

# Adult Social Care Operations

## Adult Carers Respite Policy

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This Policy sets out the Council's approach to Respite Care for Adult Carers.

## Introduction

The purpose of this policy is to ensure an equitable needs-based system for the allocation of planned respite to ensure fairness and consistency across Adult Social Care (aged 18 years and over).

## Principles

The principles underpinning this policy are the following:

- To ensure a fair and equitable service for all people that access respite, and for their Carers
- To be transparent about how planned respite is allocated
- To be outcome focussed and in line with the Care Act
- To assess the needs of the cared for person and their carer

## Legal Framework

The Care Act 2014 provides a legislative framework as to how assessments must be conducted and eligibility for adult social care determined (section 9 below)

### 1. Who is an Adult Carer?

An Adult Carer is a person aged 18 and over who is providing necessary care for another adult, who, because of their health and care needs, would find it difficult to cope without this help. This excludes paid carers and volunteers.

### 2. What is Respite Care?

Respite Care is support to enable a Carer to have a break from their caring role.

### 3. How is the need for Respite Care identified?

The need for Respite Care is identified through the **cared for person's Care Act Assessment**.

This is because the Respite Care is for the cared for person (replacing the care and support the Carer provides, whilst they have a break); and requires the cared for person to agree it.

### 4. What is a Care Act Assessment?

The Council has a statutory duty to assess the needs of any resident, aged 18+, who appears to have needs for care and support and then to determine whether those needs are eligible for support or services from the Council, as stipulated in The Care Act (2014).

An assessment is a chance for the cared for person to talk about what they find difficult to manage and what would help them the most / outcomes that matter to them.

The conversation will explore support and services that promote the independence and wellbeing of the cared for person and prevent, delay or minimise the impact of their needs. It will also include what care and support the Carer provides - determining the Carer's eligibility for Respite Care.

If agreed, Respite Care is recorded in the cared for person's support plan as an amount of money called a 'Carers Allocation'.

### 5. What type of Respite Care / services can the Carers Allocation be spent on?

The Carer can use their Carers Allocation flexibly, choosing how and when they would like a break. For example, the allocation may be spent on:

- A volunteer or paid care worker / Personal Assistant to support for the cared for person in their home
- A day opportunity for the cared for person outside of their home
- One or more overnight stay for the cared for person in a care home, Extra Care scheme, Shared Lives or supported living placement

Enabling the Carer to have a time away from caring responsibilities / requirements.

## 6. How will the Carers Allocation be given?

The Carer can choose for the allocation to be given as a Direct Payment or for the Council to hold it and be contacted as and when to arrange Respite Care on their behalf.

## 7. What Respite Care is Not:

Respite Care is **NOT**:

- Replacement care required because a Carer has another regular commitment (e.g. childcare (under 18), employment, etc). If a Carer is unable to provide the required care and support for the cared for person due to these circumstances, they should be referred for an assessment to look at how their needs can be met
- Replacement care due to a paid care worker, Personal Assistant or Shared Lives carer being sick or taking leave. In this instance, where the cared for person has a Personal Budget this should be used to purchase replacement care
- Provision of a residential placement when the cared for person has been discharged as medically fit from hospital but are unable to go home due to the need for equipment or adaptation; or further assessment / review to determine their longer-term needs
- Staying overnight / any length of time in a temporary arrangement due to not having a (safe) place to stay – even if this is in a service known as a Respite Unit (this would be temporary accommodation, not respite care)

## 8. Charges for Respite Care

No Financial Assessment is required for Respite Care as carers are not asked for a financial contribution from Adult Social Care.

However, as respite care is provided in order to provide the carer with a short break from their caring responsibilities, should the need become longer term, beyond the initial agreed period, the situation will need to be reviewed. This may result in respite care ceasing and short-term care being arranged which will include a financial assessment for the cared for person and may incur a financial contribution.

See also [Charging Policy](#).

