



# Lothian Disability News



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## Welcome to the Autumn Edition



At last autumn is here, and brings with it crisp morning air, crunchy leaves, incredible fungi, darker evenings and a sense of cosiness. Much like spring, along with the seasonal transition, this is a time of reflection on the value of change.

In this edition, we'll be introducing you to the great minds at work in our Payroll Team as well as exciting staff changes over LCIIL. We'll also be taking a look at the series of Information Sessions our Grapevine Team conducted over November.

Hello,

I was asked to put together an article for this season's edition of our Newsletter focusing on the Payroll Team. I have to be honest this is a first for me so is unfamiliar territory!

Payroll can be rather a complex and not very interesting subject to some so my approach to our readers is to try and make the focus on the Payroll Team informative as well as fun and light-hearted. I hope you find our reading material inviting and enjoy the interactive games.

Please do try out the recipe you'll find later in this edition – you won't be disappointed!

Supporting you as always,



**Lindsay Richards**

Payroll Manager



**I hope you find  
our reading  
material inviting  
and enjoy the  
interactive  
games.**

# CEO Update

## It is with sadness that LCiL says goodbye to Lyn Pornaro as we welcome our new Interim CEO

After four years with Lothian Centre for Inclusive Living, Lyn Pornaro has stepped down from her role as Chief Executive Officer. Lyn's dedicated leadership helped guide Lothian Centre for Inclusive Living through the COVID-19 pandemic as well as other unprecedented challenges and will be missed by the whole team here at LCiL.

We are very pleased to welcome Karen McFadyen to LCiL as Interim CEO:

"I am now in week 3 of my journey with LCiL, I am very much settling into my role as Interim CEO. All our service users are our reason for being, you are the reason we come to work here. Thank you for letting us help you to lead an independent life.

We have a very good team of people here to help, they are both experienced and knowledgeable and want to do a good job.

Prior to joining LCiL I have had a varied career in both finance and the Third Sector which I enjoyed immensely. I do feel I can add a lot of value to the organisation so that we can continue to grow, develop and provide the highest level of service. On a personal note, I am married and have two adult children, who are also both married, and two granddaughters who light up my life.

We are now well into Autumn and Christmas is just around the corner, I hope you are all coping with the current cost of living crisis we are all facing, hopefully 2023 will be better in more ways than one."

# Welcome to the Team

We're pleased to welcome some new faces to the team at LCIl



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## Brenna

Hi everyone I'm Brenna McNeill new part-time Accounts Assistant at LCIl. I wanted to work for LCIl to be part of a team making a difference and to compliment my self-employed Virtual Administration & Photography business. I graduated from Heriot-Watt University in Edinburgh back in 2007 with an MA (Hons) in International Business and since then have worked in a variety of administration and finance type roles. At the start of COVID, I took voluntary redundancy from my last role with Aberdeen Standard in



Edinburgh, having been there for 10 years in order to set up my own business. Working for yourself and working from home can be quite lonely and being quite a sociable butterfly, I really value connection so please feel free to get in touch and say hi as I'm really looking forward to getting to know you all! Outside of work I'm a busy mummy to two little girls ages nine and seven. I love outdoor adventures (beach and hill walks, wild sea swimming), music, singing, photography, designing and travelling. My life is 'Hakuna Matata' which means no worries (guess the film?!)

## Alice

I am Alice Hall, the Financial Management Service Administrator. I hail from Kempton Park South Africa. I arrived in Scotland on the 23 August 2022 with my husband to join our daughter, son in law and two grandchildren. I started with LCIl this October and look forward to a long and happy association with all.

## Heather

I am Heather, or Heather Mo. I am an accountant and have joined LCIl as Finance Officer. I am here to provide financial information to managers of the charity to help them run the charity effectively. I have spent many years working in businesses and Councils, but now I am older I want to use my skills to help people who help



people. That is more satisfying for me. I want to help the managers of LCIL make the world a better place for service users. I work part time from my home in the Borders and my workdays are Thursday and Friday. I don't come into the office much but speak to people mainly by phone or email. I have 2 cats who sometimes join my zoom calls, and a year ago I got a pandemic puppy called Molly, who is a wee ball of white fluff with lots of energy and a loud bark! She has turned my life upside down and annoys the cats.

