



Being in charge

Self-directed support

A guide for family carers of people
with learning disabilities



***Thank you** to everyone who contributed to the development of this pack. Special thanks to the individuals and families who shared their experiences of self-directed support.*

“Self-directed support is an alternative to traditional services but not enough people know about it.”

This booklet is for family carers of people with learning disabilities who may need support from health or social care services to live at home, or work or take part in local communities.

The Scottish Government wants to make sure everyone gets the support that is right for them and that people are able to have a bigger say in what happens in their lives. That is why it is now possible to have self-directed support.

If you live with or care for someone with a learning disability who uses support services then self-directed support may be right for them. They may be able to manage this themselves or you, or someone else, may be able to assist them to do this if necessary.

This booklet explains how some individuals with learning disabilities and their families have been using self-directed support, how it works and what other support and help is available. It is written from a parents' viewpoint but applies to anyone caring for or supporting a child or adult with learning disabilities.

There is a companion easy-read guide for people with learning disabilities called *You are in charge*.



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Self-directed support

"It allows you to have the life that you want."

What is self-directed support?

Self-directed support is when someone takes charge and arranges the support they need to live their life instead of the local authority arranging it for them.

It gives people who need support from social work services more flexibility, choice and control over the way that support is provided.

Some people are unhappy about the way their care and support services are provided. Sometimes services are not as flexible as people need or the right service simply does not exist. Instead of fitting into a limited range of standard services, people want support that is more individual and personal, and where they can be actively involved in any decisions.

Self-directed support means people will have a better chance of getting support that is just right for them and their family – because they are in charge.

Self-directed support is not a service. It is a term that is used to describe lots of different ways of arranging the support and care that someone needs. The key is that the person is able to decide which way suits them best.

With self-directed support, a person has a budget that can be used to buy all or some of the support they need. But self-directed support is not just about the money. It means an individual can be more imaginative and creative about the kind of support that would make a real difference and how this is arranged. It is also about making it easier for someone to be active in their local community and build upon their family and community networks.

This new approach to social care has been unfolding over the last few years and the details may not be exactly the same in each local authority area. Agencies that support individuals, local authorities and the Scottish Government are all working out new ways to make sure that people are really in charge of their own lives. These new ways of working are likely to keep evolving. They will continue to be driven by the belief that individuals and families know best what they need and how to achieve a good life for themselves. This will be different for everyone.

"Self-directed support gives us choice."

Who uses self-directed support and why?

Almost anyone can be in charge of their own support if they wish. This includes people with learning disabilities and parents of children with learning disabilities.

Lesley, aged 41, has a full-time job in an office and is involved in her local advocacy project. A few years ago she moved out of her parents' house and into her own flat not far from them. She likes having her own space. Her local council provides funding for 18 hours of self-directed support each week. Lesley uses this to buy support from an agency at evenings and weekends to help with meal preparation, housework, shopping and going out to do things she enjoys.

"I would recommend it – it's made a big difference to my life. It was the first step to independent living."

Tim, aged 28, knows what he likes and what he wants to do with his time. As he cannot speak and has physical and mobility difficulties, he employs his own staff to help him achieve this. Tim gets money – a direct payment - from his local council plus extra funding from the Independent Living Fund for care needs. Altogether he has enough for 86 hours of support each week which he can decide how to use. He manages this with the support of his parents and he currently still lives with them. Tim recently recruited a new staff team to support him to take part in day-to-day activities like gardening, animal care and social events.

"Without the direct payment I can just imagine Tim being put into the system and being "cared for" and getting depressed. It's amazing how people's lives can be changed if they start doing what they want to do, rather than what others tell them to."



Frazer, aged 14, is an exuberant young man who likes getting out and doing things with others. He has no speech and has some mobility difficulties but this does not stop him from being active if given the chance. His mum gets 12 hours of self-directed support from her council. She uses this to employ a personal assistant to support Frazer to do activities on two days a week after school and also for five hours on a Sunday.

