



DPUF Meeting: 27th Aug 2024

Minutes of meeting held at Winkfield Resource Centre

Attendees:

VICTORIA D (VD), KAMLAVATI P (KP), PRITI N (PN), SESEN O (SO), PAM J (PJ), SUREKHA J (SJ) SHAH M (SM) GREIG C (GC)

Minutes:

Welcome and Introduction

- GC welcomed members to the meeting.
- GC explained the function of DPUF and reviewed the agenda for the meeting.
- Minutes of the July 2024 meeting were reviewed.

Presentation on Insurance

SM from the Direct Payments Office at Haringey Council shared valuable insights and expertise on Direct Payments. He covered the initial setup process, timelines, and other key aspects of Direct Payments.

Discussions Points

- PJ asked what happens if there is a build-up of money in the account?
SM explained that if there is a build-up of funds because a DP holder has not been able to purchase care for any reason —such as hospitalisation, holiday, the DP holder should inform the Direct Payments Support Team. Otherwise, Haringey Council will continue to make payments for up to eight weeks, allowing you to pay a retainer to your staff. Periodically, any excess funds in your account above the allowed amount will be reviewed. You will need to explain any excess, and repayment may be requested if necessary. Therefore, it is important to stay up to date with payments to contracted agencies and ensure wages, tax bills, and contributions are paid on time. Generally, you are allowed to keep up to eight

weeks' worth of funds in your account if you contract with an agency or employ staff.

- SO sought clarification on the Self-Managed Account, Managed Account, and Prepaid Card options.
SM explained the benefits and challenges of each option and emphasized that the choice is up to the Direct Payment holder to decide which suits them best.
- SO inquired about the payroll charges for Paypacket?
SM clarified that the one-time payroll setup charges of £ 60 are covered in the Direct Payments support plan and are paid by the Council. For employing a Personal Assistant (PA) through Paypacket, the fee is £10.00 per payslip, with an additional charge of £2.00 for each extra carer.
- SO asked if PA employment can begin before the payroll setup is completed?
SM advised that PA employment can start from the date specified in the Support Plan, but the Direct Payment (DP) holder must confirm the start date with the DP Officer in advance. Additionally, the PA should be informed that the payroll setup takes 2-4 weeks to complete, and their expectations should be managed in case of delays.
- SO asked about the timesheet process?
GC provided a copy of the Packpay Timesheet to explain the necessary details that need to be filled in and emphasized the importance of submitting the timesheet by the specified date to ensure that payments are made on the scheduled pay date.

Action Items: There were action points arising from the discussion due to individual personal circumstances. SM will review these and respond to the respective users.

Announcement of Next Meeting

- GC thanked the members for attending.
- Next meeting: 1:00 PM Tuesday, 24th Sept 2024.

Adjournment:



- Meeting adjourned by GC
- Refreshments and Networking

