Report to CABINET

Social Care Personal Budgets Policy and Resource Allocation System for Children and Young People with Disabilities and their Families

Portfolio Holder: Councillor Jenny Harrison - Cabinet Member for Social Care and Safeguarding

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Reason for Decision

This report sets out the statutory requirements on Oldham Council to have in place a Personal Budget policy and Social Care Resource Allocation System for Children and Young People with Disabilities and their Families as a result of the Special Educational Needs and Disabilities (SEND) reforms contained in the Children and Families Act 2014.

Recommendations

1. That the Council adopts the recommended policy (Appendix 1) to enable the implementation of Personal Budgets for Children and Young People with Disabilities and their Families.

2. That the recommended Resource Allocation System and funding matrix (Appendix 2) is agreed.
Social Care Personal Budgets Policy and Resource Allocation System for Children and Young People with Disabilities and their Families

1. Background

1.1 The Children and Families Act 2014 requires local authorities to offer families Personal Budgets where an Education Health and Care (EHC) plan is in place for children and young people with disabilities.

1.2 The Statutory guidance published July 2014 states that ‘local authorities must provide information on Personal Budgets as part of the Local Offer. This should include a policy on Personal Budgets that sets out a description of the services across education, health and social care that currently lend themselves to the use of Personal Budgets, how that funding will be made available, and clear and simple statements of eligibility criteria and the decision-making processes.’

1.3 This report relates specifically to Personal Budgets for Social Care.

1.4 A Personal Budget is an amount of money identified by the local authority to deliver provision set out in an Education, Health and Care (EHC) plan where the parent or young person needs help above that provided by universal or targeted services.

1.5 A Personal Budget is an indicative amount that is likely to be required to make the provision specified, or proposed to be specified in the EHC plan. An indicative figure can be identified through a resource allocation or banded funding system. The ‘cashable’ amount is that which can be used flexibly, as a direct payment, by the family or young person to support the additional needs of the child or young person in addition to any fixed resource such as that delivered as part of a block contract.

1.6 Personal Budgets are designed to help families of eligible children and young people with Special Education Needs and Disabilities (SEND) to have more control over their lives. Through person centred planning approaches it is viewed that the child’s and family’s needs are central to identifying the outcomes that will most effectively support the family.

1.7 The overall purpose of the Personal budget/direct payment is to increase:

- **Choice and control:** Increased choice and control is achieved by supporting families as far as they are able to manage their own social care budgets and other income streams (e.g. Disability Living Allowance).
- **Flexibility:** The intention is that families can vary their support arrangements to suit their children’s individual requirements. It can be used for services from both statutory and independent sector providers, mixing and matching what is available from different organisations.
- **Social inclusion:** Easier for individuals to identify support which enables them to use a wider range of activities in the community and better meet their eligible needs and support plan.
2. **Current position**

2.1 Oldham Council has piloted and tested a model for personal budgets in children’s social care for children with additional and complex needs. Plans are now in place to extend this across social care for children with additional and complex needs with the implementation of the Personal budgets policy.

2.2 The Council carried out a range of consultation during 2014-15, on the short breaks provision, to ensure the right mix of provision within the local offer to ensure that families have choices available to suit their circumstances. As a result a number of short break contracts were changed to spot purchasing arrangement to give flexibility for families when considering how best to meet the needs of their child.

2.3 The way support needs for individual children are calculated through a Resource Allocation System (RAS) has been developed by a parental pilot group and through consultation with POINT (Parents of Oldham in Touch).

2.4 POINT was also an active participant in the consultation with ‘In Control’ (contracted by government to support LA’s with the implementation of Personal Budgets) which facilitated the calculation of the proposed personal budgets allocation system in Oldham. This process developed a financial model aligned to the RAS (Appendix 2) providing long-term sustainability, affordability and value for money.

2.5 All families with children with additional needs eligible for targeted services will be asked to complete a Resource Allocation System questionnaire (RAS), following a Social Care ‘Single Assessment’, which will calculate an ‘indicative budget’ based on the child’s assessed needs.

2.6 The SEND Code of Practice was updated January 2015 and came into force 1st April 2015 with minor amendments. Notably, in this instance, paragraph 9.106 was expanded to give clarity to how local authorities must consider each request for a personal budget.

2.7 It states that: **Local authorities must consider each request for a Personal Budget on its individual merits and prepare a Personal Budget in each case unless the sum is part of a larger amount and disaggregation of the funds for the Personal Budget:**

- would have an adverse impact on services provided or arranged by the local authority for other EHC plan holders, or
- where it would not be an efficient use of the local authority’s resources

In these circumstances, the local authority should inform the child’s parent or the young person of the reasons it is unable to identify a sum of money and work with them to ensure that services are personalised through other means. Demand from parents and young people for funds that cannot, at present, be disaggregated should inform joint commissioning arrangements for greater choice and control (see Chapter 3, Working together across education, health and care for joint outcomes, paragraphs 3.38 and 3.39).

2.8 Therefore the local authority can determine which services currently lend themselves to the application of Personal Budgets at this time, but with the understanding that this should inform future commissioning decisions in order to give greater flexibility and choice for families.
2.9 The proposed policy (Appendix 1) outlines what a Personal Budget/direct payment can and cannot be used for. Services which currently lend themselves to the use of Personal Budgets predominantly lie within the short breaks provision. Further consultation to potentially enable the freeing up of more resources to be taken as ‘cashable’ element of a personal budget is planned for November 2015.

2.10 The development of the Resource allocation system and policy has been carried out with significant input from the finance team to ensure that the financial model is sustainable, affordable and provides value for money.

2.11 The proposed model allocates a ‘pound per point’ value to the outcome of the RAS assessment which is linked to the child’s age and a combination of the two produces an ‘indicative’ Personal Budget amount. The pound per point value has been derived by assessing the needs of a sample of Oldham’s current cohort of children and from this sample equating the financial costs of that need. For example if a child age 2 years is allocated 119 points at a rate of £6 per point, this equates to an indicative annual budget of £714.

