.org)

01294 475685

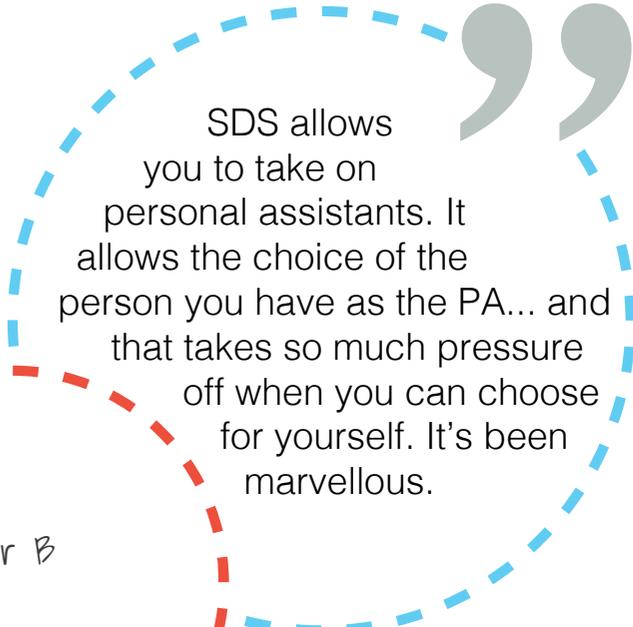


## Our Focus Group

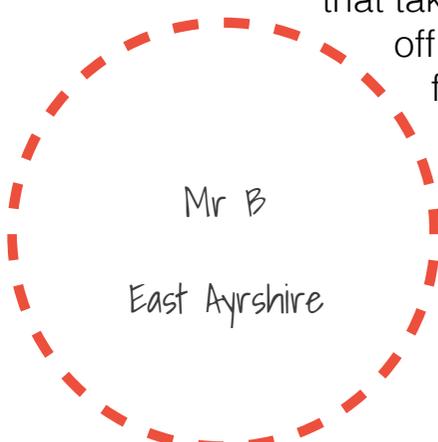
Our Focus Group is made up of people who have already have SDS and use our services.

We asked our Focus Group to talk about what it was like for them when they started getting SDS. They told us they got too much information and it was confusing. They said that they knew how this could put people off taking Option 1.

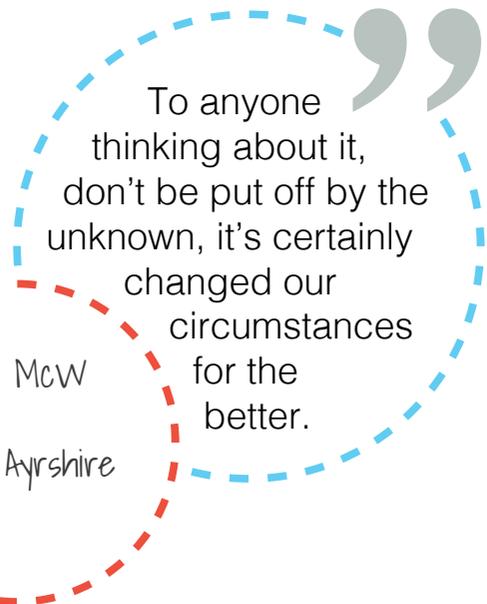
The Group feel that their input will make it easier for new people taking Option 1. Here are some of their own words:



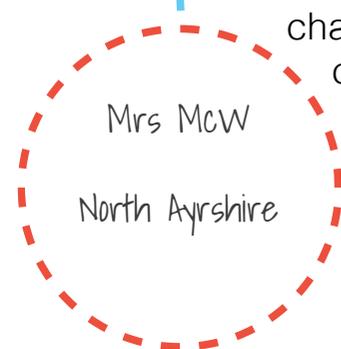
SDS allows you to take on personal assistants. It allows the choice of the person you have as the PA... and that takes so much pressure off when you can choose for yourself. It's been marvellous.



Mr B  
East Ayrshire



To anyone thinking about it, don't be put off by the unknown, it's certainly changed our circumstances for the better.



Mrs McW  
North Ayrshire

“  
Don't let the unknown put you off, I was unsure about becoming an employer but there is free help and advice with this. My needs are cared for a lot better now and that means I'm able to care for my family a lot better as well.”

Mr H  
South Ayrshire

“  
I thought I'd never be able to do this but after I spoke to AILN I knew they would take care of it for me, it's great.”

I Mck  
North Ayrshire

We would like to thank our focus group for their input and advice. To hear more stories from people getting SDS, visit the Ayrshire Independent Living Network page on YouTube.



