

**Mark Matthews
&
Norma Matthews**

**Family Support Plan
October 2009 – September 2010**

About Us

We are married and live in an accessible bungalow in Marsonby. We have lived here for 7 years and have spent a lot of money making the bungalow more accessible. We like to go out for meals together, meeting up with friends and going to the cinema and theatres.

We have two sons called Olaf and Peter. Peter is one year old and Olaf is nearly nine year-old. Olaf goes to Narrowwood Primary School and Peter will start going to a nursery when Norma goes back to university. The boys' Nan and Granddad are going to have them both once a week to give us a break. Olaf also goes to stay with his Grandma in Northwestumby for a week during the summer.

We run our own consultancy company called Disabled You – see <http://www.DisabledYou.net>. Mark also works as a designer, which sometimes involves him working evenings and weekends. Norma is partway through an MA in More Studies at Orfield University and plans to resume her course in April.



Family
photograph
shown
here

What is important to us?

It is important that:

- We have choice and control over our support – this means selecting, employing and managing our own PAs;
- Our parenting roles are respected and supported;
- We are able to spend quality time together as a family and are supported to go out as a family at least one a week;
- We are able to go on holiday as a family at least once per year;

- We can visit family and friends and maintain our social networks so that we don't become isolated, as this will have an effect on our mental health and well-being;
- We can participate in Peter and Olaf's nursery / school life – this means being supported to drop them off, collect them and attend meetings for parents;
- We stay healthy by regularly getting out of the house;
- We have our own space – this means being supported to do some things independent of one another as well as doing other things as a family;
- We are fully supported to continue to work as this enables us to achieve a decent standard of living and aids our health and emotional well-being;
- Norma is supported to study for her More Studies MA
- We are able to get around, as this enables us to work and have social lives;
- Our home is accessible and well-maintained.

What works well at the moment?

- We employ two personal assistants to support us with various tasks
- Our PAs drive us to and from work – Mark uses his own accessible Motability car and Norma is about to buy her car.
- We run our own payroll for our PAs
- We use some of our DLA for additional costs connected to our impairments, such as additional clothing costs, heating costs (due to poor circulation), electricity (due to charging powerchair), gardening etc.
- We are in control of our own support
- We also manage Olive Parkson's (Norma's mum) direct payment. Her funding is paid into our individual budget bank account and her PA is included on our payroll system.

What outcomes do we want?

Outcome	How this will happen	By when?
We cannot take care of our feet	Continue regular visits from a chiropodist	Nov '09 onwards
It costs us a lot more to go on holiday, as we need to book through specialist travel agents to get our access needs met and we need to take a PA with us.	Support to be able to take short breaks together as a family	Nov '09 onwards
Mark works away from Liverpool and sometimes has to stay overnight. Also when we go places as a family we have to pay our PA's expenses.	Accommodation, travel and food costs for PA	Nov '09 onwards
When our PAs are not working we have to use expensive accessible black cabs to get around as we cannot drive. Now we only have one PA who can drive, we need to use cabs to take Olaf to and from school a couple of days per week. It would cost less to allow us to you some of our funding for accessible black cabs than to pay a PA more hours to drive us.	Budget for travel	Nov '09 onwards
When Olaf is at school we sometimes struggle to drop him off early or pick him up late. Similarly we will soon require daytime childcare for Peter. Lack of childcare affects our ability to work. We anticipate that some of the cost will be covered by childcare tax credits and Norma's NHS More Studies bursary, however it is impossible to determine how much at this time. However this money will be added to our individual budget when we get it.	Wraparound childcare from Olaf's school	Nov '09 onwards
Mark needs a new battery for his powerchair as they only last 18 months	Buy a new battery	April '10
Mark needs a new manual wheelchair. He relies on his chair to get around the house and his current one is old, worn and doesn't meet his needs. He has an NHS wheelchair voucher.	Buy a new manual wheelchair	Nov '09

How we will arrange our support

Since we are both self-employed, we feel it is not useful to map out the support we use in a typical week as every week is different. Instead we have chosen to outline the tasks our 3 personal assistants currently perform and how many hours these tasks take overall:

Mark's Personal Assistant (40 hours per week)

Work-related tasks (35 hours per week)

- Drive Mark's car to / from his place of work, which tends to be different places each day. This includes some long-distance travel (usually to London) and overnight stays approximately once a week.
- Support Mark to go to the toilet whilst at work.
- Make drinks for Mark whilst at work and support him to get and eat meals
- Support Mark with admin tasks such as filing and record keeping, maintaining business accounts, filling in Access to Work forms, doing the monthly payroll etc
- Support Mark by carrying equipment e.g. laptop etc
- Support Mark with setting up his laptop, projector, screen and other equipment
- Support Mark with writing on a flipchart when training
- Support Mark with taking notes during meetings
- Support Mark with word processing - typing up notes and transcribing interviews recorded via Dictaphone
- Support Mark to get around (pushing wheelchair) when his powerchair brakes down.

