



A guide to paying for your care home

Residential and Nursing
Services 2023/2024

Introduction

Glasgow City Council and NHS Greater Glasgow and Clyde work together to jointly deliver community health and social care services. Glasgow City Council and the Health Board working together in this way is known as the Glasgow City Health and Social Care Partnership (GCHSCP). The GCHSCP was established in April 2016.

Glasgow City Council realise that moving into a care home can raise many questions. This booklet aims to make clear what the financial implications of such a move will mean to you, your family and any representatives managing your finances.

This booklet explains the financial assessment that will be carried out and the costs of moving into a Residential or Nursing care home. It will explain how Glasgow City Council calculate how much you will be asked to pay towards the costs of your care. The amount you have to pay is called your client contribution.

Ideally, the financial assessment will be carried out prior to your placement and funding being approved. Your Care Manager, also known as your Social Worker, will discuss this with you throughout their assessment of your needs, this is referred to as your Support Needs Assessment.

The financial information in this booklet is based on the financial year 2023/24.

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A. Who needs to pay?

It is a legal requirement that everyone who is permanently admitted by the Council to a care home is required to pay a client contribution towards their care and accommodation based on their Income and Capital. This contribution is applicable from the date you move in and is applied using the National Assistance (Assessment of Resources) Regulations 1992 and the Charging for Residential Accommodation Guidance (CRAG), which is issued annually by the Scottish Government. Where a Local Authority assesses a person as requiring residential or nursing care, a Financial Assessment is required to calculate the service user's weekly contribution towards their care. All income and capital held by the service user is considered when calculating their contribution.

The Charging for Residential Accommodation Guidance (CRAG) is available online using the following link:- https://www.sehd.scot.nhs.uk/publications/CC2023_01.pdf



B. Your Financial Assessment

A financial assessment will be carried out by a Finance Officer from Social Work Services Financial Assessment and Income Team (FAIT). The financial assessment will assess how much your client contribution will be and determine any financial assistance the Council can provide.

You will be required to fill in a financial assessment form and provide documentary evidence to support:-

- **What you have told us about your income** ([see Section C](#))
- **What you have told us about your capital** ([see Section E](#))
- **What you have told us about your heritable property** ([see Section H](#))

As part of your financial assessment, your income and capital information will be passed to a Welfare Rights Officer to ensure that both you and your partner are in receipt of all benefits that you may be entitled to.

If the outcome of the financial assessment is that you can afford the full cost of your care, or you do not want to or fail to provide your financial details, you will be charged the full cost of the care home fees. You would need to refer to the Residency Agreement provided by the care home to confirm the total contribution payable as this may exceed the Council's approved rate. However, you can make an application for Free Personal and/or Nursing Care ([see Section G](#)). If your financial circumstances change and you apply for social work funding at a later date, you will be required to provide all income, capital and heritable property information, initially for the 6 months prior to your date of admission.

The Council will support you to complete the financial assessment before you move into the care home. However, if we are unable to complete the financial assessment, we will apply an interim contribution. The interim contribution is calculated using the weekly applicable amount set by the Government as being the minimum amount someone of your age requires to live on; less what the Government has set as your weekly Personal Allowance ([see Section C](#)). The Council will issue an Interim Contract letter confirming the interim contribution you should pay towards your care. This is a temporary contribution until your financial assessment has been carried out. You are expected to pay this from your income and capital whilst the financial assessment is ongoing. On completion of the financial assessment your assessed contribution will be applied from or backdated to your date of admission to the care home and a new Contract letter will be issued.

We will review your contribution annually, however you can contact us using the details at [Section M](#) to ask for a review of your finances at any time.

C. Your Income

As part of the financial assessment, all of your income must be assessed to calculate your client contribution towards your care home fees. The finance officer must see evidence of all income, initially covering 6 months period prior to your admission to a care home.