## What Health & Social Care do

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If you or a member of your family needs support you can contact Health & Social Care in your own Council area. The main contact numbers for each Council are on page 20.

When you speak to them they will advise you about what the **criteria** is for getting support. If you get an **assessment**, they will tell you about the SDS Options.

You may be allocated a Health & Social Care professional, they are sometimes known as Care Managers, Social Workers or Occupational Therapists.

### criteria

This is a word used by Councils for a checklist to let them decide if someone needs support through certain guidelines.

### assessment

This is a process used by Health & Social Care to get information from you and talk with you to find out about the help you or someone you care for needs.

## Getting to know you and what kind of support you want

When you contact us, one of our SDS Advisors will chat with you or come out to visit you. They will tell you all about what we do.



This means we can get to know more about you and what kind of support you would like.

We will spend time with you, your carer, [Power of Attorney or Guardian](#) and go over what your Self-directed Support funding is for. After that we will give you some general information about employing PA's and tips about buying support from a Care Company. We will give you time to think over what suits you best. It may be that you might want to speak to someone who has already employed a PA, so we could arrange an [SDS peer](#) to speak with you.

If you decide to go ahead we will support you every stage of the way to employ your own PA's or to source a Care Company.

We need to ask you to sign a '[Data Protection Consent Form](#)'. This is so that we have your permission to work with you and allows us to gather the information required. This will let you know who we will share your information with, and will help us get the right information about your [personal budget](#) and what you plan to do to get the [outcome](#) agreed at your assessment.

(The next page explains the phrases in blue)

## Power of Attorney (POA)

Having a PoA lets you plan what you want another person to do for you in the future, should you become incapable of making decisions about your own affairs.

PoA is a written document which includes a certificate signed either by a solicitor who is registered to practice law in Scotland, or by a UK medical doctor.

## SDS peer

Someone who has Self-directed Support and already employs their own PA's. They will share tips and advice.

## Data Protection Consent Form

This allows us to get the information we need to help you and lets us share it with the council and other organisations that are involved with your SDS.

## Guardian

This is a court appointment which authorises a person guardianship of someone over 16 who is not able to look after their own affairs. It's overseen by the Office of the Public Guardian.

Welfare Guardianship – this is looking after someone's wellbeing, safety and health.

Financial Guardianship - This is looking after someone's finances and all that entails.

## Outcome

This is the result you want to get from the support you planned with your Social Worker.

## Personal Budget

This is the name most used for the SDS funding you will get from Health & Social Care for Option 1.

It's the money you will have to buy the support you need.



# Getting you started employing your own Personal Assistants

We will explain everything you need to know about employing your own personal assistant/s and the responsibilities you will have. Remember we are here to help you every stage of the way. Some of the things we talk about are shown below.

## ✓ Bank accounts

We will let you know about opening a new bank account for the SDS funding as you cannot use your personal bank account for this.

## ✓ Work with you to plan your SDS Personal Budget

We will help you work out what support you can get and how much this will cost. We will take into account any **charge for service** you might have from Health & Social Care.

## ✓ Advise you about things you will need to know about being an employer

We will give you a Handbook if you go ahead with Option 1. It has lots of useful information. Remember that we are here to assist you at any stage.

## ✓ Assist you to make up a Job Description for your PA

We will help you think about the tasks and roles you want the PA to do and how this can support you with your outcome. This will match what you planned with your Social Worker.

You will also want to think about what kind of skills, experience and personality you would want in a PA so you get the right person to suit you.

### Charge for service

Sometimes known as your contribution to support. A calculation is done by Health & Social Care to see if you can make a money payment to your support.

\*Some things to ask yourself:

What you will do if they don't do the job you are employing them for?

How you will feel if you have to end their employment?

Disclosure Scotland was established in 2002 to provide criminal records checks under Part V of the Police Act 1997.

Their primary objective is to provide an accurate and responsive Disclosure service for safer recruitment decisions.

### Employing Relatives

If you want to discuss employing a family member your council must agree to this arrangement

- Before approaching your Social Worker to discuss employing a family member you should think very carefully about this. \*It will change the relationship you have with them because you will be their employer.

### Assist you with an advert for a PA

We will help you to write an advert and we will put this onto the Government's job website and the jobs page on our AILN website.

### Interviewing PA's

We will help you to find you a safe place to hold interviews and support you at the interview.

### Picking a PA after the interviews

- We will assist you to take up references and to offer the job to your chosen person.

### Protecting yourself

- We will help you safeguard yourself and assist you to get the 'Protection of Vulnerable Groups' (PVG) check for the PA with Disclosure Scotland.

