## Version Control

### Document History

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### References

- Trafford Council Children In Need Policy; Trafford CYPS
- Trafford Complex and Additional Needs Resource Panel Terms of Reference; Trafford CYPS

### Document Reviewers

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1. **Introduction - Outline of Process**

1.1.1. In Trafford, we want children and young people with special needs and disabilities to achieve well in their early years, at school and in college; find employment; lead happy and fulfilled lives; and have choice and control over their support. Offering Personal Budgets instead of a package of care goes some way to giving children and young people and their families more say, and more control in how their needs are met.

1.1.2. Trafford have established a robust and transparent system for awarding personal budgets to children and young people who are eligible for one in relation to their social care needs. As a result of the Children and Families Act, families will also have the right to request a personal budget to meet the outcomes that are described in an Educational Health and Care Plan (EHC Plan). The EHC plan replaces a statement of SEN from September 2014, and combines Education, Health and Social Care Needs.

1.1.3. In practice, this means that children and young people with disabilities, with support from their families, have access to a budget and can decide how it should be spent in order to meet their needs. This makes social care more personalised and allows families more choice and control over the social care they receive.

1.1.4. Part III of the Children Act 1989 (“the 1989 Act”), sets out local authorities’ duties to provide support services for children in need and their families. Section 17 of the Act provides a definition of children in need which includes disabled children and sets out the duty local authorities have with regard to such children. The Framework for the Assessment of Children in Need and their Families (2000) is guidance to local authority social services departments and other agencies on the assessment of children in need under the Children Act 1989.

1.1.5. The introduction of the power to make direct payments in lieu of providing services to families with disabled children; disabled parents; and to disabled 16 and 17 year olds was achieved through amendment to the 1989 Act; a new section 17A was inserted by the Carers and Disabled Children Act 2000. However, local authorities retain a legal duty regarding assessment and service provision and the requirement to meet eligible assessed needs.

1.1.6. Via personalisation, eligible assessed needs will be met by the provision of a personal budget. The amount allocated for a personal budget will be assessed in part by the use of an assessment questionnaire. For new referrals to the Complex and Additional Needs (CAN) service, a social worker will work with the child/ young person and their parents/ carers to carry out the necessary assessments. If the child/ young person is found to be in need of targeted/ specialist support and also meet the eligibility criteria for access to short breaks, a social worker will undertake a questionnaire with the child/ young person and their family. The CAN service will then use the policy and the associated resource allocation system (RAS) to allocate a personal budget to the child/ young person.

1.1.7. It is recognised that there are exceptional cases, for example if a child or young person requires full time care, and personalisation will not be appropriate for those families. Such
exceptional cases will be managed on a case by case basis outside of the personalisation model.

2. Eligibility

2.1.1. In order to assess eligibility for a personal budget, Trafford CYPS has adopted the eligibility criteria for access to short breaks as set out in its existing policy (click link to view).

2.1.2. The CYPS Complex and Additional Needs Service Short Breaks Eligibility Criteria states that a child or young person could be eligible if they are aged 0-18 and their daily lives are profoundly and substantially affected by one or more of the following:

- A severe hearing impairment
- A severe visual impairment
- A severe learning disability (a significantly reduced ability to understand new or complex information, to learn new skills (impaired intelligence) with a significantly reduced ability to cope independently (impaired social functioning) with a lasting effect on development).
- A physical disability (complex and or multiple physical disabilities, with a substantial impairment).
- A chronic/ life threatening physical illness

2.1.3. Substantial impairment is defined as lasting more than 6 months - permanent.

2.1.4. Children with disabilities who are profoundly affected as described in 2.1.2 are entitled to a professional assessment of their needs.

2.1.5. Children and young people may be additionally disabled because of other factors such as their environment, other people’s attitudes, financial limitations and social exclusion but these factors alone are not criteria for assessment under the eligibility criteria policy.

2.1.6. Services for children with disabilities with less complex needs may be accessed from universal services, either directly or through the process initiated by the Common Assessment Framework (CAF), or following the Child and Family assessment.

