



## **Direct Payments Factsheet – Direct Payments Audits**

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. A review will take place at least annually. A financial audit of your direct payment account will take place at least quarterly or ad hoc.

We will undertake quarterly financial audits of your direct payment account to review if funds are being managed in accordance with your support plan. It is important to remember that this review is separate to the one you will receive from a social worker.

### **Preparation for the Audit**

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

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
- Payment of your contribution
- The direct payment account

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

- Your employees and their hourly rate
  - Contracts
  - Holiday entitlement
  - Insurance
  - Contingency arrangements
  - Payroll arrangements
  - DBS checks
  - Training needs
  - Payment of your contribution
  - The direct payment account
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