
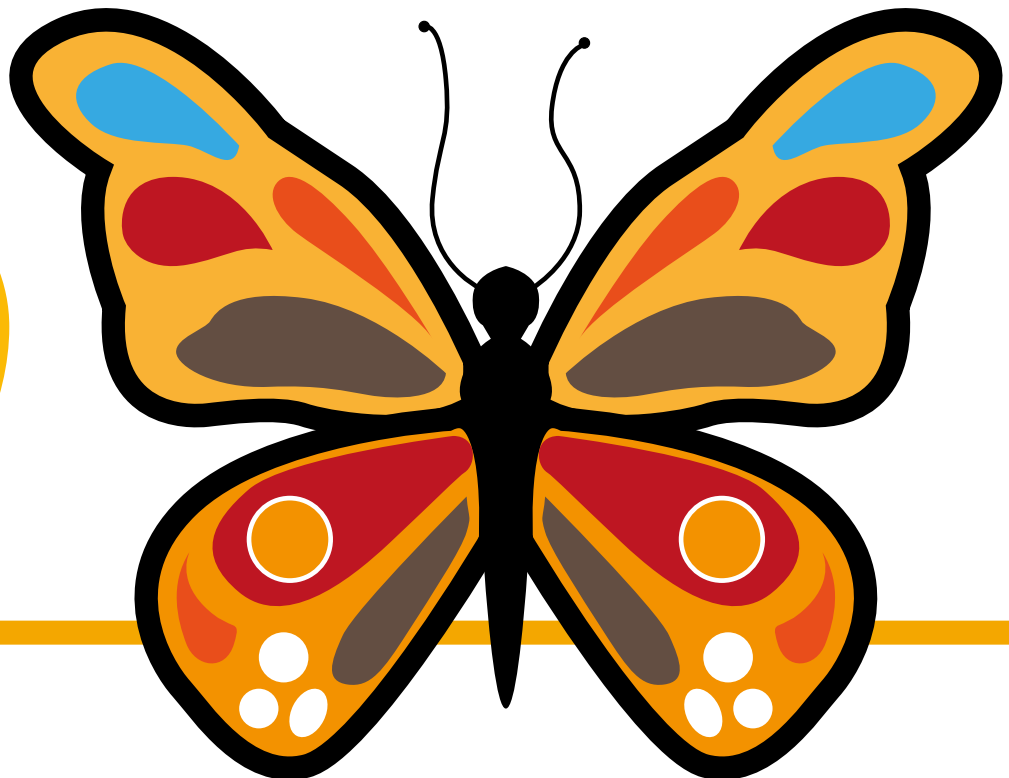

Personal Budgets

Supporting children and young people
with special educational needs and disabilities.



**A guide for
parent/carers
and young
people**





We are pleased to have been involved in producing this information on Personal Budgets in partnership with Rutland County Council. We hope you find it helpful!

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Introduction

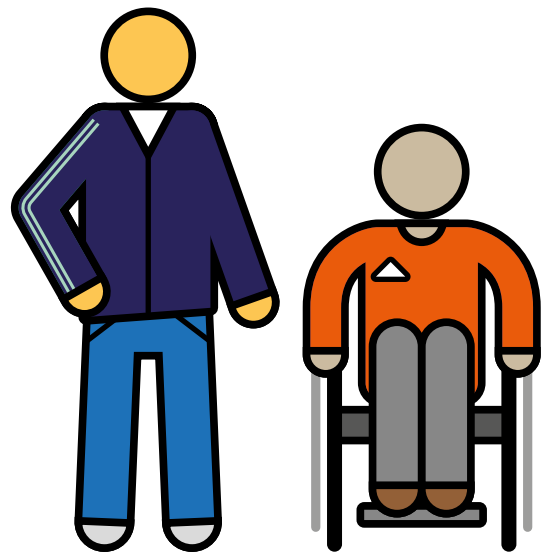


Being a parent/carer is a rewarding experience but it can be tough, especially if your child or young person has a special educational need and/or a disability (SEND). Some families may need extra help and support to help them and this can sometimes be given as a personal budget at the parent's or young person's request. Having a personal budget puts the family and/or young person in control of how they are supported. It can give them choice over who provides that support to make sure it suits the family and meets their individual needs. Having a personal budget can also promote greater independence for young people.

Every family is at the centre of any discussions to find out and agree what help is needed. Help is put in place to improve a child or young person's life both now and in the future; for example a personal assistant may take a young person shopping which will develop confidence and independent skills to help them now as well as later in life.

What is a personal budget?

