



Glasgow Centre
for Inclusive Living



GCIL SUPPORT

**A guide to our SDS
services for HSCP staff**

GCIL - over 30 years of experience across the west of Scotland

GCIL (Glasgow Centre for Inclusive Living) is a disabled people's organisation run by disabled people for disabled people. We work across Glasgow, South Lanarkshire, North Lanarkshire and East Dunbartonshire.

We promote independent living by helping people access the information, skills and support they need to make informed choices about their lives. Independent living means having the same freedom, choice, dignity and control as anyone else, with the support required to live an ordinary life.

This booklet outlines how GCIL supports individuals and families to make Self-Directed Support (SDS) work for them, and how we can work alongside HSCP staff in your role.

How we support disabled people

Our Advisers assist disabled people, or anyone authorised to act on behalf of a disabled person to set up and manage their support arrangements.

Our SiRD (Support in the Right Direction) team provide advice and assistance with:

- Information about Self-Directed Support to ensure that they are able to make an informed choice.
- Referrals to their local social work team.
- Preparing for a support needs assessment.

The SiRD team also provide:

- Awareness sessions at events and locations within our local communities.
 - PA employer workshops - understanding the responsibilities of employing PAs.
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Our Independent Living Advisors provide advice and assistance with:

- Choosing a care provider that meets their needs.
 - The safe recruitment of Personal Assistants (PAs), or purchasing support from care providers.
 - Understanding the responsibilities involved in employing staff.
 - Setting up a payroll provider and insurance.
 - The ongoing responsibilities of managing an SDS budget.
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How we can support you

GCIL works collaboratively with HSCP colleagues to share expertise, offer clarity around SDS processes, and help ensure everyone involved has the information they need to make confident, informed decisions. Our role is to provide specialist input where it's helpful, and to support consistent understanding of SDS across different situations.

1

Sense-checking SDS plans and options when staff want to explore what may be possible.

2

Giving clear guidance on start-up costs, PA employment, payroll and employer responsibilities.

3

Flagging emerging risks or issues that may affect someone's support arrangements.

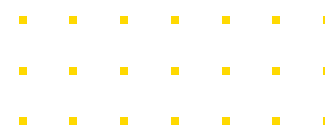
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Offering insight on complex or unusual SDS situations based on our experience.

5

Providing short workshops or briefings to support staff confidence and understanding.

While we offer a wide range of support, there are certain tasks and responsibilities that fall outside what we can provide.



These include:

Supply or provide PAs

We can help people advertise and interview, but we don't have our own pool of PAs, and we can't guarantee someone will find a suitable match.

Emergency support

If a PA leaves or is off sick, we can guide people on approaching providers, but we cannot arrange cover ourselves.

HSCP Paperwork

We can't interpret social work documents, Direct Payment agreements, or support people to sign them; this remains the responsibility of social work staff.

Act as employer

We can advise on employer responsibilities, but the supported person (or their legally appointed representative) must be the employer of the PA.

Support with Option 3

We can help individuals who use Options 1, 2 or 4 of SDS, however all Option 3 support is given by HSCP staff.

SDS Myths & FAQs

We know SDS can raise a lot of questions, especially as policies and practice continue to evolve. This page brings together some of the most common myths and FAQs to help provide clarity and support informed decision-making.

How long does it take to recruit a PA?

Recruitment varies by location and candidate availability. We support advertising and interviewing but cannot guarantee timing.

What dictates the PA's hourly rate?

Budgets must cover tax, National Insurance, holiday, sick pay, and pensions to remain compliant. We also advise people to hold a contingency to pay for emergency cover.

Does GCIL charge for advice?

No, we provide impartial guidance and support free of charge. Fees only apply if someone chooses to use our payroll service.

Can SDS be used flexibly?

Yes, it can fund creative solutions to meet agreed outcomes, not just pay for hours of support. However every local authority will have their own guidance.

Do we follow SDS Standards?

Yes, we work in line with the Scottish Government SDS National Standards and aim to collaborate with HSCP staff to uphold the same principles of choice, control, and good practice.

Contact Information



Contact us at your local office to find out more about your options for Self-directed support and how GCIL can help.

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