Matthew, aged 11, is a lively boy who likes cooking, crafts, going to the cinema and science museums. He has a chromosome condition which means his sleep is severely disrupted - exhausting not just for him but for his parents. Matthew's family gets a variety of support through their local council. This includes funding to employ a personal assistant for five hours per week to take Matthew out. They also use some of the resources to buy support from an out-of-school service.

"I used to have trouble getting someone to look after him. The best thing ... is having a personal assistant. Now I can work things round my needs and Frazer's and it's really flexible."

"I have more control over who is working with Matthew. And flexibility that is negotiated at our level. I can also talk to his befriender about weekends and extra babysitting. It is providing us with the respite that, as a family, we desperately need."

“If someone needs a guardian to keep them safe, then that will continue. But we’re keen to find ways to support people to be able to give consent and use all communication methods.”

Care Manager

Who is in charge?

The local authority is in charge of deciding if someone needs care or support and how much. Part of this will involve discussion with the person, and their family if appropriate, about what they want and how it should be provided. Once agreement is reached, the person who is eligible for the care and support should be in charge of directing that support.

Adults can get help to understand what is involved, to communicate their views in any way that suits them, and to manage the use of self-directed support. As long as they can understand and communicate their decisions, they can be in charge of their self-directed support – though others might do lots of the day-to-day work of managing it.

This means an adult can get as much support as they need – for example from their family and friends, advocacy workers, support organisations, their care manager, a trust or circle of friends. The key is to make sure that the adult is involved as much as possible and has the final say. Local authorities should start by assuming that an adult with a learning disability can agree to and use self-directed support. They should make it as easy as possible for someone to do this and for their family or others to support them with it.

If someone is eligible for children’s services, their parents (or those with parental responsibility) can agree to use self-directed support for children under the age of 16. Parents can also consent for a young person under the age of 18, if that young person lacks the capacity to do this.

Capacity and consent

Agreeing to use and manage self-directed support involves a legal decision and legal responsibilities. The person who gets support may become an employer or enter into a contract with an agency or others about the support that is to be provided.

Some adults will lack the capacity to make decisions about this – even with a lot of help. In these situations, it is possible for a guardian or someone with a power of attorney to consent on the adult’s behalf.

Guardians and attorneys are appointed under the Adults with Incapacity Act. This law makes it possible for others to take certain decisions on behalf of someone if an adult (aged 16 or over) does not have the legal capacity to manage money, property or welfare matters. Parents of children aged over 16 do not have these rights automatically.

“Our advice to families would be to have a circle of support, a person-centred plan and communication diary for someone, especially if they can’t speak.”

Some parents may already have taken out guardianship if their son or daughter needs help with decision-making. Others will wish to consider it in order to support their son or daughter to access the flexibility and choice that self-directed support can bring.

The Adults with Incapacity Act is an empowering law, not a restrictive one. It should not be used if there is another way to achieve the same benefit for an adult and capacity should always be assumed as a starting point. Even if the Act needs to be used, the adult should have as much say as possible in what happens. It is important that everyone first explores other ways an adult can be supported with their decision-making in order to use self-directed support.

Ways you can help

- If your son or daughter has communication difficulties, make sure that anyone assessing or working with him or her knows their preferred way of communicating their choices, including using aids or communication passports
- If others doubt your son or daughter’s capacity to make decisions and choices, then get advocacy support so their views are heard.
- Ask the local authority to provide information in a way that is accessible for your son or daughter. Tell them what would make it easier for your son or daughter to make sense of information.



S T E P H E N O L I
L O S C R I S T I A N O S C O U

Applying for self-directed support

How do you get self-directed support?

The key to any support is the assessment. Self-directed support is another way of arranging community care support for adult or children's services. Before anyone can get self-directed support instead of a service from the local authority, he or she needs to have a community care assessment or a children's assessment.

The local authority must decide if someone needs support services and how much it can provide. If it agrees that someone needs support, it will write a support plan and allocate resources. Most people who are eligible for community care or children's services can get a budget to arrange self-directed support instead if they want. It is also possible for the local authority to arrange part of the support in the plan and for the person to use self-directed support for some specific activities.