## Hubbiah

Hello everyone, I'm Hubbiah Razaqat – LCiL's brand new Social Media and Marketing Administrator. During my time here, I will be working to develop the organisation's online impact and promote its social media presence. I am originally from Lahore, Pakistan and moved to Glasgow three years ago for graduate school. My educational background is rooted in media studies, film, and literature. Last winter, I graduated from the University of Glasgow with a Masters in children's Literature, media and film. Since 2018, my professional career has included a range of roles covering curriculum development, festival management, hospitality, film teacher, camp counsellor, video game testing, and even a grotto elf. My experience working for non-profit organisations has been limited to education until now, so I am extremely excited to return to the charity sector with LCiL. I have three big interests; film, Taylor Swift, and video game design. When not working, I can be found skateboarding, playing the ukulele, hiking, or bouldering (if it's raining). I love cooking Pakistani food and will be keen on sharing my recipe for Chicken Achari to anyone who asks.



## Richa

Everyone at LCiL is thrilled to have Richa Singh joining the Payroll Team to cover for maternity leave. Richa has relocated to the UK with her family from India. She has 10+ years of experience working in International Payroll Administration and is affluent with different payroll systems, applications and processes. Richa is settling in well and we look forward to seeing what ideas she brings to the team going forward. Outside of work Richa has a passion for cooking, especially Indian cuisine and spending quality time with her family.

# Payroll Wordsearch

Can you find all the words?



E	V	F	E	C	I	O	V	N	I	R	E	A	P
D	E	A	D	L	I	N	E	E	S	E	R	N	A
S	N	R	U	T	E	R	G	I	E	B	E	E	Y
E	T	C	T	E	M	S	N	D	H	M	D	W	S
T	I	L	A	S	N	E	I	D	M	U	U	P	L
A	M	E	P	Y	F	E	D	P	R	N	N	A	I
R	E	A	A	A	M	A	N	E	C	N	D	S	P
Y	S	V	Y	D	S	F	E	N	A	U	A	E	S
A	H	E	R	I	A	N	K	S	R	R	N	X	E
P	E	R	O	L	A	E	E	I	E	E	C	A	S
K	E	S	L	O	M	S	E	O	R	D	Y	T	E
C	T	T	L	H	E	T	W	N	S	M	A	R	T
I	S	S	T	A	F	F	Q	U	E	R	Y	E	E
S	R	U	N	S	C	H	E	D	U	L	E	N	F

HMRC  
TIMESHEETS  
HOLIDAYS  
NEST  
STAFF  
NEW PA  
PAY RATE  
RETURNS  
INVOICE  
PENSION  
PAYSLIPS  
SMART

REDUNDANCY

FMS

TAXES

WEEK-ENDING

DEADLINE

LEAVERS

RUN SCHEDULE

PAYROLL

CARERS

RUN NUMBER

QUERY

SICKPAY

# Payroll



**What are the changes employers need to know about?**

## National Real Living Wage

The real Living Wage is an independently calculated rate based on the cost of living and is paid voluntarily by employers. The rate is currently £10.90 and is calculated annually by The Resolution Foundation on an analysis of the wage that employees need to earn in order to afford a decent standard of living.

## The Real Living Wage & National Minimum Wage rates (September 2022)

Real Living Wage (UK)	National Living Wage	National Minimum Wage			
18+	23+	21-22	18-20	Under 18	Apprentices
£10.90	£9.50	£9.18	£6.83	£4.81	£4.81

## Change in Annual Leave calculations

We are currently looking into a change in how annual leave is calculated. The change still complies with the statutory entitlement of 28 days (5.6 weeks). Whilst the change is undergoing Work in Progress, no annual leave summaries will be issued with your normal payroll reports each month until further notice. Please continue to inform us in the normal manner, however, when annual leave is being taken by your PA's.



