

# EnhamDirect.

The newsletter for Direct Payment Clients in the **Leicester** region

Spring 2011

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## The Enham Leicester Direct Payments Team



**LISA MALONE**  
Senior Advisor/  
Deputy Manager



**BERYL FONDAM**  
Direct Payments Advisor

Beryl Fondam is my name and I joined the Enham crew on 1/04/09. Prior to this, I worked as a Direct Payments Duty

Advisor. While I studied for my degree, I worked at the Independent Living Project as a support worker/warden.



**RASHIKA NATHWANI**  
Independent Living  
Payroll Advisor



**MICHELLE GOODCHILD**  
Direct Payments Advisor

My name is Michelle Goodchild and I have worked in Enham's Direct Payments Department since 2009. I previously worked in the same capacity.



**IRENE CHAND**  
Direct Payments Manager



**HARSHA PANDYA**  
Payroll Assistant

Hi, my name is Harsha Pandya and I work as a payroll administrator. I joined Enham on 1 April 2009. I love my job and the challenges that come with it everyday.



**JANKI PATEL**  
Payroll Administrator

### Training dates

Wed 6 April	10:30am–12:30pm (refresher) 1pm–4pm (new Trainees)	Moving and Handling	Carers, Employers & Personal Assistants
Wed 27 April	10:30am–12:30pm	Direct Payments Awareness Training, Questions & Feedback	Suitable for all
Wed 18 May	10:30am–12:30pm	Health & Safety	Carers, Employers & Personal Assistants

All training is carried out at Enham's Leicester office. Please contact **0116 261 0468** for more information or to book your place.

### Diary date

Leicestershire & Rutland County Athletics Disability Competition-Quadrathon on Wednesday 6 April for more information please call Rob Snart on **0116 233 3037** or visit [www.irsport.org.uk](http://www.irsport.org.uk)

### Contact us

For further information on the Payroll Service and our Direct Payments Service, please contact us: **Enham Direct Payments Support Service, Unit 9, Entrance D, Leicester Business Centre, 111 Ross Walk, Leicester LE4 5HH. T: 0116 261 0468. F: 0116 258 2510. [www.enham.org.uk/directpayments](http://www.enham.org.uk/directpayments)**

Our telephone lines are now open for out-of-hours support. Clients are also welcome to drop into our office, or make an appointment to see us.

#### We are open:

Monday, Wednesday and Friday 8.30am to 5pm  
Tuesday and Thursday 8.30am to 6pm  
Saturday 10.30am to 1pm

We welcome suggestions and comments on this newsletter so that we can improve future issues. If you have any comments please email: [directpayments.leics@enham.org.uk](mailto:directpayments.leics@enham.org.uk) or telephone: **0116 261 0468**

## Enham's Direct Payments Support Service is perfect for Mrs. Chotai

**Mrs Shantaben Chotai who is 72 years old and suffers from rheumatoid arthritis, is one of Enham's clients.**

Mrs Chotai was using a commissioned care provider and she was not very happy with their service. She decided to give them notice and hoped that the commissioned care provider would find her a better care agency. Mr Chotai was advised by the social work team that if they couldn't find an agency, Mrs Chotai would have to go into a home until an agency was put into place. Mr Chotai phoned the Enham Direct Payments office and spoke to an advisor who helped him find a suitable agency with carers who speak Gujarati. Enham's advisor provided all the relevant papers for Direct Payments on a home visit. The assessment was carried out by the agency and the care started in August 2010.



Mrs Shantaben Chotai

“We are very happy with Enham's Direct Payments Services in how very quickly the care was put into place for my wife, they have supported us in any queries we have”, said Mr Chotai

## Enham Direct Payments team work with Leicester City Council on the Right to Control Trailblazer pilot

**Trailblazers are areas where the Right to Control is being tested; they are a partnership between a local authority, Jobcentre Plus and local disabled people's organisations.**

The Right to Control is a new legal right for disabled people; it will give them more control over not just specific social care but also housing and employment support. Making it easier for individuals to join up the support they require.

A disabled person is entitled to the Right to Control if they live in a Trailblazer area, are aged 18 or over and are a new applicant for one of these support services:

- Access to Work
- Adult Social Care
- Disabled Facilities Grant
- Supporting People
- Work Choice

Individuals that already receive support from the Independent Living Fund and live in a Trailblazer area will be contacted about how they can have more control over their support.

For more information please contact Leicester City Council:

Tel: **0116 252 8882** Email: [right-tocontrol@leicester.gov.uk](mailto:right-tocontrol@leicester.gov.uk) Visit: [www.lcil.org.uk](http://www.lcil.org.uk)

## Payroll

At the end of March you will receive **64-8 form**. **PLEASE COMPLETE SIGN AND RETURN** as soon as possible. This form allows us to discuss any of your

tax or financial issues with HMRC over the phone or in writing. They will correspond directly with us and we will keep you updated .

*Thank you!*

# Confederation of Indian Organisations (UK)

## Work with the people of Leicester to prevent strokes

A stroke happens due to a clot or a bleed in the brain, causing brain cells to die. **A stroke is an emergency, call 999.** Early treatment saves lives and increases the chance of making a better recovery.

People from the African Caribbean and South Asian backgrounds are at higher risk of having stroke than any other community.

The signs of a stroke appear suddenly and most commonly include one or more of the following:

- Facial weakness
- Arm or leg weakness
- Speech problems
- Visual problems

Eating healthily, taking physical exercise, not smoking and ensuring blood pressure is normal, can all help to prevent stroke.

### Who delivers the Project?

The CIO (UK) was established in 1975 as a national body working to ensure the development and recognition of the role of the South Asian voluntary and community sector.

The CIO (UK) has maintained credibility in a number of diverse sectors and is well placed to make an impact at a national level on key decision makers. At the same time, it has maintained community links through its member and user organisations, as well as through effective community consultations and community-based research.

### Services provided:

- Arrange home visits
- Establish contact with various agencies to meet your needs
- Opportunity to join stroke survivors support group.
- Opportunity to join carers support group
- Organise presentation to raise awareness of stroke for your group or community
- To remove language barriers to enable more effectively Stroke communication



The CIO Team

For more information please contact:

**Vinod Kotecha**, Project Co-ordinator

Tel: **0116 261 1768 (Ext 3061 / 3062)**

Email: [info@ciostrokeproject.co.uk](mailto:info@ciostrokeproject.co.uk)

Website: [www.ciostrokeproject.co.uk](http://www.ciostrokeproject.co.uk)

Stroke helpline: **0845 303 3100**

## Top tips for good money management

### Employers PAs annual leave:

Ensure that PAs are completing holiday forms and take holidays over the year.

### Overlooked insurance renewals:

Remember to renew your Employers Liability Insurance. If you require assistance please call us and we will be happy to assist.

### Financial Returns:

Remember there are deadlines for the quarterly return. Please contact us in plenty of time if you require assistance and gather bank statements and receipts.



### Keep clear records of banked hours of support:

Ensure that you have not been invoiced for hours not taken. Remember use hours within the quarter.

### Timesheets:

Employers – ensure you have completed timesheets, expense and mileage forms for your Financial Returns. Timesheets should be signed – this is essential for 3rd party clients and payroll records.

Please let us know if you require any correspondence in a specific format, e.g. large print, audio. Please give us your email address if you prefer to communicate via email.

*Don't forget to book training and let us know if you are attending.*