

Policy Circular

Document No 29/07

Owner: Strategy & Communications Directorate

Subject: Bank / Public Holiday Costs

Version: 2 of 2

Last Amended: June 2010

Date Reviewed: June 2010

Next Review: June 2012

1.0 Background

It is quite common for care providers to ask for additional monies for support that is provided on a bank or public holiday. This is to cover extra wages required to secure care provision during unsocial hours.

2.0 Policy

ILF can pay an additional amount for extra costs incurred for care provided on either a bank or public holiday provided this will not take package costs over the annual maximum sum limit (see ILF payments policy).

It is normal to see costs increase to time and a half or double time during such periods however this is only a guide and managers should use their discretion if costs higher than this are requested.

Local custom may dictate different or higher costs are met on days other than formally recognised bank holidays. If a user incurs such a cost ILF may cover this providing it is clear that all individuals in the local area would be charged the rate and not just the ILF user.

Independent Living Fund

Equinox House, Island Business Quarter, City Link, Nottingham NG2 4LA

Tel: 0845 601 8815 or 0115 945 0700, Fax: 0115 945 0945, Textphone: 0845 601 8816

Email: funds@ilf.org.uk, Website: www.dwp.gov.uk/ilf

The Independent Living Fund is an Executive Non-Departmental Public Body of the Department for Work and Pensions

3.0 Procedure

Bank holiday costs may be included in a manner that best suits the user and their care package. This may mean that costs are requested as and when they occur or are included as an average within the weekly costs. If costs are included on a weekly basis this should be recorded to avoid any potential future double funding situations arising.

The onus of responsibility lies with the user to inform the ILF if extra monies are required for bank/public holidays unless an agreement has already been made that ILF will automatically include extra costs when a bank/public holiday occurs.

It will not be necessary for evidence to be obtained to prove the costs have been incurred, a telephone call, E-mail or written information will be sufficient unless the case-holder or manager has a reason to suspect some fraudulent activity or there are concerns that costs appear particularly high.

It should be remembered that bank/public holiday dates vary between England, Wales, Scotland and Northern Ireland. For details of dates visit the following web-pages: Bank holidays and British Summer Time : Directgov - Government, citizens and rights and Scotland.gov.uk

4.0 Source

Trustees meeting 12 September 2007

5.0 Cross References

Holiday entitlement policy
ILF Payment policy

6.0 History Date Reviewed

1 June 2010

Equality Impact Assessment

Screening Template

This preliminary impact assessment form is to help you screen your policy, project, function or new service. It should help you consider whether a full Equality Impact Assessment is required by looking at whether there is a potential negative or positive impact on any of the equality groups, if there is an opportunity to promote equality, and whether further data is needed.

Title of policy, project, function or service:

Bank- Public Holiday Costs

Short description of aims and objectives

This policy covers requests for Extra Funding to meet additional care costs incurred during Public Holidays

Thinking about each group below, does (or could) the policy, project, service or function have an impact on members of each equality group? If so, how?

Equality Group	Yes – negatively	Yes – positively	Unclear	No impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Socio-economic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

What information or research has been considered in judging these impacts?

ILF trust deed limits.

You should consider a full Equality Impact Assessment (EIA) if:

- (a) you feel one or more equality groups will be negatively impacted by the policy, project or service, or
- (b) there is an opportunity to promote equality and eradicate discrimination.

You may also consider further research if it is unclear, at this stage, what the impact may be.

Based on your findings, is a full EIA required?

Yes

No

Please provide a short summary of your decision-making below:

The policy recognises that disabled users employing either agencies or personal assistants are likely to have to pay higher rates for care during Public Holidays. The ILF will agree to fund the extra costs of this provision provided that the overall annual cost of care remains within the Funds maximum permitted payment.

This policy has a positive impact in ensuring that users are able to meet these extra costs and can consequently have continuity of care.

Notes:

- The completed EIA Screening Template should be sent to Jon Duckworth, User Liaison Manager for approval by the Equality Impact Assessment Board (EIAB).
- We will contact you with any comments or queries about the completed form.

**This form was
completed by:**

Keith Turner