Including:-

- **State Retirement Pension**
- **Pension Credit (Guarantee and/or Savings)**
- **Employment Support Allowance**
- **Universal Credit**
- **Occupation/Work(s), Personal or Widows/Widower's Pension**
- **Pension from a late spouse**
- **Annuities**
- **Income bonds**
- **Attendance and Disability Living Allowance/Personal Independence Payment/Adult Disability Payment (care component only) for up to the first four weeks of your stay in the care home**
- **Industrial Injuries Benefit**
- **Any other income (e.g. Rental Income, Investment plans, Trusts, Earnings)**

Please note that the above list is not exhaustive and if you have any questions about what would be considered as income please speak to the finance officer.

We do **not** include, for example:

- **Your husband, wife or partner's state pension**
- **The mobility component of Disability Living Allowance/Personal Independence Payment/Adult Disability Payment**
- **£10 per week of War Widow's pension**
- **War Disablement Pension**

We will also exclude:

- **Your Personal Allowance of £32.65 per week as this should be used to cover your expenses (e.g. toiletries, clothing, newspapers, hairdressing, confectionery, etc.)**
- **Up to an additional £7.70 per week of Savings Disregard depending on the level of your income**

Department for Work and Pensions (DWP) Information

Going into hospital or a care home will impact on the income you receive from the DWP. It is you/ your representative's responsibility to contact the DWP directly to discuss the changes in your circumstances. If you have a spouse/partner remaining at home they should also contact the DWP to discuss their entitlement. Telephone numbers can be found at [Section N](#) of this booklet.

D. Couples

If you have a partner and you are going into a care home we will only assess your finances, not your partner's. However, we may ask about their income to ensure that they are left with enough money to live on. Your share of any jointly held capital will be included in your financial assessment.

If you are in receipt of any occupational pensions, 50% may be disregarded from your financial assessment provided you are passing this income to your partner for their living expenses. You should discuss this with the finance officer as this may impact on your partners entitlement to other means tested benefits.

If your partner continues to live in a property owned solely or jointly by you and you become resident in a care home the value of your share of the property is not usually included in the financial assessment. However, if the property is sold or rented whilst you are resident in a care home or there are any changes to your partners living arrangements, this will affect your financial assessment. Please notify your finance officer of any change to your circumstances which may affect your financial assessment.

E. Your Capital

As part of the financial assessment, the Council will assess the value of any capital you solely and/or jointly hold to support the calculation of your client contribution towards your care home fees. The finance officer must see evidence of all capital prior to admission. Initially and where applicable you will be asked to provide evidence for the 6 months period prior to your admission to a care home.

Including:-

- **Statements for all accounts held; bank, building society, savings, ISA, post office etc.**
- **Cash**
- **Heritable Property ([see Section H](#))**
- **Premium bonds**
- **Stocks and shares (market value)**
- **National Savings Certificates**
- **Bonds and Trusts**
- **Any other savings or investments**

Please note that the above list is not exhaustive and if you have any questions about what would be considered as capital please speak to the finance officer.

If you have an account(s) in joint names with anyone other than your partner, the Council will need to establish if the account is in joint names for access only, for example, if you have a Power of Attorney and the account is in joint names for access only, the full value of the capital held in the account will be taken into consideration when assessing your available capital.

Annually the Government sets an upper and lower limit of how much capital you can have before it affects your contribution. The capital thresholds for 2023/2024 are: £20,250 (lower) and £32,750 (upper). Please see the examples below and refer to the tariff sheet at [Section O](#) of this booklet.

