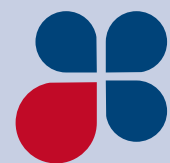


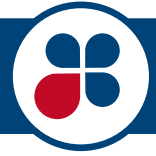
# Newsletter for Supported Persons and Carers

COVID 19 Edition



**take ctrl**

Your Self Directed Support Service  
in South Lanarkshire



# Home Working & Open for business!

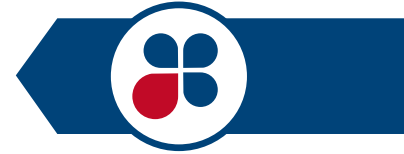
## **We hope that you are keeping well.**

Take Control South Lanarkshire staff have now been home working since the 23rd March and **we are still here to support you.** We have been working hard to ensure that we can continue to offer as close to a full service as we can, under the current circumstances.

We are doing this by phone, email and video call - if you want to arrange a video call, please phone us and we can arrange this with you.

This special edition of 'Your Self-directed Support Update' provides information about all the services we are still able to offer during this COVID 19 period. There are also updates included from the Scottish Government, PA Network and ILF Scotland.

Please contact us if you would like some of our information materials, have any specific questions about Self-directed Support or would like to make a referral to our service.



## In This Issue

What's happening at Take Ctrl ..... Page 4

Scottish Government Guidance  
for PA Employers - COVID 19 ..... Page 7

ILF Scotland Update ..... Page 8

PA Network News ..... Page 10

New Normal Survey ..... Page 12



# What's happening at Take Ctrl?

## How to contact us

The Take Control telephone number **01698 892 372** is still in use. The phone will be answered by one of our staff who will answer your enquiry, or pass you to the relevant member of staff.

You can email us at **infosl@takectrl.org.uk** or email the Adviser who is working with your Supported Person: **helen@takectrl.org.uk; sharon@takectrl.org.uk** or **agnes@takectrl.org.uk**.

British Sign Language (BSL) users can contact us via **www.contactscotland-bsl.org**.

**Information:** We have information packs available for anyone seeking information about Self-directed Support and/or our services. We can send this information to you by:

- posting a paper copy
- email.

If you require this information in another language or format, please contact the office on the number above.

**Helen – SDS Development Worker:** Helen can offer information and advice to anyone who would like to know more about Self-directed Support or who would like to have a discussion about how Self-directed Support might benefit you or, if you are a Carer, the person you support.



➤ **Support Team:** Agnes, Sharon and Louise continue to assist Supported Persons and their Carers on a 1-1 basis and even though we are working from home we can still offer support with all aspects of our service including:

- Recruitment
- Insurance
- Payroll
- Understanding the responsibilities of a PA Employer

We are still recruiting on behalf of Employers – we can help you write a job advert, post it on the Indeed job search website, and pass on any CVs for you to consider. We can help organise video call interviews using Teams or Zoom, and can help you organise socially distanced second interviews in person.

➤ **Personal Protective Equipment (PPE):** Take Control is co-ordinating requests for PPE from any PA Employers who are experiencing difficulty sourcing PPE from their regular supplier. We can provide one week's emergency supply of PPE for anyone who cannot source it through their usual routes. Please contact Louise on **01698 892 372** from Monday - Friday between 9.30am - 4.30pm.

Family Carers should phone Lanarkshire Carers' Centre on **01698 428090**. who will ask some triage questions to make sure the appropriate PPE is allocated and place an order on your behalf with the local Hub for delivery to you.



➤ **Free Sanitary Products:** We are also part of the Free Period scheme for provision of free sanitary products – call Louise on the above number and arrange to pick up a supply from the office.

➤ **Opening for Appointments:** While we are still offering our full range of services including recruitment and facilitating interviews by phone or video call, we are still waiting to hear when we can return to the office, and when we will be able to have visitors in. It is unlikely that we will be able to resume face-to-face or home visits any time soon. We will let you know as soon as we can have visitors again in the office, on a strictly appointment-based system. We will be in touch to let you know when we can offer this and how to book an appointment.





## Scottish Government Guidance - Options 1 and 2

The Scottish Government and Social Work Scotland have published detailed COVID 19 guidance, for SDS Options 1 and 2, as well as Frequently Asked Questions, for PA Employers. The guidance includes information about the flexible use of Option 1, funding care and support, access to assessments, self-isolation and shielding, access to PPE and much more. To access this document please click the links below.