Once the help and support have been agreed, a budget value is then approved by Rutland County Council and/or the health service to provide this. This fund is known as a personal budget. A personal budget is different for each child or young person. The positive changes or outcomes expected as a result of the support will be written in a person's Education, Health and Care Plan or a Social Care Child in Need / Care Plan. A personal budget may also be used to access the Aiming High Short Break Scheme. The scheme aims to help build children and young people's confidence, independence and social skills whilst also giving parent/carers quality time to do other things.



Families with a personal budget will:

- know how much funding is available to them to organise their support
- have more say in creating a plan for how needs will be met and positive change made
- have a choice over how the money will be held and managed.

Personal budgets may be available to provide education, health and social care support and further details of each are explained later. It may not always be possible to have a personal budget for some services which are provided as part of a wider contract and cannot be separated out. This can include large contracts for services such as speech and language services and physiotherapy which may be in place with the NHS, a school or college.

How a personal budget works

How do families receive a personal budget?

There are 3 different ways a personal budget can be provided to a family:

1

A notional budget or commissioned service is when the local authority and/or health service hold the funds and buy the support or services. This is the case for most children and young people. It may be possible to give information about the amount of funding available being used to buy the agreed support.

2

A direct payment is money paid to the family to buy and manage the support that is agreed and is usually provided on a pre-paid card.

3

A third party managed arrangement can be put in place so that an organisation or a person chosen by the family are given the money and help the family to manage it. The money is paid directly to the third party who takes responsibility for looking after it but the family is still responsible for the correct use of the money.



Most families will receive their personal budgets using a combination of the above with some of the agreed support being provided by Rutland County Council and some support being provided by a direct payment.

Who is eligible for a personal budget?

Children or young people who are receiving support or services as part of their:

- Educational, Health and Care Plan
- Social Care Child in Need Plan
- Aiming High Short Breaks Scheme
- Children and young people receiving Children's Continuing Care



When can I request a personal budget?

The current Special Educational Needs and Disability (SEND) Code of Practice states that young people and parents of children who have Education Health and Care plans have the right to request a personal budget when:

- Rutland County Council has completed an Education Health and Care (EHC) needs assessment and confirmed that it will prepare an EHC plan
- during a statutory review of an existing EHC plan
- a Continuing Care Assessment is being drawn up or being reviewed.

Families will be asked during the completion of these documents if they know about and want to use a personal budget. Details of how the personal budget will support positive changes and outcomes as well as the provision it will be used for, including any flexibility in how it is used, will be contained within Section J of the EHC plan.

Who decides if I can have a personal budget?

The special education needs panel will decide if you can have the agreed support or services in your EHC plan as a personal budget. The Panel is made up of people from Rutland County Council, the health service and schools in Rutland.

A personal budget for the Aiming High Short Breaks Scheme is available to all children and young people who meet the current criteria which is detailed on the Local Offer and in a separate leaflet.

For those children and young people who have Continuing Care from the health service, the local [Clinical Commissioning Group \(CCG\)](#) will decide if this can be made available as a personal budget.

What happens if my request is refused?

A personal budget for education or care provision may be refused by Rutland County Council where providing it would have an adverse effect on services for others or would not be an efficient use of resources. In these situations, Rutland County Council will work with the family to make sure services are still personalised and meeting the needs of the child or young person. If Rutland County Council refuses a request for a personal budget to be paid as a direct payment, they will explain the reasons for this and explain the right to request a formal review of the decision in writing.

Where the Clinical Commissioning Group decline a request for a direct payment for health provision, they must set out the reasons in writing and provide the option of a formal review.

Will anything change when my child turns 18?

Personal budgets are also an important part of the Care Act which focuses on the achievement and wellbeing of people who are over 18. The adult social care service at Rutland County Council must carry out a transition assessment for all young people who may have care and support needs as an adult. The assessment must involve the young person and will determine if he or she is likely have care and support needs once they turn 18 and how these may be met. If a personal budget is agreed then a financial assessment will be completed to see if there will be a weekly contribution towards the support that the young adult will need to pay into the direct payment account, as this will form part of their weekly budget. This contribution is based on the income of the young adult.

Young people who have been identified as having complex needs over and above core NHS services and may continue to need Continuing Healthcare funding at the age of 18 will be highlighted to the Personalised Commissioning Team who will review their health needs to see if they will be eligible for NHS continuing care for adults

Personal budgets and education needs

All families who have an Education Health and Care (EHC) plan to access education may request a personal budget.

However, the Special Educational Needs and Disability (SEND) Code of Practice clearly states that the cost of a school or college placement is not available as a direct payment. Most education and support is received as a commissioned service.