You can get self-directed support if you are

- A parent, or someone with parental responsibility, for a child under 16 who has been assessed as needing children's services
- A disabled adult, aged over 16 years, who has been assessed as needing community care services
- An older person aged 65 or over, who has been assessed as needing community care services.

A guardian or attorney can also access self-directed support for someone who does not have the capacity to consent to arranging his or her own services.

Once the local authority has agreed that someone is eligible for support it should talk to the person and their family about all the options for how that could be arranged, including using self-directed support. The local authority should also work out how much money or resources can be allocated and where these resources might come from.

"The social worker was the key. Lesley's advocate also helped. They built a good case for Lesley's needs and they stressed it was preparation for when we, her parents, were no longer around."

Thinking about assessments

Before an assessment, it is important to think through exactly what someone needs and what they want to achieve. Think about the kind of support that would make a difference to your son or daughter or other person you care for. What will support their independence and wellbeing and how would they like to spend their time?

Does he or she want support to do things around the home, take part in hobbies or sports, get a job or do voluntary work, be more active, go to college, go out more and meet friends? Does he or she need help with personal care like bathing or getting dressed? Would a short break provide a chance to learn some independence as well as a 'breather'? Is there a piece of equipment that would make life easier?

All of these things are possible when someone has self-directed support. It cannot be used to pay for residential care. However, it can be used for short breaks and respite.

Family or unpaid carers who provide support or assistance to a child, relative or friend are also entitled to a carer's assessment. This can be important in ensuring the needs of the whole family are taken into account. It will look at what could help carers to continue in their caring role. It can also highlight whether a regular break might help both you and the child or adult you care for.

The local authority has to decide if someone

is eligible for support and how much. It sets priorities and will target resources towards those with the highest level of needs and who are most at risk if no support is provided. However, it also needs to ensure that it provides support that enables people to manage their own lives and be active citizens and which will prevent crises happening in future. It uses a set of eligibility criteria to make sure that access to care and support is as fair as possible.

Ways you can help

You can assist your son or daughter by:

- Talking to them about what support they need to do things at home, during the day and at evenings and weekends
- Helping them to think through what they would like to do in the future
- Helping them to start thinking about the outcomes they want in their life and different ways to achieve these outcomes
- Inviting others who might know your son or daughter well to contribute ideas too - for example their circle of support if they have one
- Asking your local authority for a copy of the eligibility criteria and how the assessment process works
- Asking for a carer's assessment so that it's clear what you can contribute and what will help you to support your son or daughter or other person you care for.

*“Work out what you really need.
Take time to prepare your plan.
Be ready to negotiate.”*

Making a support plan

Once the local authority has agreed your son or daughter is eligible for support, it needs to work out a support plan and allocate some resources or a budget.

If your son or daughter wants to use self-directed support, he or she may be asked to complete a Self Assessment form and help to write their own support plan. This may seem a little daunting but it is one of the areas where they can get as much help as they need. The aim is to give them as much control as possible over the way that the budget is spent and how support is arranged.

The support plan needs to offer choice and flexibility. Often, people focus on a number of hours of support. However, the key is to identify the outcomes that are wanted.

For example, one outcome might be to achieve regular time apart for the person and their family so the family carers get a break and the person gains some

independence and enjoyable experiences. There are lots of different ways to achieve this. The support plan should leave enough room for someone to be creative and flexible about how the outcomes will be met.

Other examples of outcomes might be increasing independence and skills in preparation for leaving the family home, improving or maintaining physical fitness and health, sustaining and extending friendships and social opportunities, developing community networks and preventing isolation, or getting a job.

The plan should also set out the arrangements for managing the budget and who will do this.

Find out more

Lothian Centre for Inclusive Living has a self-assessment checklist and forms on its website that can help you identify what support you might need and help you to prepare for a community care assessment. See **Useful resources**, page 26.

“We had to sign an agreement with the council that said what the self-directed support payment would be used for.”

Having a budget

With self-directed support your son or daughter will have a self-directed support budget – an amount of money - that they or you can use to achieve the outcomes in the support plan.