Non-work related tasks (5 hours per week)

- Assistance with shopping
- Assistance with going out as a family
- Assistance with sometimes dropping off and picking up my son at school
- Assistance with shaving
- Other tasks as and when they arise

Norma's PA (16 hours per week from January)

- Cook a meal and clean up twice per week
- Do school runs
- Support Norma to go out and about with Peter

Family Personal Assistant (32 hours per week)

Daily

- Make beds and tidy bedrooms
- Mop bathroom, wet-room and kitchen floors
- Wash dishes
- Wash & iron clothes
- Clean the toilets
- Rinse bath & sinks

Twice weekly

- Pull out furniture, sweep & wash wooden floors
- Wash inside kitchen bin and empty waist-paper bins

Weekly

- Change the beds and Hoover mattresses
- Pull the beds out and Hoover underneath
- Dust all rooms
- Clear and wipe down all kitchen surfaces
- Clean Fridge/Freezer inside & out
- Bathrooms: Clean tiles, clean round jets, wipe down all surfaces, rinse toothbrush holders, clean taps and shower caddy
- Lift and unblock shower drain
- Clean windows
- Wash down hostess trolley
- Clean glass surfaces
- Check and replace light bulbs
- Put out purple / green / blue dustbins
- Empty and wash barrel on dust buster and clean filter

Every fortnight

- Dryer: clean filter and empty water
- Clean porch floor and PVC doors
- Empty all moisture containers

Monthly

- Clean out kitchen cupboards
- Wash cutlery, glasses and cups
- Clean pan cupboard and wash pans
- Clean toaster and empty crumb tray
- Clean oven and microwave
- Clean shower chair
- Clean wet room floor with mildew remover
- Clean wheelchair and wash seat cover

- Wipe down skirting boards and door frames (using Ecover)
- Clean extractor fan in main bathroom

3 monthly

- Take sofa throws to the dry cleaners & collect when ready
- Change Hoover bag

6 monthly

- Take curtains to dry cleaners & collect when ready

Rates of pay

Standard	= £7.56 per hour
Evenings (after 5pm) / Weekends	= £10.40 per hour
Overnight stay	= £36.61 per night
Bank holidays	= Double pay
Olive's PA	= £6.63 per hour

How we will spend our money

Money in	Per Week		Per Year
Mark			
Social Services	£483.84		£25,159.68
Access to Work	£302.40	35 hours per week @ £8.64 per hour	£15,724.80
DLA contribution	£36.80		£1,913.60
Independent Living Fund	£106.03		£5,513.56
NHS Wheelchair voucher	£7.31		£380.00
Norma			
Social Services	£158.25		£8,229.00
Childcare element of Working Tax Credit*	£18.95		£985.60
Olive			
Social Services	£202.80		£10,545.60
Care charge	£10.00		£520.00
TOTAL	£1,326.38		£68,971.84
Money out			
Personal Assistance			
Mark's PA	£343.81	20 hrs pw @ £7.56 ph + 15 hrs pw @ £10.40 ph + 1 sleepover @ £36.61	£17,878.12
Norma's PA	£90.72	16 hrs pw @ £7.56 ph from January	£4,717.44
Family PA	£241.92	32 hrs pw @ £7.56 ph	£12,579.84
Olive's PA	£185.64	28 hrs pw @ £6.63 ph	£9,653.28
1% pay rise after April 2010	£4.31	1% of salaries	£224.14
PA Annual leave cover	£48.85	42 days - 8 hours per day @ £7.56 ph	£2,540.16
Employer's NI contribution	£118.07	12.8% of salary according to HMRC	£6,139.49
Payroll costs	£3.16	Quote from Parsons	£164.50
Employer's liability insurance	£5.19	Quote from Insurance x 2 households	£270.00
Expenses			
New manual wheelchair - Mark	£48.67	Quote from Moped Mobility	£2,531.00
Shaving (Mark)	£15.00	Quote from Oganic Barbers - once per week	£780.00
Chiropody	£6.23	Quote from FootCare - £36 every 6 weeks	£324.00
Wraparound childcare for Olaf	£11.25	Quote from Narrowwood - £7.50 per day during the school term for 2 days per week	£585.00
Childcare for Peter	£105.00	Quote from Marsonby children's centre - £35 per day for 4 days per week from January	£5,460.00
Black cabs for school runs etc	£38.46	Estimate	£2,000.00
PA meals, travel, accommodation and other expenses	£38.46	Estimate	£2,000.00
Short break	£19.23	Estimate	£1,000.00
TOTAL	1,323.97		£68,846.98
Contingency fund	£2.41		£124.86

Notes:

- On the day Peter will not go to nursery, his nan and granddad will look after him.
- Norma will receive additional support from the NHS More Studies bursary with personal assistance, equipment, taxis and (possibly) childcare, however this could not be included at this time as she has not yet been assessed. This funding will be added to the individual budget when we receive it.
- *When Peter starts nursery we will get childcare tax credits – this estimate was worked out with the online calculator.

How we will manage our support

- We currently run our own payroll and will continue to do so
- Our personal assistants fill in timesheets to record the hours they have worked.
- Our personal assistants have contracts and job descriptions
- We keep records of annual leave taken by our PAs
- We have a separate bank account for our support funding
- We maintain records of all expenditure and keep bank statements
- The freedom to use our support money more flexibly (as detailed in this plan) has enabled us to be less reliant on PA hours

What we will do next

- We will review this support plan in 12 months time.