Where Rutland County Council has agreed to provide transport, some families may be able to choose to have a personal transport budget and then organise this themselves. This could, for example cover a travel pass for an adult to accompany a child on a bus, the cost of a personal assistant to walk with a child to school or mileage costs. This gives families the option to provide the best method of transport and may give a family flexibility to develop independent travel skills at a pace that suits their child. A personal transport budget may be refused if this would have an adverse effect on services for others or would not be an efficient use of resources.

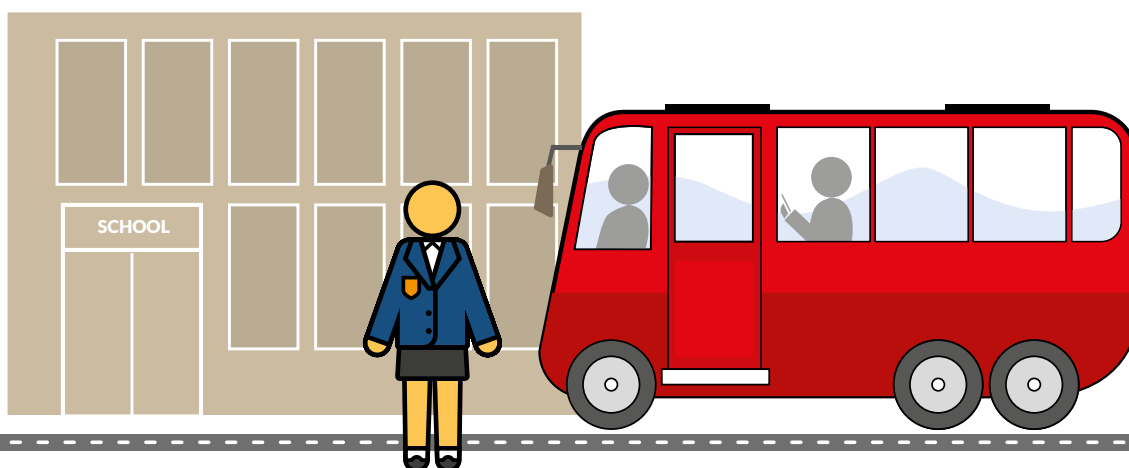
The SEND Code of Practice states that families will not be able to access a personal budget to

pay for something the school or college already provides and is part of an agreed school place or contract. This may mean that the availability of a personal budget may be different in a mainstream school versus a special school where higher levels of support may be part of the agreed placement.

Most children and young people with SEND do not have an EHC plan. They attend a mainstream school or college, are supported by the resources available and do not need any additional support over and above what the school or college provide. However, schools and colleges can still apply to Rutland County Council for further funding if they feel this is necessary. The money used to pay for this is referred to as 'high needs block' funding and is paid by the local authority directly to the school or college. Sometimes it is possible for the school or college to agree to release some funding for a personal budget where it is clear that:

- this will help to meet the needs of the child or young person
- this will help achieve their desired outcomes
- the release of these funds has no adverse effect on other children or young people.

Please contact your case officer or email send@rutland.gov.uk to discuss further.



Case Study

Katie has anxiety and was disengaged from much of her learning. She was on roll at a local college but attendance was poor and she was making unwise choices. The Sustainable Land Trust is a local alternative provision which Katie visited with her parents. Their mission is to create and secure sustainable landscapes that meet human needs and provides City and Guilds opportunities for young people in the following areas:

- skills for working and life
- land based studies
- countryside and environment
- heritage and traditional crafts
- environment and sustainability.

Following discussion with Katie and her parents, she now attends two sessions a week to help rebuild confidence and re-engage her in education. A personal budget was provided by Rutland County Council in the form of a direct payment. The financial, behavioural and attendance agreement was drawn up between Katie and the Sustainable Land Trust giving her choice, control and responsibility.

Please contact your SEND case officer for further details or to request a personal budget relating to education on send@rutland.gov.uk



Personal budgets and health needs

Most children and young people with special educational needs and disabilities (SEND) do not need any more health support than is available through health services in the community such as GPs, pediatricians, hospitals, school nurses etc. However, there are a small number of children and young people who do need more support because they have a complex, long term and or life limiting condition resulting in severe physical or mental health needs.

Children and young people with this level of need may have 'continuing care needs' and have had a Continuing Care Assessment. Where these health needs are identified they will be included in the Education, Health and Care (EHC) plan. The family can ask for a [personal health budget](#) for the support to meet these needs but most services, such as physiotherapy and speech and language are received as a commissioned service as these are part of large contracts already in place.

[Please contact your health professional for further details or to request a personal health budget.](#)

Integrated personal budgets

Families may choose to have a personal budget for more than one element of their support. For example, personal budgets for health and social care needs can be joined together as an integrated personal budget. Health and Social Care professionals would work together to make sure the integrated budget will meet both health and social care needs. This can be beneficial as in many complex cases these needs can only be met when these services work effectively together.

