



Meeting of East Renfrewshire Health and Social Care Partnership	Integration Joint Board
Held on	26 June 2019
Agenda Item	11
Title	Individual Budget Update
<p>Summary</p> <p>To provide the Integration Joint Board with a progress report on the development and implementation of the Individual Budget process.</p>	
Presented by	Lesley Bairden, Head of Finance and Resources (Chief Financial Officer)
<p>Action Required</p> <p>The Integration Joint Board is asked to:</p> <ul style="list-style-type: none"> ▪ Note the progress to date ▪ Approve the implementation plan ▪ Approve the proposal to defer implementing the individual contribution 	
<p>Implications checklist – check box if applicable and include detail in report</p> <p> <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Policy <input type="checkbox"/> Legal <input type="checkbox"/> Equalities <input checked="" type="checkbox"/> Risk <input type="checkbox"/> Staffing <input type="checkbox"/> Directions <input type="checkbox"/> Infrastructure </p>	

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EAST RENFREWSHIRE INTEGRATION JOINT BOARD

26 June 2019

Report by Head of Finance and Resources (Chief Financial Officer)

INDIVIDUAL BUDGET UPDATE

PURPOSE OF REPORT

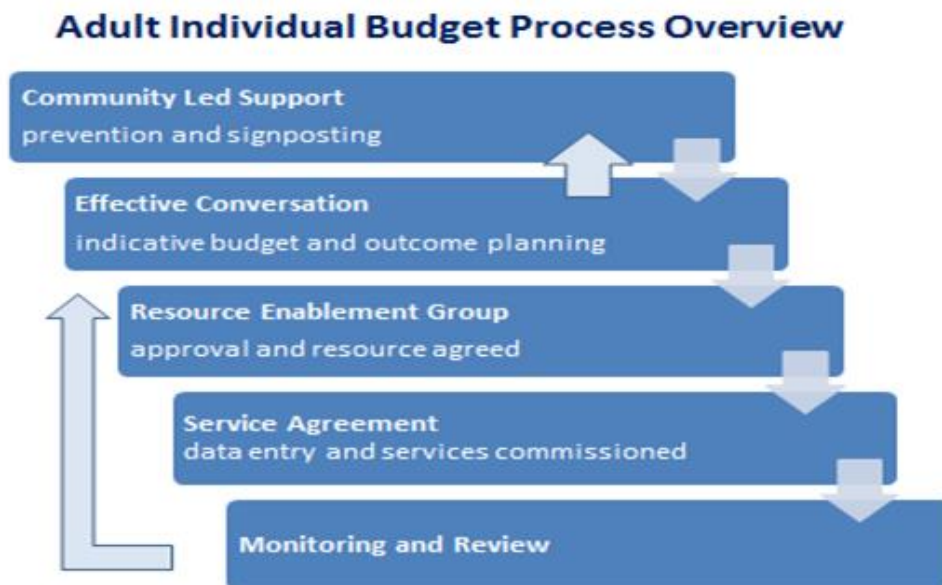
1. The purpose of this report is to provide the Integration Joint Board (IJB) with an overview and update on the process for calculating (adult) Individual Budgets under Self Directed Support legislation and associated systems and processes.

RECOMMENDATION

2. The Integration Joint Board is asked to:
 - Note the progress to date
 - Approve the implementation plan
 - Approve the proposal to defer implementing the individual contribution

BACKGROUND

3. The Integration Joint Board received two previous reports on the process for calculating (adult) Individual Budgets under Self Directed Support legislation and associated systems and processes at its meeting in June and November 2018.
4. At the November 2018 meeting the IJB agreed that we should undertake a consultation exercise with our key stakeholders and also agreed to delegate the setting of a % contribution to the Chief Officer and Chief Financial Officer
5. The individual budget process is summarised as below :



6. Community Led Support delivered through our Talking Points is our first point of contact with signposting people to community assets and through good conversations supporting people to use their own strengths and resources rather than drawing them into statutory services. This preventative approach is a fundamental to support our sustainability and future funding challenges.
7. Where the need for social care support is identified then the Individual Budget Calculator will be used for everything from modest one off interventions to complex care packages.

REPORT

8. We held two consultation events with our key stakeholders In January 2019 in Barrhead and in Eastwood. There was also a follow up session with carers in Thornliebank in March 2019. We continue to work with the SDS Forum and have attended some sessions arranged by the Forum.
9. The feedback in the main was positive, recognising the new system will be transparent and equitable. Some individual issues were raised and there was some concern on the timing of the reviews and the implementation of the contribution charge. There was also some discussion about an appeals process and the constitution of the approval panel.
10. We had already recognised that the implementation of a contribution based charge would be a change and if the review resulted in a reduced budget this would be “a double hit”. Taking this into consideration, along with a phased implementation, I am asking the IJB to defer the contribution element until we have reviewed all existing care packages. This will ensure an equitable approach for new budgets agreed and those still to be reviewed.
11. An Equalities Impact Assessment was carried out in relation to the implementation of the policy and is included at Appendix 1. Although the policy will impact on protected characteristics of age and disability under the Equalities Act, it is envisaged the change will be largely positive by bringing equity across the partnership and any financial impact in relation to future charging will be mitigated by use of financial assessments to assess ability of an individual to pay.
12. Whilst there was a view that the approvals panel should include a lay member the individual assessment and associated information is confidential and relates to our statutory function. Our current complaints process will deal with any complaints and appeals. However we would hope that we would be able to resolve issues before a formal complaint was taken, given the focus on partnership working. We intend to appoint an advanced practitioner to support the outcome focussed agenda and this post will complement the ongoing work around SDS.
13. Within the HSCP our Localities Manager for Barrhead has taken on the operational lead for SDS and has reviewed our practice guidance and use of direct payments. This will provide clear guidance to our practitioners on how the individual process works and will be a valuable tool to support working creatively with individuals to make the best use of their budget to meet their outcomes. The revised practice guidance has been approved by the Chief Social Work Officer.

