



Independent
Living Fund

Equinox House
Island Business Quarter
City Link
Nottingham NG2 4LA

Phone: 0845 601 8815
or 0115 945 0700

www.dwp.gov.uk/ilf

Policy Circular

Document No 29/07

Owner: Corporate Affairs Team
Subject: Bank/Public Holiday Costs
Version: 5 of 5

Last Amended: 6 March 2014

Date Reviewed: 6 March 2014

1.0 Background

It is quite common for care providers to ask for additional monies for support that is provided on a bank or public holiday. This is to cover extra wages required to secure care provision during unsocial hours.

2.0 Policy

ILF can pay an additional amount for extra costs incurred for care provided on either a bank or public holiday provided this will not take package costs over the annual maximum sum limit (see ILF payments policy).

It is normal to see costs increase to time and a half or double time during such periods however this is only a guide and managers should use their discretion if costs higher than this are requested.

Local custom may dictate different or higher costs are met on days other than formally recognised bank holidays. If a user incurs such a cost ILF may cover this providing it is clear that all individuals in the local area would be charged the rate and not just the ILF user.

3.0 Procedure

Textphone: 0845 601 8816
Fax: 0115 945 0945
Email: funds@ilf.gsi.gov.uk



Bank holiday costs may be included in a manner that best suits the user and their care package. This may mean that costs are requested as and when they occur or are included as an average within the weekly costs. If costs are included on a weekly basis this should be recorded to avoid any potential future double funding situations arising.

The onus of responsibility lies with the user to inform the ILF if extra monies are required for bank/public holidays unless an agreement has already been made that ILF will automatically include extra costs when a bank/public holiday occurs.

It will not be necessary for evidence to be obtained to prove the costs have been incurred, a telephone call, E-mail or written information will be sufficient unless the case-holder or manager has a reason to suspect some fraudulent activity or there are concerns that costs appear particularly high.

It should be remembered that bank/public holiday dates vary between England, Wales, Scotland and Northern Ireland. For details of dates visit the following web-pages: Bank holidays and British Summer Time: Directgov - Government, citizens and rights and Scotland.gov.uk

4.0 Transfer arrangements

In partnership with a User's Local Authority the ILF will take steps to ensure the User's transfer to the Local Authority in 2015 is as smooth a process as possible. To assist this it will be beneficial for the ILF assessor to identify potential differences between the ways the ILF and the Local Authority provide support such as the way both parties fund costs such as bank holidays.

Where it is established that the ILF fund bank holiday costs in a different way to that of the Local Authority it may be useful for the user considering changing the method currently used to align with the approach taken by the Local Authority (i.e. from 'as and when required' to averaged costs or vice-versa). These changes could be introduced immediately following the review visit or introduced at a later date to suit the user if there are concerns regarding having an adequate build up of money to cover costs.

If the user does not wish to make such changes it should be made clear that arrangements to cover bank holiday costs will change from July 2015 so they are prepared for this.

5.0 Source

Trustees meeting 12 September 2007
SMB meeting 13 March 2013
Trustees November 2013

6.0 Cross References

Holiday entitlement policy
ILF Payment policy

7.0 History Date Reviewed

1 June 2010
March 2013
November 2013
6 March 2014