## Paying PAYE – A Reminder

If you are paying on time for the current period, always remember to use your 13-character Accounts Office reference. You can find this on your Payment Advice Sheet (top right-hand corner) issued with your payroll reports each period. To be on time you have until the 22nd of each month following the relevant tax period to make payment to HMRC. For example, if your payroll processing date is the 20th of May 2022 (which falls into the tax period 6th May-5th June) you have until the 22nd of June to make payment on time. This applies to online payments only.

Otherwise, the cut-off date for HMRC payments is the 19th of the month. If for some reason your payment to HMRC is late you need to add 4 extra characters to the end of your Accounts Office reference. This is to make sure HMRC allocates your payment correctly to your PAYE account. The final 4 characters represent the year and the month your payment is for. You will need to enter all 17 characters without any spaces:

Characters 14 and 15 reflect the tax year — for example, '23' for the tax year from 6 April 2022 to 5 April 2023

Characters 16 and 17 reflect the tax month. Your pay periods April-March on your Payment Advice Sheet represent tax months 01-12 (01-13 if paying 4-weekly).

For example, if your payment for May mentioned in the above example is late you must add the 4 extra characters '2302' to the end of your Accounts Office reference. Because each tax period has a different payment reference number it is important to make separate payments for each period.

Please note you only have to add the extra 4 digits if your payment to HMRC is late. Any late payment will accrue interest on your HMRC account so it is important to make payment on time. For further help and support please do not hesitate to contact the Payroll Team.

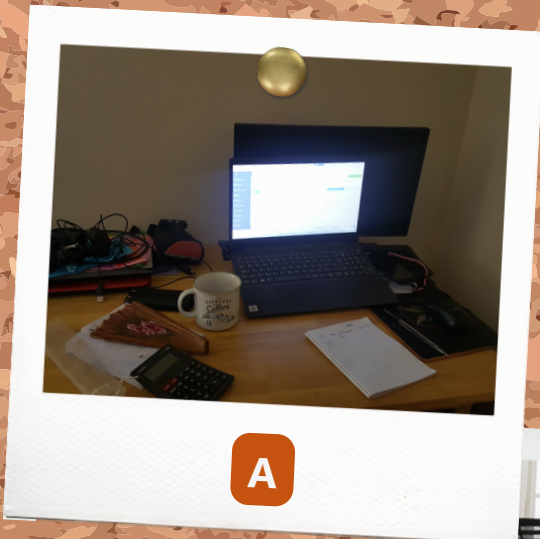


# Guess the Desk

As you will know all the Payroll Team members work remotely. So on that basis how good are you at guessing which desk belongs to who?



The idea of the game is to match the desk with the most relevant team member profile. Answers to the correct match will be announced in our next Newsletter edition. Go on give it a go – good luck!



# Meet the Payroll Team



Read on to find out more about the people behind the busy LCIl Payroll Team

## Lindsay

Although not a new face to the team, my name is Lindsay and I've taken on a new role as Payroll Manager with LCIl. My previous role as Payroll Officer has set a good and strong foundation which I hope will prove valuable to not just myself but to the Payroll Team and LCIl as a whole during the exciting times ahead. I'm an avid Minions fan: so much so my office walls at home are full of fun and inspirational quotes, a favourite being: The best thing about me...I'm a limited edition. There are no copies! Bet you're thinking (those who know me) thank the good lord"!

## Linda

Hi, I am Linda Hiddleston and have been with LCIl for over 6 years. I am a payroll officer, I mostly deal with queries in the payroll inbox and pensions.

## Dianne

Dianne joined the Payroll Team in November, she recently moved home to Scotland after living in Donegal for over 16 years, where she learned to Surf and Paddleboard. She loves hillwalking, kayaking and Springer Spaniels. She can't wait to get out on the Corbetts and Munros of Scotland once again.

## Richa

My name is Richa Singh, I joined the payroll team of LCIl couple of months back. I had relocated from India and took a break from work

to help settle my family well in UK. I have 10+ yrs. of experience in International Payroll administration and affluent with SAP for processing payrolls.