14. The implementation plan is included at Appendix 2 and covers:
 - Staff; Resource Enablement Group, Finance and Business Support
 - Process: Practice Guidance, EQIA, IJB Approval, web content and other public information revised
 - Implementation and Training; phased roll out across locality teams including workshops and training
 - Quality Assurance; continued monitoring, review of processes and ongoing training
15. Once each team has received full training the new approach will be used for all new assessments and review for existing support plans will be undertaken on a risk basis.
16. We will publish easy use guides on our website for general access to information. Useful documentation and advice for practitioners will also be made available on our intranet for easy access.
17. We have undertaken a number of desktop case studies to demonstrate the new approach and we are confident that the results fall into acceptable parameters. We have also tested the calculator with a number of desktop assessment and refined the weightings and bandings accordingly.
18. The questionnaire and a summary of the calculator are included at Appendices 3 and 4 for information. The calculator summary clearly and transparently shows our methodology.
19. Whilst our intention is to delegate low risk and low value decisions to individual teams we intend to bring all individual budget proposals to the resource enablement group for now. This will allow us to ensure consistency of approach and learning as we progress.
20. We will closely monitor how individual budgets compare to previously agreed care packages as we progress reviews, recognising there may be some changes resulting from crossover with carer's individual budgets. Should we need to revise the calculator we will ensure those reviews undertaken to date are again reviewed to ensure equity.
21. As previously reported the IJB should take assurance that, as is the case now, where an individual does not feel they can meet their outcomes with the existing level of resource they can request a review.
22. In preparation for our new approach, a mandatory two-day training session was held with social work practitioners in May to reinforce the importance of recording outcomes and linking them to the care plan. We had 45 attendees and the feedback was positive. A further session will be held in June for those who were unable to attend.
23. The new role of Finance Support Officer have been recruited (3 posts) to and will work alongside our social workers to provide financial guidance and ensure consistency of approach when using the individual budget calculator and costing support plans.

CONSULTATION AND PARTNERSHIP WORKING

24. We have undertaken a number of informal consultations and three formal consultation events. We will continue to work in partnership with the Cares and SDS Forums.
25. Social workers from across the partnership have had input into the Individual Resource questionnaire, case studies and procedure and have provided valuable input and feedback.

IMPLICATIONS OF THE PROPOSALS

Finance

26. This approach should allow us to deliver care packages that meet the outcomes of those individuals we support in a creative and innovative way. The principle of “getting the right level of support” should ensure that we provide the level of support needed and do not over provide.
27. Within our 2019/20 budget we have a saving of £0.8 million against adult care package costs and the individual budget approach, along with our policy on sleepovers will support delivery of this saving.

Risk

28. There are potential risks in relation to this change in approach, including:
 - Ensuring the individual budget calculator and supporting process work as intended
 - Costing outcome plans and components
 - Gaps in the market for demand for different service provision

Equalities

29. A full equality impact assessment is included.
30. There are no policy, legal, staffing or infrastructure implications.

CONCLUSIONS

31. The new approach will allow us to utilise our skills and resources to provide a robust and transparent approach to calculating individual budgets.
32. The focus of the support plans will be on achieving the outcomes of the individual. This will move us away from the historic task and time approach.
33. Every support plan will be approached on the same basis ensuring equity no matter the individual circumstances.
34. We will optimise our professional staff time, maximising the time spent with the individual.
35. We will support the process in a more efficient way.

RECOMMENDATIONS

36. The Integration Joint Board is asked to:
 - Note the progress to date
 - Approve the implementation plan
 - Approve the proposal to defer implementing the individual contribution

REPORT AUTHOR AND PERSON TO CONTACT

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June 2019

Chief Officer, IJB: Julie Murray

BACKGROUND PAPERS

IJB PAPER 28.11.2018: Individual Budget Process

<https://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=23458&p=0>

IJB PAPER 27.06.2018: Individual Budgets Self Directed Support Update

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=22619&p=0>

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**East Renfrewshire HSCP
Equality Impact Assessment for Individual Budgets for Adult Health &
Social Care Services**

POLICY NAME: SELF DIRECTED SUPPORT: INDIVIDUAL BUDGET CALCULATOR

The word '**policy**' will be used throughout as shorthand for policy, service or proposal.

Question 1: What is the policy?

Answer:

The Individual Budget Calculator policy is the process for calculating (adult) Individual Budgets under Self Directed Support legislation and associated systems and processes.