2.1.7. There are some factors that are recognised as placing additional stresses on families, and it is expected that, for provision to be appropriate, some or all of the following factors would be present in the family requesting a service:

- Family breakdown, either imminent or likely in the future, which is due to additional stresses caused by bringing up a child with a disability, which would be eased by the provision of short breaks
• Severe challenging behaviour from the child with a disability beyond that which it would be reasonable to expect from a young person of that age
• Complex medical needs requiring a significant level of care beyond that which it would be reasonable to expect from a young person of that age.
• Single carer, particularly if there are other children in the household Poverty, poor or inadequate housing and/or neighbourhood difficulties
• No or limited extended family network
• Social exclusion because of the young person’s ability to have a new experience and/or to have acquaintances outside the professional arena is limited
• Opportunities for a young person to gain skills and experience to support independence appropriate to their ability are not available.
• Discrimination due to disability
• More than one child or young person in the same family/ household with a disability
• Parents with disability

3. Assessment Resource Allocation System (RAS)

3.1.1. The resource allocation system is a mechanism used by social workers/professionals for establishing an appropriate personal budget for a child and their family.

3.1.2. The resource allocation system has two specific elements:

• A questionnaire which quantifies the needs of the child/ young person (the RAS questionnaire).
• The resource allocation model which converts the results of the RAS into a financial allocation which is the basis of the personal budget.

3.2. RAS Questionnaire

3.2.1. The RAS questionnaire works alongside the statutory Framework for the Assessment of Children. It does not seek to replace the professional analysis and judgement regarding the child and family circumstances. It seeks to provide a financial framework that is expected, in most cases, to be appropriate to meet the child’s identified needs.

3.3. Completing the RAS

3.3.1. The statutory Assessment of Need (Child and Family Assessment) is undertaken on children who meet the Eligibility Criteria for the Complex and Additional Needs team. It is the tool for determining the needs of the child and outcomes to be achieved and remains the key document in assessing the needs of the child. The analysis contained within the Child and Family Assessment should then be used to devise outcomes for the child. These outcomes
should be Specific, Measurable, Achievable, Realistic, and Timely (SMART) and will be used to measure the appropriateness of the support package.

3.3.2. During the assessment, support options including universal and targeted services will be discussed with parents. If it is determined the child’s needs cannot be met through universal or targeted services, then a Personal Budget may be recommended.

3.3.3. The Assessment of need will determine the appropriate tier of intervention for the family. Appendix 2 in this document demonstrates what each level consists of. The lead professional will be the social worker if the case remains managed at the upper level 3 ‘Child in Need’. If the case is de-escalated to Common Assessment Framework level (CAF) then the lead professional would be the identified CAN Senior Case Coordinator.

3.3.4. If a Personal budget is recommended then a RAS should be completed with the family. Professional judgement should be used to determine where within the assessment process the RAS is undertaken with the family but it is expected that the RAS is best completed once a relationship with the family has been initiated and the assessing social worker/senior case coordinator has knowledge of the child. This would normally be part of the Child and Family Assessment and the questions asked within the RAS are similar to those that would be asked when completing the child domain of the assessment.

3.3.5. In all cases best practice indicates that a RAS is completed with the family.

3.3.6. In exceptional circumstances, such as in an emergency, it may be necessary to undertake a RAS earlier in the assessment to ensure rapid response to crisis.

3.3.7. In some circumstances the social worker may judge that a RAS is best completed as part of a multi-agency response. Where this is the case a RAS could be completed as part of a family and professional meeting.

3.3.8. The RAS provides the financial framework that should, in most cases, be appropriate to achieve those outcomes. The RAS score is applied to a cost matrix that will determine the funds available as a Personal Budget.

3.3.9. If the RAS score falls into level one then no personal budget will be awarded and family is to be directed to universal services.

3.3.10. If the RAS score falls into level 2, the local authority has the responsibility to write the Care Support Plan (CSP). This may be undertaken by the social worker, a local authority broker or a senior case coordinator. This may be undertaken by the Senior Case Coordinator, the social worker or a Local Authority broker. The CSP needs to clearly demonstrate how the outcomes identified in the assessment will be met before it is approved by Resource Panel.

3.3.11. If the RAS score falls into level 3 or level 4 then independent brokerage support is offered to the family. The broker will seek to meet the identified outcomes within the agreed Personal Budget. The CSP needs to clearly demonstrate how the outcomes identified in the assessment will be met before it is approved by Resource Panel. The broker is responsible for supporting the family in implementing the support plan. The support plan should be
reviewed against the identified outcomes. For those children managed at upper level 3 tier then the review may be held by the social worker as part of the Child in Need reviewing process.