2.12 This approach has been taken to ensure equality, consistency and transparency for all service users with a clearly defined set of backup tables which are included as an appendix to this report (Appendix 2).

3. Options/Alternatives

3.1 Option 1 - To adopt the recommended policy and Resource Allocation System to enable implementation of Social Care Personal Budgets for children and young people with Special Educational Needs and Disabilities and their Families.

3.2 Option 2 - Decide not to approve the policy and Resource Allocation System; this would put the Council in breach of statutory requirements.

4. Preferred Option

4.1 Option 1 - To adopt the recommended policy and Resource Allocation System to enable implementation of Social Care Personal Budgets for children and young people with Special Educational Needs and Disabilities and their Families.

5. Consultation

5.1 The personal budgets pilot was thoroughly collaborative with the families involved in meetings to discuss the process and share any concerns and areas that they felt could be improved upon including the RAS, which went through numerous alterations based on the learning from the families and professionals involved.

5.2 Full public consultation regarding the roll out of personal budgets took place with a wider audience of parents/carers ending in January 2014 as part of the process to agree the £100k reduction from the Short Breaks budget in 2014-15.

5.3 The vast majority of parents/carers who responded were in favour and could the see the value of the personal budgets approach, which would ensure greater transparency and equity in how each family’s allocation of support would be determined as well as increasing their choice and control over the process.
6. Financial Implications

6.1 Financial modeling has been completed to assess the impact of the preferred option using a sample of Children who are currently in receipt of either a Direct Payment or Pilot Personal Budget which are the predecessors to this policy proposal.

6.2 Using the proposed ‘pound per point’ Resource Allocation System (RAS), the modeling suggests that the indicative budgets produced could create a pressure of approximately £30k. It is however the expectation that through non take-up of the full Personal Budget amount and recovery of monies through Individual Budget audits that the £30k risk can be mitigated and managed within current allocated budget levels.

6.3 Whilst service users may request a Personal Budget, the Policy states that the allocation of one is not compulsory. Where current support is provided as part of a larger contract / commission, if the request for an allocation of a Personal Budget would put the contract at risk then this can be refused. This removes any financial risk in relation to block purchased services whilst allowing spot purchased provision to be transferred at an equivalent value to the current cost. [Neil Stott – Senior Accountant]

7. Legal Services Comments

7.1 The statutory basis for personal budgets will be found in the Children & Families Act 2014 and the Special Educational Needs (Personal Budgets) Regulations 2014, supplemented by the current edition of the SEN Code of Practice. The local authority has a legal duty under the 2014 Act, where an EHC plan is maintained or being prepared, to prepare a personal budget if requested to do so by a parent or young person either at the draft stage of the plan or when it is being reviewed.

7.2 The regulations set out the detail of how personal budgets are to be managed, who is entitled to receive direct payments and who is excluded from receiving direct payments. The local authority has consulted on its proposals and has formulated a policy on how requests for personal budgets/direct payments will be assessed within the statutory scheme, incorporating flexibility in regard to individual assessments of need under the EHC plan.

7.3 If the local authority does not find favour with the proposed method of allocation of resource suggested in the report, then it would be necessary to find an alternative method which complies with the statutory process and has the necessary flexibility, transparency and fairness to withstand any challenge to its lawfulness. [Janice Thompson - Group Solicitor, Family Legal Team].

8. Co-operative Agenda

8.1 The enhanced level of choice and control for families provided by Personal Budgets will lead to a higher degree of personalisation than is currently available and therefore sits well with the co-operative agenda.

9. Human Resources Comments

9.1 People Services have been consulted on these proposals. Although there are no immediate staffing implications the service needs to monitor the effect of personal budgets on the demand for in house provision. If there is a reduction, services may need to be redesigned, potentially resulting in a reduction of posts/transfer to alternative providers. [Emma Gilmartin – HR Business Partner]
10. **Risk Assessments**

10.1 The Internal Audit and Counter Fraud Team currently audit all individuals in receipt of an Adult Personal Budget. It would be prudent to conduct a similar project in relation to Children’s Personal budgets. This is outlined in section 11 of the policy [Andrew Bloor-Assistant Manager - Counter Fraud].

11. **IT Implications**

11.1 None

12. **Property Implications**

12.1 None

13. **Procurement Implications**

13.1 None

14. **Environmental and Health & Safety Implications**

14.1 None

15. **Equality, community cohesion and crime implications**

15.1 The introduction of Personal budgets is aligned to the requirements for local authorities to publish their ‘local offer’ for Children and young people with SEND 0-25. The Statutory guidance requires the local authority to monitor and review the ‘local offer’ on a regular basis to ensure it continues to meet need.

15.2 This supports the concerns raised during consultation carried out in relation to changes to the short breaks offer and the introduction of personal budgets. The introduction of the personal budgets policy and resource allocation system will give families the flexibility to choose and pay for the services needed.

15.3 Implementation of Personal Budgets will include a comprehensive support programme for families who are taking these up. Parents and service users have been included in the design and implementation of the support offer to ensure it meets service user’s needs.

15.4 Personal budgets are not obligatory, families have the option to request to take up a personal budget and manage this themselves or they may opt for a Council managed ‘virtual budget’ instead. On that basis a Stage 1 EIA has completed.

16. **Equality Impact Assessment Completed?**

16.1 Yes – Appendix 3

17. **Key Decision**

17.1 Yes
18. Key Decision Reference
   18.1 SCS-10-15

19. Background Papers
   19.1 none

20. Appendices
   20.1 Appendix 1 – OMBC Social Care Personal Budgets Policy
   20.2 Appendix 2 – Social Care Personal Budgets Resource Allocation Tables
   20.3 Appendix 3 – EIA Stage 1
Oldham Council

Social Care Resource Allocation System and Personal Budgets for Children and Young People with Disabilities and their Families 0-18yrs

1. Background

The Children and Families Act 2014 requires local authorities to offer families Personal Budgets where an Education Health and Care Plan (EHCP) or Social Care support plan is in place. This policy is intended to provide families, young people and professionals with clarity about the resources that are available to meet an individual child or young person’s needs and the opportunity to have more control over how that support is provided. Where a child or young person is in receipt of an EHCP or Social Care support plan, the parent, carer or young person may request the option of a Personal Budget, but are not compelled to do so.