Question 2: What is the aim, objectives or purpose of the policy? Why is it needed?

Answer:

The Individual Budget Calculator (IBC) sits alongside the outcomes/needs assessment and provides a simple way to arrive at an indicative budget, based on the principles of getting the right support at the right time. It is intended to bring equity to the allocation of social care resources across the HSCP and ensure people can work creatively with their social work practitioner to ensure their outcomes are delivered.

Question 3: Does the policy affect service users, employees or the wider community, and therefore potentially have an effect in terms of equality?

Answer

Yes

Question 4: Is it a major policy, significantly affecting how functions are delivered?

Answer

No. Services are already being delivered, but this policy may change the resources allocated to individuals in respect of these services. This change could be an increase or a decrease. Any decrease would be managed on a stepped-basis where appropriate.

Question 5: Will it have a significant effect on how other organisations operate (for example, a national strategy, an inspection framework or criteria for funding)?

Answer

No

Question 6: Does it relate to functions that previous involvement activities have identified as being important to particular protected groups?

Answer

Yes. The policy will affect all people who access social care services.

Question 7: Does it relate to an area where your department or the Council has set equality outcomes?

Answer

No

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Question 8: Does it relate to an area where there are known inequalities? (For example, disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools, etc.)

Answer

Yes

People with disabilities who access HSCP resources and services will likely be affected. Those with limited financial resources will be financially assessed if required to ensure that no-one experiences financial hardship as a result of the policy.

Question 9: Which protected groups are or could be particularly affected by the policy? Please give reasons

<input checked="" type="checkbox"/>	Age
<input checked="" type="checkbox"/>	Disability
<input type="checkbox"/>	Gender
<input type="checkbox"/>	Gender reassignment
<input type="checkbox"/>	Pregnancy and maternity
<input type="checkbox"/>	Race
<input type="checkbox"/>	Religion or belief
<input type="checkbox"/>	Sexual orientation
<input type="checkbox"/>	Marriage and civil partnership (with regard to eliminating unlawful discrimination in employment)

Further Details

Due to the nature of social work services and the demographics within East Renfrewshire, it may be that more older people are affected by the policy. Likewise, people with disabilities who access HSCP resources and services will likely be affected. Both these groups of people may have limited resources, which is why financial assessments would be used to ensure that no-one experiences financial hardship as a result of the policy.

Question 10: Which parts of the public sector duty is the policy relevant to?

Answer:

Advance equality of opportunity between people from different groups:

All residents of East Renfrewshire should be able to access HSCP resources when needed. They should be treated fairly and equitably as individuals and with robust guidance and policies in place to ensure this fairness.

There are 4 options available to people to direct how they want their social care provided. This policy will ensure equity across all the options, regardless of how someone wants their care services to be delivered.

Question 11: Does it relate to a policy where there is significant potential for reducing inequalities or improving outcomes? (For example, improving access to health services for transsexual people, or increasing take-up of apprenticeships by female students.)

Answer

Yes. Implementation of the policy should ensure that resources are allocated equitably, regardless of a person's age, disability or social status, allowing people to access the services they need to achieve their outcomes. The calculator should increase transparency around the allocation of budgets.

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Question 12: What data do you have to facilitate the screening of this policy?

Answer:

Benchmarking was completed with various other local HSCPs to gain information and advice on the implementation of Individual Budgets and charging a user contribution.

Analysis of current social care costs was carried out so that the budget calculator was modeled on real data

Question 13: What consultation information do you have regarding this policy? Who has been consulted and what were the outcomes?

Answer:

Social work practitioners across the partnership were consulted on the aims and objectives of the policy to ensure it was robust and fit for purpose.

Public consultation sessions were held in both Barrhead and Eastwood to discuss the model, as well as a follow-up session with carers in Thornliebank to get feedback and input from various stakeholders, including members of the public, people who use the service

Local advocacy and advice groups also held user feedback sessions and were able to discuss the outcomes of these with HSCP representatives. This allowed for more frank discussion of individual concerns which were fed back to the partnership for discussion and action.

Question 14: Are there any information gaps (data and/or consultation)?

Answer

No

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SCOPING THE ASSESSMENT

POLICY NAME: SELF DIRECTED SUPPORT: INDIVIDUAL BUDGET CALCULATOR

Step 1 of 3

Question 1: What are the aims of the policy?

Answer:

The Individual Budget Calculator (IBC) sits alongside the outcomes/needs assessment and provides a simple way to arrive at an indicative budget, based on the principles of getting the right support at the right time.

The policy replaces the previous 'equivalence' model of allocating social care resources and looks to provide an indicative budget to people at the start of the assessment process, in order that they can work creatively and focus on achieving their outcomes. It aims to bring transparency and equity to the allocation of resources and also the method by which social care is provided under the 4 SDS options.

Question 2: Which aspects of the policy are particularly relevant to the duty to have due regard to the need to eliminate unlawful discrimination, harassment and victimization and other conduct that is prohibited by the Equality Act 2010.

Answer:

Every individual will be offered a financial assessment which will look at their individual income, rather than that of the whole household.