3.3.12. If the RAS score falls into level 4 due to the young person having specialist need then in some cases the support plan may be undertaken by the social worker. For more information see Service Access Criteria in Appendix 2

3.3.13. If a Child or young person has a RAS score that is within 5 points of a band boundary threshold then the CAN Resource Panel has the discretion to determine which financial banding would best meet the child’s needs following consideration of the professional assessment.

3.4. **Peer Review of RAS Assessments**
3.4.1. All cases subject to a RAS assessment will be peer reviewed within the CAN Social Care team (prior to the panel process) to ensure consistency, equity and transparency in the decision making process. Information from statutory Child and Family social care assessment processes will be considered during the peer review process to ensure the professional assessment and supporting opinion has been fully considered as part of the resource allocation process and that resources are aligned to needs and outcomes.

3.5. **Financial calculations**
3.5.1. The financial allocation generated from the RAS score is split into four age bands (under 5; 5 to 9 years; 10 to 13 years and 14 to 18 years), which are weighted with an increased financial allocation at the older age range to take account of older children’s requirements for development of socialisation and life skills. The model also takes into consideration levels of need and therefore establishes thresholds at the lower levels of need and places a higher weighting on support for Children and Young People with the most complex needs.

3.6. **Approval of Personal budgets**
3.6.1. Following completion of the Assessment of Need, the RAS and the budget calculation the lead professional seeks approval of the Personal Budget allocation at a Pre-Panel meeting. Following approval of a Personal Budget a letter is sent to parents informing them of the decision and the value of the Personal Budget.

4. **Support Planning**

4.1. **Role of Broker**
4.1.1. A broker’s primary purpose will be to write, cost and develop person-centred plans for children, young people and their families and to broker an agreement between the family and the local providers. The brokerage service will write Care Support plans (CSP) for children and families following the Child and Family assessment and allocation of a
Personal budget. The CSP will be child centred and measured against outcomes identified by the assessment. The broker will work with the child / young person and their family, along with service providers and commissioners, to determine creative and efficient ways of improving outcomes for families in need. The broker will remain involved with the case up until the three month review to manage implementation of the Care Support Plan.

4.1.2. If the care support plan contains a request for residential short breaks then the professional and the family must provide evidence of why home based overnight support is not appropriate.

4.2. **Review of support plan**

4.2.1. The support plan should be reviewed as part of the Child in Need/ Common Assessment Framework plan and review process. The frequency of review is a professional judgement based on the needs of the child and family. It is expected however that an initial review of the support plan should take place no more than three months after its implementation. Subsequent review should take place no more than six months later as per Child in Need/CAF reviewing procedure.

4.2.2. Any changes to the care support plan after the 3 month review period will be authorised by the CAN Operational management if the requested change accounts for less than 30% of the total package value. Approval for changes to the care support plan accounting for more than 30% of the total package value will be considered by the CAN resource panel. If changes to the support plan are needed below the 30% threshold then the responsibility for liaising with the family will be done by the social worker. If however changes exceed 30% then the family will be referred back to brokers and they will help the family amend their support plan accordingly.

5. **Approval of Support Plan**

5.1. **Professional Assurance**

5.1.1. Support plans are subject to quality assurance by CAN Operational Management at a pre-panel review, this will ensure that the outcomes support plan and RAS score are all consistent with meeting the needs of the children and young people, and that the work is completed to a suitable professional standard. If a submitted care plan is purely procedural, and follows advice given to parents on what is likely to be approved in a care support plan, then this will be signed off as final at the pre-panel meeting and the families notified of this in writing. If at pre-panel the support plan is deemed to be an exceptional case or in need of further discussion then it will be presented to the CAN Resource Panel for approval. Appendix 4 of this document shows a traffic light document which sets out what will and will not be accepted in care support plans.

5.2. **Exceptional circumstances**

5.2.1. There may be circumstances that raise concerns over parental capacity and a parent’s ability to meet their own needs and those of their child. This may be identified within the Child and Family Assessment or as part of the on-going Child in Need plan review.
Threshold criteria for upper level 3 Child in Need and Level 4 Child Protection processes apply as set out in the TSCB Child in Need Policy and the Child Protection Policy and it is important that due consideration is given as to the appropriate level of support provided to a family.