- **If you have capital of less than £20,250 you will pay an assessed contribution based on your income (see example 1).**

Example 1

Income	Weekly Income	Capital
State Retirement Pension	£158.45	
Pension Credit Guarantee	£42.60	
Bank Account		£5,000.00
Post Office Account		£3,000.00
Tariff income from capital	£0.00	
Total	£201.05	£8,000.00
Less your Personal Allowance	£32.65	
Your weekly contribution	£168.40	

- **If you have capital between £20,250 and £32,750 you will pay £1 per week for every £250 or part of £250 you have between these amounts. This is called a ‘tariff income’ (see example 2). When your capital drops below £20,250 you will no longer be treated as having tariff income, but you will still pay an assessed contribution from your other income (see example 1).**

Example 2

Income	Weekly Income	Capital
State Retirement Pension	£120.00	
Work Pension 1	£80.00	
Work Pension 2	£50.00	
Bank Account		£10,000.00
Post Office Account		£14,500.00
Tariff Income from Capital (£20,500 less £18,500 divided by £250)	£17.00	
Total	£267.00	£24,500.00
Less your Personal Allowance	£32.65	
Less your Savings Disregard	£7.70	
Your weekly contribution	£226.55	

- **If you have capital above £32,750 you will be considered a ‘self-funder’. This means that you have been assessed as having enough money to pay the total cost of your care home costs less any entitlement to Free Personal and/or Nursing Care. You will remain a ‘self-funder’ until the value of your capital reduces to less than £32,750. Please see [Section O](#) for further information.**

F. Deprivation of Capital

If you have applied for financial assistance from the Council towards your care home fees we will investigate the timing and circumstances of any disposal of your capital or assets. If we consider that the disposal has been significantly motivated by an intention to reduce or avoid care home fees we can include the value of those assets in your financial assessment. This is called 'notional' capital.

The following are some examples of deprivation of capital:-

- **Giving away a large sum of money as a gift**
- **Substantial expenditure has been incurred (e.g. on an expensive holiday)**
- **Giving away property by transferring the title deeds**
- **Putting money into a Trust which cannot be revoked**

The Council can consider resources disposed of at any time, if it is determined that deprivation has occurred you will be assessed as having 'notional' capital. In certain circumstances the Council will invoice the person who has benefited from the assets which you have given away.

Further information regarding notional capital can be found at Section 6 within the CRAG link provided on [Section A](#) of this booklet.

G. Free Personal and/or Nursing Care

Free Personal Care is a Scottish Government scheme to help people who, due to the level of their income and capital, are treated as self-funders, see example 2 at [Section E](#). It provides a flat rate contribution towards the care costs but does not cover the cost of accommodation.

Dependant on the outcome of your Social Work Services' Support Needs Assessment (SNA), you could be entitled to £233.10 per week for Free Personal Care or £338.00 per week for Free Personal and Nursing Care.

The amount of Free Personal and/or Nursing care you are entitled to will be paid by the Council directly to the care home.

If you are admitted to hospital your Free Personal and/or Nursing Care stops after 14 days. This means the Council will stop making this payment to your care home. You will be required to pay the full cost to the care home provider. Payment of Free Personal and/or Nursing Care will start again when you return to the care home.

H. Heritable Property

If you move permanently into a care home, that will be your new home. The value of any heritable property owned solely or jointly by you, together with your income and capital, will be taken into consideration when assessing your contribution. Heritable Property means any houses or other buildings that you may own. The value of the property is based on the current market value, less any securities registered over the property and 10% of the value if there would be any expenses involved in selling the property. For the avoidance of doubt, once the property is sold, the costs considered would be the market value, minus any existing securities and the actual legal and marketing costs of sale.

Checks will be carried out to find out if you have ever owned a property. You will be asked for documentary evidence of any sales made or transfers where the full market value has not been paid for the property prior to your admission to a care home. If the title to the property is in your name but a third party claims to own the property, relevant documentation will be requested in support of this. Relevant evidence would include any Trust or other Legal agreement pre-dating your requirement for care.

Similarly, if someone has paid, or is paying your mortgage, this does not mean that they own your property.

We may not include the value of your property if there is someone still living there depending on who that person is and the circumstances in which they came to be there. The people who could affect whether the value of the home is taken into account include:

- **Your husband, wife or partner**
- **Certain relatives aged 60 or over**
- **Certain relatives under 16 who you are liable to maintain**
- **Certain relatives who are incapacitated**
- **A divorced or estranged partner who is a single parent with a dependent child**

You will be asked to provide documentary evidence supporting your request to have the property disregarded. A check will be carried out with the Revenues and Benefits department in relation to the property.

