Nottinghamshire County Council

Short Break Statement

Version 1 18th February 2019

Author Sarah Blackhurst
Contents

1. Welcome to the Short Break Statement ................................................................. 4
  1.1. Why do we need a Short Break Statement? ....................................................... 4
  1.2. Who is responsible for the Statement? ............................................................... 4
  1.3. How was the Statement prepared? .................................................................. 4
  1.4. How will the Statement be publicised and reviewed? ........................................ 4
  1.5. How we consult with families ......................................................................... 5

2. What is a Short Break? ......................................................................................... 5
  2.1. What is the purpose of a Short Break? .............................................................. 6

3. Universal Services and Early Help Services ....................................................... 6
  3.1. How to access Universal Services and Early Help Services ............................ 6

4. Online Short Break application form .................................................................... 6

5. Threshold criteria for a Short Break ...................................................................... 7
  5.1 When the Threshold is NOT met ..................................................................... 7

6. What is the Standard Offer? ................................................................................ 8
  6.1 How to apply for the Standard Offer? ............................................................... 8
  6.2 Processing a Standard Offer ........................................................................... 8
  6.3 If the allocated Standard Offer is not meeting need ......................................... 8

7. If more support than the Standard Offer is required ......................................... 9
  7.1 Completing the Resource Allocation System (RAS) Assessment ...................... 9

8. Specialist Services and Overnight Short Breaks ............................................... 9

9. Do Short Break services provide transport? ..................................................... 10

10. Reviews, reapplications and allocation change requests .................................. 10
  10.1. Children and young people who currently have a Social Worker .................... 10
  10.2. Allocations of 96 hours and below ............................................................... 10
  10.3. Allocations of 96 hours and below – originally allocated as part of a Social Care ........................................................................................................ 10
  10.4. Allocations greater than 96 hours ................................................................. 10

11. What is a Resource Allocation System (RAS)? ................................................ 11

12. What if I consider my needs are greater than indicated by the RAS? ............... 11

13. How do I appeal against a decision? .................................................................. 11

14. Personal Budgets .................................................................................................. 12

15. Short Break Commissioned Service .................................................................... 12
  15.1. Direct Payment for Activities ....................................................................... 12
  15.2. Direct Payment to employ a Personal Assistant ............................................ 13
  15.3. Nottinghamshire County Council Commissioned Short Break ..................... 13
16. How we will measure quality of provision........................................................................13
17. How we will audit use of Short Breaks ........................................................................13
  17.1. Audit of Direct Payments ..........................................................................................13
  17.2. Audit of Nottinghamshire County Council externally commissioned Short Breaks ....................................................................................................................14
  17.3. Audit of Nottinghamshire County Council internally commissioned Short Breaks ....................................................................................................................14
18. Additional information ....................................................................................................14
  18.1. Ask Us Nottinghamshire ..........................................................................................14
  18.2. Nottinghamshire Parent Carer Forum (Notts PCF) ....................................................14
  18.3. The Local Offer ........................................................................................................14
  18.4. How we will measure Impact ..................................................................................15
  18.5. Parent/Carer and Young Person Feedback ................................................................15
  18.6. General Data Protection Regulation (GDPR) ..........................................................15
19. References ....................................................................................................................15
   Ask Us .............................................................................................................................16
1. **Welcome to the Short Break Statement**

This revised Short Break statement has been produced in order to give parents/carers, children and young people a guide to Nottinghamshire County Council’s Short Break offer.

Nottinghamshire’s Short Break offer is designed to promote independence and build the resilience of children/young people and that of their families. This equips children/young people and their families to lead happy, fulfilling lives, cope with future challenges, and to thrive.

1.1. **Why do we need a Short Break Statement?**

Local Authorities are required by law to produce and publish a statement of short break services for disabled children and young people and their families under the Children Act 1989 and the Breaks for Carers of Disabled Children Regulations 2011.

Nottinghamshire County Council’s statement has been developed in line with the following legislation:

- Carers and Disability Children Act 2000
- Children Act 2004
- Children and Families Act 2014
- Care Act 2014

The Statement is for families living in Nottinghamshire who have a child/young person with Special Educational Needs and/or Disabilities (SEND) aged between 0 and 17 years and includes:

- Information on the purpose of the Short Break Statement.
- The current and emerging range of Short Break Services available in Nottinghamshire.
- Eligibility for Short Break services.
- Information on how parents/carers, children and young people have been consulted to help develop the Short Break Offer.

