

Islington Council Shared Lives

Arrangement Agreement

This Shared Lives Arrangement Agreement is a written agreement made in relation to each individual Shared Lives arrangement.

It is an agreement between the person who will be making use of or living in an Islington Shared Lives arrangement, the Shared Lives carer, the Islington scheme and anyone involved in commissioning the service (care manager, social worker, and family member).

The agreement incorporates the responsibilities and expectations of all those involved in the arrangement and includes details of the plan of care for the person using the service. It must be signed by all relevant parties before the commencement of the Islington Shared Lives arrangement.

This is a joint Shared Lives Arrangement Agreement between:

Name of person

AND

Name and address of Shared Lives carer (where care and support will be provided from)

AND

Name of Shared Lives Worker or Manager (representing Islington Shared Lives)

AND

Name of Carer Manager/Social Worker (and department)

This Shared Lives arrangement provides (Tick the type of arrangement):

long-term accommodation and support	
short breaks or respite	
day support	
other	

Arrangement Details:

Introduction and matching dates (give brief overview of matching process undertaken)

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Arrangement start date

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Date of 6-week review (for all new arrangements)

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Date arrangement confirmed

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Once confirmed all Shared Lives arrangements will be subject to annual review or sooner if requested by anybody party to this agreement or required due to a change in care and support needs or outcomes desired.

Responsibilities:

Everyone involved in an Arrangement Agreement has responsibilities for making sure that the Shared Lives Arrangement works well.

The person making use of or living in the Shared Lives arrangement - Agrees to:

- Respect the wishes of other people who live in the house.
- Keep to the agreed house rules.
- Respect the Shared Lives carer(s) home and not cause any deliberate damage in it or to it.
- Pay his/her contribution towards the cost of this Shared Lives arrangement. The contribution is for board and lodgings and contributes to the household cost of heating, lighting and food.
- Talk to his/her Shared Lives carer, or Care Manager/Social worker or Shared Lives worker if there is anything he/she is unhappy about or worried about in the Shared Lives arrangement.

The Shared Lives carers(s) - Agrees to:

- Meet the support needs of the person as agreed in the Service User Plan.
- Attend and contribute positively to all reviews of the arrangement.

- Treat the person as a full member of their family / household.
- Support the person in being a full member of the local community.
- Respect the person's privacy and dignity at all times.
- Respect and encourage the person's right to make choices and decisions.
- Follow the Shared Lives scheme's policies, procedures and guidelines.
- Not to make any substitute arrangements for the person to be supported by another person, unless in exceptional circumstances and previously approved by the Shared Lives worker.
- Inform the Shared Lives scheme as soon as possible of any emergency situation or accident or adverse event involving the person.
- Meet the Shared Lives scheme's insurance requirements.
- Respect the confidentiality of any information received about the person.
- Inform the Shared Lives scheme of any changes in their address or family circumstances or household membership.
- Take part in any learning or development opportunities agreed with the Shared Lives worker.

Islington Shared Lives - Agrees to:

- Provide the person and Shared Lives carer(s) with helpful information about Shared Lives and about the Shared Lives scheme.
- Provide the Shared Lives carer(s) with the ongoing knowledge and skills that they need to meet the needs of the person placed with them.
- Support the Shared Lives carer in meeting the needs of the person as written in the Service User Plan and Shared Lives Arrangement Agreement.
- Arrange regular reviews of the Shared Lives Arrangement Agreement and Service User Plan and record any agreed changes to these.
- Ensure that the person and the Shared Lives carer(s) have access to copies of all relevant Shared Lives scheme policies and procedures.
- Visit the Shared Lives carer(s) home at agreed intervals, but at least quarterly, to discuss how the arrangement is going and to help the person and Shared Lives carer(s) sort out any problems.
- Provide telephone support for the Shared Lives carer(s) and the person if they need to talk about anything to do with the arrangement.
- Try to ensure that specialist support for the person and/or the Shared Lives carer is available if necessary.
- Provide the Shared Lives carer(s) with information and contact telephone numbers to use in the case of an emergency.
- Work with others to end the arrangement if the safety or well being of the person or Shared Lives carer(s) or others in their household is felt to be at risk by the arrangement continuing.

The Care Manager/ Social worker - Agrees to:

- Ensure an up to date assessment of needs and a care plan is completed.
 - A full risk assessment is available including any known or potential risks that the person may present to the Shared Lives carer(s), their family or any other people in the household.
 - Help with arrangements for the person to meet any potential Shared Lives carer(s).
 - Talk with the person after any introductory visits with Shared Lives carer(s).

- Ensure the person is receiving all welfare benefits to which he/she is entitled.
- Complete the necessary procedures to obtain suitable funding for the Shared Lives arrangement.
- Review the Shared Lives arrangement, and the person's care plan.
- Ensure the person has someone available who is able to advocate on his/her behalf if necessary.
- Support the person in obtaining other services that he/she needs, as indicated in the assessment of needs or future reviews.
- Work with others to end the arrangement if the safety or well being of the person or Shared Lives carer(s) or others in their household is felt to be at risk by the arrangement continuing.

