



# Nottinghamshire County Council

## Policy Library Pro Forma

This information will be used to add a policy, procedure, guidance or strategy to the Policy Library.

Title: Shared Lives services in Nottinghamshire

Aim / Summary: To identify the basic principles of Shared Lives services in Nottinghamshire and to clearly identify the service offer to carers and service users and the roles and responsibilities of the carers, service users and Nottinghamshire County Council in relation to the service.

Document type (please choose one)

Policy	X	Guidance	
Strategy		Procedure	

Approved by:

Version number:

Date approved:

Proposed review date:

Subject Areas (choose all relevant)

About the Council		Older people	
Births, Deaths, Marriages		Parking	
Business		Recycling and Waste	
Children and Families		Roads	
Countryside & Environment		Schools	
History and Heritage		Social Care	X
Jobs		Staff	X
Leisure		Travel and Transport	
Libraries			

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Please include any supporting documents

1. Current APS carer and service user handbooks will be reviewed in line with this policy in consultation with existing carers and service users.

2. Current APS process documents will be reviewed in line with this policy.

3.

4.

5.

# Shared Lives Policy

## 1. Context

The County Council, as is reflected in its Strategic Plan 2010-14 is committed to ensuring that Nottinghamshire is a place where people want to live and can feel safe. Two of the priorities for securing this are:

- to foster aspiration, independence and personal responsibility
- to securing good quality, affordable services

This policy sets out how the Shared Lives service will be run in Nottinghamshire to provide good quality, value for money services which actively promote independence and engagement in the local community.

Shared Lives (previously known as Adult Placement) is a service delivered by individuals and families within the community to people in need of support in their day to day lives. The service is based on the principle of sharing family life including the carers' home. The service is commissioned by the County Council and is regulated by the Care Quality Commission.

The service can include:

- Short or long term accommodation and support provided within the carers own home.
- Rehabilitative or transitional support
- Short breaks –a couple of weeks, over night or just for an evening or a day (e.g. if the service user usually lives with their own family or another Shared Lives carer)
- Day time support
- Outreach support where a carer acts as 'extended family' to someone living in their own home.

The service may also offer Homeshare where a carer moves into the home of a person needing support.

Shared lives can provide alternatives to residential care or intensive supported living, day service or outreach provided by a personal assistant or support provider who is paid on an hourly basis to deliver support in a structured manner. Shared Lives can also be used as a short or medium term solution to help an individual develop skills around cooking, cleaning, managing bills and money as well as learning how to engage with the community and find natural support networks before moving onto more independent living.

## 2. Scope of this policy

This policy will include:

- The responsibilities of the Shared Lives service and clarify how this fits within the wider social care responsibilities of the department.
- The criteria for becoming a Shared Lives carer and the terms and conditions of the role.
- The criteria for becoming a Shared Lives service user.

This policy is intended to act as an umbrella under which guidance and procedures will sit.

### **3. Principles and Commitments**

#### **3.1 Values of Nottinghamshire Shared Lives Service**

- Respect – through appropriate support of carers and careful matching of service user needs and skills with carer capacity.
- Promoting independence – the service aims to maximise the independence of all service users and will support the carer to facilitate this.
- Social Inclusion – this service is about sharing lives. It may be that an individual shares a carer's home but just as important is the sharing of the carer's community and wider family networks and support the service user to build and maintain their own community networks.
- Safeguarding – the service has a duty of care to both to the service users and carers. Carers have a duty to care for any service users placed with them.

#### **3.2 Service eligibility**

Shared Lives is designed to meet the needs of any adult eligible for social care services that are in need of support to enable them to live within the community. This includes individuals who

- Have a learning disability
- Have mental health issues
- Are older people with age related support or care needs
- Have a physical disability
- Have other disabilities or impairments which cause them to be vulnerable or at risk

Shared Lives Service Users must

- be aged 18 or over
- meet Nottinghamshire County Council's eligibility for social care services as determined through application of the Fair Access to Care services (FACs) criteria
- have had a self directed support assessment which indicates their level of need could be met appropriately by the service within their indicative budget
- have had a risk assessment which takes into account the kind of family they could be supported by and pose no significant risk
- want to receive support within the community as part of a Shared Lives service.