1.2. **Who is responsible for the Statement?**

Nottinghamshire County Council is responsible for the Statement. The Statement will be reviewed annually, or when changes are made to existing services.

1.3. **How was the Statement prepared?**

The Statement is an update of the original Short Break Service Statement which drew on joint work with families and professionals, completed during 2016.

The current Statement was prepared following a review of Nottinghamshire’s 2016/17 Short Break offer: The revised Short Break offer was co-produced with parents/carers and children/young people with additional needs.

1.4. **How will the Statement be publicised and reviewed?**

The Short Break Statement is available on the Local Offer page of the Nottinghamshire County Council Website.

Translation facilities are available and a service for callers who are deaf or hard of hearing. If you require these services - please ring Customer Service Centre on 0300 500 8080 or minicom 01623 434 993 or email: enquiries@nottscc.gov.uk.
The Statement will be reviewed annually, the next review is due August 2019.

1.5. How we consult with families

Co-production is the term used by Nottinghamshire County Council to describe the process of working with parents/carers, children & young people in an equal partnership to redesign services.

Co-production is a requirement of the SEND Reforms 2014, and is a way of working that brings families and professionals together to review and shape future provision. It also provides the opportunity to make decisions together, including determining the most effective use of limited resources, ensuring the sustainability of services for families.

The Nottinghamshire County Council Short Break offer has been co-produced with parents, carers, children and young people. This co-production approach has been jointly planned and delivered with the Nottinghamshire Parent Carer Forum (NPCF).

Throughout 2017/2018 the revised Short Break offer has been designed to meet the needs of parents, carers, children and young people, whilst ensuring available resources are distributed fairly and targeted to where they are most needed.

2. What is a Short Break?

Nottinghamshire Short Breaks aims to; enable children and young people with a disability to participate in positive activities which promote independence, and, to provide parents/carers a break from caring.

For the purposes of the definition above, Nottinghamshire County Council uses the Equality Act 2010 definition of Disability:

“A person with a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities”

There are two categories of Short Break, each of which are accessed in a different way and sit within Level 3 and Level 4 of Nottinghamshire County Council’s Pathway to Provision.

<table>
<thead>
<tr>
<th>Universal &amp; Early Help Services</th>
<th>Targeted Services</th>
<th>Specialist Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open to all with no eligibility criteria</td>
<td>Access via an online assessment or RAS assessment</td>
<td>Access via a social care assessment</td>
</tr>
</tbody>
</table>

Level 1 & 2  |  Level 3  |  Level 4  |

Figure 1. Graphical representation of NCC Pathway to Provision

Children and young people can move between levels of support according to their circumstances, and this is explained more fully in the Pathway to Provision framework, which can be found on the Nottinghamshire County Council Website: [http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision](http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision)
2.1. What is the purpose of a Short Break?
A Short Break aims to provide children and young people with SEND the opportunity to:

- Try new activities and develop friendships
- Access provision/service independently and with their families
- Develop skills towards independence

It also gives families the opportunity to:

- Have a break from their caring responsibilities
- Spend time with other members of their family

Short Breaks are intended to have positive and measurable benefits for both children and young people with SEND and their families.

3. Universal Services and Early Help Services
Many services are available to all young people who live in Nottinghamshire whether they have a disability or not. These are known as Universal Services and include such things as, libraries, swimming pools, sports centres, youth clubs, play activities, and leisure centres. Early Help Services are for those children, young people and families who may require support, advice, and direction and sometimes planned intervention or additional resources to enable them to access Universal Services.

Nottinghamshire County Council is committed to the inclusion of children and young people with SEND in universal provision. This is why the Council has supported, through grant aid, the development of nurseries, local clubs, and other provision. Providers have a duty under the Equalities Act 2010 to make reasonable adjustments and not to treat a disabled person less favourably. As such parents/carers or young people are encouraged to access these services before requesting a Short Break.