Sometimes this is called an individual budget or a personal budget. The money in this budget can come from different sources. The main source is a direct payment - money from the local authority social work department instead of it providing a service. The budget can also include funding from the Independent Living Fund, and some or all of disability benefits that are meant for care needs like the Disability Living Allowance care component.

Personal contribution

When someone gets a care service arranged by the local authority, it will do a financial assessment to decide how much, if anything, the person should pay towards that service. It is just the same with self-directed support. The local authority will assess an adult in the usual way and decide how much, if anything, they should contribute towards the self-directed support budget.

Any financial assessment should look only at the resources of the person receiving the service. For parents of disabled children, this

means the parents. For adults with learning disabilities this means the adult – not their parents or carers.

All local authorities have a charging policy that sets out how someone’s personal contribution for their care is calculated. Ask your local authority for a copy of its policy if you are not sure how any personal contribution is worked out.

Using the budget

People can use their budget in different ways. For example, it can be used to:

- Buy a service from a care agency
- Employ staff
- Buy support from a self-employed person
- Buy equipment
- Buy a service from your local authority or another authority.

A person can choose to split the budget and use it in different ways – for example they can buy a service from a care agency with part of the money and also employ someone for a few hours to assist with another need.

If your son or daughter has a self-directed support budget they must use this to buy or arrange the kind of support or activities that will achieve the outcomes that have been agreed in the support plan. They

cannot use it for anything that they want. But they can be creative. For example, if your son is a football fan he might buy an extra season ticket so someone can accompany him to football matches each week. This might achieve the outcome of engaging him more in the local community through the local supporters club and give family carers a break at the same time.

Usually the money in the budget must go into a separate bank account so that it can be tracked, unless the budget is very small.

Once the support plan and budget have been agreed, the local authority will draw up a self-directed support agreement. This will state which of the needs and outcomes in the plan will be met by self-directed support. This forms a contract between the person and the local authority. Once this is signed the person can start using the budget to arrange their support in the way that suits them best.

Find out more

The CIPFA guide for local authority finance managers has an example of a self-directed support agreement. See page 26.

“Make sure you include everything in your plan, as you won’t get to spend your money on things that aren’t in the plan. Don’t assume you can spend it on anything you like.”





Using self-directed support

Employing your own staff

Most people use the self-directed support budget to either buy a service from a care agency or to employ their own staff. Lots of people employ their own staff because they like the amount of flexibility and control this brings. It can be especially useful if you live in an area where services are difficult to access – for example in rural locations, or if the right service for you does not exist.

If you or your son or daughter employ your own staff then you have legal and other responsibilities. This includes recruitment, induction and training, dealing with tax and payroll, having relevant insurance, and knowing about workers' rights. The local authority will also expect staff to be police checked and it can advise and help with this. It will also give guidance on suitable rates of pay.

You can get other help with being an employer. SPAEN (Scottish Personal Assistants Employers Network) or your local support organisation can supply templates for advertisements and job descriptions, and employment contracts. You can adapt these for your particular needs or those of your son or daughter. You can also buy tax and payroll services from these organisations or others and the cost of this can be covered in the self-directed support budget. See page 23.

Your son or daughter may want to employ a relative if that person knows them well and they feel comfortable with him or her. There are rules on employing relatives or their partners or spouses because of the potential for a conflict of interest. You must seek advice and get permission from the local authority before employing a relative.

All workers have rights and expectations – for example to a minimum wage, an employment contract and to be treated fairly. People who are using self-directed support to employ workers may never have been employers before or managed staff previously. It can be useful to get some training and support on how to supervise and manage staff as well as how to develop positive working relationships. Again, the local support organisation can help.

“The social work department gave me a list of people I could contact but most were companies. I didn't want a company doing it. I wanted a personal touch.”

“At the time, it was coming up to the school holidays. I found a playscheme that would take a child with additional needs but he had to have his own worker. I asked Frazer’s primary school if any of the staff were interested in a job for four weeks. One of the classroom assistants said that she would take him to the playscheme. It worked out really well and I’ve employed her ever since.”