Question 3. Please tick the boxes which apply

Answer (*Place 'x' where appropriate*)

<input type="checkbox"/>	There is evidence to indicate that the policy may result in less favourable treatment for particular groups
<input type="checkbox"/>	There is evidence to indicate that the policy may give rise to indirect discrimination
<input type="checkbox"/>	There is evidence to indicate that the policy may give rise to unlawful harassment or victimisation
<input type="checkbox"/>	There is evidence to indicate that the policy may lead to discrimination arising from disability
<input checked="" type="checkbox"/>	There is evidence to indicate that the policy may build in reasonable adjustments where these may be needed

Further Details

If there is evidence, please give details here:

The HSCP will continuously review the calculator to ensure it is fit for purpose and will revise if needed. Any revision will be looked at retrospectively to ensure equity for all.

Question 4: Which aspects of the policy are particularly relevant to the duty to have due regard to advance equality of opportunity between people who share a relevant protected characteristic and those who do not

Answer:

The policy assure people they will be financially assessed if requested, ensuring that people with disability related expenditure and those on low incomes are not adversely impacted by any potential contribution they may be asked to make. These financial assessments will follow national COSLA guidance.

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Question 5: Please tick the boxes which apply

Answer (Place 'x' where appropriate)

x	There is evidence to indicate the policy will remove or minimise disadvantage
x	There is evidence the policy will meet the needs of different groups
x	There is evidence the policy will encourage increased participation of particular groups
x	There is evidence the policy will take account of disabled people's needs

Further Details

Please give further details:

The policy will allow a consistent approach to allocating budgets across individuals accessing services, ensuring people have the resources to access the services they need at the right time, allowing people to be creative in meeting their outcomes.

Step 2 of 3

Question 6: Which aspects of the policy are particularly relevant to the duty to have due regard to foster good relations between people who share a protected characteristic and those who do not.

Answer:

Fair transparent allocation of resource to allow groups to participate in community and meet outcomes. By encouraging creative use of SDS resources, and signposting people to useful forums and community groups, it is envisaged people will discuss ideas and share innovative ways of ensuring their outcomes are met.

Question 7: (Place 'x' where appropriate)

Answer

<input type="checkbox"/>	There is evidence the policy will help you to tackle prejudice
<input type="checkbox"/>	There is evidence the policy will promote understanding between different groups

Further Details

Please give further details:

N/A

Question 8: What evidence is already available about the needs of relevant groups, and where are the gaps in evidence?

Answer:

N/A – revising existing model

Question 9: What data will be required in the future to ensure effective monitoring of the implementation of this policy?

Answer:

Keep running analysis of individual budget allocations before and after review.

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OUTCOME OF THE ASSESSMENT

Question 10: Having considered the potential or actual impacts of the policy, what should be done?

Option 1 : No major change

Answer

The policy will move the allocation of social care resources from an equivalency model to Individual Budgets. Ongoing review will be carried out to ensure no adverse impact on people based on their outcomes assessment.

Appeals process will available for those who wish their cases to be reviewed.

Option 2 : Adjust the policy

Answer

No

Further Details *(If you answered "yes" to option 2, please outline your plans to: - remove or change the aspect(s) of the policy that create(s) any negative or unwanted impact identified; - remove barriers, to better advance equality or to foster good relations and; - to introduce additional measures to reduce or mitigate any potential negative impact).*

Answer

N/A

Option 3 : continue the policy despite the potential for adverse impact

Add an action

Answer

No

Further Details *(If you answered "yes" to option 3, please give the reasons why and how you believe that decision is compatible with your obligations under the duty).*

Answer

N/A

Option 4 : Stop and remove the policy

Answer

No

Further Details *(If you answered "yes" to option 4 please give your reasons)*

N/A

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Equality Impact Assessment for Individual Budgets for Adult Health & Social Care Services

ORGANISATIONAL SIGNOFF

Policy name: Self Directed Support: Individual Budget Calculator

Step 1 of 3

Question 1. Aim of the policy?

Answer

The Individual Budget Calculator (IBC) sits alongside the outcomes/needs assessment and provides a simple way to arrive at an indicative budget, based on the principles of getting the right support at the right time. It is intended to bring equity to the allocation of social care resources across the HSCP and ensure people can work creatively with their social work practitioner to ensure their outcomes are delivered.

Question 2. Priority?

(Place 'x' where appropriate)

Answer

x	High
	Medium
	Low

Question 3. Tick areas of equality relevance

Answer

(Place 'x' where appropriate)

x	Age
x	Disability
	Gender
	Gender reassignment
	Pregnancy and maternity
	Race
	Religion or belief
	Sexual orientation
	Marriage and civil partnership (with regard to eliminating unlawful discrimination in employment)

Question 4. Risk of adverse impact

Answer

Low due to mitigation factors around financial assessments as discussed.

Question 5. Data used (including assessment of reliability and validity)

Answer

Analysis of existing budgets. Full data from previous year's commitment was used to conduct analysis of care packages across client groups. Case studies were identified and desktop exercise carried out to examine result of moving to new calculator. Where differences were noted, cases were investigated to ensure explanations existed as to why. Benchmarking – 5 other Local Authorities were either visited or happy to share data. All these authorities are currently using their RAS model successfully.