3.1. How to access Universal Services and Early Help Services
Families access Universal Services directly. Information on how to access Universal Services or Early Help services is available on the Local Offer pages:
https://www.nottshelpyourself.org.uk/Short Break Providers
https://www.nottshelpyourself.org.uk/Other Support Available

4. Online Short Break application form
Co-production work highlighted that families would appreciate a more responsive service that gives a quick indication as to whether someone would be eligible for a Nottinghamshire County Council funded Short Break. It was also decided with parents/carers, children and young people that the best option would be to use a self-referral online application form, which would use a scoring system to assess applications and provide an instant result (see section 5.1).

The application form includes a range of guidance available, including:

- Guidance video embedded within the online form.
- Written application guidance.

The application form is split into four sections, these are described as follows:
Consent – This section provides a link to our Privacy Notice and asks for the person applying to consent to the use of automated processing.

Applicant Details – This section requests the name, address, contact details of the person filling in the online application form. It is expected that this will be the young person themselves or a family member on behalf of a child/young person rather than a professional individual working with the family.

Child/Young Person – This section requests information relating to the child/young person who wishes to receive a Short Break.

Check & Submit – This section will indicate the provisional outcome based upon the information entered within the ‘Child/Young Person’ section and requires the applicant to submit the form.

Note: The information displayed within the ‘check & submit’ section will vary depending upon whether the Threshold has been met. It displays information relating to the standard offer for those meeting Threshold and information about alternative sources of support. It also includes information about the appeals process for those who do not meet Threshold.

5. Threshold criteria for a Short Break
There are defined criteria, shown below, which were co-produced with parent/carers, children & young people. Documented evidence will be required.

A score is generated by these criteria within the on-line application form.

It is these scores which determine whether a child/young person meets the Threshold to receive a Nottinghamshire County Council funded short break.

- Age of the child –if the child is aged 12yrs – 17yrs they receive 2 points.
- Higher or middle bands Care Disability Living Allowance, or, higher disability living part of Personal Independence Payment (PIP), receives 3 points.
- Higher level mobility Disability Living Allowance, or, higher mobility part of Personal Independence Payment (PIP), receives 1 point.
- Education High Level Needs (HLN) receives 2 points.
- Education Health & Care (EHC) plan receives 2 points, but these are not additional to HLN points.

5 points or more are needed to receive a Nottinghamshire County Council funded Short Break.

5.1 When the Threshold is NOT met
If the initial online assessment shows that the Threshold for Nottinghamshire County Council funded Short Breaks has NOT been reached, families will be signposted via the Local Offer to provision in their local communities including Universal Services and given the opportunity to purchase provision themselves directly from a list of providers. The online application will not be progressed and any data provided will be deleted in line with the Privacy Statement which can be found on the Nottinghamshire Website.

If the applicant does not agree with the decision, they have an opportunity to appeal (see section 13).
6. **What is the Standard Offer?**

Those meeting the Threshold for a Short Break are eligible for Nottinghamshire County Council’s *Standard Offer* of 24 hours (equivalent to £216 per annum), which will be in the form of a one-off Direct Payment paid onto a pre-payment card. A parent/carer or young person will need to reapply on an annual basis.

The Standard Offer is for children and young people aged 5 to 17 living within Nottinghamshire (Excluding Nottingham City) who require more support than available through Universal Services or Early Help Services. The allocation aims to ensure that Nottinghamshire County Council can support as many children and young people with disabilities as possible within available Short Break resources.

Families are able to supplement the Nottinghamshire County Council funded support by topping up hours directly with providers at their own cost.

6.1 **How to apply for the Standard Offer?**

The Standard Offer can be applied for via the online self-assessment form *(see section 4.)*. Guidance to help parents/carers and young people to apply can be found on the Short Break pages of the Local Offer additionally a guidance video will be provided within the application form itself. [https://www.nottshelpyourself/ Short Break Online Assessment](https://www.nottshelpyourself/)

The online application form uses the criteria detailed in section 5 and allows families to have an instant response about whether they would qualify for a funded Short Break.

If parents/carers or young people do not have access to online technology or feel unable to complete the assessment themselves, then support can be provided by the Ask Us Nottinghamshire, [http://www.ppsnotts.org.uk/](http://www.ppsnotts.org.uk/) or email [enquiries@askusnotts.org.uk](mailto:enquiries@askusnotts.org.uk) or phone 0800 121 7772.