Prior moving to UK, I had worked with Bechtel technologies renowned for Engineering & Construction with its global presence in 160 countries and I was leading the payroll for UAE, Singapore employees. I also worked with global firm Wipro Ltd. where I was part of the core team driving payroll for over 5000 employees. I have done Masters in HR & Finance from Asia Pacific Institute of Management Delhi, India. Apart from work, I love cooking esp. Indian cuisines and spending quality time with my family.

### **Richard**

Hi, I'm Richard. I've been part of the payroll team here at LCiL for 4 years now and thoroughly enjoy helping to guide our service users when they need payroll advice. It's great to interact with our diverse service user community. For me out of office hours activities is making the best of enjoying the outdoors, rambling, hillwalking and traveling.

### **Gemma**

I am Gemma Innes, currently Trainee Payroll Administrator. I joined the team back in January 2020 as a temporary Filing Clerk, however I proved myself an asset to the team and was offered another role as Administrator. In March 2021, I was offered my current role in the Payroll Team, where I organise timesheets for processing, answering client queries and carry out administrative tasks, supporting the team to continue offering the best service possible as our client base grows. In my spare time I love to read and make arts and crafts. I am particularly fond of a bit of crochet, evidenced by the ever-changing display of critters at my desk in the office. I hope that during my time with LCiL that I can continue to deliver excellent service and continue to develop my skills.

## Sarah

Hi my name is Sarah Burchett. I'm an ex-academic now on the slippery road to retirement. I read for two degrees as a mature student, and later worked part-time teaching topics associated with Environmental Science, Plant Sciences and Microbiology – with lots of amazing field trips – love Borneo! During this time, I also worked part-time as the payroll and personnel officer for a crane hire company in Devon for sixteen years before moving to Scotland.

I have published two non-fiction books and am now writing fantasy novels as this is my particular reading choice. I'm also a diver, a sailor, a kayaker and a walker with a keen interest in photographing wildlife and wild places – all of which I share with my wonderful husband Steve.

## Wordsearch answers

E	V	F	E	C	I	O	V	N	I	R	E	A	P
D	E	A	D	L	I	N	E	E	S	E	R	N	A
S	N	R	U	T	E	R	G	I	E	B	E	E	Y
E	T	C	T	E	M	S	N	D	H	M	D	W	S
T	I	L	A	S	N	E	I	D	M	U	U	P	L
A	M	E	P	Y	F	E	D	P	R	N	N	A	I
R	E	A	A	A	M	A	N	E	C	N	D	S	P
Y	S	V	Y	D	S	F	E	N	A	U	A	E	S
A	H	E	R	I	A	N	K	S	R	R	N	X	E
P	E	R	O	L	A	E	E	I	E	E	C	A	S
K	E	S	L	O	M	S	E	O	R	D	Y	T	E
C	T	T	L	H	E	T	W	N	S	M	A	R	T
I	S	S	T	A	F	F	Q	U	E	R	Y	E	E
S	R	U	N	S	C	H	E	D	U	L	E	N	F

# LCiL Recipe Corner: Butter Chicken

This is a butter chicken recipe and is one of the easiest Indian curries to make. The Butter Chicken Sauce is so good that you will want it on tap! Many restaurants take it over the top by adding copious amounts of ghee or butter into the sauce, but you'll find this rich enough as it is with the rich, creamy sauce

## Instruction

### Marinade

Combine the marinade ingredients with the chicken in a bowl. Cover and refrigerate overnight, or up to 24 hours (minimum 3 hrs).

### Cook Chicken

Heat the ghee (butter or oil) over high heat in a large frying pan. Take the chicken out of the marinade but do not wipe or shake off the marinade from the chicken (but don't pour the marinade left in the bowl into the frying pan). Place chicken in the frying pan and cook for around 3 minutes, or until the chicken is white all over (it doesn't really brown because of the marinade).

### Sauce

Add the tomato passata, cream, sugar and salt. Also add any remaining marinade left in the bowl. Turn down to low and simmer for 20 minutes. Do a taste test to see if it needs more salt. Garnish with coriander/cilantro leaves if using. And enjoy your butter chicken.