Only one dwelling can be disregarded in these circumstances.

I. Funding Arrangements if you have heritable property

If the value of your capital and/or heritable property is above the upper threshold of £32,750, you will need to meet the total costs of your care. However, you will be entitled to apply for a 12 week property disregard ([see Section I.1](#)) and if funding has been approved, Free Personal and/or Nursing Care ([see Section G](#)).

I.1 12 Week Property Disregard

The 12 week property disregard means that the value of your only or main home will not be taken into account for the first 12 weeks of your stay in residential care unless it is sold within that 12 week period. This is to allow you some time to make arrangements for the property to ensure that you can meet the full cost of your care.

Within the 12 week disregard period you will still be required to pay your assessed contribution based on the rest of your financial assessment. At the end of the 12 weeks, the value of your home or your share in it will be fully taken into account when determining your contribution.

If you own more than one heritable property, only the property that you would normally occupy as your only or main residence would be disregarded in these circumstances.

We recognise that this can be a complex process and if the value of your property will be considered in your financial assessment we will write to you to confirm the funding options available. We would ask that you contact us in advance of the end of the 12 week disregard period to advise how you intend to pay your future client contribution to the care home.

If you are unable to pay all of your client contribution as and when it falls due and still own heritable property, the Council will meet the shortfall using one of the following routes.

I.2 Deferred Payment

At the end of the 12 week period you may be eligible to enter into a Deferred Payment Agreement with Glasgow City Council. The Deferred Payment scheme was introduced under the Community Care and Health (Scotland) Act 2002 and the aim of the scheme is to provide greater reassurance and peace of mind for people worried that they may have to sell their home to pay for care costs after the 12 week period.

A Deferred Payment would mean that instead of having to sell your home in advance, Glasgow City Council will pay your care costs less the balance of your assessed contribution and reclaim the costs from your estate or sooner if your property is sold.

The eligibility criteria for a deferred payment are as follows:-

- **You must have been assessed as needing a care home place**
- **You hold title to your home**
- **You have savings of less than £20,250, excluding the value of your home**
- **You have not had your home disregarded from your financial assessment**
- **You do not wish to, or are unable to sell your home**
- **You will grant the Council a standard security against your home for any care costs paid on your behalf during the period**

With a Deferred Payment, Glasgow City Council expects you to provide an independent valuation and survey report for your property and to ensure that it is insured and maintained during the period of the agreement. You may also require to seek independent advice. Any expenses incurred to satisfy these requirements would be your responsibility.

The Deferred Payment Agreement will be interest free until 56 days after discharge, death or if you end the agreement.

The Deferred Payment Agreement will be reviewed periodically. Taking into account the valuation report for your property and the funding being provided, Glasgow City Council will calculate when the value of the property would deplete below the upper capital threshold (currently £32,750). If the value of your diminishing capital falls below this threshold, the Deferred Payment will cease.

I.3 Interim Funding

At the end of the 12 week disregard period, you may be unable to pay the cost of your care home fees until your house is sold. You must provide details of your plans for selling your property.

Glasgow City Council can continue to assist with the funding of the care home fees. As Glasgow City Council will be incurring expenses on your behalf, to protect its position, a security called a 'Charging Order' will be placed over the property to secure the debt. This means that when the property is sold Glasgow City Council can recover the monies owed.

The Interim Funding will be interest free until 56 days after discharge, death or if you end the agreement.

You are still required to pay the balance of your assessed contribution whilst we are providing temporary financial assistance.

J. Care Home Fees

There are annually approved standard rates, which Glasgow City Council currently have with most care home providers as agreed as part of the National Care Home Contract. The standard rate will not include, for example clothing, hairdressing, newspapers etc. which you should pay for from your Personal Allowance or other resources.

