



Independent
Living Fund



ADSW
ASSOCIATION OF DIRECTORS OF SOCIAL WORK

Transfer Review Programme Code of practice

Purpose of the code of practice

Following engagement with local authorities in Scotland and disabled people and their organisations, the Independent Living Fund (ILF), the Association of Directors of Social Work (ADSW), and the Scottish Government have co-produced this code. It is intended to promote best practice to support the preparations for an effective transfer of ILF users from April 2015 to new funding arrangements that are expected to be agreed for Scotland later in 2013.

The code relates to the work required to undertake the Transfer Review Programme for the period up to April 2015 and it is acknowledged that its delivery will be in parallel with the Scottish Government's planned consultation on the future support arrangements for ILF users after April 2015. The code will be revisited once the outcome of this consultation has been decided.

The code aims to maximise the success of the Transfer Review Programme and enhance the customer journey throughout transition by providing key principles to underpin partnership working.

Key principles

1. Commitment to personalisation, inclusion, and choice and control

Throughout the process all parties will seek to demonstrate a commitment to the underlying principles of personalisation. There will be a commitment to ensure that choice and control remain at the heart all the assessment process.

All parties will ensure that users and their representatives are fully involved in transitional planning, and will take account of the views and requirements of users and their families/representatives in the preparation and implementation of the transfer of support.

2. Working in partnership

It is essential that the ILF, the Scottish Government, and local authorities collaborate and work in partnership throughout the Transfer Programme to ensure that the necessary plans and structures are in place to fully support users up to and beyond 2015.

All parties will be committed to working towards and meeting relevant deadlines so as to guarantee that the programme is fully completed by 31 March 2015.

3. Open communication

Throughout the programme there needs to be continuous and open communication, providing relevant information that is shared in a timely manner. All parties should ensure that users are kept informed of plans that impact on their future. It is important that users have a clear awareness and understanding of what the transfer will mean for them.

4. Designated support

In order to facilitate the management of the programme, the ILF and local authorities will have in place a named point of contact to manage relations between the ILF and each local authority, for both operational and corporate liaison. There should be a clear delineation of responsibility and accountability in running the programme both within the ILF and with local authorities.

5. Commitment to joint reviews

To aid the transfer process the ILF and local authorities will collaborate and participate in the joint Transfer Review Programme, using a person centred assessment to identify how independent living outcomes can continue to be met.

In addition, the programme will need to identify and inform users of what they will need to do prior to April 2015 to ensure that their eligible support continues to be met under the new arrangements yet to be decided for Scotland from 1 April 2015.

To aid in this process the ILF will seek consent prior to the initiation of the transfer review programme from all Group 1 users to pass on information to local authorities. This will facilitate the collaboration between the ILF and local authorities and enable full participation in the programme by local authorities.

6. Advice and advocacy

Local authorities should where possible ensure that there is sufficient provision of, and clear signposting towards, independent advocacy and support. The ILF and local authorities will work together to share information on support available for users in order to effectively signpost people to this.

7. Self-Directed Support

The Transfer Review Programme provides an opportunity to align ILF funding with self-directed support. ILF users currently receive cash payments directly from the fund to pay for their support and the expectation is that they will continue to be able to exercise choice and control over how their care is provided. Users should be informed of what options and support are available locally.

ILF will work with local authorities to ensure that relevant information is provided to identify individuals who lack the capacity to manage the transfer funding

themselves, thus enabling appropriate arrangements to be made for management of support.

8. Provision from April 2015

Transitional arrangements need to be in place to enable users to plan for and manage any change in their support from 1 April 2015. Any transitional arrangements that may be needed after 1 April 2015 to help protect independent living outcomes are a matter for further discussion within the Scottish Government's planned consultation on the future support arrangements for ILF users.

We believe that it is essential that before the end of the Transfer Programme all ILF users and their representatives have a clear understanding of how their eligible support needs will be met immediately following the transfer.

The Transfer Review programme will also provide an opportunity to identify any alignment issues with the new funding arrangements, when decided, prior to the transfer.

Any change to support arrangements made after 1 April 2015 should take into account the impact upon care providers, making certain that the user is able to meet legal and contractual obligations where provision is reduced or changed.

9. Data sharing

Any transfer of information must ensure that no person who has expressed a wish to receive support after April 2015 is unaccounted for.

The ILF will need to monitor the transfer of information to the relevant authorities. When information is transferred to local authorities there will need to be in place a mechanism to acknowledge the receipt of this information. All parties will ensure that appropriate measures are in place to transfer and protect sensitive information in compliance with data protection legislation.

10. Monitoring and evaluation

The ILF and local authorities will work in conjunction to ensure that there is a system in place to evaluate the effectiveness and progress of the programme. Any evaluation will include the opinions of users and their representatives.

Each party will have in place a clear process for managing complaints about decisions taken as a result of reviews. In addition the ILF and local authorities should work in conjunction to resolve any concerns raised and provide a rapid resolution of any issues that arise.

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