



Minimum workplace pension contributions will soon be increasing

Please note from April 2018 the minimum amount you and your employee can pay into the workplace pension is increasing.

This is a nationwide change that will take place in April 2018 and April 2019 – it is the law

The table shows what the base contributions are, and the dates they will rise.

Date effective	Employer Minimum contribution	Employee Minimum contribution	Total minimum contribution
Currently until 5 April 2018	1%	1%	2%
6 April 2018 to 5 April 2019 onwards	2%	3%	5%
6 April 2019 onwards	3%	5%	8%

Data Protection

Data Protection law is changing on 25 May 2018. Personal data is information relating to an identifiable living individual. Whenever personal data is processed, collected, recorded, stored or disposed of, it must be done within the terms of the Data Protection Act (DPA). To prepare for the introduction of the General Data Protection Regulation (GDPR) Encompass are reviewing current policies and procedures and we will keep you informed of any changes.

Free Training for Carers

The Borders Care Learning Network will no longer be supplying printed Training Programmes. However, a copy of the latest Training Programme going out to June 2018 is available on our website at this link:

<http://www.encompassborders.com/wp-content/uploads/2018/01/BCLN-training-spring-2018.pdf>

For further information about free training opportunities, please contact the Borders Care Learning Network on their training enquiries line 01896 802351. Or their website www.borderscarevoice.org.uk

REMINDERS

Encompass Fees

Reference our previous correspondence regarding the increase in our payroll fees, please ensure you increase the standing order for our fees from April 2018.

Providing your Direct Payment Account Bank Statements

Please ensure you send your Bank Statements to Encompass monthly or quarterly. Encompass are commissioned by Scottish Borders Council to Audit your Direct Payment Bank Account, if we do not receive regular bank statements we are required to report back to social work; this could have an impact on the continuation of your Direct Payment.

Timesheets for your Employees

Please ensure you and your employees sign the timesheets before sending them to Encompass.

If you have any concerns about the content of this Newsletter, please don't hesitate to contact us to discuss.

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