5.2.2. In some circumstances, parenting may be assessed as so impaired that the family requires additional support separate from the personal budget identified for the child. Such circumstances may include crisis within the family unit, parents whose capacity is impaired by drugs/mental health or alcohol misuse, parents who have a learning disability, physical health needs or are lacking resilience to their circumstances.

5.2.3. In such circumstances a Child and Family Assessment will aim to identify the additional needs and required outcomes that would return parental capacity to a good enough status. The assessing professional will in these circumstances advise the CAN resource panel regarding how these specific additional needs may be met for example, by access to a parenting course, and/or access to benefits advice, additional funding for domiciliary support or Home from Home etc.

5.2.4. Such requests should be made to the CAN resource panel and if granted, may be subject to review and time limited.

5.2.5. For children and young people who are ‘Looked after’ the social care proportion of the full residential provision (14 weeks per year) will be considered and authorised if appropriate by the CAN Resource panel.

5.3. **Approval of Support Plan via the CAN Resource Panel**

5.3.1. If at pre-panel the support plan is deemed to be either exceptional or in need of further discussion then this will need to be brought to the Complex and Additional Needs Resource Panel for approval. The Terms of Reference for the CAN Resource Panel can be found in Appendix 5

5.3.2. The Panel is a multi-agency decision making body, (consisting of representatives from Adult and Children’s social care, Health, Education and a representative from the voluntary sector). The Panel’s decisions will be informed by a professional assessment and presentation of issues considering the whole support package recommended to be given to a family.

5.3.3. The Panel will allocate resources on an individual basis, using the evidence presented, to achieve the outcomes set out in the care plan. The resources for allocation may include finance, internal targeted services, commissioned services and any appropriate universal services.

5.3.4. Allocation of resources will be age appropriate and based on Trafford’s published eligibility criteria.

5.3.5. The Panel will specifically perform the following functions around personalisation:
• Ensure transparent, equitable and consistent decision making in relation to the allocation of resources based on the Trafford Short Break Eligibility Criteria (See section 3). Use of the Resource Allocation System (RAS) assessment score will support this process.

• Consider, and, where appropriate, approve, support plans developed by brokers in conjunction with families and professionals as part of a personalised model of support.

• Consider any requests for flexibility in the use of resources in the context of identified need to enable innovative approaches.

5.3.6. The CAN Resource Panel meets monthly dependant on suitable cases for discussion and is made up of representatives from the following areas:

• Commissioning
• CAN Social Care
• CAN Health
• Special Educational Needs Manager
• Business Support CAN
• Adult Social Care
• Home from Home Representative
• Personal Budget Manager

5.3.7. From the time of a young person’s 16th Birthday, decisions regarding short break social care provision shall, in all cases be made in collaboration with adult social care.

6. Parent/Carer Opt Out of Personal Budget Process

6.1.1. In all cases Trafford must meet the assessed needs of the child or young person, this does however not mean that Trafford have to meet the assessed needs of the child in a specific way or via a specific provision (for example in private provision). Where parents opt out of personalisation the process is as follows:

• The social work Child and family assessment is completed and reviewed in partnership with the family (by the social worker), and outcomes will be identified for the child.

• The social worker determines the appropriate level of support to meet those needs and completes the Care Support Plan which is reviewed and agreed at Resource Panel. The account is managed by the local authority.
7. **Local Authority’s Safeguarding Requirements**

7.1.1. The Local Authority’s responsibilities to safeguard children and young people are set out in the following legislation.

7.1.2. **Children Acts**

7.1.3. The Children Act 1989 places a duty on local authorities to promote and safeguard the welfare of children in need in their area.

7.1.4. The Children Act 2004, section 53 outlines local authorities’ duty to ascertain and have due regard to the wishes and feelings of children when providing services.

7.1.5. The Children Act 2004 (sections 10-12) requires each local authority to make arrangements to promote co-operation between the authority, each of the authority’s relevant partners and such other persons or bodies working with children in the local authority’s area as the authority considers appropriate; and that a range of organisations also ensure that safeguarding functions are discharged.