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Question 6. Assessment of adverse impact

Answer

It is hoped the policy will allow just enough support to be provided to people, along with information and resources to enable them to plan their care in order to meet their outcomes. As the policy is based on need, it is not expected that people will be adversely impacted on achieving these outcomes. Where someone's budget is reduced, reasons for this will be investigated to ensure sufficient support is still in place.

Question 7. Consultation carried out (methods, target groups consulted, etc)

Answer

Social work practitioners across the partnership were consulted on the aims and objectives of the policy to ensure it was robust and fit for purpose.

Public consultation sessions were held in both Barrhead and Eastwood to discuss the model, as well as a follow-up session with carers in Thornliebank to get feedback and input from various stakeholders, including members of the public, people who use the service

Local advocacy and advice groups also held user feedback sessions and were able to discuss the outcomes of these with HSCP representatives. This allowed for more frank discussion of individual concerns which were fed back to the partnership for discussion and action

Question 8. Proposed method to reduce or eliminate Adverse Impact (including reasons chosen)

Answer

Where case studies identified a reduction in allocated budget, creative solutions were also noted to ensure outcomes were still able to be achieved.

The REG panel will have final say on the actual budget arrived at, ensuring that those requiring support above the level of indicative budget will still be able to access this if necessary.

A transition process will exist for those impacted beyond a certain level to ensure a stepped process to the new level of budget.

Money advice services will be available to people to ensure income maximisation.

Question 9. Conclusions and recommendations for amendments to the policy. Please state who/which group or committee considered the options and took the decision on what action would be taken. If a number of options were considered, summarise these and the reason for selecting one option over any others. If no further action is required as a result of the EQIA, please explain.

Answer

No amendments are being considered.

Question 10. Timescale for implementation

Answer

The policy will commence in June 2019 and be phased in over the following months across the partnership. It is likely that client contributions will be deferred until 2020/21.

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Equality Impact Assessment for Individual Budgets for Adult Health & Social Care Services

Question 11. Methods of publication

Answer

The policy will be published on East Renfrewshire Council's website and will be made available in other formats as needed.

Question 12. Monitoring arrangements

Answer

Implementation of the Individual Budgets policy will be under constant monitoring to ensure the policy is fit for purpose and meeting the needs of both the people of East Renfrewshire and also the HSCP.

Individuals can ask for a review of their assessed outcomes at any time.

Client commitment reports from CareFirst will be used to assess budgets overall to ensure the policy is sustainable.

Comments

Next Review Date

Chief Officer's Signature:

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Individual Budgets:
Implementation Plan

May		June				July					August			
20th	27th	3rd	10th	17th	24th	1st	8th	15th	22nd	29th	5th	12th	19th	26th

Resources



Guidance and Process

- Practice Guidance to CSWO
- EQIA Completed
- DMT Sign-off on documentation
- IJB Approval
- Intranet/Internet Updates
- Leaflets for public use



Implementation and Training

- FSO training
- Learning Disability TEAM
- Review Team
- Barrhead Locality
- Eastwood Locality
- Initial Contact Team
- Mental Health/Addictions
- All others/Mop-up/Refresher
- Transitions



Quality Assurance

- Continued Monitoring
- Ongoing Training



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Individual Budget Calculator - Adults

Self-directed support is the way we help people (assessed as needing support) to arrange support. It helps you and your worker to agree the support that makes most sense to you and your family, and it keeps you at the centre of the decision making.

The starting point for Self-directed Support is to work out how much money is available to help you arrange your support – The Relevant Amount / Individual Budget

We have a process for working out The Individual Budget with you and this form will start things off.

- **This form (The Individual Budget Calculator) indicates a financial banding for you to get started with – the banding has a lower and upper value.**
- **Your worker uses this banding to start planning with you – and goes on to agree a good plan with you, using their skills knowledge and experience to propose what the Individual Budget should be**
- **Your worker then seeks approval for your plan and the Proposed Individual Budget**
- **The Individual Budget Approval Group (a small group of other workers) check your plan, the Proposed Individual Budget and, using their collective skills knowledge and experience, make a decision about what the Approved Individual Budget should be. This may be more or less than the Proposed Individual Budget**

The Approved Individual Budget is then available to you to start arranging your support. Your worker will help you to choose how you want the money to be managed and there are several flexible options for you to think about. Please complete each section of this form with your worker and consider which descriptions best describe your situation. Your worker will guide you through it and help you with any questions you have.

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East Renfrewshire HSCP

Individual Budget Calculator

Adults

Name	
P number	
Assessor	
Date of completion	

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1 Feeling safe

	My View	Worker View
<p>A. I do not need help to feel safe</p> <ul style="list-style-type: none"> I can manage the risks in my life. 		
<p>B. I need a little help sometimes to feel safe, for example:</p> <ul style="list-style-type: none"> Someone to check on me at times. Some equipment to help me be as independent as possible. Some adaptations to my home to help keep me safe. Some help to develop strategies to keep me safe, for example, what to do if people come to my door 		
<p>C. I need a little help regularly to feel safe, for example:</p> <ul style="list-style-type: none"> I don't always realise that I rely on others to help me feel safe. There are times when my health condition changes and my ability to manage this is compromised. 		
<p>D. I need a more help regularly to feel safe, for example:</p> <ul style="list-style-type: none"> I need someone with me at home at times to feel safe. I need people around me when going out to help me feel safe 		
<p>E. I need a significant level of help to feel safe, for example:</p> <ul style="list-style-type: none"> I don't understand risk in many areas of my life and others need to make plans to keep me safe. I might present serious risk to myself or members of the public without significant support. 		

