

Independent Living Accommodation Panel

Overall Aim

To provide an integrated approach to meeting the housing, health and social care needs of people who have been assessed in accordance with the eligibility criteria as requiring support to enable them to live as independently as possible in their own home or within specialist provision.

Role of the Panel

The purpose of the Panel is to review and analyse and, if appropriate, authorise allocation of appropriate housing provision for individuals assessed by social work, within the Independent Living process, as requiring specialist housing, care and support in order to live independently in Perth and Kinross.

This covers people in Perth and Kinross from the following groups:

- Mild to Moderate Learning Disability / Autism
- Complex Learning Disabilities / Autism
- Mental Health
- Physical Disabilities
- Acquired Brain Injury

To ensure the best outcomes are achieved for the above groups and to make best use of resources, the provision of specialist housing, support and care requires a co-ordinated approach across the three main services Social Care, Health, Housing, and where required other relevant organisations.

Due to the specialist nature of some of the care packages that individuals require, financial approval from the Complex Care Panel must be in place prior to being considered by the Independent Living Accommodation Panel.

Remit

In order to achieve the above, the Independent Living Accommodation Panel will:

- Make recommendations for the allocation of accommodation for the provision for independent living need.
- Ensure that an overview of demand and supply for independent living needs in Perth & Kinross is maintained and regularly reviewed.

- Provide a link between NHS, PKC, HSCP and third sector partners to ensure a joined up approach and co-design of housing solutions for those with specialist housing, care and support needs.
- Link in with the New Build Programme to ensure gaps in service provision are met effectively and to inform the future planning and development of services.
- Seek reviews on placements in specialist accommodation to ensure the provision is being used appropriately for those in most need.
- Carry out quality assurance checks on cases referred to the Panel to ensure consistency across and within the allocation process and the provision of specialist accommodation.
- To ensure the efficient and effective use of resources.

Membership of the Panel

Membership of the Panel will comprise of:

- Martin Smith – Team Leader (Specialist Services - Housing) Co-Chair
- Laura Carse – Team Leader (Perth City North Locality) Co-Chair
- Karen McNamara - Co-ordinator (Specialist Services – Housing)
- Ashley Blundell – Policy & Commissioning Officer
- Zoe Robertson – Team Leader Planning and Commissioning
- Gillian Morrison – Professional Lead Complex Care Program / Team Leader Transitions
- Lorna Davage – Mental Health Officer / Social Worker
- Shirley Douglas – Team Leader (North Locality)
- Stephanie Keen – Team Leader (North Locality)
- Kirsty Hynd – Team Leader (South Locality)
- Pamela Ritchie – Team Leader
- Valerie Riddell – Team Leader
- Norma Robson – Team Leader Housing and Planning Strategy
- Hannah Kettles – Research Assistant Housing and Planning Strategy
- Madelaine Gorton – Housing Occupational Therapist
- Sally Thomas – Clinical Specialist Occupational Therapist, NHS Tayside
- Lindsey Griffin - Clinical Manager, NHS Tayside
- Anthony Clark – TEC Programme Manager
- Chris Brodie – Team Leader Children and Family Services
- Craig Whyte – Senior Practitioner Children and Family Services
- Accommodation / Support Provider – dependent on vacancies and input required
- Admin / Support Assistant

If a member cannot attend the Panel, they should provide a representative, who has delegated authority to make decisions on behalf of their service.

At least one member from the HSCP, Housing, Commissioning & OT/Health is to be present at the Panel in order to make decisions about individual cases.

The Panel will request the support and / or input of an individual or representative from an relevant agency or service to attend a Panel meeting to assist in the decision making process and to ensure the right outcome is achieved for the individual.

Panel Frequency

The Panel will meet monthly to fulfil its remit. If there are no applications received in that month, the Panel will carry out reviews and undertake quality assurance checks on applications on the waiting list.

The agenda and any relevant cases / information will be circulated not less than 5 working days before the Panel. Minutes will be prepared and approved at the following Panel.

Access to the Panel

In order for a case to be discussed at the Panel, the social worker must complete the Independent Living Form within the Generic Outcome Focused Assessment (GOFA) on AIS. On submission, a business objects report will be generated which is automatically emailed to the Housing Options and Support Team (HOST) for consideration.