Personalisation is a key feature of the Special Educational Needs and Disability (SEND) reforms, and is about putting children, young people and their families at the centre of the EHC process and focusing on delivering better outcomes for children and young people with Special Educational Needs and Disabilities (SEND). It means starting with the person as an individual with strengths, preferences and aspirations, identifying their needs and making choices about how and when they are supported to live their lives through the use of the Resource Allocation System (RAS) and personalised support planning.

Personalisation working practice is being enhanced and further developed in Oldham. This is being done in a number of ways including:

- **Involving** children and young people with SEND and their families in developing their own support services rather than being directed into services that may not meet their individual needs.

- **Personalising** the support that families receive by working with families in partnership with services across education, health and social care.

In addition to this Policy, fact sheets for parents and young people have been developed. This and further information about Personal Budgets, is available via Oldham’s SEND Local Offer –

http://www.oldham.gov.uk/info/200368/children_and_young_people_with_special_educational_needs_and_disabilities

The SEND Local Offer is a resource which is intended to bring together information about the range of services and provision that are available to families of children and young people with SEND.

The Local Offer should always be explored before a request for an EHC needs assessment is made, because it forms part of a gradual response to meeting any additional needs of children and young people and helps to inform any request for an EHC needs assessment. In addition many of these services will continue to be available to support the child, young person and the family if an EHCP is issued, or a Social Care support plan is required.
2. Introduction

Local authorities **must** consider each request for a Personal Budget on its individual merits and prepare a Personal Budget in each case unless the sum is part of a larger amount (for example block contracts) and disaggregation of the funds for the Personal Budget:

- would have an adverse impact on services provided or arranged by the local authority for other EHC plan holders, or
- where it should not be an efficient use of the local authority’s resources

*(Reference: Code of Practice 9.106)*

A Personal Budget is an amount of money identified by the local authority to deliver provision set out in an EHC plan where the parent or young person needs help above that provided by universal or targeted services.

A Personal Budget is not all the resources that are available to support a child or young person, but is the ‘cashable’ amount which can be used flexibly, as a direct payment, by the family or young person to support the additional needs of the child or young person.

Personal budgets are designed to help families of eligible children and young people with Special Education Needs and disabilities (SEND) to have more control over their lives. Through person centred planning approaches it is viewed that the child’s and family’s needs are central to identifying the outcomes that will most effectively support the family.

Section J of the EHC plan is where detailed information on any Personal Budget that will be used to secure provision in the EHC plan is recorded. It will set out the arrangements in relation to direct payments as required by education, health and social care regulations. The special educational needs and outcomes that are to be met by any direct payment will be specified.

The overall purpose of the Personal budget/direct payment is to increase:

- **Choice and control:** Increased choice and control is achieved by supporting families as far as they are able to manage their own social care budgets and other income streams (e.g. *Disability Living Allowance*).

- **Flexibility:** The intention is that families can vary their support arrangements to suit their children’s individual requirements. It can be used for services from both statutory and independent sector providers, mixing and matching what is available from different organisations.

- **Social inclusion:** Easier for individuals to identify support which enables them to use a wider range of activities in the community and better meet their eligible needs and support plan.
While implementing personal budgets the Council will also ensure that effective information, advice, and support is made available to:

- Parents and carers who are funding and organising the support and care for their children.
- Parents and carers whose children have additional needs but do not meet eligibility criteria.
- Individuals and communities who do not easily engage with traditional services.

3. Who Is Eligible for A Personal Budget?

3.1 Eligibility

A child or young person may be eligible for a personal budget where they have complex learning difficulties and disability which calls for special educational provision to be made for him or her. If you have an EHCP or a Social Care support plan, you can request that an assessment for a Personal Budget is carried out. This may include elements of support from Education, Health and Social Care.

Where a social care need is identified a social worker will, after assessing the child and family’s needs, decide whether the child’s needs can be met through using mainstream services/activities or whether they need to access additional targeted services. If a family is thought to need targeted support they could, if they wish apply for a social care personal budget.

3.2 Exclusions

3.2.1 Children/Families who do not have eligible needs

If a child or young person’s needs do not meet the eligibility criteria they will not be entitled to Social Care funding. Assistance will be provided to these families to consider their children’s needs and how to go about meeting these by providing information e.g. signposting to appropriate services in the community, including suitable mainstream activities. If a family’s circumstances change then a child’s needs can be reassessed.

3.2.2 Exclusions based on Safeguarding Considerations

If there are considered to be safeguarding considerations that have the potential to negatively impact on the child or young person, or where there are identified risks based on an assessment of the parent’s or carer’s ability to effectively manage the budget to the benefit of the child or young person then the option of a personal budget may be deemed to be unsuitable in preference to Council-managed services.

3.2.3 Looked After Children (Children in Care)

A child is looked after by a local authority if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. Personal Budgets are not available for these children as their needs are being addressed through the placement provided by the local authority.

If a child is in a foster placement, then a personal budget could be made available to the carer to manage. This would be considered on a case by case basis.
4. How can the Personal Budget be used?

A personal budget can be used for any expenditure that meets outcomes defined in the agreed support plan as long as expenditure is lawful, effective and affordable.

**Lawful:** The expenditure identified as part of the EHC or Social Care support plan is legitimate and does not contravene any national guidance on how funds can be used.

**Effective:** the proposals in the support plan relate to the agreed outcomes which will meet the assessed eligible needs

**Affordable:** the total planned expenditure identified can be met within the individual budget.

The budget can be used for a wide range of activities that support the outcomes in the child’s support plan as approved by the Council. These are for the benefit of the child.