\*Optional blitz: for an extra smooth sauce, combine the marinade ingredients (except the chicken) in a food processor and blend until smooth. (I do not do this)



## Ingredients

1/2 cup plain yoghurt  
 1 tbsp lemon juice  
 1 tsp turmeric powder  
 2 tsp garam masala  
 1/2 tsp chilli powder or cayenne pepper powder  
 1 tsp ground cumin  
 1 tbsp ginger, freshly grated  
 2 cloves garlic, crushed  
 1.5 lb / 750 g chicken thigh fillets, cut into bite size pieces  
 CURRY:  
 2 tbsp (30 g) ghee or butter, OR 1 tbsp vegetable oil  
 1 cup tomato passata (aka tomato puree)  
 1 cup heavy / thickened cream  
 1 tbsp sugar  
 1 1/4 tsp salt

# NEST – Re-enrolment

## A reminder to Payroll service users

Do you know that every three years employers must put certain members of staff back into an auto enrolment pension scheme? This process is called 'Re-enrolment' and is a legal duty for all employers.

Following the re-enrolment process and in order to meet your duties as an employer, all employers must complete a Re-declaration of Compliance: a letter request of which many of you will already have received direct from the Pensions Regulator. The LCiL Payroll Team process this on your behalf so no need to worry.

To assist the team in processing your Re-declaration of Compliance it will be helpful if you can forward the copy letter to the team as soon as it comes in from the Pensions Regulator.



**Lindsay Richards**  
Payroll Manager



# Grapevine News



## Information Sessions on Adult Disability Payment

The Grapevine Team was delighted to host several information sessions in October and November on the topic of Adult Disability Payment. These free-to-attend sessions were hosted both online and in-person at Norton Park Conference Centre in Edinburgh.

Within twenty-four hours of promoting these sessions we found ourselves fully booked due to high demand. Don't worry if you missed out though - we will offer additional sessions on this topic in January 2023. Be sure to follow us on social media and keep an eye on our website for future details!

These introductory sessions on Adult Disability Payment covered the essentials of this new benefit in Scotland, including:

- Eligibility criteria
- How to apply
- Information for existing Personal Independence Payment Claimants
- Where support is available

The Grapevine Disability Information service offers advice, information and support with Adult Disability Payment to Edinburgh City residents. Call us on 0131 475 2370 Monday - Friday 10am to 4pm to speak with our team or email [Grapevine@lothiancil.org.uk](mailto:Grapevine@lothiancil.org.uk).



# Peer Support and Learning Events

January to March 2022



<p><b>West Lothian Disabled Person Peer Support</b></p> <p> Carers of West Lothian</p> <p>Thursday 12th January Carmondean Community Centre</p>	<p><b>Online Disabled Person Peer Support</b></p> <p>Thursday 16th February online via Zoom</p>	<p><b>Parent Carer Peer Support</b></p> <p> vocal</p> <p>Monday 13th March Norton Park</p>
<p><b>Parent Carer Peer Support</b></p> <p> vocal</p> <p>Monday 16th January online via Zoom</p>	<p><b>Parent Carer Peer Support</b></p> <p> vocal</p> <p>Monday 20th February online via Zoom</p>	<p><b>Online Disabled Person Peer Support</b></p> <p>Thursday 16th March online via Zoom</p>
<p><b>Online Disabled Person Peer Support</b></p> <p>Thursday 19th January online via Zoom</p>	<p><b>Edinburgh Disabled Person Peer Support</b></p> <p>Thursday 23rd February Norton Park</p>	<p><b>Edinburgh Disabled Person Peer Support</b></p> <p>Tuesday 21st March Norton Park</p>
<p><b>Edinburgh Disabled Person Peer Support</b></p> <p>Tuesday 24th January Norton Park</p>	<p><b>Intro to Self-Directed Support Workshop for Parent Carers</b></p> <p>Tuesday 28th February online via Zoom</p>	<p><b>PA Employer Forum</b></p> <p>Wednesday 22nd March online via Zoom</p>
<p><b>West Lothian Disabled Person Peer Support</b></p> <p> Carers of West Lothian</p> <p>Thursday 2nd February Carmondean Community Centre</p>	<p><b>West Lothian Disabled Person Peer Support</b></p> <p> Carers of West Lothian</p> <p>Thursday 2nd March Carmondean Community Centre</p>	<p><b>All events start at <u>11am</u></b></p> <p><b>We look forward to seeing you there!</b></p>
<p><b>Intro to Self-Directed Support Workshop for Disabled People</b></p> <p>Tuesday 7th February online via Zoom</p>	<p><b>Outcomes and Support Planning Workshop</b></p> <p>Thursday 9th March Norton Park</p>	