7.1.6. Section 12 enables the Secretary of State to require local authorities to establish and operate databases relating to the section 10 or section 11 duties (above) or the section 175 duty (below), or to establish and operate databases nationally.

7.1.7. Section 12A was inserted by section 194 of the Apprenticeships, Skills Children and Learning Act 2009 and requires the co-operation arrangements made under section 10 to include the establishment of a Children’s Trust Board.

7.1.8. Section 13 requires each children’s services authority to establish a Local Safeguarding Children Board (LSCB). It also requires a range of organisations to take part in LSCBs.

7.1.9. **Education Acts**

7.1.10. The Education Act 2002 section 175 puts a duty on local education authorities, maintained (state) schools and further education institutions, including sixth-form colleges, to exercise their functions with a view to safeguarding and promoting the welfare of children—children who are pupils and students under 18 years of age in the case of schools and colleges.

7.1.11. Section 322 of the Education Act 1996 places a duty on social services to assist the local education authority where any child has special educational needs.

7.1.12. **Homelessness Act 2002**

7.1.13. Under section 12, housing authorities are required to refer to adult social care services homeless persons with dependent children who are ineligible for homelessness assistance, or are intentionally homeless, as long as the person consents. If social services decide the
child’s needs would be best met by helping the family to obtain accommodation, the
housing authority must give reasonable advice and assistance.

7.2. **The Impact of Personalisation upon the statutory Framework for
Safeguarding Children**

7.2.1. The Local Authority’s current statutory safeguarding responsibilities to children are
unaffected by the implementation of a personalisation policy.

7.2.2. In terms of parental procurement of direct services, a parent of a service user can accept
aspects of the care plan for their children and the risks involved as long as he/she
understands the risk. The Local Authority will have a common law duty to educate service
users about risk where applicable.

7.2.3. Government policy encourages commissioners to pursue the personalisation agenda. In
social care, this will mean that the Local Authority will have an obligation to consider
whether Personal Budgets are appropriate in every case in which a service user requests or
is put forward for an assessment. In cases where there are safeguarding issues identified in
relation to parental procurement of direct services, however, the need to safeguard the
child will take priority in any decisions made in relation to service provision.

8. **Procurement of Services**

8.1. **Choosing providers**

8.1.1. In order to ensure that families have access to good quality provision Trafford CYPS has
have established an Early Help Framework for services delivering Early Intervention and
Complex and Additional Needs interventions.

8.1.2. These frameworks are made up of over 30 providers who have already gone through a
robust process which has assessed a number of areas such as insurance, staffing,
safeguarding. This means that framework providers are able to provide safe and high
quality services for children and young people.

8.1.3. Trafford’s children’s services have a legal requirement to offer any funding opportunities
relating to delivering early intervention and CAN services to the framework’s approved
providers. Although young people, parents and brokers do not have this same legal
requirement to purchase from these organisations, CYPS will still encourage those
developing support plans to use the framework providers due to the quality assurance it
offers and the reduction in the risk that children and young people face by funding
providers from unknown sources.

8.1.4. See Appendix 4 for the list of the framework providers.

8.1.5. Trafford’s local offer describes the range of services available for children and young
people which include the quality kite mark. Further details can be found on the Trafford
Service Directory.

8.1.6.
8.2. **Procurement of Equipment**

8.2.1. The purchase of goods or services, including equipment from Council contracts should follow the guidance set out in the Council’s Contract Procedure Rules (CPR) which provide the framework rules for the Council. Following these will ensure best value for money, propriety and the proper spending of public money. Equipment must be assessed by an appropriate professional.

8.2.2. **ICT Equipment**

8.2.3. ICT equipment can be purchased by following the Council’s CPR’s. Please note that while goods can be purchased using the above process these will not be supported by the Council’s ICT Department. It is the responsibility of the individual to clarify this at the point of purchase.

8.2.4. **Specialist Equipment**

8.2.5. Specialist equipment can be purchased by following the Council’s CPR’s. It is anticipated that this equipment would be portable and would therefore move around with the Child or Young person to meet their specific needs.

8.2.6. **Insurance**

8.2.7. The Council does not insure items that can be removed from Council premises. It is the responsibility of the individual e.g. employees or members of the public to ensure that insurance is purchased at the point of sale or covered by some other appropriate insurance.