Some private care home providers may charge above these standard rates. Please refer to [Section K](#) for further information on Residency Agreements.

Every four weeks we will pay the care provider Glasgow City Councils Contribution towards your care costs, as detailed in your contract letter. You will also be expected to pay your assessed contribution and for any agreed additional charges, including chiropody, hairdressing etc. If your financial assessment is still ongoing, your contribution will be based on the interim contribution ([see Section B](#)) and you should continue to pay this amount towards your care fees until your assessed contribution is confirmed. Please note that your assessed contribution will be applied from your date of admission to the care home.

Each care home has their own invoicing arrangements. If your contribution is paid directly to the care home, the administrator should discuss the payment arrangements with you in detail, in advance of your stay and provide you with information about their payment options. They will normally suggest setting up a Direct Debit or Standing Order.

You should note that your contribution will continue even if there are periods when you are not living in the care home where you are still considered a resident. This will include time spent in hospital.

You should ensure you pay your client contribution in full and on time. If there is a delay in payment for any reason you should discuss this directly with the care home.

K. Residency Agreement

All care homes must provide you with a Residency Agreement. This is a written agreement which will outline key aspects of the support you should expect and the financial commitments you should be aware of. For example, fees, annual increases, any extra costs and notice periods if you wish to leave. This agreement is made between the care home and yourself.

When you are choosing a care home it is important that you/your representative speaks with the care home regarding the cost of care. It will be your responsibility in advance of your stay to ensure you are fully aware of the payments to be made by you now and in the future. You must read the terms and conditions of any paperwork given to you by the care home.

L. Who manages your finances?

If you are able to, you can manage your own finances. However, if you are not able to or do not wish to, you can authorise someone else to act as your Department for Work and Pensions (DWP) Appointee, Power of Attorney or Financial Guardian.

A DWP Appointee is a person authorised by the Secretary of State to act on your behalf in relation to your benefits. An appointee is responsible for:-

- **Claiming benefits on your behalf and completing all the relevant application forms**
- **Making sure your benefits are used for the things they are meant to be used for**
- **Making sure you get the most out of your benefits**
- **Telling the DWP about any changes in your circumstances which may affect the benefits you get**
- **Making any payments for you, including paying your care home fees**
- **Making sure you receive your personal allowance**

If you want an Appointee to act on your behalf you should contact the DWP directly. Their contact details can be found at [Section N](#).

If your Appointee fails to meet their responsibilities, we will ask the DWP to review the arrangement.

An Appointee can only deal with your benefits. If you have other income (for example, a works pension), you will need to get a separate authorisation for someone to access and manage this. The authorisation is called a Continuing (financial) Power of Attorney. That person can then manage your finances even if you still have the mental ability to do so, but prefer that person to act for you. These powers allow the appointed person to act on your behalf should you lack capacity.

As part of the Power of Attorney process a solicitor registered to practise law in Scotland or a registered UK medical doctor who holds a licence to practise must carry out an interview with you and confirm that you understand the nature and impact of making a Power of Attorney. This is carried out in line with the guidance given under the Adults with Incapacity (Scotland) Act 2000.

We have a responsibility to make sure that the person named on your Power of Attorney acts in your best interests. If we think that they are not doing so, we will raise our concerns with the Office of the Public Guardian to investigate further.

If you are not able to manage your finances and you do not have the mental ability to arrange for someone else to act on your behalf, the courts can authorise somebody (a relative, friend or solicitor) to deal with your financial affairs. This authorisation is called 'Financial Guardianship'. To apply for Financial Guardianship the applicant should seek legal advice through a solicitor.

Authorising someone to manage your finances can be very complicated and you should seek independent advice.

In the event that you are unable to manage your own finances and are unable to appoint someone to manage these for you, the Council can assist with funding part or all of your client contribution and personal allowance until such times as your finances become accessible, this is referred to as Incapax funding.