## Lothian Centre for Inclusive Living

Peer Support and Learning Events Jan - March 2023  
[www.lothiancil.org.uk](http://www.lothiancil.org.uk)

Lothian Centre for Inclusive Living  
 57 Albion Rd  
 Edinburgh  
 EH7 5QY

If you have any questions or would like to book on to an event then please get in contact via **0131 475 2350** or email **SDS@lothiancil.org.uk** to obtain the Zoom link.

**Please Note:** Our workshops are open to people in all local authority areas – East Lothian, West Lothian, Midlothian, and Edinburgh. Furthermore, we encourage those in local authority areas without a currently listed peer support group to please join one of our other groups for the time being.



# Support our Work

With your help, we can do more to support disabled people in Edinburgh and the Lothians.



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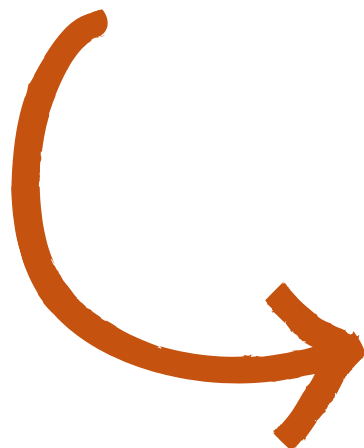
## Join our Board!

Applications for joining the Board of Lothian Centre for Inclusive Living will be posted shortly on our website and social media. If you want to get involved in this voluntary role and think you have the skills required, we would love to receive your application. Please keep an eye on our website [www.lothiancil.org.uk](http://www.lothiancil.org.uk) and follow us on social media for more news and updates.

## Support our Work

We welcome donations from individuals and organisations. Your donation to LCIIL will help us to deliver our services, advance the rights of disabled people and ensure that Independent Living is a reality for disabled people, people with long-term conditions and older people in Edinburgh and the Lothians.

- £5.00 could help to provide independent up-to-date disability information and advice.
- £10.00 could help to run peer support workshops and groups for disabled people and parents/carers.
- £50.00 could help to train volunteer Champions to inspire and educate peers, professionals and policy.



**Visit us online to  
find out more**

**[www.lothiancil.org.uk/support-us/make-a-donation](http://www.lothiancil.org.uk/support-us/make-a-donation)**

# Get in Touch

**Thank you for reading this edition of Lothian Disability News - read on to see how you can get in touch with feedback and suggestions.**

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## Contact Us

If you have questions or comments about anything you have read in this newsletter, or have feedback on how we can improve this newsletter for future editions, we would welcome your feedback.



Please email [callum.ogden@lothiancil.org.uk](mailto:callum.ogden@lothiancil.org.uk) to pass on any questions or comments!

## Winter Edition Preview

That wraps up this autumn edition of Lothian Disability News. We hope the articles and look into the Payroll Team were an interesting read.

In our next edition of our newsletter, we will be putting a spotlight on the work carried out by our Independent Living Team. We'll be offering a behind the scenes look so you can get to know this team, the work they do, and how you may benefit from the services they offer!

[www.lothiancil.org.uk](http://www.lothiancil.org.uk)

[www.twitter.com/LothianCIL](https://www.twitter.com/LothianCIL)

[www.facebook.com/LothianCIL](https://www.facebook.com/LothianCIL)



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