

## Glossary

Term	Explanation
Appropriate Person	When an individual lacks the capacity to understand the requirements of a direct payment an 'Appropriate Person' can be appointed under a best interest decision.
Direct Payment	When an individual chooses to take the equivalent cost of care as money and arrange their own services to meet their eligible outcomes
Employer	A person in receipt of Direct Payments that employs their own personal assistants with a contract of employment under PAYE
Employment Agency	Recruitment agency that sources Personal Assistants for individuals in receipt of a direct payment.
Exceptional Circumstances	An exceptional circumstance can be agreed to employ a family member living in the same house as the individual if the eligible needs can not be met by the resources available to the local authority.
Managed Account	A bank account opened by a third-party provider to receive the funding on behalf of the individual receiving a Direct Payment and pay invoices or personal assistants wages on their behalf.
Micro Enterprise	Group of Personal Assistants working together to meet the needs of numerous individuals.
Nominated Agent	A person nominated by the individual to take on the responsibilities of the direct payment on their behalf. The individual must have capacity to understand what they are asking the nominated agent to take on to make this decision.
Nominated Agent - paid	For individuals that have no family to take on the role, or if the package is so complex that it is unreasonable to expect a person to take on this role, we can pay an independent nominated agent to take on the responsibilities of the nominated agent.
PA Database	Database of Personal Assistants held by the SDS Team. Adverts of individuals looking for a PA via a Direct Payment are emailed weekly to all Personal Assistants to enable them to apply if interested.
Payroll Services	The provider acts as the representative with HMRC to ensure all tax, national insurance and pensions are calculated correctly to enable the employer to pay their personal assistants. The service will also complete any necessary returns and provide information as requested by the HMRC and Pension Service on behalf of the Employer.
Personal Assistants (PA)	A person employed directly by the direct payment employer to meet their eligible social care needs. The Employer is responsible for deducting their tax, national insurance and pension and paying it over to HMRC.
Personal Assistant Self Employed (SEPA)	A person who is self employed and provides a service to the Direct Payment recipient to meet their eligible social care needs. The SEPA is responsible for paying their own tax and national insurance, provide a service contract with the individual and must have their own public liability insurance.
Personal Budget	Total cost of an individual's care including Commissioned Services, Respite and Direct Payment.

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Resource Allocation System (RAS)	A budget calculation system to enable individuals taking up a Direct Payment to have an indicative budget to enable them to plan and organise their support in line with the Care Act.
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