



NEWSLETTER

Careline Newsletter

October 2019



HAPPY BIRTHDAY CARELINE!

Careline started trading in June 1989 with the first set of accounts submitted in October 1989. Officially we have been trading for 30 years this month!

We couldn't have reached this milestone without the hard work, support and commitment from all of the staff that have worked with us for the last 30 years. So from us to you...thank you!

A Timely Reminder!

All timesheets should be submitted WEEKLY.

A really good habit to get in to is to post or hand deliver your timesheets every Friday so that the office can process them.

It is extremely important not to hold timesheets back and submit them in bulk.

Any staff doing so are in danger of not being paid on time, therefore, please submit your timesheets weekly!

BREXIT...will it happen or won't it happen?

There is lots of press coverage around at the moment regarding Brexit and there is still mounting uncertainty regarding whether we will actually leave the EU on the 31st October.

The bottom line is that no-one actually knows, however the government has already put in place the EU Settlement Scheme, which EU citizens can access now.

EU citizens living and working in the UK can obtain "Settled Status" or "Pre-Settled" Status in the UK now so that they can have peace of mind about any changes happening in the near future.

It's free to do, and when a Careline staff member applied recently, the confirmation of settled status came through by email the following day.

If you would like to apply, the link to do so online is here: <https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status>

The form seems long, but don't worry, you will find many of the paragraphs don't apply to you.

If you have a biometric passport (e-passport) or biometric residence card you will find that you can use an Android app called "EU Exit: ID Document Check" to scan your ID document. This is available at the Google Play Store. You may also need your UK National Insurance number, but you will find that on your Careline payslip.

1:1 Managed Care Staff

If you are one of our Managed Care staff who support one of our clients on a 1:1 or 2:1 basis you are required to complete a set of Contact Notes at the end of each session. **Contact Notes must be submitted with your timesheet.**

Contact Notes are a record of the care provided by you to the client. It is essential that Contact Notes are submitted as soon as possible so that any issues can be identified and resolved promptly.



From the 1st October 2019 the cost of an Enhanced Disclosure (DBS check) will reduce from £44.00 to £40.00.

The Disclosure and Barring Service (DBS) have reported that the reductions reflect the significant improvements in efficiency that they have achieved over the last few years!

Is your training up-to-date?

If not please contact us on your local number or training@carelineagency.co.uk

Reading 0118 9585858

Bracknell 01344 868990

Woking 01483 772977

Oxford 01865 722221

Swindon 01793 616263

Slough 01753 535358

Newbury 01635 524524

Southampton 023 8076 8686

Basingstoke 01256 474444