

Newsletter

Summer 2014 | Penderels Trust Newsletter

Welcome

to the Summer 2014 issue of
the Penderels Trust newsletter



A fond farewell after 27 years...

Twenty seven years after helping to set up Penderels Trust, Penny Collard, long-time Chair of the Trustees, and husband Peter, have retired from the Board.

Penny was also recently awarded the MBE for her services to Penderels Trust and Coventry Crossroads - a fitting tribute. Penny will continue to act as an advisor to the Board if necessary.

Staff and fellow trustees joined Jackie Wakelin, Chief Executive, in giving thanks to Penny and Peter for all they have done for the Trust during this time. They were

presented with a gift by Councillor Tim Sawdon, former mayor of Coventry, on behalf of Penderels Trust. The event was captured in print by Coventry Telegraph.

Penny said: *"I have been proud to be part of a worthwhile organisation, making a very real difference to people's lives... I can retire from the Trust with the knowledge that it is in excellent hands and will continue its support to disabled people and their carers."*

We wish them both well.

...and welcome



Ian Besant is our new Chair of Trustees.

Ian works as Head of the Employment and HR Team at Wright Hassall, a leading legal practice based in Leamington Spa.

Ian became interested in the work of Penderels Trust after supporting us to resolve an employment issue. We therefore welcome Ian to the board and look forward to working with him to continue the Trust's success.

Ian will be supported by Dick Harris who continues to be our Vice Chairman.



From left: Peter Collard MBE, Penny Collard MBE & Councillor Tim Sawdon.

The Jonathan and Julie Beecham Award

In our previous newsletter, we asked for nominations for The Jonathan and Julie Beecham Award.

This award was established by Terry and Jean Beecham in memory of their children, Jonathan and Julie, to support people with disabilities and to promote personal independence.

We had many very deserving nominations and Terry and Jean had a very tough decision to make. After much deliberation, this year's

award of £500 was presented to Riccardo Dotolo, a nine year old boy with cerebral palsy who is supported by our Wrexham team. The money was put towards the fund 'Riccardo's Journey of Hope' which paid for pioneering surgery in April this year.

We are very pleased to report that this surgery has been successful and Riccardo is walking for the first time with the aid of elbow crutches. Riccardo is now working really hard on his exercises to further improve his walking. *Well done, Riccardo!*



Could you make a difference to our future?

Following the recent changes to our Board of Trustees, we are seeking expressions of interest from individuals who may wish to become trustees.

We are particularly looking for people who use our services (or cares for someone who does). It is also preferable (but not essential) that you have some work or volunteer experience that you can bring to the Board.

To express an interest or for more information, please contact Ben Bilverstone on bbilverstone@penderelstrust.org.uk or 02476 511611.

A creative future for Chris



Chris exhibits some of his artwork at Hereward College June 2014.

The Penderels Trust team at Coventry would like to wish Chris Samuel all the very best as he starts his degree in Fine Art at DeMontford University in September 2014.

Chris has CMT which is a muscle wasting condition. When Chris started at Hereward College three years ago, he was feeling lost and unsure about what he wanted to do.

It was at the college that he discovered a hidden talent and passion for art. With the support

of his tutors, family and friends, Chris has gone on to exhibit his art around the country, feature in newspapers and speak at conferences. With this, he has re-discovered his zest for life and has flourished.

Chris' mother was his full time carer until her own ill health prevented her from doing this. At this point, his social worker put Chris in touch with Penderels Trust who has been supporting Chris ever since to manage his direct payment.

Good luck, Chris!

Birthday wishes

Penderels Trust would like to wish Jasma Hedman (known as 'Miss Pearl') a very happy 100th birthday for the 23rd July. Miss Pearl is supported by our team in Birmingham.



Updated Terms & Conditions for Personal Assistants

We have updated our template for Terms & Conditions for Personal Assistants (PAs) to reflect recent changes in employment law.

All employment advice and guidance we provide will be based on this updated version.

These changes include:

- A reminder that all staff should take their statutory annual leave requirement in the year.
- Hours worked by staff in addition to contracted hours do accrue annual leave entitlement. (You need to be careful about the amount of overtime you authorise as your

budget may not take this into account.)

- If you, as an employer, unexpectedly go into hospital or respite, your PA may be able to access a Statutory Guaranteed Payment once the retainer has run out.

A copy of the new terms and conditions is available for download from our website.

Please go to www.penderelstrust.org.uk, click on '**Advice**' and scroll down to 'Employment Law'.

The template can be found within this section.