Stephen

Stephen has a diagnosis of Duchenne Muscular Dystrophy. He is completely immobile, relying on others for all moving and handling needs as well as breathing support at night. Stephen was very reliant on his mother and he had very little independence. He did go to an overnight and day care provision, but felt there were lots of carers there who didn't know him well or understand his needs. He preferred to be at home surrounded by familiar things. Stephen was attending college part time, relying on his mum to collect him and had very few other opportunities to mix with his peers. He felt quite self-conscious about his condition and his need for help with self-care such as toileting.

Choosing to have a personal health budget gave Stephen and his mother much greater independence and the ability to choose who and when would support them. Stephen built up a friendship with the new carers as they were similar in age and enjoyed encouraging him to access social activities he wouldn't have previously considered.

Stephen's self-care, hygiene and dignity was achieved but he also grew in confidence as did his aspirations. He began to go to college independently either with carers or in an adapted taxi, which helped his self-esteem and he went on to learn to drive an adapted car. Stephen and his mum were also able to access an activity break by taking a carer with them, providing increased independence for Stephen and a break for mum. Aromatherapy sessions were also funded to reduce pain and help muscle relaxation which Stephen found a great benefit





Personal budgets and care and support needs - Aiming High Short Break Scheme/Social Care.

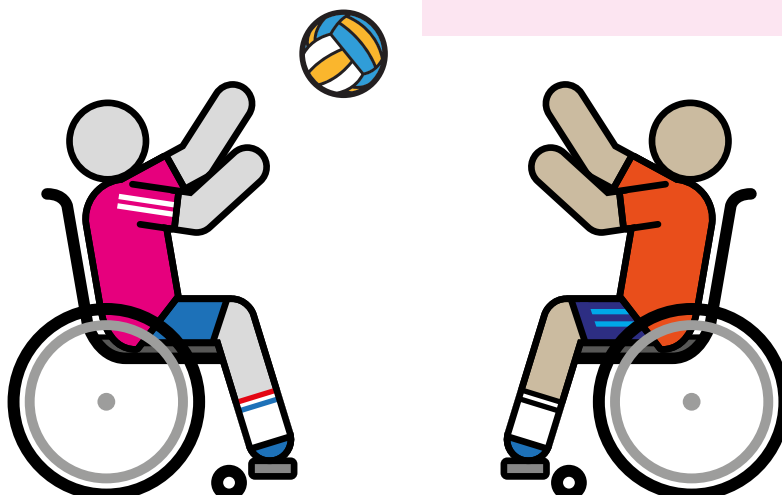
Most children and young people with special educational needs and disabilities (SEND) get involved in their local community and attend activities and groups. Some children and young people with SEND need more support to go to activities and get involved in their community and families get support from [Aiming High](#) and/or children's social care.

Aiming High Short Break Scheme

This scheme provides positive opportunities for children and young people with SEND to spend time away from their families and provides parents/carers with a valuable break from their caring responsibilities. Parents can apply for a budget to help meet their child's individual needs and interests. This can also include more support to join in sport and leisure activities. Many families use the funding to employ a personal assistant to support their child in their local community.

How can we help?

The Aiming High Short Break Scheme is provided to families who meet the criteria detailed on the Local Offer, in the form of a direct payment.





DAVID

David

David has recently been seen by a paediatrician and is now on the neurodevelopment pathway as he is showing persistent patterns of behaviour associated with ADHD. David loves football but struggled to keep focused at a local club session. His family qualify for the Aiming High Short Breaks Scheme as they are in receipt of high rate disability living allowance for his care. The family use their direct payment to employ a personal assistant who takes David to the park to play football every Saturday morning. David looks forward to this every week as he gets the opportunity to play his favourite sport without getting into trouble and at the same time his parents can spend quality time with his younger sister. Once David has developed his football skills and strategies to remain focused, he wants to re-start the session at the local club.

Social Care - Child in Need (CiN) Plan or Early Help –Team around the Family (TAF) Plan

Rutland County Council has a legal duty to safeguard and promote the welfare of disabled children by providing appropriate services to them. If Aiming High support is not enough to meet a disabled child's needs, an assessment may be completed by a social worker or an Early Help Worker. A meeting or home visit will be arranged with the family to discuss needs and the outcomes that the children and families want to see. Families will also be encouraged to make best use of their own resources, unique skills and networks within the community to help meet their needs. A plan may be agreed to provide additional support and services, which will usually be provided by a commissioned service or a direct payment.