Using a self-employed worker

It is possible to buy a service from someone who is self-employed. In this case, the self-employed worker is responsible for their own tax, insurance and training. The worker must also provide a service agreement, evidence of their self-employed status and appropriate training, written statements about insurance cover and acceptance of responsibility for paying tax and national insurance. Someone using self-directed support cannot ask a worker to be self-employed in order to avoid becoming an employer. However, in the right circumstances, using a self-employed worker may be the best option for some people.

Ways you can help

- Find out what help is available with staff recruitment and employment from your local support organisation or local authority.
- Help your son or daughter to follow safe recruitment and employment practices and to understand what being a good employer means.
- Get advice from the local authority if you want to employ a relative.
- Get advice from the local authority or support organisation if you want to use someone who is self-employed.

“The main challenge was identifying a personal assistant but I did not have to advertise. I found one through personal contacts. If I was advertising I would target the support assistants in special schools, and the local information service for families.”



Find out more

Lothian Centre for Inclusive Living has an Employer Responsibilities Checklist on its website. Or ask your local support organisation. See page 26.



How Tim and his family found his staff

"We advertised in the local press – the papers with a wide circulation were the best – not just the really local ones. The job description was very detailed so we shortened it, but made it more positive and used words like 'You can do something worthwhile for someone else...' - but still making it clear what Tim's needs were."

"We kept changing the advert to be more specific. I heard a radio programme about "How to get people to say yes" and I revamped the advert. The difference in the response was amazing. Suddenly I had 23 applications.

"We put something about training in the advert because staff are looking for this and we also featured this on the recruitment day."

"When people phoned up, we sent them an application form and asked them to come to a recruitment meeting in a hotel and bring their form with them. We were looking for one full-time worker and two part-time workers. Twelve people said they would come, and eleven came. "

"We welcomed them and gave them activities to do. We got them to introduce themselves and say why they were there. Then we gave them an ice-breaker – to see who was willing to move about and who was confident and outgoing. We put them into three groups and said to them "How many uses can you find for a paperclip?" and we asked them to give us feedback. We also asked "What will you bring to the job and what do you want out of it?" They all did this individually and then they all shared the information with each other."

"It was hard to decide who to choose. We were looking for people who talked to Tim and whom he felt comfortable with. His brother talked with Tim about which three he had chosen, then made a list and we also made a list. We chose the ones that we all agreed on. Now we have trained the initial team and are employing some of the others as sessional workers."

Other ways to use the budget

Some people use their budget to buy support from an organisation with experience in delivering the kind of assistance they are looking for. Often people will start by doing this and then perhaps move on to employing their own staff later.

Organisations that provide care services have to be registered with and inspected by the Care Commission. Inspection reports can be found on the Care Commission website and all care services must meet national care standards. This includes providing information about their services and charges to help people decide whether to use the service or not. This information must be written in plain English and available in accessible formats. Your local authority or support organisation will be able to give you a list of care services in your area.

If you use an agency or organisation, you should have a contract with them that states clearly what services are being provided, the terms of the contract, and the costs.

There is no need to be restricted to care services or care providers. Remember, the idea of self-directed support is to enable people to be creative and flexible about arranging support and activities in order to meet the outcomes in the support plan as well as being active in the community. So, for example, if your son or daughter wants to achieve better health through improved fitness or relaxation, then they might spend some of the budget on swimming lessons. It might also be used to buy pieces of equipment or pay for days or weekends away for your son or daughter, with appropriate support, to give both of you a break. It doesn't have to be complicated.

"At first we bought a service from a care organisation. We had good staff but then they left and the organisation found it difficult to recruit others because of the shift pattern. So Lesley continued to use the organisation for support on a Sunday but recruited someone directly for the evening shifts during the week."

"We use a care provider as we didn't want the hassle of employing staff. We are still in control even though we use a provider."



“To start off with the admin was quite intense and took about 8 hours per month. It now takes less than 2 hours a month.”

Keeping records

The local authority must check from time to time that the budget is being spent effectively. This means that anyone using self-directed support and anyone helping them to manage it must keep accurate and relevant records.