Issues to do with feeling safe are impacting on my well-being (or my family's well-being)

1 Not at all		
2 Starting to have an impact		
3 Are impacting		
4 Significantly impacting		
5 Unsustainably impacting		

Feeling Safe - unpaid / informal help (from family & friends)

1 I will get all the help I need from family and friends, or, I don't need any help for this area of my life		
2 I will get more informal help regularly		
3 I will get a little informal help regularly		
4 I will get a little informal help sometimes		
5 I will not get any informal help		

2 Having things to do and feeling included socially

	My View	Worker View
I can do the things that are important to me, hobbies, interests, passions, vocations		
<p>I need a little help sometimes to do the things that are important to me, for example:</p> <ul style="list-style-type: none"> • I sometimes struggle physically to do the things that are important to me • I sometimes lack the confidence to do the things that are important to me 		
<p>I need a little help regularly to do the things that are important to me, for example:</p> <ul style="list-style-type: none"> • I need practical or emotional support to get out (or stay in) and do the things that are most important to me 		
<p>I need more help regularly to do the things that are important to me, for example:</p> <ul style="list-style-type: none"> • I need practical or emotional support to get out (or stay in) and do the things that are most important to me. It plays a large part in my physical and mental health 		
<p>I need significant help regularly to do the things that are important to me, for example:</p> <ul style="list-style-type: none"> • I need practical or emotional support to get out (or stay in) and do the things that are most important to me. It plays an essential part in my physical and mental health and, allows others who care for me to get a break from caring. 		

Issues to do with having things to do are impacting on my well-being (or my family's well-being)

1 Not at all	
2 Starting to have an impact	
3 Are impacting	
4 Significantly impacting	
5 Unsustainably impacting	

Having things to do - unpaid / informal help (from family & friends)

1 I will get all the help I need from family and friends, or, I don't need any help for this area of my life		
2 I will get more informal help regularly		
3 I will get a little informal help regularly		
4 I will get a little informal help sometimes		
5 I will not get any informal help		

3 Personal care

	My View	Worker View
<p>A. I do not need help with my personal care. For example,</p> <ul style="list-style-type: none"> • I mostly manage by myself with things like going to the toilet, washing or dressing. 		
<p>B. I need a little help sometimes with my personal care, for example:</p> <ul style="list-style-type: none"> • I need to be reminded to have a shower. • I sometimes need some help to have a shower. • I sometimes need help to pick the right clothes to wear. • Sometimes my health changes and I go from not needing any support with personal care to needing help or reminders. 		
<p>C. I need a little help regularly with my personal care, for example:</p> <ul style="list-style-type: none"> • I need help to dress and undress. • I need help in the shower or to bathe. • I need help to go to the toilet. • I usually manage my personal care by myself but often my health difficulties mean I need help. • I have problems with alcohol or drugs which result in me needing help with my personal care – sometimes a lot, but mostly none at all. 		
<p>D. I need more help regularly with my personal care, for example:</p> <ul style="list-style-type: none"> • I need help with personal care throughout the day. • I have specific routines with personal care that I need other people to help me follow. • I have complex personal care needs and those who help me need to know a lot about me. 		
<p>E. I need significant help regularly with my personal care, for example:</p> <ul style="list-style-type: none"> • I need two people to help me with personal care. • I need support throughout the night on most nights with my personal care. • The people who help me with my personal care need to be trained to help me specifically. 		

Issues to do with my personal care are impacting on my well-being (or my family's well-being)

1 Not at all	
2 Starting to have an impact.....use bandings descriptors to add examples	
3 Are impacting	
4 Significantly impacting	
5 Unsustainably impacting	

Personal care - unpaid / informal help (from family & friends)

1 I will get all the help I need from family and friends, or, I don't need any help for this area of my life		
2 I will get more informal help regularly		
3 I will get a little informal help regularly		
4 I will get a little informal help sometimes		
5 I will not get any informal help		

4 Staying as well as I can

	My View	Worker View
<p>A. I do not need help to stay healthy and well;</p> <ul style="list-style-type: none"> • I am able to decide if I need to see a doctor or seek other help 		
<p>B. I need a little help sometimes to stay healthy, for example:</p> <ul style="list-style-type: none"> • I need routine support to take medication. • I need support to attend regular GP appointments. • I can let someone know that I don't feel well. 		
<p>C. I need a little help regularly to stay healthy, for example:</p> <ul style="list-style-type: none"> • Sometimes my health causes me problems and I need support from others. • I can let people know if I feel unwell but need regular support to stay healthy • At times I need advice or support to manage my health 		
<p>D. I need more help regularly to stay healthy, for example:</p> <ul style="list-style-type: none"> • I often struggle to identify that I need help with my health and rely on others to determine this. 		
<p>E. I need significant help regularly to stay healthy, for example:</p> <ul style="list-style-type: none"> • I need specialist help with my health from someone who has been specially trained to support me. • I need help with complex or medical care interventions • People who support me always need to determine when I need medication or a health intervention 		