## 9. Carers Assessment

### **If a Carer's eligibility for Respite Care is determined by the cared for person's Care Act Assessment, what is a Carers Assessment?**

A Carer's Assessment is a chance for a Carer to talk about:

- The support they are providing
- How this is affecting their wellbeing
- Whether they want to continue in their caring role
- The support they require - including the activities beyond caring they would like to do and the impact of caring on these activities

#### 9.1 Who is eligible for a Carers Assessment?

All Carers are eligible for a Carer's Assessment.

The threshold for support is based on the impact their caring role has on their wellbeing. When determining Carer eligibility, the Council must consider:

- If the Carer's needs for support arise because they are providing necessary care and support to an adult
- As a result of their caring responsibilities, if the Carer's physical or mental health is either deteriorating or is at risk of doing so
- As a consequence of being unable to achieve these outcomes (see 9.2 below), if there is, or there is likely to be, a significant impact on the Carer's wellbeing

#### 9.2 Carers Eligibility Outcomes

- Carrying out any caring responsibilities the carer has for a child
- Providing care to another adult
- Looking after their home
- Looking after their and their families nutrition
- Developing and keeping relationships with family and friends
- Working, training studying or volunteering.
- Using facilities in the community
- Taking part in recreational activities

#### 9.3 What will be discussed at the Assessment?

An assessment may take different forms according to the person's circumstances and preferences. For example, face-to-face, supported self-assessment, telephone or online.

The assessment will cover:

- Their caring role and how it affects the Carer's life and wellbeing
- Their health - physical, mental and emotional
- Their feelings and choices about caring

- Work, study, training, leisure
- Relationships, social activities and the Carer's goals
- Housing
- Planning for emergencies

#### 9.4 What is the difference between a Standalone Assessment and a Combined Assessment?

Carers can have a Standalone Assessment or a Combined Assessment.

The Standalone Assessment takes place between the Carer and an officer from Adult Social Care.

The Combined Assessment takes place with the cared for person and takes account of both the Carer's and the cared for person's needs, providing an overall assessment and review for both parties and is the preferred approach. The information gathered is recorded in one assessment document in the name of the cared for person.

If a Carer is sharing the caring responsibilities with other people - each person can have an assessment.

#### 10. What support might be offered?

Following the assessment, if a Carer:

- Hasn't got eligible needs - advice and information about services available in Newham will be provided. This will be tailored to their specific circumstances
- Has eligible needs - a support plan will be agreed detailing how these needs will be met and a Personal Budget allocated. The support plan will be reviewed on an annual basis

You can choose to be given the Personal Budget to arrange your own care and support - known as a Direct Payment or the Council can do this for you.

It may be agreed the best way to meet the needs is by providing services directly to the Carer, to the cared for person or a combination of both.

## 11. Emergency Plan

Carers are encouraged to have an Emergency Plan. This allows you to document, with the cared for person, how you would like them to be supported if you are unable to provide care and support without notice. This should be discussed at your assessment / review so that any changes are documented.

The Plan enables you to detail the care and support the cared for person needs; and gives you the opportunity to name others who can be contacted in case of an emergency.

An emergency may include, your admission into hospital or other health needs which preclude you from continuing to provide care; or a family emergency, such as a close relative being taken ill and requiring support.

The Council has co-designed an Emergency Plan template, which can be accessed online at [Carers Emergency Card Scheme – Emergency care arrangements – Newham Council](#); or by calling 0300 303 1555.

The Council operates a Carers Emergency Card Service. To access this Service, you will need to share your Emergency Plan with the Carers Support Service, who will issue you with a Card and unique reference number. The Carers Support Service will forward your Plan and unique reference number to Newham Network. If you, the cared for person or another person contacts Newham Network and quotes the reference number, Newham Network will implement the agreed course of action in your Plan.

## 12. If caring arrangements cannot continue long term

Carers are encouraged to have a plan in place that allows you to document with the cared for person how you, and they, would like them to be supported and cared for when you are no longer able to provide care and support to them.

The plan enables you to detail the care and support the cared for person needs; and gives you the opportunity to name others you have spoken with about being involved in future or ongoing care and support for the cared for person. You are encouraged to discuss this at your carer's review and the cared for person's review, where plans for the future can be openly discussed and put in place.