The type and amount of records to be kept and the level of monitoring will depend on the size of the budget and how it is being used. There will be more records and more monitoring if someone employs staff, for example. There will be more checks when someone first gets a budget to make sure the right systems are in place for managing this. The local authority will tell you what information you need to keep, how the monitoring will be carried out and how often. There needs to be a check at least once a year.

The local authority must look at two things. It must check the financial records and audit these. This monitoring is usually carried out by its finance department. Secondly, it must check whether the outcomes in the support plan are being achieved and how. This monitoring is usually carried out by a care manager. Both sets of monitoring will be co-ordinated. The key aim is to make sure that the self-directed support is being used to deliver the outcomes that were agreed in the support plan.

Ways you can help

- Set up a folder with the paperwork and file all records and receipts.
- Keep everything in date order
- Think about other ways you can evidence how your son or daughter is achieving or moving towards the outcomes they want in their life – for example photos, a diary.

“The Council would spot check in the early days to see what was happening. Now there’s just quarterly returns and an annual audit.”

“You have to record the cheques, money received and payments made. You need to reconcile this to the bank statement every month. All payments are made by cheque. If you focus and take your time then it’s reasonably simple.”

“Everyone needs a circle of support as this is a help for families as well – then looking out for the person doesn’t just rest on the shoulders of the parents.”

Getting help with self-directed support

Some families and adults with learning disabilities find the idea of self-directed support daunting. You may think that it is not something that your son, daughter or other relative can do. Or that it would be too difficult for you as a family.

You do not have to do this alone. Every local authority must make sure that people who use self-directed support have access to advice and practical support. This might come from the local authority itself or it can fund an independent support organisation to do this.

Remember, adults with learning disabilities can get as much help as they need to manage self-directed support. This can come from advocacy workers, care managers, local area co-ordinators, circles of support, user-controlled trusts, family or friends. In some circumstances, it can also come from any staff the person employs or from the care agency that they use.

Self-directed support does involve some administration and record-keeping. It is possible to do all this yourself but many adults or family carers prefer to get assistance from a local support agency, especially if they employ their own staff.

Ask your local authority what support is available in your area for people thinking about or using self-directed support. There is a list of support organisations at www.selfdirectedsupportscotland.org.uk.

Find out more

The CIPFA guide for local authority finance managers gives more advice about record-keeping and how monitoring should work (see page 26).

“I get great support from the local support agency. They provided a folder of information at the beginning and registered me with the Inland Revenue. If you want, they’ll interview people for you but I didn’t want that. But they did a job description and an employment contract and went through it all with me and the worker. They also do the payroll for me every four weeks. It costs me £25 per month for this service but it’s worth it and it comes out of the budget. I prefer knowing that they’re there to keep me right.”

A photograph of two women in a kitchen. The woman in the foreground has short black hair, wears glasses, and a grey top, smiling while holding a large white milk jug. The woman in the background has blonde hair, wears a red top, and is looking down. A white refrigerator is open on the left side of the frame. The background wall has a pattern of small square tiles.

Finding out about self-directed support

“My advocate and social worker helped me to write away to the local authority and ask for self directed support. I knew about it through my advocate.”

What to do next

If you are the parent of a disabled child, ask your local authority for more information about support for children and families. If you are not currently receiving support, ask for a children’s assessment and a carer’s assessment. If you already have services for your child ask for a review and say you want self-directed support.

If your son or daughter is a young person or adult then talk to them about what they want to achieve and what they want to be in charge of. Talk to them about self-directed support and what it means. There is an easy-read guide, *You are in charge*, available from ENABLE Scotland. The Scottish Consortium for Learning Disability has also produced a DVD, *Self-directed support: what it means to you*, that you can use together. See page 26 for other sources of information and advice.

If your son or daughter needs support but is not currently receiving this, they or you can ask for a community care assessment. If they already receive services arranged by the local authority, ask for a review and about the possibility of switching all or part of this to self-directed support. Remember to ask for a carer’s assessment as well.