Issues to do with staying as well as I can are impacting on my well-being (or my family's well-being)

1 Not at all	
2 Starting to have an impact.....use bandings descriptors to add examples	
3 Is impacting	
4 Significantly impacting	
5 Unsustainably impacting	

Staying as well as I can - unpaid / informal help (from family & friends)

1 I will get all the help I need from family and friends, or, I don't need any help for this area of my life		
2 I will get more informal help regularly		
3 I will get a little informal help regularly		
4 I will get a little informal help sometimes		
5 I will not get any informal help		

5 Living where I want, as I want

	My View	Worker View
<p>A. I am happy where I live and I can manage independently.</p> <ul style="list-style-type: none"> • I am largely independent with most practical aspects of my life. 		
<p>B. I need a little help sometimes with living at home, for example:</p> <ul style="list-style-type: none"> • I can usually manage the practical things, but sometimes because of problems with health, I can struggle to cope for a period. • I can my household affairs independently but require support to attend to other practical day to day things. • I can attend to some household tasks but require help with others. 		
<p>C. I need a little help regularly with living at home, for example:</p> <ul style="list-style-type: none"> • I often struggle to attend to some household tasks and require support to arrange or manage systems like paying my bills. 		
<p>D. I need more help regularly with living at home, for example:</p> <ul style="list-style-type: none"> • I have the skills required for the practical side of day to day living but need consistent support to stay independent. 		
<p>E. I need significant help regularly with living at home, for example:</p> <ul style="list-style-type: none"> • I am unable to cope with household tasks and require support to arrange or manage my other household affairs. 		

Issues to do with living where I want, as I want are impacting on my well-being (or my family's well-being)

1 Not at all	
2 Starting to have an impact.....use bandings descriptors to add examples	
3 Is impacting	
4 Significantly impacting	
5 Unsustainably impacting	

Living where I want, as I want - unpaid / informal help (from family & friends)

1 I will get all the help I need from family and friends, or, I don't need any help for this area of my life		
2 I will get more informal help regularly		
3 I will get a little informal help regularly		
4 I will get a little informal help sometimes		
5 I will not get any informal help		

6 Making decisions

	My View	Worker View
A. I do not need help with choices and decisions and am in control of how and when to seek advice		
B. I need a little help sometimes with choices and decisions to help me feel fully in control, for example: <ul style="list-style-type: none"> • I can make some decisions, like where I want to live. • I can make good choices if information is presented to me in ways that make sense to me. • I like to involve the people that care about me when making big decisions. • It's important to me to hear the views of particular people before I make decisions. 		
C. I need a little help regularly with choices and decisions to help me feel fully in control, for example: <ul style="list-style-type: none"> • I can make some decisions, like what to wear or eat if presented with options. • I need ongoing help to understand and make choices about bigger issues, for example, what my support will look like or where I live. 		
D. I need more help regularly with choices and decisions to help me feel more in control, for example: <ul style="list-style-type: none"> • I can make some day to day decisions but other people need make the most significant choices and decisions with me. 		
E. I need significant help regularly with choices and decisions to help me feel more in control, for example: <ul style="list-style-type: none"> • It is likely that I will be subject to Welfare Guardianship • Both significant and day to day decisions about my life are made on my behalf even after every effort has been made to involve me. 		

Issues to do with choice and control are impacting on my well-being (or my family's well-being)

1 Not at all	
2 Starting to have an impact.....use bandings descriptors to add examples	
3 Is impacting	
4 Significantly impacting	
5 Unsustainably impacting	

Making decisions - unpaid / informal help (from family & friends)

1 I will get all the help I need from family and friends, or, I don't need any help for this area of my life		
2 I will get more informal help regularly		
3 I will get a little informal help regularly		
4 I will get a little informal help sometimes		
5 I will not get any informal help		

7 Relationships

	My View	Worker View
<p>A. I am happy with the number of people in my life – friends, family and acquaintances.</p> <ul style="list-style-type: none"> • I like seeing my family and / or friends • I enjoy spending time with others as well as alone 		
<p>B. I need a little help occasionally to keep in touch with the people in my life</p> <ul style="list-style-type: none"> • I have people in my life that I care about and need support to keep seeing them / to see them again. 		
<p>C. I want to widen or re-connect with my circle of friends.</p> <ul style="list-style-type: none"> • I want to develop new interests. • I want to access good recreational opportunities or social learning opportunities, for example, leisure courses. • It's important that I have more people in my life who are not paid to be with me. 		
<p>D. I need help on a regular basis to keep in touch and connect with people in my life</p>		
<p>E. I'm very isolated and spend most of my time alone. I want to keep in touch with family and friends and do things I can't do just now; I need help to do so.</p> <ul style="list-style-type: none"> • I have very few relationships with people who are not paid to be with me. • I have had little past experience of developing friendships. • I plan to volunteer and will need significant support to do so. 		