6.2 **Processing a Standard Offer**

When the Standard Offer is accepted and submitted, the application will automatically be sent for processing.

- If the evidence provided is current and meets the Threshold requirements the application will be passed to the Commissioning Team for further processing and the applicant will receive an email detailing the next steps. The Commissioning Team will contact the applicant to provide further information and send out an agreement form. Once the agreement form is returned, the Commissioning Team will arrange for a pre-payment card to be sent to the applicant and then credited with £216.

- If the evidence does not meet the Threshold requirements then the application will not be progressed and will be closed. Any data provided will be deleted in line with General Data Protection Regulation (GDPR). The applicant will be notified via email and asked to re-apply submitting the correct documentation.

6.3 **If the allocated Standard Offer is not meeting need**

If during the 12 month allocation, circumstances change and a parent/carer or young person feels they need more support than the Standard Offer has given them, they can apply again using the online application form and request a further assessment for additional support *(see section 7).*
The application will then be considered against a Resource Allocation System (RAS) assessment scoring process (see section 11).

It should be noted that a request for a RAS assessment may not lead to an increased level of support being allocated.

7. **If more support than the Standard Offer is required**

If the applicant meets the Threshold for a Nottinghamshire County Council funded **Standard Offer (see section 6)**, the applicant will be given the opportunity within the application to request a more in-depth assessment. This assessment will be the Resource Allocation System (RAS) assessment (see section 11) which may also take into account the opinions of professionals who know and work with the child/young person.

If parents/carers or young people do not have access to online technology or feel unable to complete the assessment themselves, then support can be provided by the Ask Us Nottinghamshire, [http://www.ppsnotts.org.uk/](http://www.ppsnotts.org.uk/) or email enquiries@askusnotts.org.uk or phone 0800 121 7772. Families should be aware that the outcome of a RAS assessment might still be the **Standard Offer** of £216 annually.

7.1 **Completing the Resource Allocation System (RAS) Assessment**

Applicants will be contacted by a Short Break Assessment Officer to make arrangements for completing the RAS assessment over the telephone. The RAS assessment will be more in depth than the initial online assessment and information will be gathered about other support that a family may be receiving. A face to face meeting will be arranged in exceptional circumstances.

When the Assessment Officer has completed the RAS assessment they will clarify and analyse information. They may, with the applicant’s permission, liaise with other professionals and gather further information to support the application.

Applicants will be informed by email or letter of the RAS assessment outcome and any subsequent Short Break allocation offer. If the applicant does not agree with the allocation then they will have an opportunity to appeal (see section 13).

8. **Specialist Services and Overnight Short Breaks**

If it appears that a child or young person is in need of more support than can be allocated via the RAS assessment (see section 11) then a referral would need be made to The Multi Agency Safeguarding Hub (MASH) 0300 500 80 90. The Hub considers whether a referral to Level 4 Specialist Services (see fig. 1) is appropriate or whether a more graduated approach to support is required.

A request for Overnight Short Breaks will only be considered as part of a Level 4 assessment (see fig. 1) undertaken by a social worker from the Children’s Disability Service, Children’s Social Care (CDS, CSC). If a family is not already open to a CDS CSC social worker then a referral would need be made to the Multi Agency Safeguarding Hub (MASH) on 0300 500 80 90.
9. Do Short Break services provide transport?
Parents/carers are responsible for transporting their child/young person to Short Break services unless agreed otherwise as part of a care plan. However, some organisations may provide their own transport – please contact the provider directly for information.

10. Reviews, reapplications and allocation change requests
Nottinghamshire County Council funded Short Break allocations cover a period of 12 months. It is the level of package which determines how the Short Break will be reviewed (see sections 10.1. to 10.4.).

10.1. Children and young people who currently have a Social Worker
These Short Break packages will be reviewed by your social worker.

10.2. Allocations of 96 hours and below
Families awarded a Short Break of 96 hours or below (see fig. 2), including the Standard Offer of 24 hours, will need to re-apply for their Short Break annually via the online application form.

Parents/carers and young people are able to supplement the Nottinghamshire County Council funded support by purchasing provision themselves directly from providers detailed on the Nottinghamshire County Council’s Local Offer.