4.1 What’s in Scope?

A personal budget can be used for:

- Assistance to promote social inclusion, including leisure or social activities. For example training for staff; providing additional staff member; volunteer’s expenses or equipment to ensure that the child can take part in activities in the community.
- Assistance in promoting independence particularly for young people preparing for adulthood
- Employing personal assistants to provide care services.
- Short Breaks to provide children and young people with SEND with an opportunity to spend time away from their parents, relaxing with friends and having fun; or provide families with a break from their caring responsibilities, giving parents a chance to unwind rest or spend time with other children.
- Buying equipment and small adaptations as agreed by Social Care up to £500.
- Allowed contingency funds to provide for:
  - Sick pay
  - Sickness & emergency cover
  - Redundancy
  - Tax Payments to HM Revenues and Customs

These contingencies should be reflected in the EHCP or Social Care Support Plan. The contingency may be between 10-15% of the total annual value of the personal budget (the exact percentage will be determined at the planning stage depending on a number of factors). Service users will be able to carry over up to this specified value in their direct payment bank account before the Council would consider recovering funds. If service users wish to make larger single purchases or to acquire more expensive types of services, this *may* be permissible as long as this expenditure is agreed and recorded at the support planning stage.
Families can if they choose to, top up their child’s allocated budget with their own funds to create a support plan with greater flexibility and also if they choose to more expensive provision if deemed to be of better quality and more appropriate to individual children’s need and will meet the outcomes for the child outlined in the support plan.

4.2 What a Personal Budget cannot be spent on

Services which are offered as part of a block contract would not normally be offered as a personal budget as it would be difficult to disaggregate individual cost without affecting service provision for other users and efficient running of the service.

Distinctions should also be made between eligible personal care and short breaks which are for the benefit of the child, and childcare which is principally provided to enable the parents to work and may not be eligible. Funds should not be used simply to subsidise the cost of childcare, but may be used to ensure the child has equal access to activities with their peers. It is recognised that such distinctions between different categories of activity are not straightforward and therefore such issues need to be negotiated at the support planning stage and clearly agreed and recorded to ensure clarity for all parties.

In addition a personal budget cannot be used for:

- Anything that is illegal or is illegal to purchase, or that would endanger the child or young person or any other person;
- Gambling;
- Debt repayment;
- Alcohol;
- Tobacco;
- Clothing;
- To pay the people who live with the child or young person to provide care for them.

4.3 What happens if a family deviates from their Support Plan?

A Personal Budget is intended to increase flexibility and it may be necessary to make legitimate changes to the plan e.g. choice of changes in support, extra short-term support or one-off purchases. This flexibility needs to remain within agreed constraints so service users or their representatives must only use their Personal Budget allocation to pay for support which has been approved in their EHCP or Social Care Support Plan.

In these instances whoever initiates these changes must seek approval from the Council so that the changes can be updated on the service user’s file held by Children with Disabilities Team.

Regular checks will be carried out to ensure funds are being spent appropriately in line with the child’s support plan and to ensure you are able to manage the budget. If there are any problems or evidence of misuse identified, the family's budget management will be checked more often.

If the budget is consistently being used other than as agreed, the decision making panel will be notified and a decision will be made as to whether payments will continue.
Other potential consequences may include insisting that a broker (a person or organisation that will manage the budget on the family’s behalf) acts on the service user’s behalf or, to arrange a Virtual Budget (budget managed by the authority).

In certain circumstances the Council may require the recipient to repay part or all of the funding, including where:

- a. the circumstances of the child or young person have changed in a manner which has an impact on the appropriateness of the agreed provision;
- b. all or part of the direct payments have not been used to secure the agreed provision;
- c. theft, fraud or another offence may have occurred in connection with the direct payments;
- d. the child or young person has died.

5. How are resources calculated to meet individual children’s needs?

5.1 The Resource Allocation System (RAS)

How much funding a family is allocated depends on the needs that are agreed in the child’s assessment. The RAS questionnaire is only ever a tool that will calculate an indicative budget but this cannot on its own decide the level of funding, it is always considered alongside the child’s social work assessment to ensure that the child’s needs are fully identified in order to budget allocate appropriately to individual needs.

The RAS is based on the ‘Every Child Matters’ principles and aims to consider all elements of needs in a holistic child centred manner.

The RAS process is designed to:
- Provide every family eligible for funded support with sufficient funding to meet assessed need.
- Ensure the fair and robust system of allocating personal budgets
- Ensure the Council does not overspend the funding allocated
- Produce transparency in the way the Council allocates funding.

The results of the RAS questionnaire are scored between 0-324 points and this identifies which of the following five ‘bands of need’ the child or young person’s needs are best described as:

- No support (under 100 points)
- Low Support (100-149 points)
- Some support (150-185 points)
- High support (186 – 210 points)
- Exceptional support (211-324 points)

For example if a child age 2 years is allocated 119 points at a rate of £6 per point, this equates to an indicative annual budget of £714.
The higher the band of support the higher the indicative funding allocation, the bands and the allocation table that supports this are age related so that it reflects the needs and demands of different age groups and clearly shows how each score area translates to budget value. The budget value will cover the cost of all needs identified. The bands, what they mean and how they are evaluated are described in the ‘Supporting Children and Families to achieve their outcomes – Resource Allocation System’ document. The RAS funding table sets out how the support bands above are cross referenced with the child’s age then equate to the indicative budget and is available on the Personal Budget section of Oldham Council’s website, here: http://www.oldham.gov.uk/info/200247/money_and_legal_matters/583/what_is_a_personal_budget

Information from the assessment will be used with the individual to identify options to meet eligible needs. These options will be calculated using a standard set of market rates for the range and levels of service provision that will meet that person’s individual support needs.

The RAS is intended to provide guidance as to the level of financial support a family may require; decisions about actual levels of funding required for each service user will be based on the most cost-effective way to meet the unmet eligible needs of that individual taking into account assessed risks and personal circumstances. The RAS does not include any assessment of the family's financial circumstances nor the level of support the child may already have access to.

There may be other factors that affect the level of support offered including peer review between social workers, moderation, or quality control processes related to the scoring of the RAS process to ensure the system remains as equitable and consistent as possible.

This means individual cases may not be offered the full indicative budget initially identified by the RAS and this is not an automatic entitlement. The Council will ensure a fair and equitable allocation and that the reasons for any variations are clearly communicated to individuals concerned.