- Covid-19: Guidance on Self-directed Support Option 1 and Option 2

- Frequently Asked Questions to accompany Scottish Government and COSLA Guidance on Self-directed Support Option 1 and Option 2 during the Coronavirus pandemic

If you have any examples of the Local Authority being flexible with budgets, please let us know as we are keen to publicise success stories. Alternatively, if you feel this is not the case, please get in touch and we will assist you with this.



## ILF Scotland Update

ILF Scotland have just published their first external newsletter, which can be found by clicking the ILF Scotland ribbon (right).

They are inviting funding applications for young people aged 16-25 with additional support needs to help with transitioning from school to adulthood. This may be for anything that will improve young peoples' lives, including driving lessons, IT equipment, training, or equipment to help start up their own business.

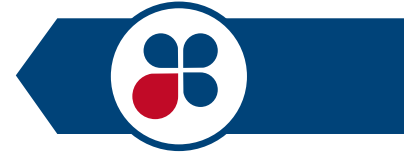
Their newsletter also contains up to date information about their current services and response to COVID 19.

Here are some of the main points:

- The ILF Operations Team are mostly working from home and can be contacted by calling **0300 200 2022**, or by email at **enquiries@ilf.scot**. You can find more information on the ILF website **www.ilf.scot**.
- From the 1st March 2020, and for a four month period initially, ILF Scotland can continue to pay all awards to allow recipients/award managers to continue to pay their PAs and care providers.







- If an ILF recipient needs to purchase alternative support because their agency or PA cannot provide this as normal, they can do so from another agency or PA and fund this from contingency/unspent monies. If sufficient sums are not available, ILF Scotland will consider, on a case by case basis, funding the additional costs for a maximum of 12 weeks initially, with the option of extending this further if required.
- ILF Scotland expect recipients to pay PAs the Scottish Living Wage rate of £9.30 from 1 April 2020 (previously £9.00). With prior agreement from ILF Scotland, recipients can also employ a friend or family member (including those living in the same household if this is the only option) temporarily as a PA to provide the replacement support that ILF currently pays for, but that person must be registered with payroll to comply with HMRC regulations.



## Personal Assistant and PA Employer: Online Get Together and Free Online Training

PA Network Scotland and Take Ctrl are hosting 'Get Togethers' for PAs and PA Employers. While we are unable to get together in person to hear your news, answer your questions and enjoy your company, we can get together via Zoom and keep connected during these challenging times. Bring your own cuppa & biscuits and find a comfortable spot to join us.

**Contact [helen@takectrl.org.uk](mailto:helen@takectrl.org.uk) or [S.Ledger@wea.org.uk](mailto:S.Ledger@wea.org.uk) for more details.**

PA Network are providing some free online training modules for PAs:

The Personal Assistants Network Scotland are offering a limited number of learning opportunities to Personal Assistants employed directly by the person they support. These online learning modules are via Social Care TV, the UK's first accredited e-learning provider for health and social care providers of all types. Each module takes around 90 minutes on average to complete and is made up of video teaching and questions to assess understanding.



Subjects available at this time are:

- Communicating Effectively
- Food Hygiene
- Health & Safety
- Infection Control
- Safe Administration of Medicines
- Safeguarding of Vulnerable Adults

To register an interest please email [palearning@wea.org.uk](mailto:palearning@wea.org.uk) with your name, contact number and Local Authority area. You will then be sent an enrolment form per module which must be completed prior to you being issued with registration instructions and login details. Certification will be issued via email upon completion of the online module.

We also ask that anyone taking part in the learning also registers with the PA Network at [www.panetworkscotland.org.uk](http://www.panetworkscotland.org.uk) using the stay informed button.

## “New Normal” Survey

As we work towards the “New Normal”, we would like to hear from you and how you would like us to do this. We have created a short survey asking about what information you would like from us, how you would like to receive it and how we can use new technology to keep in touch. We would love to hear from you, click the ribbon (right) to go to the survey.





## Get in Touch



Here are our contact details; if you would like to speak to us on video call, please contact us as below and we can organise a call for you:

### Take Ctrl South Lanarkshire

**Address:** 42 Campbell Street  
Hamilton  
ML3 6AS

**Phone:** 01698 892 372

**Email:** [infosl@takectrl.org.uk](mailto:infosl@takectrl.org.uk)

 [@takectrlsl.org.uk](https://www.facebook.com/takectrlsl.org.uk)

 [@CtrlTake](https://twitter.com/CtrlTake)

 [takectrlsouthlanarkshire](https://www.instagram.com/takectrlsouthlanarkshire)

