

# West Berkshire Shared Lives Statement of Purpose



# West Berkshire Shared Lives Scheme Statement of Purpose

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## Document Control

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Author:	Paul Flack	Sign & Date:	Paul Flack - 7 Feb 2023
Service Director:	Paul Coe	Sign & Date:	
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## Change History

Version	Date	Description	Change ID
1.0	June 2013	Created statement of purpose for Adult Placement Shared Lives, replaces the generic provider services statement of purpose.	
1.1	March 2014	Removed name of Head of Service. Generic title Head of Service now used	
1.2	October 2016	Updated Responsible Person title to Nominated Individual. Removed name of Provider Services Service Manager	
1.3	August 2018	Updated Registered Manager Name and changed name of service from Provider Services to Responsive Care Providers	
1.4	September 2020	Updated Nominated individual Service Manager and change the name of the service from Adult Placement Shared Lives to West Berkshire Shared Lives in line with Schemes nationally. Updated vision and mission and some changes to wording.	PF
1.5	June 2021	Reviewed and approved by PDLT, no updates	PF
1.6	February 2023	Revision of RCP Service Manager name to S Salisbury	PF

## Related Documents

Reference	Title	Tier



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## STATEMENT OF PURPOSE

### 1. Our Vision

- 1.1. The West Berkshire Shared Lives Scheme supports Shared Lives Carers to offer a family based environment to individuals based upon interests, experiences and needs.

### 2. Our mission

- 2.1. The mission of the scheme is:

- To enable people to live the life of their choosing within the community while staying healthy and safe.
- To ensure a person centered approach.
- To be flexible and responsive.
- To involve service users in the planning and delivery of their care and support.
- To treat everyone with dignity and respect.
- To promote people's independence.
- To provide high quality, cost effective and efficient services.
- To regularly review and monitor our services.
- To promote equality of opportunity and anti-discriminatory practice.
- To promote physical, emotional and spiritual wellbeing.
- To promote Safeguarding practices.
- To promote empowerment.

### 3. Range of Services

- 3.1. Our Shared Lives Carers are self-employed and are approved and supported by the Shared Lives Scheme to offer placements on behalf of West Berkshire Council and other Local Authorities.

- 3.1.1. Shared Lives support is available to:

- Any vulnerable person over the age of 18 years that has had a community care assessment and is deemed eligible for a social care service.
- Vulnerable young people from 16 years old that are in receipt of a service from the Children's services and who have an assigned Social Worker jointly managing the placement.

- 3.1.2. The range of services provided includes:

- Planned short and long term accommodation with care and/or support.
- Supported activities based in or outside the home of the Shared Lives carer.
- Supported short breaks with or without personal care.
- Support in the community by a Shared Lives carer, (kinship support) or 'outreach' support in the community.

## **4. Ensuring quality**

4.1. The Shared Lives Scheme aims to provide individuals with a quality service. We aim to achieve this by:

- Having close links with relevant health and social care professionals to ensure integrated planning and provision of services for individuals using the service.
- An effectively administered payments scheme. Fees and funding arrangements are assessed prior to placements being offered and reviewed periodically. Signposting to Welfare Benefits, Citizens Advice, Housing Benefit teams and Job Centre ensures service users have access to appropriate funding, benefits are utilised appropriately and charging assessments are fair.
- Skilled staff with a range of knowledge and experience to help ensure that the service provided is safe and appropriate. To monitor placements and ensure service users are included.
- All Shared Lives carers are allocated a Shared Lives worker to offer supervision, support, information and advice. They also promote Shared Lives carer induction, training and professional development opportunities.
- Assessments and approval of prospective Shared Lives carers that are in line with national standards, including references, DBS checks and other checks as needed.
- A Shared Lives panel with an independent chairperson, in line with regulatory requirements. This panel considers and makes recommendations to the Shared Lives team regarding:
  - The approval of all new Shared Lives carer applicants
  - Requests for changes to the approval status of existing Shared Lives carers
  - Allegations, complaints and issues of serious concern relating to Shared Lives carers
- Annual reviews of the performance, training needs, terms of approval and continued approval of all Shared Lives carers.
- Support and close liaison with Shared Lives Plus and other Shared Lives schemes.

## **5. Providing Person Centred Care**

5.1. West Berkshire Shared Lives offers a unique person centred approach which provides a responsive and flexible service provision and making reasonable adjustments if required.

5.2. Individuals are given the opportunity to be involved in the planning and delivery of their care and support taking into consideration individual needs, choices and preferences within the resources available.

## **6. Legal Status of the Service Provider**

West Berkshire District Council is a Unitary Authority.

The registered provider is:

West Berkshire Shared Lives Scheme  
The Phoenix Resource Centre  
Newtown Road  
Newbury  
Berkshire  
RG14 7EB

- 6.1. The nominated individual in accordance with the National Minimum Care Standards Regulations is the Service Manager Sarah Salisbury – Responsive Care Providers.
- 6.2. The West Berkshire Shared Lives Scheme is part of Responsive Care Providers and sits within the People Directorate of West Berkshire Council. The Responsive Care Providers values are Respect, Inclusive, Compassion and Empowerment.
- 6.3. The registered manager of the West Berkshire Shared Lives Scheme is Paul Flack who reports to the Service Manager for Responsive Care Providers.

## **7. Complaints and compliments**

- 7.1. All Shared Lives carers, people using Shared Lives, their family, friends and advocates are encouraged to make effective representations about any aspect of the Shared Lives service. They are provided with written information about the complaints procedures, including contact details for the Complaints and Public Liaison Manager for Adult Services. All complaints and their outcomes are monitored both by the Complaints Manager and the Shared Lives manager.
- 7.2. The Complaints Leaflet is given to all people at the start of their placement and as part of the carer application documentation. The process is explained to them in an appropriate manner by the named Shared Lives worker. Shared Lives carers also have copies and their knowledge of the process is reviewed during the annual carer review. The information provided includes contact details for the Complaints Manager, the Local Government Ombudsman and the Care Quality Commission.
- 7.3. An advocacy service provided by 'The Advocacy People' is available in West Berkshire, the service can be accessed independently or at the Care Manager or Shared Lives worker's request. The Advocacy People leaflet is also provided to everyone at the start of their placement.
- 7.4. The body that ensures that we meet the regulations set down by Parliament, and monitors the standards of all Shared Lives agencies is the Care Quality Commission.

Their contact details are:

**Telephone: 0300 061 6161**

[Online Contact Form](#)

**Email: [enquiries@qc.org.uk](mailto:enquiries@qc.org.uk)**

**Care Quality Commission-Southeast Region**

**Citygate, Gallowgate**

**Newcastle upon Tyne NE 1 4PA**