Indicative budgets are based on an annual allocation of funding, which is subject to an annual review process and may be adjusted at this stage. Budgets may be allocated as ‘non-cashable’ Council commissioned services, where agreed with the family or child/young person, and ‘cashable’ personal budget/direct payment.

Needs may also change at any point in time for a wide variety of reasons that may trigger a reassessment and result in an increase or decrease in the funding allocated.

Particular care will be taken to ascertain the child's wishes and views about how their needs should be met. Where there is a difference of views between parents and disabled children from aged 15 yrs the young person's views will be given appropriate consideration. It follows that there may be situations where it would be right for a young person to receive a personal budget whether the parents agree or not. This should always follow a comprehensive assessment of need and risk with the young person and their family.

5.2 Agreeing a Personal Budget offer

The final decision about whether a personal budget is appropriate will be made on a case-by-case basis by the Council’s resource panel. As part of the risk assessment that occurs as part of the assessing and support planning work done in co-production with the family. The assessor will take into account a range of factors, In particular, the ability of the family to safely manage the budget.

If the Council decides that a personal budget is inappropriate, the reasons for this will be clearly recorded and shared sensitively with the family.
In cases where there is a dispute about a decision, the matter will be addressed either through Mediation or in line with the Council’s complaints policy.

Not every family that is eligible will want to take on the responsibility of managing their child’s personal budget. In such cases the indicative budget will still be calculated using the Resource Allocation System (RAS) but support will be provided in the form of a Council-managed budget. This will be coordinated by the Council’s Client Finance team that will be funded by levying a fee on the indicative budget, which will be deducted at source. This will ensure equity between families who choose personal budgets and those who do not wish to manage their own.

5.3 Exceptions to the RAS Indicative Budget - Emergency or Crisis Support

Personal budgets as a planning mechanism assume limited change in the level of support required throughout the year. However, where additional resources are required outside the Personal Budget and RAS system to support rapid response, the RAS may be disregarded and additional funding can be provided in the following circumstances:

- Significant risk of family breakdown
- Family Bereavement
- Significant illness
- Housing issues leading to a risk of homelessness

Funding or resources provided in such exceptions will not be provided as a personal budget for the following reasons:

- Generally such exceptions will be time limited and would require frequent review to support the family in returning to a more stable situation. Personal budgets are not designed to support such fast-changing situations.
- The provision required to accommodate such emergencies would become unsustainable if the resources providing it were subject to withdrawal
- The perceived benefits for individual families in managing their own resources must be weighed against the well-being of all the Borough’s residents
- Given the need for this emergency support it is in the interests of the Borough to ensure such provision remains available

6. How resources and support will be provided?

Social Care resources and support for children and young people with special Educational Needs and Disabilities may be provided in a number of ways listed below, including through personal budgets. It must be noted that in individual circumstances the Council may decide that any of these options are not considered appropriate and may be refused; the availability of any of the options described below is not an entitlement but is at the discretion of the local authority.
6.1 Personal Budgets:

a. Direct Payments (Via Prepaid Cards)
   The parent / carer receive payments and manage the budget to meet the identified needs of their child. Oldham Council’s Policy is for Direct Payments to be provided through a ‘Prepaid Card’, which is a bank card with a pre-determined credit limit set by the Council that can be spent in delivery of the support plan. These simplify the process of monitoring spending both for the Council and the recipient of the budget.

b. As A ‘Brokered Fund’
   Funds are passed to a Broker – an organisation that is not directly providing a service - who manages the fund on behalf of the family for a fee.

c. Individual Service Funds
   An Individual Service Fund is a sum of money managed by a service provider on behalf of an individual e.g. a young person age 16-18. The money is restricted for use on providing care and support services for that individual that meet the criteria set out in their support plan. It can include services purchased from other providers.

6.2 Council Managed – “Virtual Budget”
The parent / carer ask the Council to manage all the arrangements for service provision. This means the Local Authority is coordinating the support that is provided or may be providing the brokerage role where there is a mix of Council and external services and a fee will be levied reflecting the cost of this work for the Council.

6.3 Mixed Model - A Combination of The Above
   The parent / carer may take a combination of the above approaches, e.g. Direct Payments for some of their child’s support, and asks the Council to manage other areas of need on their behalf.

Other than 9.2 above the Council will no longer be responsible for the arrangement, direction, management or day to day organisation of those services; once a parent or carer agrees to receive payments in lieu of services they assume the responsibilities associated with managing their child’s support. In the case of payments to third parties (e.g. Brokers, Individual Service Funds), the third party assumes responsibilities associated with managing the support of the service user or carer.

7. Negotiation and disputes- Working through disagreements about funding decisions
The purpose of this dispute process is to provide information to families about how the council will work to resolve disagreements about how much funding the child receives through a personal budget.

Council staff will follow these guidelines to make decisions about eligibility, support plans and funding. The following process is intended to promote a positive approach to listening to families, ensuring all their views are considered and seeking to work through disagreements. This process does not affect the right of the family to use the complaints procedure at any time or at the end of this process set out below.
A process to resolve disagreements

- The family may challenge the indicative personal budget allocation once it is approved by the resource panel, because either they do not believe that the RAS was scored correctly or that there was a reduction in score following peer review and they do not feel this was justified or fair.

- If this is the case the family will be invited to show where they have been under or over scored and suggest a different score and a clear rationale. This will be considered by the Lead Officers.

- Following the review of the contested scores by the Lead Officers the council will write to the family stating the score and the clear rationale.

- Where the dispute is not about the scoring the family will be encouraged to plan with the allocated budget amount. The council can re-evaluate their position best after a support plan has been completed. The support plan process will provide a good test whether assessed need can be met at the indicative budget amount offered by the council.

- If the family remains unhappy after planning then they will be offered a meeting with the Lead Officers who will consider their point of view.

- If the family wishes after this meeting to challenge the allocation or after submitting their plan seek a higher allocation which children’s services feel they cannot agree then they may present their points of disagreement to the Head of Service.