Once received, the HOST will update the person's details on the housing computer system (Northgate) in order for the person to be either allocated housing through the Common Housing Register (CHR), if there is no specialist need, or placed on the "Housing Specialist" waiting list.

Those cases held on the "Housing Specialist" waiting list (List) are cases where a mainstream housing allocation through the CHR is not suitable, including:

- Having a requirement for a bespoke purpose-built house
- Where a current house cannot be adapted
- Requiring staff presence / supported accommodation model that existing stock cannot cater for, or does not currently exist
- Where an individual cannot live independently successfully through only receiving floating support and tech enabled care

Panel Procedure

All applications will be discussed at the Panel and an appropriate decision will be made on the housing option, suitability of care and/or support and any TEC solution required. Based on the discussion and agreement, the application will either be held on the Housing Specialist waiting list or CHR, with any recommendation made by the Panel. The application

will be held on the CHR or the List until a suitable offer of housing can be made (through the council / partners or from a specialist provider).

If the person requires mainstream housing through the CHR, this will be progressed by the HOST who will link in with the social worker and will update the Northgate System so that the outcome can be monitored by the Panel.

Applications on the List will be held in date order but the degree of need will be taken into consideration when a vacancy arises and those on the CHR will be prioritised in accordance with the Common Allocations Policy and held within the Strategic Need Group of the Policy.

All vacancies from the specialist providers will be matched at the Panel based on the applications on the List.

The outcome of the decision will be communicated at the panel and in a formal email following the meeting.

Refer to Appendix 1 for an overview of the process.

Housing Specialist Waiting List (List)

The List will be held in Northgate and will be discussed at the monthly Panel meeting. The List will also be used to inform gaps in service provision and the requirement for more specialist provision. This List will only hold applications where the individual requires specialist housing and cannot be allocated mainstream housing with care, support and / or TEC.

Review of Applications

Applications will be reviewed every 3 months or sooner if there is a change in the person's circumstances. The social worker will be emailed by the Panel admin support seeking an update on the case. Any change to the person's case will result in the case being discussed again at the Panel. If there is no change, a further review will be carried out in 3 months' time.

Outcomes / Quality Assurance

The CHR and the List will record the outcome of the person's application and the length of time the person has waited for a housing, care and support solution. This information will be used to help identify gaps in service provision and any changes to service delivery that are required such as the operation and function of the Panel.