### Making sure you have Employers Liability & Indemnity Insurance

We will advise you about the insurance you need and give you a list of companies that you can choose from.

### ✓ Giving your PA a Contract of Employment

We will assist you to put together a Contract of Employment for your PA. We regularly check the terms and conditions with an Employment Law Advisor.

### ✓ Induction of your new PA

We will help you to draw up a list of things to do on your PA's first day. This helps you make sure you are being a 'good employer' and lets the PA settle into their new work surroundings.

### ✓ Paying your Personal Assistant and keeping details of your SDS Funding

We will also give you a list of Payroll Companies that are available for you to choose from.

We have a factsheet that explains what kind of payroll services you might want to buy. It covers paying your PA's and making sure you comply with HMRC (Her Majesty Revenue & Customs) for Tax and National Insurance, and any other requirements related to your PA's wages.

The Council Finance Team will ask regularly for the receipts showing how you have spent your SDS budget. This is usually called SDS monitoring.

### ✓ Health and Safety

We will talk to you about keeping you and your PA safe.

We will advise you about what insurance is needed and give you a choice of companies that you can get this from.

### ✓ Training for your PA

It's important that your PA's get the proper training to be able to support you. We can give you a list of training providers.

### ✓ PA's leaving

Staff can leave for many reasons for instance, moving to a new job, retiring, or in cases when things don't work out for you or your PA. You can contact us for advice about what you should do.



You may decide that you prefer to have support through a Care Company. Even if you employ PA's it's best to also check out Care Companies so that you can have back-up when your PA is on holiday or off for some other reason.

### ✓ We will give you a list of Care Companies

Please note that AILN do not promote any care companies, the list is just for your information.

✦ We will help you check the Care Inspectorate for a Care Company

The Scottish Government set up the Care Inspectorate to provide assurance and protection for people who use care, social work, and child protection services in Scotland. You can check the standards of the Care Company you have chosen on the Care Inspectorate website.

With care companies the Care Inspectorate makes sure:

- Vulnerable people are safe
- The quality of these services improves
- People know the standards they have a right to expect
- Report publicly on the quality of these services across Scotland
- Support and encourage the development of better ways of delivering these services

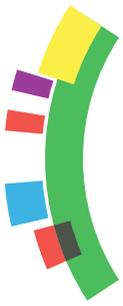


**The nearest Care Inspectorate office to Ayrshire is:**

4th Floor, 1 Smithills St, Paisley, PA1 1EB.

Call 0141 843 6840

When you need ongoing support, whether it's about advertising for new PA's or legal employment information, remember we are always just a call away.



## Useful Contacts



AILN	01294 475685	<a href="http://www.ain.org">www.ain.org</a>
North Ayrshire Council	01294 310000	<a href="http://www.north-ayrshire.gov.uk">www.north-ayrshire.gov.uk</a>
South Ayrshire Council	0300 123 0900	<a href="http://www.south-ayrshire.gov.uk">www.south-ayrshire.gov.uk</a>
East Ayrshire Council	01563 576000	<a href="http://www.east-ayrshire.gov.uk">www.east-ayrshire.gov.uk</a>
ILF Scotland	0300 200 2022	<a href="http://www.independentlivingfund.scot">www.independentlivingfund.scot</a>
Office of the Public Guardian	01324 678300	<a href="http://www.publicguardian-scotland.gov.uk">www.publicguardian-scotland.gov.uk</a>
Disclosure Scotland	03000 2000 40	<a href="http://www.disclosurescotland.co.uk">www.disclosurescotland.co.uk</a>
The Care Inspectorate	0141 843 6840	<a href="http://www.careinspectorate.com">www.careinspectorate.com</a>

### Note:

The information contained in this guide was correct at the time of publishing in July 2016.

As laws and practices change we will make every effort to keep you updated.

Your notes

A series of horizontal blue lines for writing, with a vertical red margin line on the left side.

Your notes

A blank sheet of lined paper with a red margin line on the left side. The page is ruled with horizontal blue lines, creating a series of rows for writing. The red line is positioned approximately one-tenth of the way from the left edge of the page.

We would like to thank everyone who has had an input into this guide.

”  
Don't be scared,  
you get support with  
SDS from AILN. We feel  
we are in control since  
taking SDS Option 1.

The Focus Group

## Our address is

Ayrshire Independent Living Network  
The Michael Lynch Centre for Enterprise  
71 Princes Street  
Ardrossan  
Ayrshire  
  
KA22 8DG



AILN have made this guide for you, remember we are just a call away for SDS advice in Ayrshire

[www.ailn.org](http://www.ailn.org)

01294 475685