PAULA


Paula

Paula is 13, has autism and communicates with signs, pictures and noises. Following an assessment it was agreed that Paula needed more opportunities to become involved in her local community to start developing independence skills and that her family needed breaks from their caring role. A personal budget was agreed to support 2 hours per week with a personal assistant and an overnight stay once a month at her school. A direct payment is paid to the family on a monthly basis so that they have control over when and who provides this support.

Please contact the Early Help team if you wish to discuss a personal budget for your social care or early help support on

earlyhelp@rutland.gov.uk

or 01572 758493



How can we help?

Direct payments

A direct payment (DP) is money paid to families to buy their own support and services. All families who are using the Aiming High Short Break Scheme get a direct payment for this. Some families will have requested a direct payment for other elements of their personal budget. Having a direct payment brings extra responsibilities and although help is available, some families may not feel this is the best option for them.

How do families receive direct payments from Rutland County Council?

The agreed amount of money will be available on a pre-paid card. The pre-paid card works in a similar way to a debit card except that the money is transferred in advance to the card account by Rutland County Council. The card operates like a bank account, can be accessed online or by telephone, can be topped up by the family and has no overdraft or cash withdrawal facility. All card transactions are recorded automatically which means it is easy for families and Rutland County Council to monitor spend.

Families are sent full details of how to activate and use the card once direct payments are agreed and a help desk is available for any questions or issues.

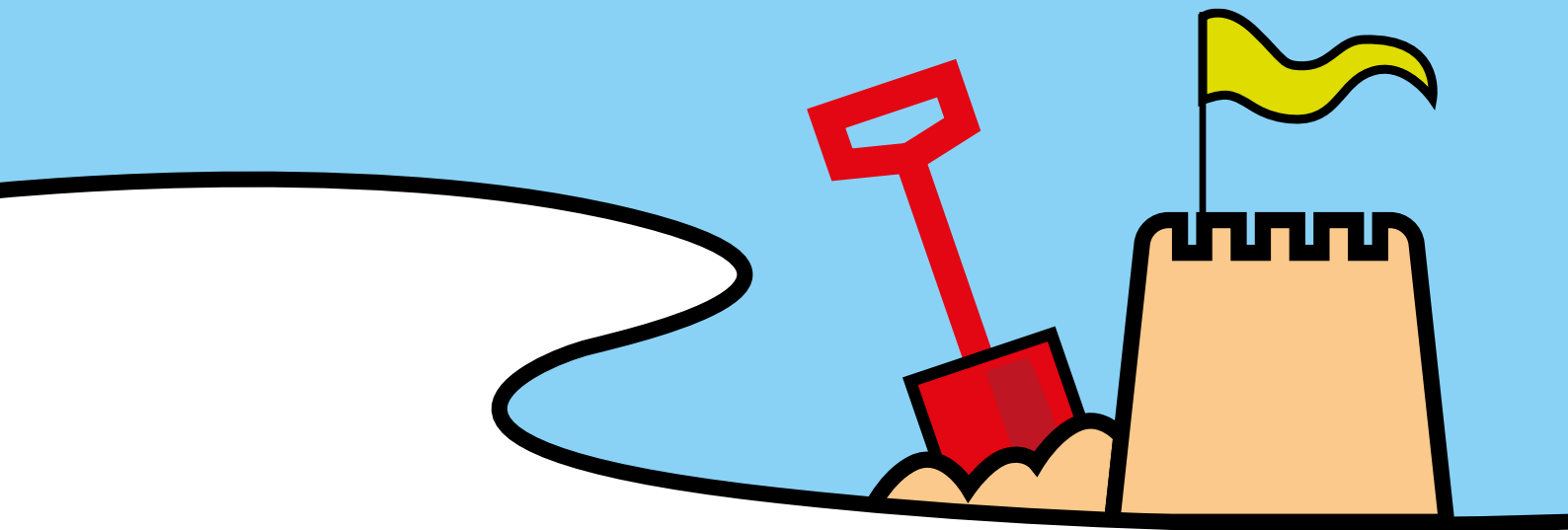
If you are unable to manage direct payments there is the option of a managed account which will be managed on your behalf but still allows you to have a direct payment and control over the support your family receives. The additional costs for this service would need to be agreed as part of your plan.

What can direct payments be spent on?

Direct payments can be spent on support or services agreed in the child or young person's Education, Health and Care (EHC) plan, Child in Need (CiN) plan, Team around the Family (TAF) plan or Continuing Care plan. Short Break Scheme (SBS) direct payments can be spent to help cover additional costs a child or young person with special educational needs and disabilities (SEND) may incur when on a short break. Full spend guidance can be found on the Local Offer and in the SBS booklet.

