

**Funding stream:** Short breaks/Respite Care

**Name of grant:** Carer`s Short Breaks

**Grant Award:** £310,000 for each financial year for the period 2019/20 to 2022/23 subject to annual budget approval.

From April 2019, there will be one grant payment, of up to £310,000 per annum. Applications are encouraged from a consortium who can meet all the requirements.

## **Section 1 – Service Overview**

---

We want to contribute via a grant toward the costs of providing a break for family carers on a flexible and equitable basis. Services will encourage the person cared for to become involved in a meaningful activity with a support worker. Families will be provided with a flexible service which allows them to choose how and when they use their allocation of a break. Carers and the person they care for will be provided with a range of options, primarily care at home, and, where requested by the carer, accompanying people to attend events in the community.

This volunteer-led break service to unpaid carers, will identify a volunteer to form a relationship with the person the carer looks after who will spend time with them each week thus providing the carer with a regular break. Breaks may be provided primarily in the home, but can include accompanying to activities in the community or going for a walk. This service will not meet personal care needs. The service will reduce isolation and loneliness, promote healthy and active lifestyles, maximise independence and wellbeing among older people and adults with physical disabilities while also providing a break for their carers.

The aim of the Carers' Break service is to improve quality of life for carers by providing timely breaks for carers, to prevent carer breakdown, ensure that carers are supported to remain in their caring role, and prevent unnecessary referrals to social care services.

The service will provide planned and emergency short term breaks for families and other unpaid carers of adults over 50 with the intention that families/carers resume care at the end of the break period.

Service provider business models will include a charge for certain types of services. The service will include the provision of services that can be purchased by or on behalf of individuals using their Personal Budget, Direct Payment or their own resources.

## **Section 2 – Service Outcomes**

---

Applicants will need to demonstrate how the provision of the services will assist in meeting the following outcomes:

- Carers in greatest need receive timely break support that is quality assured;
- Carers and person cared for can easily access information about the short breaks service in a range of formats
- Carers are provided with information about other services, opportunities and support and signposted where appropriate
- Person cared for are supported to use community facilities, establish social networks, meet people and make friends

- Services are inclusive and accessible to and meet the needs of all community groups including people from black and minority ethnic groups, respect the cultural and religious needs of its person cared for and their carers
- Every family accessing the service knows when and where they will receive a service and has a short break plan detailing the frequency, duration and type of short breaks

### **Section 3 – Service Delivery/Activities Sought**

---

Council and ECCG funding will specifically support the following activities:

- Provide carers breaks for three hours or more each week across 7 days of the week to meet the needs of carers accessing the service.
- Provide an affordable and reliable short breaks service to vulnerable adults who are aged 50 and over and live in the borough of Ealing
- Be responsive to the needs of individuals and their carers and be available on weekdays, evenings and weekends and public holidays
- Provide a home visiting service that offers a positive experience for vulnerable adults and contributes to their independence by offering purposeful activity and skills maintenance to the person cared for, with a choice of activities and experiences designed to help retain and improve daily living skills and to maintain the skills necessary for social engagement.
- Provide services that can be purchased by or on behalf of individuals using their Personal Budget, Direct Payment or their own resources. Service provider business models will include a charge for certain types of services
- Breaks may be provided primarily in the home, but can include accompanying to activities in the community or going for a walk. This service will not meet personal care needs.
- Provide a signposting service to family carers to the Ealing Carers Support service and other organisations who provide carer support in Ealing.
- Utilise the West London Alliance online information system Careplace as the primary tool for local information and signposting purposes (along with use of other applicable / national websites)
- The carers breaks are provided for three hours or more.

### **Section 4 – Specific Criteria/Requirements**

---

Applicants will demonstrate how they will facilitate delivery of a Borough-wide short break services to family carers of individuals over the age of 50 with:

- Chronic illness
- A diagnosed long term condition
- Physical disabilities
- Sensory impairment
- Organic (Dementia and cognitive impairment) & functional mental health conditions
- And frail older people

The Council and ECCG will assess/monitor:

- The services are provided to vulnerable adults over the age of 50 who are Ealing residents.
- The organisation carry out an assessment to determine suitability and eligibility for the service.
- Prior to starting the service, the Organisation will provide the family with a short break plan detailing the type, duration, and frequency of planned short breaks to be provided

- The organisation carry out a risk assessment and prepare a Support Plan with the individual and their carer
- The organisation has clear timescales for responding to requests for short breaks.
- The allocation procedure works in line with the organisation's equal opportunities policy and every effort is made to ensure that accessing the service reflects the demography of the Ealing community.
- The organisation recruit, train, manage and supervise support worker volunteers who have appropriate experience and training.
- The support workers will work within a Code of Conduct, which will ensure that they do not abuse their role.
- The organisation will keep records on how it makes sure that all support workers work within the Code.
- The organisation has:
  - Enhanced DBS checks on all support staff and volunteers.
  - Job descriptions and contracts of employment are issued to each member of staff.
  - Arranges supervision for all employees and volunteers.
  - A system for monitoring and evaluating the work of its employees and volunteers
  - Evidence of how person cared for and carer have provided feedback and the evaluation has contributed to the development of the service
  - Number of people not receiving a service after referral because the support was unavailable.
  - Number of hours of short breaks provided, by age, gender and ethnic origin.
  - Outcome of any consultation and evaluation
  - Number and volume of service delivered by volunteers

## **Section 5 – Monitoring and provision of information**

---

The grant recipient will provide updates and monitoring reports to Adult Social Care via quarterly monitoring data returns and 6 monthly written reports.

Continuation of the grant will be dependent upon meeting the outcomes and delivering the service activities set out above.

## **Section 6 – Additional information**

---

In applying for funding, applicants should set out the following:

- The number of people estimated to receive a service;
- An estimated breakdown of people accessing the service by postcode, ethnicity, gender, age and disability;
- How the service will be delivered borough wide.

In addition, applicants, will submit with their application:

- A partnership agreement where the application is made by a consortium.
- A service development plan based on these criteria covering the period of the grant.
- Details of quality assurance measures.
- A statement outlining the standards that users and stakeholders can expect;
- Written policies and procedures about the operation of the service including financial management; equalities; and information sharing and confidentiality guidelines.
- Copy of the complaints procedure.

- Details on promoting volunteering and developing new volunteering opportunities to assist in service provision.
- Details on how the service will meet the needs of equality groups and how information will be communicated effectively and consider the needs of people accessing the service including: their disability, language, cultural and literacy needs.
- Details of how they will obtain customer feedback and consult users on improving break services.
- Details of the business model where they charge for service that can be purchased by or on behalf of individuals using their Personal Budgets or their own resources.