- The Head of Service will confirm the outcome of the discussion to the family in writing

- The family can be supported in this process by anyone or any organization they choose.

8. What support is available to families?

8.1 Personal Budgets Guidance Document
Oldham Council has developed a comprehensive guidance document setting out the practicalities and implications of this Policy alongside relevant guidance for service users in a number of areas. This is available on the Council’s website here:

http://www.oldham.gov.uk/info/200247/money_and_legal_matters/583/what_is_a_personal_budget

8.2 Approved Providers List
Oldham Council has developed a list of approved providers who have undergone a selection process to ensure they have important policies in place and meet expectations for providing a high quality service. While the Council works to make sure this partnership is relevant to families, choice of provider is not limited to the providers in this partnership. This is based on feedback from families that they do not wish to be constrained as this could prevent them from meeting their children’s individual needs with flexibility. Families who use services not on this list do so at their own risk and remain responsible for delivery of the agreed support plan.
8.3 Brokers
Brokerage is a service provided by an organisation or individual that helps families to manage their personal budget and spend it in the most appropriate manner. For instance, a broker could assist getting a particular service, or could sort out paying a support worker.

Services provided include:

- Initial advice on applying for personal budgets and other help available
- Advice and assistance in creating individual support plans.
- Information about the ways a personal budgets can be received e.g. Direct Payments
- Helping individuals with personal budgets to develop their support plan and put it into action
- Support to review the support plan and make changes if needed

If Direct Payments are being considered:

- Helping an individual employ a Personal Assistant
- Information on managing a Payroll Service (including administrating wages, National Insurance and Tax) and banking service
- Information on setting up an Independent Living Trust.

8.4 Advocacy / Independent Advice
Families may also choose to independently seek support from other organisations, in particular where they have specialist needs or require an advocate. Advice will be given to individuals about alternative sources of information, guidance, or advocacy services if required.

Information and advice is available from:

Oldham SEND information and advice service
Italia House, Pass Street,
Oldham
OL1 9LG
Telephone: 0161 667 2054

Children’s Rights Advocacy and Independent Visitors:
The Children’s Society
13-21 Brownedge Road
Holts Village
Oldham
OL4 5QQ
Tel: 0161 633 5991
Freephone: 0800 027 4431
Email: oldhamchildrensrights@childrenssociety.org.uk

8.5 Pooled Budgets
Parents and carers may pool their budgets with other families to jointly provide services. This may allow a group of families to work together to provide a wider mix of services or provide better value for money through shared care. Each family retains individual responsibility for the funds in their child’s personal budget.
8.6 Family Budgets

If different members of the same family are in receipt of Personal Budgets there is scope to pool budgets within the family to provide similar benefits to those identified for Pooled Budgets above.

9. Transitions

There are changes around legal status and entitlements that impact on a young person when they reach the age of 18 and these consequently impact on the calculations involved in the Resource Allocation System and the Personal Budgets processes. To continue to qualify for social care provision from the local authority a national set of eligibility criteria must be met by all adults aged 18 and over. An assessment is undertaken to understand the needs of the individual and three conditions must be met for someone to be eligible for care and support as an adult:

a) the needs must arise from or be related to a physical or mental impairment or illness and

b) the adult must be unable to achieve two or more outcomes from a specific list e.g. manage and maintain nutrition, make use of necessary services in the community, access and engage in work or training and

c) as a consequence of being unable to achieve those outcomes, there is (or is likely to be) a significant impact on the adult’s wellbeing. There are 9 areas of wellbeing which are considered e.g. physical and mental health and wellbeing, protection from abuse or neglect, social and economic wellbeing

A young person can become entitled to benefits in their own right from the age of 16 years but many families choose to delay this until the young person is older at age 18 or 19 years depending on the benefit involved and individual circumstances.

Effective person-centred transition planning is essential to help young people and their families prepare for adulthood. Transition to adult care and support comes at a time when a lot of change can take place in a young person’s life. It can be changes to the care and support they receive from education, health and care services, and may involve them with new agencies who might provide housing, employment of further education opportunities.

The purpose of carrying out transition assessments is to provide young people and their families with information so they know what to expect in the future and can effectively prepare for adulthood.

Transition assessments should take place at a point when the local authority can be reasonably confident about what the young person’s needs for care and support will look like once they turn 18 and/or where there is significant benefit to the young person in carrying out the assessment.

Both the Children and Families Act 2014 and the Care Act 2014 require that planning for the transition to adulthood for young people with special educational needs who have an Education, Health and Care (EHC) Plan should start to take place from year 9, when the young person is aged 14 years old. The transition assessment should be undertaken as part of annual reviews of the EHC Plan and should inform a plan for the transition from children’s to adult’s care and support.

One further difference from children’s to adult’s care and support services is that the individual’s financial circumstances will be assessed to determine how much (if anything) they can contribute towards the cost of their care and support. There is a national set of financial assessment criteria which must be followed, but some local flexibilities are allowed. These are set out in Oldham Council’s Charging Policies.
10. Safeguarding

The Council needs to be satisfied that a person providing care to a child or young person under the age of 18 is a suitable person. In making Direct Payments, the Council will need to be satisfied a "relevant individual" (a person who is or has been employed to provide care to a child) is not included on a barred list held by the Disclosure and Barring Service (DBS)1.

It is the Council’s strong recommendation that all personal assistants employed to provide care to a child or young person under the age of 18 should have a background check with the DBS2. The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

The Council is not legally permitted to insist on DBS checks being completed before personal budgets can be granted, but cannot emphasise strongly enough the need to ensure that all staff employed to work with children and young people are appropriate to do so. Parents and carers are urged to ensure that they have taken suitable steps to safeguard the well-being of their children and young people and to protect them from unsuitable adults.

If the Council receives information that a child may be at risk or harm from a person employed to provide care, personal budgets may be suspended during an investigation into the circumstances and that individual may be referred to LADO and the DBS list.

11. Audit & Monitoring Requirements

Oldham Council has a responsibility to ensure that public money is spent and accounted for appropriately and therefore requires a robust and flexible policy of auditing cash payments to provide confidence that children and young people are achieving the best possible outcomes within the available resources, and that funds are being spent appropriately.