Direct payments can only be used to meet the agreed outcomes in a child's plan or in line with the Short Breaks Scheme guidance. Spend must be agreed in advance but examples could include:

- salary for a personal assistant (PA) to provide 1:1 support hours to access the community
- salary for a personal assistant (PA) to provide 1:1 support hours for support in the home
- public and employer liability insurance
- agency staff
- training for personal assistants relevant to their role
- equipment or resources to help with accessing the community
- 1:1 swimming lessons where a child or young person struggles in a group due to their SEND



The law states that direct payments may not be used for:

- services provided directly by the council
- school or college placement
- employing close relatives who live in the same household (except in exceptional circumstances and with prior agreement)
- long-term residential care
- meals, food, clothing
- illegal activities
- gambling, alcohol, tobacco and other substance misuse
- accommodation, housing costs or household bills
- travel to health appointments and associated costs

What are my responsibilities?

- before you receive any direct payments, you will be asked to sign an agreement which confirms that you will only spend the funds on the agreed services and support
- you may be asked by Rutland County Council or the CCG for details of how you have spent the funds at any time
- you will be expected to keep detailed invoices and receipts to prove how you have spent the money
- if you choose to employ a personal assistant there are further responsibilities which are explained later.

How are direct payments monitored and reviewed?

Rutland County Council must monitor that the direct payments in place are still sufficient to secure the agreed provision, are being used effectively and are being used as per the signed agreement at the following stages:

- within the first 3 months of payments starting
- at re assessment or annual review of an EHC plan
- prior to each Aiming High Short Breaks payment

After each review Rutland County Council will:

- increase, maintain, reduce or stop the direct payment
- substitute the person receiving the direct payment with a nominee, parent or young person
- require the family to stop employing a certain person due to concerns regarding the level of service provided

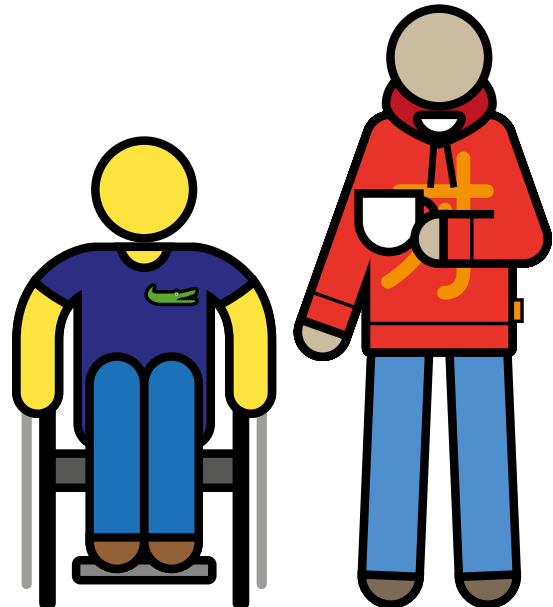
Personal Assistants

Many families choose to use their direct payment to employ a personal assistant.

What is a personal assistant?

A personal assistant (PA) is someone who is employed to provide everyday care and support for adults, children or young people. This may include:

- personal care
- helping someone access their local community
- supporting them to get the most out of activities
- helping them to develop independence skills such as cooking, using public transport and shopping.



How do I find a suitable personal assistant?

Rutland County Council keep a Personal Assistant Network. This is on the Local Offer and is a list of personal assistants who work locally, have a DBS check, positive references and access to training and support. Rutland County Council do not fully vet these people and it is still your responsibility to go through a thorough recruitment process to make sure they are suitable to work with your family.

You may also choose to recruit a personal assistant from your local community and look at advertising at your child's school, the local shop, community centre or Job Centre. You may employ a friend or family member, excluding those who live in your household, but families should also consider what the normal, unpaid level of support they may expect from that friend or family member.

If you choose to employ someone not included on the PA Network, it is essential that you:

- ensure the personal assistant has an enhanced DBS check
- ask them to fill in an application form or see their CV
- ask for at least 2 references eg from previous employers
- let Rutland County Council know if you are concerned about his/her practice

How much do I pay a personal assistant?

This can vary depending on the skills and experience of the personal assistant, the way they are employed and the type of work you are expecting them to do. Self-employed workers have additional costs such as insurance, tax and national insurance so expect to pay them more than an employed personal assistant for whom you will have to pay their tax and national insurance. As a guide, social care direct payments are calculated by Rutland County Council based on an hourly rate of £11.50 to cover all your costs and if you choose to pay more, you may be expected to contribute. You must always pay the minimum wage for their age.

You should not pay for expenses for your personal assistant to get to your home or agreed meeting point however, there may be expenses that you will need to agree to cover such a mileage to a community activity with your child or entrance fees. Mileage should be paid at the HMRC rate (currently 45p per mile). You will need to check in your plan and agreement if this can be covered from your direct payments or if this is a cost that you will need to cover yourself.