Service users will make a standard weekly contribution to their board and lodgings and may, following a fairer charging assessment, be required to contribute to the cost of their care and support.

Young People in transition to adulthood aged 16+ may begin the introduction process to live with Shared Lives carers prior to their 18<sup>th</sup> birthday. This may include overnight stays and introductory visits.

## **4. Commitments**

### **4.1 A Shared Lives Team to undertake the following roles:**

- a. A registered manager for the service to comply with Care Quality Commission requirements
- b. Ensure the service and individual carers meet standards as defined by The Care Quality Commission
- c. Promote the Shared Lives service to ensure care managers from both Health and Social care are aware of the service and know how to refer to the service
- d. Promote the Shared Lives service within the wider community to enable an on-going recruitment process for Shared Lives carers.
- e. Undertake the initial assessment of potential Shared Lives carers and, where relevant, their family, including ensuring relevant checks with the disclosure and barring service are undertaken.
- f. Make recommendations as to potential carers' suitability to the approval panel.
- g. Undertake an assessment of the home to ensure it is suitable for the delivery of Shared Lives services.
- h. Provide directly or source other appropriate training for initial induction and on-going development of the Shared Lives carers.
- i. Receive service user referrals and ensure a robust process is used to achieve the most appropriate match between the service user's needs and skills and the carers ability and capacity.
- j. Provide on-going support to Shared Lives carers in the form of practical help, support, advice and guidance by way of regular contact and discussion through visits, attendance at meetings and training sessions and by telephone
- k. Engage with the service users' care manager to keep them informed of any issues arising and facilitate contact between the Shared Lives carer and care manager as appropriate.
- l. Support the carer to write and update support plans and risk assessments based on the care manager needs assessment and self directed support plan.

### **4.2 Shared Lives Carers will:**

- a. Be committed to the Shared Lives values and are prepared to undertake training to ensure they have the necessary knowledge and skills to provide a safe and supportive service.
- b. Work within guidance provided in the carers' handbook and within the standards required by the Care Quality Commission.
- c. Engage with the Shared Lives team and the service users' care manager to address any issues with the service or individual service user.
- d. Report any concerns regarding the individual service user, including accidents and significant incidents to the care manager according to Nottinghamshire safeguarding guidance.
- e. Feel supported and appropriately trained to undertake the role of carer with any individual they have been matched with.
- f. Be paid according to the level of need of the service user they are working with and the amount of service provided (e.g. taking into account day care or carer breaks services received from an alternative carer or support provider). Payment will be made up of Housing Benefit, any eligible Continuing Health Care contribution and funding from the County Council in the form of a managed budget or paid directly to the service user in the form of a direct payment.
- g. Have a minimum of four weeks entitlement to carer break services per year.

#### **4.3 Care Managers who:**

- a. Will ensure FACS criteria are met
- b. Will undertake the initial self directed support assessment and support plan
- c. Will discuss with the service user or family carers Shared Lives as a support option where appropriate
- d. Will, on referral to the Shared Lives service, ensure all information regarding support needs, including issues relating to risk, are shared with the Shared Lives team.
- e. Will review individual support needs at least annually or where the Shared Lives carer feels there is a change in support required.
- f. Will undertake all usual care management functions relating to the service user including safeguarding, mental capacity assessments.
- g. Pass on any concerns regarding the quality of the support or accommodation to the Shared Lives team.
- h. Will, in the event of a breakdown in the support, be responsible for finding alternative accommodation and or support for the service user.

## **5. Key actions to meet the commitments set out in the policy**

The Council will work with carers and service users to review and develop guidance that is fit for purpose. A service user guide and carer handbook will form part of this guidance to ensure all parties are clear about what is expected of them and what they can expect in return. Shared Lives plus national guidance will be taken into account when developing this local guidance. This will be reviewed annually to ensure best practice is maintained.

The Council will review its procedures around the carer approval process and training programmes on an annual basis to ensure that the most efficient and effective methods are in place which ensure the values of the Shared Lives scheme are promoted.

The Council will facilitate a Shared Lives carer event at least annually to allow carers to meet together and with members of the Shared Lives Team to discuss issues, concerns and share good practice.

An update report will be made to Adult Social Care and Health and Public Protection Committee annually on the progress of the service.