Terms and Conditions of the Shared Lives Arrangement:

Information about Shared Lives:

General information about Islington Shared Lives can be found in the Statement of Purpose, in the Service User Guide, the Shared Lives carer agreement and the Shared Lives scheme policies and procedures.

Complaints and Concerns:

Islington Shared Lives and Islington Council have complaints procedures and whistleblowing procedures that carers and people using the service can use if they are unhappy with any of the services provided or need to raise any concerns.

Islington Shared Lives is registered with CQC to provide personal care, which is a regulated activity. Concerns can be raised with CQC by both the person and the Shared Lives carer that are party to this agreement.

Safeguarding:

Islington Shared Lives and Islington Council have safeguarding adult policies which will be followed if there are any concerns or allegations of abuse or neglect concerning the person in the Shared Lives arrangement.

Shared Lives arrangement fees:

Long term accommodation and support:

The Shared Lives arrangement fee which is paid to the Shared Lives carer for long term accommodation and support arrangements (where the person lives with the Shared Lives carer) is made up of three parts:

- A payment for assessed care and support needs which is paid from the local authority, health, a personal budget, or someone self-funding. This payment is made directly to the Shared Lives carer by Islington Shared Lives.
- A payment for accommodation which is usually paid for by housing benefit, or if the person living in Shared Lives is ineligible they will need to pay this themselves
- A payment for a contribution towards food and utilities, which is paid for by the person living in the Shared Lives arrangement from their benefits or other independent income

Day support arrangements (including outreach)

The arrangement fee received by the Shared Lives carer will be a single payment for the care and support they provide to the person and this payment will be made by Islington Shared Lives. There will not be any board and lodging or room rent payment made to them.

Short breaks or respite (including re-ablement or intermediate arrangements)

The arrangement fee received by the Shared Lives carer will be a single payment for the care and support as well as board (food) and lodging (room) for the period of the stay and this payment will be made by Islington Shared Lives.

Payment figures and amounts can be found on the individual payment breakdowns that are updated and re-issued annually to Shared Lives carers.

Ending the Shared Lives arrangement:

Any party can end this Shared Lives arrangement by giving a minimum of 4 weeks (ideally up to 3 months) notice - except in an emergency, where the arrangement has broken down, or where alternatives have mutually been agreed.

Islington Council reserves the right to terminate this arrangement immediately, if necessary, when an arrangement has broken down or if the person is considered to be at risk.

If considering ending a Shared Lives arrangement, the Shared Lives carer, person receiving support or Social Worker / Care Co-ordinator should start the conversation as soon as possible with the Islington Shared Lives scheme so there is adequate notice to support all parties through the change.

Any decision that may involve the removal of the person from their Shared Lives arrangement must have due regard to the Mental Capacity Act and their Human Rights. The Court of Protection may need to be involved in situations where a person does not wish to leave their home.

Signature of Parties to the Arrangement Agreement:

Person (or their representative – please state name)

	Date:
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Shared Lives carer(s)

	Date:
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Shared Lives worker

	Date:
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Care Manager/Social worker

	Date:
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Terminology used in this Shared Lives arrangement agreement:

Person: The term 'person' means the person who will be living in, staying in or being supported in the Shared Lives arrangement by the approved Islington Shared Lives carer or any approved support carers.

A Shared Lives carer is a person who, under the terms of a Shared Lives carer agreement provides, or intends to provide, personal care and support. They share their home and their family (and/or community) life and, where necessary, provide accommodation to the person using or living in a Shared Lives arrangement. In Shared Lives day support arrangements, this can be using the home as a base and then visiting the community. The use of the term 'and/or community' above takes account of: 'and' - that all Shared Lives involves sharing the community life of the Shared Lives carer; 'or' - that some Shared Lives carers (e.g. single Shared Lives carers who do not have regular contact with their families) may not consider themselves as having a 'family life' to share.

Shared Lives workers are individuals employed by Islington Council who have the competencies, qualities and experience needed to carry out the necessary tasks of the Islington Shared Lives scheme including Shared Lives carer recruitment, approval and training as well as setting up, supporting, monitoring, and the reviewing of Shared Lives arrangements.

Shared Lives scheme manager is registered with the relevant care regulator and has overall responsibility for the quality and safety of care and support of all Shared Lives arrangements within the Islington Shared Lives scheme. The scheme manager has legal accountability for the final decision on approval of new Shared Lives carers, continuing approval and de-approval of exiting Shared Lives carers.

Shared Lives schemes are run by local authorities, health trusts or independent (profit-making or non-profit making) organisations. All Shared Lives schemes (including Islington Shared Lives) are responsible for recruiting and training Shared Lives carers; matching people with suitable Shared Lives carers; making Shared Lives arrangements and providing ongoing support and monitoring of Shared Lives arrangements. The care they provide is mainly for people aged 18+ and in some cases 16+ where they meet the eligibility for adult services.