Becoming an employer

When you recruit and employ a PA, you are the employer and are responsible for following any legal requirements that go with employing staff. We advise you to use the following guidance and good practice to ensure you keep within the law as well as keep your family safe.

Key questions to consider when thinking of employing a personal assistant (PA)

1. How do I employ a PA safely?

Recruitment

Getting the right person to support your child is essential. This starts with your search for a PA which should include:

Job description – you will need a simple job description (JD) explaining what is expected of them. This will help you clarify what roles and skills you need and help potential PAs decide if they may be suitable for the role.

Advertising – if you choose to advertise, this should be brief and include the type of work, hours per week and rate of pay. You should send anyone who enquires a job description before they apply.

Applications – you can ask for a CV or an application form and accompanying letter stating the skills they have to support your child.

Interviews – you can make this an informal process and you might consider having a friend or relative with you to provide support and a second opinion. Have some questions ready and decide if you would like them to meet your child at this stage.





References - request two referees from potential PAs to help make your decision. At least one of these should be their most recent employer. Ask the referees in writing to comment on the candidates previous experience, suitability, performance, reliability and positive attitude.

Final checks

You will need to check that your potential PA has the right to work in the UK by seeing relevant documents. Details can be found at <https://www.gov.uk/prove-right-to-work>. You will also need to get an enhanced DBS check completed. If the PA is happy to be added to the PA Network then please request this through your main contact at Rutland County Council who can start this process.

2. What insurance do I need?

As an employer you have a legal duty to insure against accidents or injury to your staff, or accidents or injury caused by them while they are working for you. When employing a PA you must take out:

- Employer's Liability Insurance
- Public Liability Insurance

Employers' Liability Insurance will insure you against your PA having an accident or becoming ill as a result of working for you, in cases where you might be held liable. Public Liability Insurance covers you against any damage or injury caused to someone else by you, your child or your PA while they are working for you.

There are insurance companies specialising in policies for families employing PAs which are detailed in 'Useful contacts' section of this document. Sometimes employer's liability insurance and public liability insurance can be included in a comprehensive household policy so it is worth speaking to your current insurance company.

3. How do I keep everyone safe?

You need to make sure your PA stays safe and healthy whilst doing their job. The best way to do this is to regularly complete a risk assessment. This will note any risks relating to the work that your PA will be doing and ways of minimising these. This may include training to understand your child's behaviours, use of specialised equipment when out in the community etc. You must also make sure that any accidents are recorded and ways of preventing things happening again discussed. Templates are available at www.skillsforcare.org.uk/.

You should make sure you have regular conversations with your PA so that you both feel comfortable raising any concerns or issues.

Ways of employing a personal assistant (PA)

1. Self-employed worker or care agency

Most families prefer this route as this is the easiest option. If you choose to use a self-employed PA or a care agency, they will be responsible for dealing with their own tax and national insurance. You will pay the PA once they have invoiced (usually monthly) for the work they have completed.

You must confirm they have:

- proof that they are registered as self-employed with HMRC (UTR number)
- Public liability insurance
- business use insurance on their car, MOT and tax on their vehicle (if they will be using their car to take your child out)
- current DBS certificate (dated within last 3 years)

Once you have found a suitable PA, you should create and agree a basic contract of employment setting out your expectations, place and hours of work, pay, cancellation arrangements etc. You will not need to pay sick pay, holiday pay or pension payments if your PA is self-employed.

2. Employing directly

This route can be far more complicated and not ideal for some families. If you are choosing to employ a PA directly then there are more responsibilities to consider. Families are often concerned about the responsibilities around payroll and prefer to pay for a service to administer any payroll requirements on their behalf. This can include all tax, national insurance and wage slip requirements. Families need to pay for this service and make sure they allow for this charge within the direct payment budget or other funds.

Payroll

If you choose to do your own payroll, you will need to register as a new employer with Her Majesty's Revenue and Customs (HMRC). A payslip must be given to your employees each time you pay them. This must include:

- gross earnings
- net pay, any deductions from their gross earnings
- how they are to be paid.

You must not pay less than the National Minimum Wage.

Tax and National Insurance

As an employer you will be responsible for paying any employer's national insurance contributions that are due. You will also have to calculate any tax and national insurance contributions due on behalf of your employee. When you pay your employees, you will need to deduct any tax and national insurance from their wages and pay it to HMRC. HMRC provide you with all the information you need in order to make these calculations. These calculations and your employer year end return can be done online.

HMRC have a special department to help you with all the details of tax and national insurance. They can go through all the paperwork so that you are confident in dealing with it. The service is free of charge. The team is called the Business Support Team.