The audit process is dependent on how the personal budget has been allocated.

In circumstances where families manage their own budgets the Council requires a consistent and thorough approach to record-keeping that is proportionate to the needs of the family and to the level of risk.

All parents and carers receiving direct payments from the Council will do so in the form of a Prepaid Card. This will link to a bank account separate from their own personal finances to avoid any distortion resulting from personal and social care finances being mixed. Service users are required to keep receipts for possible monitoring by the Council, to enable spending to be reviewed.

During the first year of a family receiving payments, the Council will perform a basic check of the pre-paid card account when they carry out reviews at the six-week period. Wherever possible it is the Council's intention that operational and financial reviews will be carried out at the same time.

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1 See this URL for more details: https://www.gov.uk/disclosure-barring-service-check/overview

2 See this URL for more details: https://www.gov.uk/disclosure-barring-service-check/overview
As part of this review, Finance will complete a Financial Risk Matrix. This will measure the possible risk of financial abuse by scoring the data. A detailed audit will be completed for those families who are perceived as a higher risk. The matrix will also produce an audit timescale. Where an audit finds evidence of financial abuse or misuse of funds, appropriate measures will be taken to reduce the risk of further abuse or misuse. This may include broker involvement or a virtual budget being arranged.

Brokers/Providers are not required to forward financial monitoring documentation to the Council on a regular basis. However, providers/brokers are required to retain all documentation in accordance with the CIPFA Accounting Guidance. These documents must be available for inspection by the Council or its agent at intervals determined by the Council.

12. Social Care Resource Allocation System & Personal Budget Process:

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As part of this review, Finance will complete a Financial Risk Matrix. This will measure the possible risk of financial abuse by scoring the data. A detailed audit will be completed for those families who are perceived as a higher risk. The matrix will also produce an audit timescale. Where an audit finds evidence of financial abuse or misuse of funds, appropriate measures will be taken to reduce the risk of further abuse or misuse. This may include broker involvement or a virtual budget being arranged.

Brokers/Providers are not required to forward financial monitoring documentation to the Council on a regular basis. However, providers/brokers are required to retain all documentation in accordance with the CIPFA Accounting Guidance. These documents must be available for inspection by the Council or its agent at intervals determined by the Council.

12. Social Care Resource Allocation System & Personal Budget Process:
### 0-2 Year Olds Assessed needs and Access Criteria

<table>
<thead>
<tr>
<th>Category</th>
<th>Points Score</th>
<th>Pound per point Figure used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No Support</strong> (no specialist support required)</td>
<td>0-99</td>
<td>0</td>
</tr>
<tr>
<td>Under 99 points means the child’s needs are established and good outcomes can be met through universal services</td>
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<tr>
<td><strong>Small Support</strong> - Low level needs</td>
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<tr>
<td>Indicates a higher level of need within the small support band. At this score a Personal Budget may be required if universal services cannot meet the child’s needs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicates the highest level of small support and shows usually that there is a mix of needs for support depending on the child’s activities. A Personal Budget may be required if universal services cannot meet the child’s needs.</td>
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<tr>
<td>Indicates a higher level of some support. The child has continuing support needs and will require a Personal Budget to meet assessed need if universal services cannot meet all identified needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicates the highest level of some support needs and shows that there is a mix of needs identified including some 1:1 support a Personal Budget may be required if universal services cannot meet the child’s needs.</td>
<td></td>
<td></td>
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<tr>
<td><strong>Lots of Support</strong> - High Level Needs</td>
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<td>£12</td>
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<td>The child has significant one to one support needs and will require a high level of funding through a Personal Budget</td>
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</tr>
<tr>
<td>Indicates a higher level of some support with some scores indicating exceptional support in some areas</td>
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<td><strong>Exceptional Support</strong> - Very Complex Needs and/or Exceptional Circumstances</td>
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<td>The child has high care needs and requires a multidisciplinary discussion about how education and health funding will work in tandem with the substantial social care Personal Budget</td>
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<tr>
<td>Indicates a higher level of Exceptional Support. The child has high care needs and requires a multidisciplinary discussion about how education and health funding will work in tandem with the substantial social care Personal Budget</td>
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</tr>
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<td>Indicates the highest level of Exceptional support. The child has high care needs and requires a multidisciplinary discussion about how education and health funding will work in tandem with the substantial social care Personal Budget</td>
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</tr>
<tr>
<td>Indicates an exceptionally high level of support. The child has exceptionally high care needs and requires a multidisciplinary discussion about how education and health funding will work in tandem with the substantial social care Personal Budget.</td>
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<td>Pound per point Figure used</td>
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<td>Indicates a level of need that can be mostly supported in the community universal services but will require some additional support to access.</td>
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<tr>
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<td>Case by Case Basis</td>
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<td><strong>Assessed needs and Access Criteria</strong></td>
<td><strong>RAS Points Score</strong></td>
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<td>----------------------------------------</td>
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<tr>
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<td>(no specialist support required)</td>
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<td>Under 99 points means the child’s needs are established and good outcomes can be met through universal services</td>
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<td>250-324 Case by Case Basis</td>
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<td>------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>No Support</strong> (no specialist support required)</td>
<td>0-99</td>
<td></td>
</tr>
<tr>
<td>Under 99 points means the child’s needs are established and good outcomes can be met through universal services</td>
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<td><strong>Small Support- Low level needs</strong></td>
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<td>Indicates a level of need that can be mostly supported in the community universal services but will require some additional support to access.</td>
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<td>£24</td>
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<td><strong>Some Support Moderate Support Needs</strong></td>
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<td>The child has continuing support needs and will require a Personal Budget to meet assessed need if universal services cannot meet all identified needs</td>
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<td>The child has significant one to one support needs and will require a high level of funding through a Personal Budget</td>
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<td>Indicates a higher level of some support with some scores indicating exceptional support in some areas</td>
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<tr>
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<td>250-324</td>
<td>Case by Case Basis</td>
</tr>
</tbody>
</table>
Appendix 3 – Equality Impact Assessment Tool Kit

EIA number TBC

Lead Officer: Kim Scragg
People involved in completing EIA: Tracey Harrison/Ed Francis

Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.