Issues to do with relationships are impacting on my well-being (or my family's well-being)

1 Not at all	
2 Starting to have an impact.....use bandings descriptors to add examples	
3 Is impacting	
4 Significantly impacting	
5 Unsustainably impacting	

Relationships - unpaid / informal help (from family & friends)

1 I will get all the help I need from family and friends, or, I don't need any help for this area of my life		
2 I will get more informal help regularly		
3 I will get a little informal help regularly		
4 I will get a little informal help sometimes		
5 I will not get any informal help		

BANDINGS – IMPACT ON WELL-BEING

1 no help	The person has enough support and can cope with the impact their circumstances have on their wellbeing
2 a little help sometimes	The person is resilient and / or has family support but this is <u>starting to have an impact</u> on their wellbeing (or the family's wellbeing) which could be sustained with a little help sometimes – a preventative strategy, occasional practical support or a one-off intervention
3 a little help regularly	The person is resilient and / or has family support but this <u>is impacting</u> on their wellbeing (or the family's wellbeing) which could be sustained with a little help regularly – a preventative strategy, regular practical support or a short-term intervention
4 more help regularly	The person's condition / illness affects their functioning, which in conjunction with other factors in the person's situation (like their relationships, independence and social inclusion) has led to specific issues impacting on their wellbeing, requiring specific outcomes. This is placing strain on the person's resilience and <u>increasingly impacting</u> on their wellbeing (or the family's wellbeing) which could be sustained with more help regularly – targeted support around personal care, independence, a break from caring, maintaining relationships
5 significant help regularly	The person's condition / illness significantly affects their functioning posing a high level of risk, which in conjunction with other factors in the person's situation has led to specific issues impacting on their wellbeing, requiring specific outcomes. This placing significant stress on the person's resilience and unsustainably impacting on their wellbeing (or the family's wellbeing) which could be addressed with significant help regularly - preventing a hospital admission, residential placement, serious deterioration in health of person or family, managing a complex health condition at home.

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Individual Budget Calculator - Adults

Self-directed support (SDS) is the way we help people assessed as needing support to access that support. It helps you and your worker to agree the support that makes most sense to you and your family, and it keeps you at the centre of the decision making.

The starting point for SDS is to work out how much money is available to help you arrange your support. This will be an indicative amount to plan with, based on your level of need.

We have a process for working out your indicative budget.

The Individual Budget Questionnaire (IBQ) form will indicate a financial banding for you to get started with – the banding has a lower and upper value. Please note that not everyone will stay within this banding, as needs fluctuate and everyone is different. Some will be higher and some will be lower based on what is right for the person. It is however, a good starting point.

Your worker uses this banding to start planning with you, using their skills, knowledge and experience to propose what the Individual Budget should be. The plan should ensure that the care to be put in place will meet your outcomes and should also ensure that best value is achieved.

Your worker then seeks approval for your plan and the proposed Individual Budget (IB)

The Resource Allocation Group (REG), which is a small group of other workers and managers check your plan and budget, and using their collective skills, knowledge and experience, make a decision to approve the plan and budget or advise if they would like it amended and why. The approved amount may be higher or lower than your original indicative amount.

The Approved Individual Budget is then available to you to start implementing the agreed support.

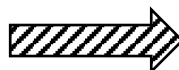
Individual Budget Calculator – explained

The seven areas of the calculator carry different points weightings. These were ranked based on feedback from social work practitioners. The breakdown is as follows:

Individual Budget Calculator Overview			Weightings - points available		
Area	Rank		Need	Wellbeing	Total
1	3	Feeling Safe	14	3.5	17.5
2	4	Having Things To Do	9	2.25	11.25
3	1	Personal Care	16	4	20
4	1	Staying As Well As I Can	16	4	20
5	7	Living Where I Want, As I Want	8	2	10
6	7	Choice And Control	8	2	10
7	4	Relationships	9	2.25	11.25
		<u>Comments</u>	80	20	100
		> Respite should be against carer			
		> Points for each area can be doubled if 2:1 support needed			
		> Sleepovers will be considered separately as additional to above			
		> Any care package greater than £50k is considered 'complex' and banding not applicable.			

Informal Support Deflator	
Level of Informal Support	% Reduction
No Support	0%
A little support sometimes	25%
A little support regularly	50%
A lot of support regularly	75%
Significant Support Regularly	100%

The reason we reduce available funding if you have friends or family to care for you is to avoid replacing key people in your life and over-providing unnecessary support. We want to help you be as independent as possible in the community.



Comments
 >each area is deflated accordingly instead of one overall deflator as we recognise that support can vary greatly for different areas of people's lives

Points	Bandings	Risk Level
1 - 5	up to £2.5k	Low
6 - 10	£2.5 - £5k	Low
11 - 20	£5-£10k	Medium
21 - 30	£10-£15k	Medium
31 - 40	£15-£20k	Medium
41 - 50	£20-£25k	Medium
51 - 60	£25-£30k	High
61 - 70	£30-£35k	High
71 - 80	£35-£40k	High
81 - 90	£40-£45k	High
91 - 100	£45-£50k	High
100+	£50k+	High - complex