8.2.8. **Maintenance**

8.2.9. The Council does not supply maintenance agreements for equipment to individuals, e.g. employees or members of the public. If an item is purchased then it would be the responsibility of the individual to ensure maintenance was purchased at the point of sale.
9. Appendix 1 – Flow Diagram of Personalisation Process

Unmet social care need

RAS Self Assessment Questionnaire

RAS Threshold met?

Yes

Not eligible for personal budget - refer to universal / targeted services

No

EligibleCAN Short Breaks?

Yes

Personal Budget funded by CAN Social Care

No

Personal Budget funded by Area Team

RASScore level 3 or over?

Yes

Brokerage support offered to family

No

Social Worker acts as Budget Holding Lead Professional

Support planning

NOT Approved - Amendments requested

Support planning

Assurance

NOT Approved - Amendments requested
10. Appendix 2 CAN Service Access Criteria

Service Access Criteria for Complex and Additional Needs

**LEVEL 1: LOCAL OFFER** (Trafford Service Directory)
Universal provision offer (No personal budget or access to commissioned services)

**LEVEL 2: Targeted Commissioned Framework / Resource Allocation with Fixed personal budget offer (for those who meet complex and additional needs (CAN) eligibility criteria)**
Advised by Family information service re targeted commissioned framework/ Advised by Personal Budget Co-ordinator (if meet CAN eligibility criteria)
Integrated Multi Agency Annual Review – Where applicable annual educational review, continuing health care review, child in need
NB: Section 17 assessment if requested by family referral to MARAT for social care single assessment
Must meet Complex and Additional Needs Eligibility Criteria to access level 3 services

**LEVEL 3: Specialist Support – Personal Budget**
Section 17 Assessment CAN Social Care
External Broker develop care support plan in collaboration with CAN Social Worker
Education Annual Review
Must meet Complex and Additional Needs Eligibility Criteria to access level 4 Services

**LEVEL 4: Child in need looked after child/child protection/exceptional circumstances**
CAN Social Worker – Personal Budget Commissioned Provision/ Residential Provision
CAN Social Worker develops care support plan with the multi agency team (in partnership with external broker where appropriate
Integrated Multi Agency Annual Review – Statutory review process via Social Care (child protection/ child in need), continuing health care review process, educational annual review
11. **Appendix 3 Provider Framework**

1. 42nd Street
2. Action for Blind People
3. Action for Children
4. Barnardo's
5. Catch22
6. Core Assets Children's Services
7. Crossroads4Kids (Part of Crossroads Care in Greater Manchester)
8. Elite Coaching Solutions Ltd
9. Essential Safeguarding
10. Fairfield Care Ltd
11. Freedom Personal Safety CIC
12. Future Creative
13. Genesis sale Moor CIC
14. Groundwork Manchester Salford Stockport Tameside & Trafford
15. Home-Start Trafford & Salford
16. Jordan Xavier
17. MAV (Manchester Active Voices) Youth Empowerment Programme
18. National Autistic Society
19. National Blind Children's Society
20. Quarriers
21. Relate Greater Manchester South
22. Salford City Reds Foundation
23. Salford Foundation
24 Stockport CP Society
25 TDAS Trafford Domestic Abuse Services
26 The BB Group (The BeatBullying Group (t/a MindFull))
27 The Big Life Company
28 The Children's Society
29 The Counselling and Family Centre, Altrincham
30 The Enthusiasm Trust
31 The Prince's Trust
32 Together Trust
33 Wraparound Partnership

Full details of these providers are listed on the Family Services Directory
# 12. Appendix 4 Traffic Lights Document

![Traffic Light Diagram]

## What is likely to be accepted in my care support plan?

### The following will likely be accepted:
- PA support at the standard rate
- Family Support Worker provided by LA
- Targeted holiday clubs
- Play schemes
- Fees for local groups such as cubs, scouts, army cadets/youth club
- Fees for sport activity
- Home from Home or Day to Day
- Child and carer activity pass
- Payment for account management
- MAPS/ DBS / insurance
- Fuel cost for PA

### The following may be accepted:
- PA support paid at higher than the standard rate
- Equipment for a professionally assessed need
- Family pass for an activity if more economical than child pass or multiples
- Block booking of overnight residential provision in accordance with an assessed need