Yes as an individual issue.

Also linked to EIA ref – 4c-BWWTS 13 105 (U) (Short Breaks) and CO45: Children’s Services Redesign: Proposal 1c (Short Breaks)

Date of original EIA: October and January 2014

General Information

1a Which service does this project, policy, or proposal relate to?
Implementation of Social Care Personal Budgets Policy and Resource Allocation System (RAS) for Children and Young People with Disabilities and their families 0-18 years.

1b What is the project, policy or proposal?
Paragraph 6 of Schedule 2 to the Children Act 1989 requires local authorities to provide a short breaks service designed to assist individuals who provide care for disabled children. This duty and the Breaks for Carers of Disabled Children Regulations 2011 came into force on 1 April 2011. As a result the Council currently operates a direct payment system for allocation of short breaks for children with special educational needs and disabilities.

Subsequently the Children and Families Act 2014 requires local authorities to offer families Personal Budgets where an Education Health and Care (EHC) plan is in place for children and young people with disabilities.

The Statutory guidance published July 2014 states that ‘local authorities must provide information on Personal Budgets as part of the Local Offer. This should include a policy on Personal Budgets that sets out a description of the services across education, health and social care that currently lend themselves to the use of Personal Budgets, how that funding will be made available, and clear and simple statements of eligibility criteria and the decision-making processes.’

The reforms were to be in place by September 2014.

1c What are the main aims of the project, policy or proposal?
The overall purpose of the Personal budget/direct payment is to increase:

- **Choice and control**: Increased choice and
Control is achieved by supporting families as far as they are able to manage their own social care budgets and other income streams (e.g. Disability Living Allowance).

- **Flexibility:** The intention is that families can vary their support arrangements to suit their children’s individual requirements. It can be used for services from both statutory and independent sector providers, mixing and matching what is available from different organisations.

- **Social inclusion:** Easier for individuals to identify support which enables them to use a wider range of activities in the community and better meet their eligible needs and support plan.

This is to be achieved by implementing a new policy and resource allocation system (RAS) linked to the social care ‘single assessment’ process where a child or young person with special educational needs and disabilities requires additional support.

The RAS is intended to provide guidance as to the level of financial support a family may require; decisions about actual levels of funding required for each service user will be based on the most cost-effective way to meet the unmet eligible needs of that individual taking into account assessed risks and personal circumstances. The RAS does not include any assessment of the family’s financial circumstances nor the level of support the child may already have access to.

<table>
<thead>
<tr>
<th>1d</th>
<th>Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>These proposals are aimed at children and young people with additional and complex needs and their families and are therefore may impact on them.</td>
</tr>
<tr>
<td></td>
<td>Personal Budgets that are being introduced as part of SEND reforms and the budget reduction process currently considering in house Short Break provision.</td>
</tr>
<tr>
<td></td>
<td>It is intended that the implementation of personal budgets will lead to a higher degree of personalisation than is currently possible within block contracts and therefore more effective services and a higher degree of customer satisfaction.</td>
</tr>
<tr>
<td></td>
<td>The Council carried out a range of consultation during 2014-15, on the commissioned short breaks provision, to ensure the right ‘mix’ of provision within the ‘local offer’ to ensure that families have choices available to suit their circumstances. As a result a number of short break contracts were changed to ‘spot purchasing’ to give flexibility for families when considering how best to meet the needs of their child.</td>
</tr>
<tr>
<td></td>
<td>The model has been developed, piloted and tested with a</td>
</tr>
</tbody>
</table>
cohort of families supported by Parents of Oldham in Touch (POINT). In addition ‘In control’ (contracted by government to support LA’s with the implementation of Personal budgets) have supported the council officers with developing the financial model aligned to the Resource Allocation System (RAS) providing long term sustainability, affordability and value for money.

Application of the financial model during the pilot shows that it has the potential for some variations in the current direct payment offer for some families i.e. winners and losers. Whilst this still fits within the Council’s current resource there is a potential risk of challenge being brought should a family not consider their allocation fair.

The benefit of the new policy and process is that is deemed fair and transparent way of allocating resource for all. As this process is linked to the social care ‘single assessment’ there is assurance that identified need will ensure that need is met.

In the longer term personalisation will reduce financial pressures through its emphasis on increasing self-reliance and self-management, removing any barriers to universal services and community inclusion thereby deflecting demand for high cost specialist services.

1e. Does the project, policy or proposal have the potential to disproportionately impact on any of the following groups? If so, is the impact positive or negative?

<table>
<thead>
<tr>
<th></th>
<th>None</th>
<th>Positive</th>
<th>Negative</th>
<th>Not sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled people</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Particular ethnic groups</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Men or women</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(include impacts due to pregnancy / maternity)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>People of particular sexual orientation/s</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>People in a Marriage or Civil Partnership</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>People on low incomes</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>People in particular age groups</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Groups with particular faiths and beliefs</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Carers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

28
If the answer is “negative” or “not sure” consider doing a full EIA

1f. What do you think that the overall NEGATIVE impact on groups and communities will be? Please note that an example of none / minimal impact would be where there is no negative impact identified, or there will be no change to the service for any groups. Wherever a negative impact has been identified you should consider completing the rest of the form.

<table>
<thead>
<tr>
<th>None / Minimal</th>
<th>Significant</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Potentially significant on an individual basis as identified in 1d.

1g Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?

Yes [x] No [ ]

1h How have you come to this decision?

Whilst the impact for children and young people with SEND is not disproportionate. There may be potential for individuals to perceive a negative impact should the financial resource be less than the family currently receive.

Despite the mitigation in place there is the potential for the reduction/changes in accessible local offer/short break services to lead to an increase in demand for assessment and intervention at a higher level of need. This will be monitored closely.

Stage 5: Signature

Lead Officer: Tracey Harrison Date: 18.08.2015

Approver signature: Date:

EIA review date: