

## Financial and Outcome Monitoring Guidance for Self Directed Support (Individual Budgets)

This leaflet is designed to make you aware of the ways in which the local authority will work with people, their carers and their individual budgets to monitor finances and outcomes by giving you some basic information on why and how this will be monitored and the consequences should it not be.

The information is designed to inform you of your responsibility and give you support and guidance so that you can achieve good outcomes for yourself or the person you care for by receiving and evidencing a good quality service.

### Why does the Local Authority need to monitor finances and outcomes?

As you may be aware, when the local authority assesses people and gives them a care package they have a statutory obligation to monitor finances and the quality of the service that is provided. This is because the local authority has a 'duty of care' to ensure that anyone who is eligible is receiving a good quality, safe service that is able to meet the individuals needs and is not putting that person at risk. Similarly, the local authority has a responsibility to ensure that the money spent on purchasing the service is being used responsibly and appropriately.

This responsibility is the same in self directed support. Although you can choose your own outcomes and how you spend your budget the local authority still need to monitor these with you.

### How does the local authority plan to measure outcomes of people's Individualised budget (Outcome monitoring)?

The local authority need to ensure that people are receiving a good quality of care, that the individual is safe and having their individual needs meet without being put at risk. This is called a 'duty of care'. As with any other package of care the individuals Care Manager or Social Worker would complete a 6 week and annual assessment to ensure that people are safe.

As Individual Budgets are a new way of working in Brighton and Hove we have decided that In addition to the above there will also be a 6 month outcomes review. This will be a meeting with the person and their supporters to review their care/support plans and ensure that outcomes identified at the beginning are

being worked towards and that people are receiving a good quality service. This may also be an opportunity to talk through any challenges and concerns that the person and their supporters may have and offer information and advice to overcome these challenges.

**If a serious issue is raised then we may need to review whether the Individual Budget can continue or an alternative should be offered.**

How does the local authority plan to measure outcomes of peoples Individualised budget (financial monitoring)?

The local authority needs to ensure that money is being used for the intended purpose. One way this can be measured and evidenced is by producing monthly bank statements. We can see from your monthly bank statements that you are managing your money appropriately, for example you are overdrawn or have a surplus in your account, and this could indicate difficulties and could prompt a visit by a Finance officer. We can also see that important payments are being made, for example to a provider, or paying wages and insurance to a Personal Assistant.

You can either arrange with the bank to send the statement to the Direct Payments Team or send in a copy yourself to:

Sandra Goodair (Direct Payments Finance officer)

3<sup>rd</sup> Floor

Bartholomew House

Brighton

BN1 1JP

Tel: 01273 294404 or Email on: [Sandra.Goodair@brighton-hove.gov.uk](mailto:Sandra.Goodair@brighton-hove.gov.uk)

We also recommend that you record any large purchases you make (over £50) by keeping a log and receipt for these. After you have followed this guidelines for the first 6 months of receiving your IB. We can decide whether you need low, medium or high level support. This will determine how often you will need to send records in for the future. For example, if records are coming in regularly with little or no support we may ask that we see records less frequently. However, if you are having difficulty you may require us to come out and visit to give you some guidance.

**If problems persist we may need to look at other ways of managing the IB.**

Brighton and Hove are very keen on giving people the opportunity to direct their own support by using an individualised Budget. However, we need to work together to ensure that people are being supported appropriately. If you require any further information or advice please do not hesitate to call. We would welcome your queries to help develop the support we can offer you.