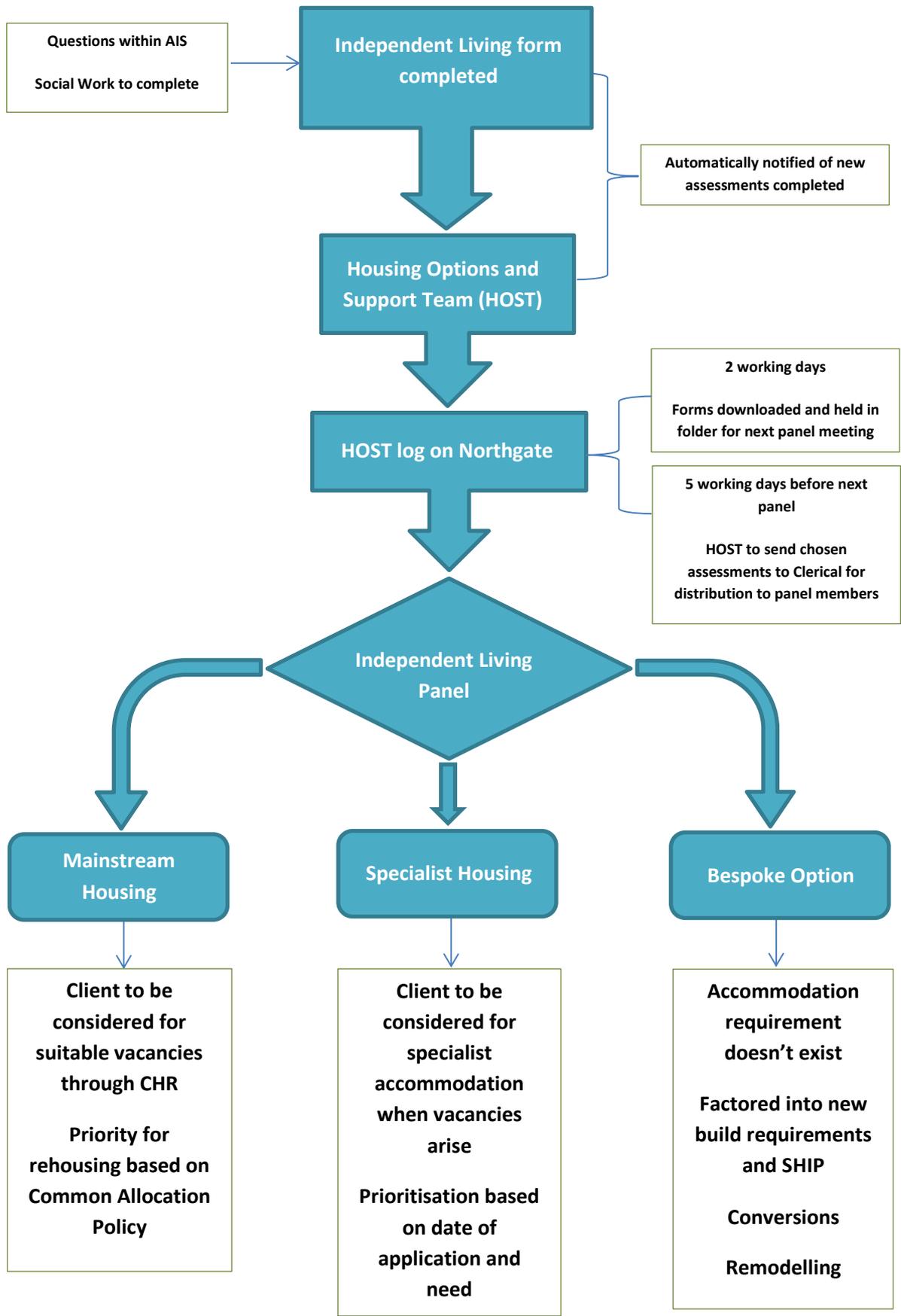
A brief minute of the Panel will also be taken to ensure all actions agreed are progressed. The minute will also be used to help identify service improvements.

Feedback will also be sought from people, families and carers that access housing, support and care through the Independent Living Accommodation Panel.

Confidentiality

It is expected that all services participating in the Panel should observe strict confidentiality in all cases considered. All paperwork relating to the Panel including applications, List, minutes and progress reviews will be treated in the same way and stored or disposed of in accordance with their services' established procedures.

Independent Living Panel Flowchart



Independent Living Panel Protocol between Providers

Protocol Aim

To provide a consistent person-centred approach in the allocation / admissions of new tenants to [insert supported accommodation project].

Protocol

Please Note [insert PK HSCP Contracts and Commissioning Officer] should be cc'd into all correspondence below:

- When knowledge of a vacancy arises at [insert supported accommodation project], [insert provider] will advise Perth and Kinross Council's Housing Options team by emailing: housingoptionsandsupport@pkc.gov.uk
- PKC Housing Options Team will then communicate this vacancy to the Independent Living Panel by email requesting any referrals for that specific vacancy to be submitted; or requesting key workers to notify the Panel if a referral already submitted would be suitable for the vacancy.
- The Panel will invite [insert provider] and [insert landlord if applicable] to the next scheduled Panel meeting to give an overview of the service and consideration of the needs of other tenants living there currently.
- At the panel meeting the vacancy and all relevant referrals will be discussed.
- Whether [insert provider] are in attendance at the panel meeting or not, and the vacancy has been matched with a referral, the panel will formally email [insert provider] of the outcome and a copy of the Outcome Focused Assessment. Assessed support hours for the individual will also be communicated. Contracts and Commissioning will then undertake a contract meeting with the Provider to agree identified hours and capacity to deliver, including identified training to support the individual's needs and any transitional support requirements.
- If a decision is not made by the Panel and further information is required, this will be appropriately requested from [insert provider] and [insert key worker]. Dependent on time scales and scheduled Panel meetings, updates will be given timeously.
- A Transition plan will be agreed with the Multi-Disciplinary Team and person-centred planning will commence.
- Contact details of provider: