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 **What is the role of the Suitable Persons Service?**

If an individual has been assessed as lacking the capacity to consent to Direct Payments there may be a Suitable Person (as defined in the Social Services and Well-being (Wales) Act 2014) who can receive Direct Payments to purchase care and support on behalf of the service user and to oversee the management of the care being delivered. In instances where an individual does not have someone in their network that is able or appropriate to take on this role, the local authority can purchase a Suitable Person via a Suitable Person Service.

MMI Trading with care will become the commissioned service to act as a ‘suitable person’ when required and to manage and support the direct payment arrangement entered into on behalf of the direct payment recipient. The Suitable Person Service will become the employer of Personal Assistant (PA) on behalf of the client and will act on behalf of, and in the best interest of, Direct Payment Recipients (Clients) to the Service.

**Service Aim**

The aim of the Service is to work collaboratively with the local authority and others to deliver a **Suitable Person Service** in accordance with the requirements of Social Services and Wellbeing (Wales) Act 2014 and in accordance with best practice.

On a practical level this will mean the following activities are met by MMI Trading with Care:

**For the Client**

* Create a Trust Circle arrangement for the client, social work team and key people in the client’s life, including a Trust Circle Agreement for all parties.
* Ensure Home Employment Insurance is in place to safeguard the client and PA.
* Support the client to apply a contribution to their Direct Payment if required.
* Ensure HMRC tax requirements are met each month.
* Process timesheets and payroll for the PA on behalf of the client.
* Manage annual leave requests for the PA and ensure cover is in place if required. If no cover is available, the Suitable Person Service will make the Trust Circle aware to discuss alternative support.
* Carry out relevant employment checks on the PA.
* Manage the Direct Payment account and keep financial records.
* Work towards achieving positive outcomes for the Client as set out in their Care & Support Plan.
* Review the support provided via regular reviews and observations with the PA to ensure the client is supported appropriately and as required.
* HR support for employment law issues.

**For the employee**

* Ensure employment paperwork is in place including Right to Work.
* Ensure relevant checks are completed i.e. references and DBS checks.
* Issue payslips and ensure wages are paid on time.
* Support the employee with training requirements and learning opportunities.
* Track and approve annual leave and source cover for the PA’s absence.
* Carry out Health & safety checks to ensure a safe working environment.
* Pension enrolment and contribution.
* Provide coaching and mentoring in their role.
* Regular Reviews and Observations.
* Employee Support Programmes.
* ID Badge.
* Lone Working Support programme.

**Additional Information**

**Office hours**

Mon to Friday 9:30am to 5pm

01639 812 528 - Option 2

**Out of hours**

Email dpteam@mmitwc.co.uk or mobile 07496 512506

**Travel Expenses**

If you are a Personal Assistant and you use your vehicle during your work hours you will be entitled to claim back your expenses, this **does not** include your travel to and from work or travel to training locations. If you are requested to attend a meeting, required training etc you will be entitled to be paid only for the time spent at the meeting or training.

**Ways to claim back**

You will either:

Claim back directly from the client or designated family member or claim back via MMI. You must record your journey details accurately and include dates, reason for journey, odometer readings. We will also need to check that you have the correct paperwork in place i.e. MOT, insurance including business use, a full and clean driving licence. These checks will need to take place **before** you are allowed to use your vehicle.

Where the Court Deputy Service is involved for managing the finances of the client, we are required to send your claim to the Social Worker for authorisation and onto Court Deputy to process, before payment can be released. This may take up to 2 weeks after you have submitted your claim form.

Payment can only be made by MMI Trading with Care in the form of a bank transfer.

**Reimbursement for attendance at meetings, training etc**

If you are required to attend a meeting or training as part of your PA role you will be able to claim this back via the timesheet, this should be discussed beforehand with MMI.

***MMI Trading with Care – Our Team***

**Anita Tomaszewski** – Suitable Person

**Jennifer Williams** – Business Manager/Director
**Laylah Ayres –** Team Manager

**Alison Jones** – Case Officer
**Jayne Perkins** – Case Officer
**Seren Crowley** – Administration Assistant