Invoices would be issued to the person applying for access to your funds to confirm the level of debt accruing. The Local Authority would recover the funding being provided on your behalf once your income and/or capital became accessible, or from your estate.



M. Contact Us

If writing to us please send any correspondence to:-

GCHSCP FAIT
2nd Floor, Commonwealth House
32 Albion Street
Glasgow
G1 1LH

Please note this is a postal address only, you should not attend this address.

Please contact your finance officer in the first instance, however if you have not been allocated one and would like to discuss the financial assessment process, please contact the Financial Assessment and Income Team (FAIT) on the details below:-

- **Email:** swfait@glasgow.gov.uk
- **Telephone:** 0141 276 0858

N. Useful contact information

Department for Work and Pensions (DWP) - <https://www.gov.uk/>

State Pension	0800 731 0469
Employment Support Allowance	0800 169 0310
Disability Living Allowance	0800 731 0122
Attendance Allowance	0800 731 0122
Personal Independence Payment	0800 121 4433
Adult Disability Payment	0800 182 2222

The Office of the Public Guardian - <http://www.publicguardian-scotland.gov.uk/>

The Office of the Public Guardian 01324 678 300

O. Appendix

O.1 TARIFF INCOME 2023/24

Lower Limit	£20,250.00
Upper Limit	£32,750.00

From	Up to	Tariff Income
£20,250.01	£20,500.00	£1.00
£20,500.01	£20,750.00	£2.00
£20,750.01	£21,000.00	£3.00
£21,000.01	£21,250.00	£4.00
£21,250.01	£21,500.00	£5.00
£21,500.01	£21,750.00	£6.00
£21,750.01	£22,000.00	£7.00
£22,000.01	£22,250.00	£8.00
£22,250.01	£22,500.00	£9.00
£22,500.01	£22,750.00	£10.00
£22,750.01	£23,000.00	£11.00
£23,000.01	£23,250.00	£12.00
£23,250.01	£23,500.00	£13.00
£23,500.01	£23,750.00	£14.00
£23,750.01	£24,000.00	£15.00
£24,000.01	£24,250.00	£16.00
£24,250.01	£24,500.00	£17.00
£24,500.01	£24,750.00	£18.00
£24,750.01	£25,000.00	£19.00
£25,000.01	£25,250.00	£20.00
£25,250.01	£25,500.00	£21.00
£25,500.01	£25,750.00	£22.00
£25,750.01	£26,000.00	£23.00
£26,000.01	£26,250.00	£24.00
£26,250.01	£26,500.00	£25.00
£26,500.01	£26,750.00	£26.00
£26,750.01	£27,000.00	£27.00
£27,000.01	£27,250.00	£28.00
£27,250.01	£27,500.00	£29.00
£27,500.01	£27,750.00	£30.00

O.1 TARIFF INCOME 2023/24 Continued

Lower Limit	£20,250.00
Upper Limit	£32,750.00

From	Up to	Tariff Income
£27,750.01	£28,000.00	£31.00
£28,000.01	£28,250.00	£32.00
£28,250.01	£28,500.00	£33.00
£28,500.01	£28,750.00	£34.00
£28,750.01	£29,000.00	£35.00
£29,000.01	£29,250.00	£36.00
£29,250.01	£29,500.00	£37.00
£29,500.01	£29,750.00	£38.00
£29,750.01	£30,000.00	£39.00
£30,000.01	£30,250.00	£40.00
£30,250.01	£30,500.00	£41.00
£30,500.01	£30,750.00	£42.00
£30,750.01	£31,000.00	£43.00
£31,000.01	£31,250.00	£44.00
£31,250.01	£31,500.00	£45.00
£31,500.01	£31,750.00	£46.00
£31,750.01	£32,000.00	£47.00
£32,000.01	£32,250.00	£48.00
£32,250.01	£32,500.00	£49.00
£32,500.01	£32,750.00	£50.00