Get more advice and help if you need this. You might find it helpful to talk to other individuals and families who are already using self-directed support. Sources of information and support can include the local support organisation in your area, advocacy groups, the local area co-ordinator, carers groups, your social worker or care manager. You may be able to think of others.

Care services are changing. More people can be in charge of building the supports and networks that they need to have a good and active life. Your son or daughter can have this choice too.

“I used to get a befriending service through the social work department but that didn’t work out. I told the social worker she had to do something and she told me about self-directed support and that I could employ someone direct. I thought I had nothing to lose.”

Where to find out more

Useful resources

Directing Your Own Support: A User's Guide to Self-Directed Support in Scotland

Scottish Government, April 2009
Tel: 0131 244 4778 or download from: www.scotland.gov.uk/Publications/2009/03/27111350/0

A Guide to Self-Directed Support (SDS) in Scotland

Scottish Government, March 2009
A short leaflet describing how to access self-directed support.
www.scotland.gov.uk/Resource/Doc/265754/0079569.pdf

Self directed support: direct payments – a guide for local authority finance managers

CIPFA, 2009. Also contains useful advice for individuals using self directed support.
Download from: www.selfdirectedsupportscotland.org.uk

Self-directed support: what it means to you

Scottish Consortium for Learning Disability, 2009. DVD format
Tel: 0141 418 5420

An easy guide to direct payments

Scottish Consortium for Learning Disability, 2005. Booklet and audio version available
Tel: 0141 418 5420 or download from: www.sclcd.org.uk

A parents' guide to direct payments in Scotland

Contact a Family, November 2007
Tel: 0808 808 3555 or download from: www.cafamily.org.uk/pdfs/directpaymentsscotland.pdf

- **Employer responsibilities checklist**
- **Things you will need to know: self assessment**

Checklist and examples of forms to help you think about what and how much assistance you need. There are other useful resources on the LCIL website also.
Lothian Centre for Inclusive Living
Tel: 0131 475 2350 or download from: www.lothiancil.org.uk/



You are in charge: being in charge of self-directed support

A companion easy-read guide to this booklet. Tel: 0141 226 4541 or download from www.enable.org.uk
Audio version also available.

Further information and a list of local support organisations is available on the Scottish Government's Self-Directed Support website www.selfdirectedsupportscotland.org.uk .

Useful organisations and contacts

Care Commission

Compass House,
11 Riverside Drive
Dundee DD1 4NY
Tel: 01382 207100/0845 603 0890
Web: www.carecommission.com

ENABLE Scotland

2nd Floor, 146 Argyle Street
Glasgow G2 8BL
Tel: 0141 226 4541
Email: enable@enable.org.uk
Web: www.enable.org.uk
Enquiry line open Mon-Fri 1pm-4pm

in Control Scotland

Room 16, Adelphi Centre,
12 Commercial Road
Glasgow G5 0PQ
Tel: 0141 225 1668
Web: www.in-control.org.uk

Local Area Co-ordinators (LACs)

See SCLD website below for a list of all LACs.

Scottish Consortium for Learning Disability (SCLD)

Room 16, Adelphi Centre,
12 Commercial Road
Glasgow G5 0PQ
Tel: 0141 418 5420
Email: administrator@sclcd.co.uk
Web: www.sclcd.org.uk

Scottish Personal Assistant Employers Network (SPAEN)

Suite G4, Dalziel Building ,
7 Scott Street, Motherwell ML1 1PN
Tel: 01698 250280
Email: info@spaen.co.uk
Web: www.spaen.co.uk

Self-Directed Support Scotland

c/o GCIL, 117-127 Brook Street,
Glasgow G40 3AP
Tel: 0141 550 7459
email: info@sdsscotland.org.uk
Web: www.sdsscotland.org.uk



"I'd say to anyone that's considering self-directed support to go for it."

"I would say to other parents to make sure they understand what it is all about before committing to it. If your child needs a more individual approach then its flexibility does work to your advantage."

"Having self-directed support has made a big difference to me. I really trust my personal assistant and she's never let me down."



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