Donate Now

on Website

You may have noticed that we now have a 'donate now' button on the home page of our website.

This is part of the drive to look at new ways of raising funds to help continue the ongoing success of the Trust.

Raising funds in this way allows us to be more flexible in developing services and finding more innovative ways of delivering those services. As a not-for-profit organisation, all funds raised will be used to support the work we do to enable people with disabilities to live independent lives.

Auto Enrolment Update

Auto Enrolment is a new law which states that every employer must enrol workers into a workplace pension scheme if they meet certain criteria (how much they earn, for example).

As auto-enrolment begins to get under way for Penderels Trust's own employees, we are starting to consider how it will be applied to your employees.

From June 2015, and for the next two years, there will be a rolling programme based on staging dates, which are determined by an employer's tax reference number. As employers reach their staging date, any personal assistants they employ who are over 22 and earning more than

£10,000 per annum, will have to be considered for eligibility for automatic enrolment in a qualifying pension scheme. (Other employees who may want to join a scheme, although they are not eligible to do so automatically, also have rights and options and must be considered.) Employers whose staging date is in 2015 may have already started to receive communications from the Pensions Regulator, but these do not require urgent action at present.

We want to make sure that there is an easy and uncomplicated process for the employers we support to follow so that they comply with the law. There are still some issues to resolve,

particularly around advice and guidance.

Once these have been resolved, we will provide details to employers as to what they need to do.

We hope to have this information available in the autumn.



For more general information about auto enrolment, please visit www.gov.uk/workplace-pensions

Payroll and Employer UPDATE

Statutory Sick Pay Changes

On 5th April 2014, the rules around Statutory Sick Pay (SSP) changed. Prior to this date, if your employee was off sick for four days or more and earned more than £110 per week, they were eligible for SSP. As a small employer, you were able to claim some of this payment back from HM Revenue & Customs (HMRC). You still have to pay your employee SSP but you will no longer be able to claim any money back from HMRC.

If you have an employee on long term sickness leave and are concerned that you will not have enough money in your direct payment account to cover the cost of SSP, you must make contact with your social worker without delay.

HMRC Quarterly Returns

It is really important that you make your quarterly return payments on time. If the payment is late, you will receive a penalty. If you use our standard payroll service, we will tell you how much you need to pay and when but you need to make the actual payment. It must be received by HMRC by the due date (19th of the month in which it is due) so you need to arrange payment a few days before. The due dates are detailed on your payroll planner. If you use our BACS service, we will make the payment on your behalf.

If you do receive a penalty from HMRC, it is important you advise your payroll officer as soon as you receive notification from them.

Employer's Liability Insurance

Is your policy up-to-date? It is a legal requirement to have employer's liability insurance in place.

It is very important that you note your renewal date and make sure you renew or put in place a new policy in good time. We also advise you to check the detail of your policy. Some insurers no longer cover redundancy payments to family members previously employed so if you need this, you should check you are still covered.

Disability Tax Guide

If you want an easy guide to work out whether your PA should be employed or self-employed, take a look at <http://disabilitytaxguide.org.uk/tax-status/tax-employment-status/deciding-status> which gives very easy-to-read and clear guidance on this and other tax matters that you may be affected by.

Useful Facts and Figures

Tax year 2014/2015

Statutory Maternity/Paternity Pay: £138.18/week

Statutory Sick Pay: £87.55/week

Personal Tax Allowance: £10,000

Minimum Wage (hourly rates):

Age of worker	Up to Sept 30th 2014	From Oct 1st 2014
21 years and over	£6.31	£6.50
18 - 20 years	£5.03	£5.13
16 - 17 years	£3.72	£3.79

The Payroll Team

Service Managers

Sue McDonald

Payroll Manager

Jo Grady

Deputy Payroll Manager

Michele Riley

Deputy Payroll Manager

Payroll Officers

Frances Phillips

Groups L, G2, N & Q

Nula Herbert

Groups C, M & J

Charlotte Truslove

Groups D, F & S

Louise Gould

Groups K, T, G3 & G4

Natalie Byrne

Groups E, R & G1

Teresa Daly

TPSA groups F, T, E, J, G2 & G3

Sarah Burgman

TPSA Groups C, K, G1, D, M & G4

Lisa Davey & Donna Smith

BACS and Groups B, G, H & P

Administration Officers

Manpreet Sidhu (TPSAs)

Elaine Graham (BACS)

Payroll Bureau

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Fairfield Court, Wheler Road

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General emails to:

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Timesheets to:

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