Contract of employment

For each person that you employ directly you must have a contract of employment. This document clearly states each other's responsibilities. This is very important because it gives details of employment rights, responsibilities and duties - these are called the 'terms' of the contract.

Providing a pension

All employers must automatically enrol certain workers into a workplace pension scheme and make contributions towards it, however many PAs do not qualify for automatic enrolment as their gross earnings do not reach the threshold.

Guidance on all these responsibilities as well as maternity leave or redundancy can be found at [Skills for Care](#).



Advice and support

Where can I get more information about employing a personal assistant (PA)?

Skills for Care is an independent charity and their website provides clear advice for anyone looking to employ a PA. The information covers recruiting PAs, employing PAs, contract information, day to day management of your PA and sorting out any problems. The website provides detailed information to help you interview PAs and many useful templates including job descriptions, letters, contracts of employment, risk assessments, safety in the home checklist and training needs. This information covers both self-employed and employed PAs.

What support is available locally to help manage direct payments?

Rutland County Council are able to help by:

- providing support and advice about becoming an employer
- providing information about the Short Breaks Scheme via the Aiming High service
- signposting to insurance and payroll companies
- updating the online Rutland Personal Assistant Finder to help you find a suitable PA
- signposting to independent advice, support and relevant information

Where can I get independent advice, support and information?

SENDIASS Rutland (Special Educational Needs and Disabilities Information Advice and Support Services Rutland) provide free, impartial and confidential information, advice and support about education, health and social care.

This service is for parents or carers of children and young people with SEND and for young people and children themselves. Their service is available by telephone, email and face to face. Contact details are on the [Local offer](#)

[Contact](#) are a charity for families with disabled children. They “support families with the best guidance and information.” Contact also aim to bring families together to support each other and support families to campaign, volunteer and fundraise to “improve life for themselves and others.”

Council for Disabled Children (CDC) have an [online library](#) of resources that you can access to find out more about disability policy and practice which includes a selection of materials specifically written with parents in mind.

[Her Majesties Revenue and Customs](#) (HMRC) has information relating to your financial responsibilities when you become an employer.

Useful contacts

Rutland County Council cannot recommend or approve a particular payroll provider, insurance provider or any other 3rd party management company. The list is an example of these type of providers.

Payroll service

[Disability Direct](#) offer independent living payroll and managed account services amongst their services.

[PayPacket](#) offer a payroll and pension scheme to support individuals to receive direct payments.

[Care in Finance](#) offer a payroll and managed account services amongst their services

There are other providers available.

Insurance services

There are insurance companies who specialise in offering a variety of insurance products specifically for those who employ a personal assistant.

<https://www.fishinsurance.co.uk/>

<https://markbatesltd.com/>

Contact your current household insurance company as they may be provide this service.

Many other insurance companies can be found through insurance comparison websites.

Jargon Buster

Aiming High Short Breaks Scheme – Rutland County Council scheme to fund short breaks for families who meet eligibility criteria

Assessed need – a need highlighted through an assessment process such as ‘development of skills to care for themselves in the future’

Child in Need (CIN) – children who need local authority services to maintain a reasonable standard of health or development

Clinical Commissioning Group (CCG) – responsible for the planning and arranging of health care services

Continuing Health Care - package of care for people who are assessed as having a primary health need

DBS check – record of a person’s criminal convictions and cautions – carried out by the Disclosure and Barring Service

Education, Health and Care Plan (EHC plan) - outlines any special educational needs a child has, and the provision needed

Employer – company, small business, individual etc who directly employs someone

Employer liability insurance - insurance against an employee having an accident or becoming ill as a result of working for you

Gross earnings - an individual’s income before taxes and deductions

Her Majesties Revenue and Customs (HMRC) – Government department responsible for collecting taxes

National Insurance (NI) - compulsory payments made by employees and employers

Net earnings – remaining income after all taxes and other expenses have been paid

Outcomes – changes to a child or young person’s life that they would like to make

Positive outcomes – the positive impact that services have on a child or young person’s life eg increased confidence, making friends

Payroll service – independent company that specialises in every aspect of the payroll process and provides support and guidance to employers

Personal assistant (PA) – someone who is employed to support children, young people and adults with care and support needs

Public liability insurance - insurance against any damage or injury caused to someone else by you, your child or your PA

Pre-paid card – debit card preloaded with funds

Self-employed – someone who works for themselves rather than an employer

SEND Code of Practice - statutory guidance for organisations that work with children and young people with SEND

SENDIASS - Special Educational Needs and Disabilities Information and Support Services Network – provides confidential help and support to parents/ carers and children young people

Service provider - company or organisation that provides services to the public

Get in touch

If you require further information or would like to speak to someone about your personal budget, please call

01572 758390

or email

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Rutland
County Council