10.3. Allocations of 96 hours and below – originally allocated as part of a Social Care assessment
Parents/carers and young people in receipt of a Nottinghamshire County Council funded Short Break of 96 hours or under as part of a social care assessment, will be contacted to arrange an annual review which will utilise the RAS assessment. The review will ensure that the child/young person continues to meet the Threshold for the level of provision/service and that the current plan is meeting their needs appropriately.

Following the review assessment, the number of Short Break hours your child/young person is currently allocated may stay the same, be reduced, or increased. The way your child/young person accesses their short break package may change.

Parents/carers and young people are able to supplement the Nottinghamshire County Council funded support by purchasing provision themselves directly from providers detailed on the Nottinghamshire County Council’s Local Offer.

10.4. Allocations greater than 96 hours
Parents/carers and young people in receipt of a Nottinghamshire County Council funded Short Break of greater than 96 hours will be contacted to arrange an annual review which will utilise the RAS assessment. The review will ensure that the child/young person continues to meet the threshold for the level of provision/service and that the current plan is meeting their needs appropriately.

Following the review assessment, the number of Short Break hours your child/young person is currently allocated may stay the same, be reduced, or increased. The way your child/young person accesses their short break package should not change, whether it be via a Direct Payment or provider service.

Parents/carers and young people are able to supplement the Nottinghamshire County Council funded support by purchasing provision themselves directly from providers detailed on the Nottinghamshire County Council’s Local Offer.
11. What is a Resource Allocation System (RAS)?

The RAS is a tool to help identify the level of need, and the level of support for the child/young person and their family. It also is an opportunity to consider the type of support required and takes into account wider family circumstances, including both strengths and challenges. As part of the assessment an indicative score linked with the RAS is produced which is converted into an amount of Short Break hours appropriate for the child/young person and family needs (see fig. 2.).

The system has been designed to be fair, transparent and easy for families to understand. It aims to spread Nottinghamshire’s Short Break funding equitably.

The RAS assessment will take place either over the telephone or as part of a home visit, and is undertaken by an allocated Short Break Assessment Officer, Reviewing Officer or Social Worker.

Figure 2. Shows the link between RAS points scored and level of support allocated: between 24 and 72 hours annual allocation is allocated as a monetary payment only.

<table>
<thead>
<tr>
<th>Monetary Value / Hours Total</th>
<th>Support Level</th>
<th>RAS points</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 (£216)</td>
<td>3</td>
<td>Up to 130</td>
</tr>
<tr>
<td>48 (£432)</td>
<td>3</td>
<td>131-145</td>
</tr>
<tr>
<td>72 (£648)</td>
<td>3</td>
<td>146-160</td>
</tr>
<tr>
<td>96</td>
<td>3</td>
<td>161-170</td>
</tr>
<tr>
<td>120</td>
<td>3</td>
<td>171-185</td>
</tr>
<tr>
<td>144</td>
<td>3</td>
<td>186-210</td>
</tr>
<tr>
<td>180</td>
<td>3</td>
<td>211-220</td>
</tr>
<tr>
<td>216</td>
<td>3/4</td>
<td>221-230</td>
</tr>
<tr>
<td>241-300</td>
<td>3/4</td>
<td>231 +</td>
</tr>
</tbody>
</table>

Figure 2. RAS assessment points and corresponding level of support

12. What if I consider my needs are greater than indicated by the RAS?

If a parent/carer or young person feel their needs are greater than has been indicated by the RAS (see Figures 1 & 2) then the Appeal process can be followed (see section 13) or contact can be made with the Multi Agency Safeguarding Hub (MASH). The MASH Hub considers whether a referral to Level 4 Specialist Services (see fig. 1) is appropriate or whether a more graduated approach to support is required.

13. How do I appeal against a decision?

An appeal process has been established for parents/carers and young people who do not agree with the outcome of their application:

- Not eligible
- The level of allocated hours
- The decision process
Appeals should be raised by:

- Completing the appeals form available on the Short Break page of the authority’s Local Offer, or
- Requesting a printed copy of the form from Ask Us Nottinghamshire, http://www.ppsnotts.org.uk/ or email enquiries@askusnotts.org.uk or phone 0800 121 7772.

The completed form should be sent to the Short Break Assessment and Review Team within 10 days of receiving the decision via:

- email to sbassessmentandreview@secure.nottscc.gov.uk
- or by post to Short Break Review and Assessment Team, Meadow House, Littleworth, Mansfield, Notts, NG18 2TB

Upon raising an appeal the applicant will receive an acknowledgement email/letter explaining the process and expected timescales for a decision to be made.

If an applicant has reason to believe that their application or appeal has not been dealt with in line with the published procedures, it is possible to raise a complaint with the Nottinghamshire County Council Complaints Team: http://www.nottinghamshire.gov.uk/contact-and-complaints/complaints/make-a-complaint-comment-or-compliment.

14. Personal Budgets

Personal Budgets are a key part of Nottinghamshire’s personalisation approach because they give children/young people and their families more control over their care and support.

They allow families to have the flexibility to use their Short Breaks when they need them most, as long as they meet the agreed outcomes outlined in a child/young person’s Short Break offer agreement.

The Children and Families’ Personal Budget Policy is available on the Nottinghamshire County Council website.

15. Short Break Commissioned Service

The Short Break Commissioning team will process allocations for a Short Break package of support where families have met the threshold criteria for a Nottinghamshire County Council funded Short Break.

There are three ways families can take their Short Break:

15.1. Direct Payment for Activities

Where families are allocated between 24 hours (£216 Standard Offer), and 72 hours (£648), they will receive a one off payment paid onto a pre-payment card (see fig. 2. above). The pre-payment card will be issued to the named parent/carer once a signed agreement has been completed and returned. Further information about how the card can be used will be supplied by the Commissioning Team.

Where the allocated hours are 96 hours and above, a Direct Payment for activities may also be awarded but will be paid in instalments over 12 months. An allocation of £9 per hour will be credited on a 4 weekly basis onto a pre-payment card, which will be issued to the named parent/carer once a signed agreement has been completed and returned.
15.2. **Direct Payment to employ a Personal Assistant**

This offer will only be available to families in receipt of a Short Break of 96 hours or above. Families allocated 96 hours or less, can make a request that funds be used to pay a PA but they will be expected to fund the additional costs of employing a PA themselves which will include public liability insurance, payroll and Disclosure and Barring Service (DBS) fees.

The Children and Families' Personal Budget Policy is available on the Nottinghamshire County Council website.

15.3. **Nottinghamshire County Council Commissioned Short Break**

This option means that Nottinghamshire County Council will identify an appropriate provider to meet the needs of the child or young person, and includes group activities or a sitting & befriending service. This is offered for short break packages where the allocated hours are 96 hours or above. Providers are encouraged to advertise their service on the Local Offer, where parents, carers and young people can find out about what is available. Hours commissioned with a provider by Nottinghamshire County Council will be paid for by the Council. Families may also purchase additional hours (over and above the commissioned hours) which will need to be paid directly to the provider.

16. **How we will measure quality of provision**

The Commissioning team is responsible for monitoring the quality of the provision it directly commissions. Providers of overnight short breaks and services that involve personal care are also required to be inspected by Ofsted or the Care Quality Commission (CQC); the outcome of these inspections is published online for the public to access:

https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/advice.page?id=0GOiAjrvfRU

This information along with on-going feedback from parent/carers, children and young people with a disability, from consultation events and data collection all contribute to decisions for the future and the planning of services.

Providers should regularly review the support they are providing to each child/young person including looking at outcomes to identify that needs are being met.

17. **How we will audit use of Short Breaks**

The Commissioning team regularly audit the use of short break hours in two ways.

17.1. **Audit of Direct Payments**

An annual audit is undertaken to check that money awarded to families through a Direct Payment has only be used for the agreed purpose and for the Council to request the return of any surplus money which has not been spent during the period of the Direct Payment agreement.

An information sheet is provided to families with ideas about how a Direct Payment for activities can be used to enable the child or young person to access provision within their community.

The parent/carer/young person who signed the agreement and in whose name the bank account is held or pre-payment card is issued, must keep records of all expenditure made for the previous 3 years. Copies of the following will be requested in order to complete the financial audit;
- Monthly bank / building society statements
- Signed receipts for any transfers made into or out of the account
- Records and receipts for all expenditure

Where a Direct Payment is used to employ a Personal Assistant, the parent/carer who signed the agreement and in whose name the bank account is held or pre-payment card is issued, must keep records of all expenditure made for the previous 3 years. Copies of the following will be requested in order to complete the financial audit;

- Monthly bank / building society statements
- Personal Assistant wage slips
- Signed receipts for any transfers made into or out of the account

If the information requested for audit purposes is not provided or there is evidence that funds have been misused, the Council reserves the right to stop the Direct Payment.

17.2. Audit of Nottinghamshire County Council externally commissioned Short Breaks

Providers are required to submit monthly schedules to the Council indicating the number of hours booked by families and the actual number of hours attended by the child/young person. This information is used to monitor that allocated hours are being used and where non-attendance is identified, families will be contacted to discuss if there are any difficulties or reasons why the child/young person is unable to access the provision.

17.3. Audit of Nottinghamshire County Council internally commissioned Short Breaks

Nottinghamshire County Council’s internal Short Break services are registered with either Ofsted or CQC and are required to operate within the Authorities financial procedures and regulations.

18. Additional information

18.1. Ask Us Nottinghamshire

The Ask Us Nottinghamshire provides impartial information, advice and support for parents/carers of children or young people with SEND, aged 0-25 years. They are available on 0800 121 7772.

18.2. Nottinghamshire Parent Carer Forum (Notts PCF)

Notts PCF are working together with local and regional providers of education, health and social care services giving parents/carer views and experiences so that this can inform the planning and delivery of the services they use.

18.3. The Local Offer

The Local Offer website – [https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer.page](https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer.page) is a single place to access information about support and services available for parents/carers of children and young people with Special Education Needs or Disability (SEND).
18.4. How we will measure Impact
The impact of the new Short Break offer will be measured according to three core strands of parent/carer and young person feedback relating to; the application experience, the short break experience, and the signposting experience, these three strands are given in greater detail within section 18.5.

This feedback in conjunction with operational efficiency and financial impact measures will determine whether the new Short Break offer has succeeded in its original objectives, and guide future improvements to the service.

18.5. Parent/Carer and Young Person Feedback
There will be three distinct questionnaires taken in order to gather feedback about the process as a whole from the different cohorts of people who will use their service, these are described as follows:

Application Experience Questionnaire - Parents/carers or young people will be invited to fill in a feedback questionnaire upon completion of the online form, in order to assess how they found the experience of filling in the online form.

Short Break Experience Questionnaire - Parents/carers or young people will be invited to complete a questionnaire when approaching the end of their 12 month Nottinghamshire County Council funded Short Break period, this will look to assess three key areas:

- How the end-to-end process from application through to the delivery of the Short Break worked for parents/carers and young people.
- The impact of the Short Break upon the child or young person being supported.
- The impact of the Short Break upon parents/carers and the family as a whole.

Signposting Experience Questionnaire - A feedback questionnaire contained within the Local Offer will look to assess the quality of signposting for parents/carers or young people in the event that they did not meet the eligibility threshold.

18.6. General Data Protection Regulation (GDPR)
Personal Data and Special Category Personal Data is collected as part of the assessment process to enable Nottinghamshire County Council to meet its statutory duties for the provision of funded Short Break support.

In line with these regulations, documentation sent via email will have a child or young person’s personal information replaced with a unique reference number.

Further information regarding the use of Personal and Special Category data, and how Nottinghamshire County Council is compliant with the General Data Protection Regulations can be found on the Short Break privacy statement, available via the Local Offer pages or Nottinghamshire County Council website.

19. References
Local Offer  https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer.page

NPCF  https://nottspcf.org

Pathway to Provision  http://www.nottinghamshire.gov.uk/media/129861/pathwaytoprovisionhandbook.pdf
Ask Us
Nottinghamshire [http://www.ppsnotts.org.uk/]

NCC Short Break Page
[https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/landing.page?newdirectorychannel=9-7&loboolean=1]


NCC Complaints Team [http://www.nottinghamshire.gov.uk/contact-and-complaints/complaints/make-a-complaint-comment-or-compliment]

OFSTED [https://www.gov.uk/government/organisations/ofsted]

Care Quality Commission [https://cqc.org.uk/]

Nottinghamshire County Council – Short Breaks Statement