### The following will not be accepted:
- Family holidays, day trips, hotels
- Sensory or play equipment
- Equipment that could be provided by another universal, targeted or voluntary service (e.g. wheelchair, holiday, computers etc.)
- Childcare/nursery
- Block of overnight residential where there is no assessed need
- Multiple family passes
- Transport or fuel cost for parents
- PA provided by sibling / family members
- Professional association
- PA support to siblings
- School trips
- Private therapeutic support (e.g: private speech and language, private physiotherapy).
- Alternative therapeutic interventions (e.g: ABA, Son-Rise, RDI, Floortime, TEACCH etc)
Complex Additional Needs Resource Panel Terms of Reference

1. Purpose

1.1 The role of the Complex Additional Needs (CAN) Resource Panel is to provide a strategic and equitable approach to the allocation of resources to meet the professionally assessed needs of children and their families.

1.2 The Panel is a decision making body, that will informed by professional assessment and presentation of issues considering the totality of a support package provided.

1.3 The Panel will allocate resources on an individual basis using the evidence presented to achieve the outcomes set out in the care plan. The resources used for allocation will include finance (i.e. direct payment), internal targeted services, commissioned services and any appropriate universal services.

1.4 Allocation of resources will be age appropriate and based on Trafford's published eligibility criteria.

2. Key Objectives

2.1 Ensure transparent, equitable and consistent decision making in relation to the allocation of resources based on the Trafford Short Break Eligibility Criteria. Use of the Resource Allocation System (RAS) assessment score will support this process.

2.2 To provide a forum that enables professionals to effectively present their assessment of needs and recommendations both in written form prior to the meeting and verbally during the meeting. The views of children, young people and their parents should be represented at panel but in the context of a professional analysis of need.

2.3 Ensure parents are informed of decisions in a clear and timely manner. This should outline the outcomes to be achieved and requirements of the agreement if approved, or reasons for refusal.

2.4 Consider requests for the allocation of resources in the context of the whole package of support provided to the child or young person.

2.5 To approve support plans developed by brokers in conjunction with families and professionals as part of a personalised model of support.

2.6 Consider any requests for flexibility in the use of resources in the context of identified need to enable innovative approaches.

2.7 To decide on request for funding relating to housing adaptations that are over and above the DLG process but for which there is a clear assessed need.

2.8 Reconsider any requests that are brought back to Panel at the request of parents as part of the initial stage of complaints process.
2.9 Link to the Continuing Health Care and Special Education Needs Statement process as required ensuring a broad overview of need and allocated resource.

3. Membership
3.1 Membership of the CAN Resource Panel will be as follows;
   - Director Commissioning, Performance & Strategy, CYPS
   - Head of Service, CAN
   - Operations Manager, CAN Social Care
   - Operations Manager, CAN Health
   - SEN Manager
   - Children’s Centres Strategic Lead
   - Direct Payment Representative
   - Home from Home Representative

3.2 Other members can be co-opted at any time by the Chair or may be invited to provide specific expertise as required.

4. Terms of Membership:
4.1 The Chair of the CAN Resource Panel will be Director Commissioning, Performance & Strategy, CYPS. Deputy Chair will be the Head of Service for Complex and Additional Needs who will take on all responsibilities of the Chair in their absence.
4.2 Minute taker to be present at each meeting, and minutes produced within 1 week of the meeting and decisions shared in writing with parents within 2 weeks of the panel meeting.
4.3 All members of the CAN Resource Panel shall be expected to participate fully in the work of the Panel and have an input to the decision making process. Decisions must be authorised by the Chair.
4.4 Members of the CAN Resource Panel shall endeavour to attend all meetings
4.5 Members of the CAN Resource Panel must declare any personal, private or professional interest they have which might conflict with the decisions and/or interests of the Panel and shall not be entitled to be involved in decision making on any matter which such conflict exists.

5. Reporting
5.1 The CAN Resource Panel will report via the Chair to CYPS Executive and the Integrated Commissioning Management Board.

6. Frequency of Meetings & Time Frame:
6.1. The CAN Resource Panel will meet fortnightly for a maximum of 1.5 hours.

7. Quoracy
7.1 Chair or Deputy Chair must be present at each meeting
7.2 The CAN Resource Panel will be considered quorate if at least 4 members are present in addition to the Chair.