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Part 9 Supporting People Care Leavers Contents

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Part 9.1 – Supporting People Care Leavers Procedures

The purpose and definitions of this procedure

Purpose

- Outline the Care Leaver Process
- Outline and publish the responsibilities of Support Providers & Supporting People Team
- Publish expected performance targets

Definitions

Children & Younger Adults (CAYA) refers to the Derbyshire County Council department that looks after social care and educational services for children, young people and their families.

Children (Leaving Care) Act 2000 refers to the act that came into force in England and Wales on 1 October 2001, with the main aim of improving the life chances of young people living in and leaving local authority care.

Derbyshire County Council (DCC) refers to the administering authority for the Supporting People Programme and covers the whole of Derbyshire with the exception of the city of Derby and works with a second tier of local government – district or borough councils – to manage services for the community.

Relevant Care Leaver refers to children aged 16 or 17 who have been looked after for at least 13 weeks since the age of 14 and who have left care **and** the period of care includes at least 1 day when the child in question was 16 or 17 **and** the child left care on or after 1st October 2001.

Responsible Local Authority refers to the council which last looked after the child or young person.

Support Provider refers to the person or organisation with whom we have a contract for the provision of housing related support services.

Swift refers to Derbyshire Supporting People's computer system that holds information relating to Derbyshire Supporting People's Providers, Services and Clients and produces payment and remittance advice files every 4 weeks.

Background

The Children (Leaving Care) Act 2000 came into effect on 1st October 2001 and placed new duties on local authorities specifically social services or CAYA departments to assess and meet the needs of relevant care leavers aged 16 or 17. New relevant care leavers are to be fully supported from 1st October 2001 by their responsible local authority, which will provide them with maintenance and accommodation until they reach the age of 18. As a consequence they lose their potential entitlement to Housing Benefit (HB), Income Support

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(IS) and income based Jobseekers Allowance (JSA(IB)). Supporting People grant is therefore not payable during this period and must be reclaimed by SP teams.

Once the relevant care leaver reaches the age of 18 they cease being relevant care leavers and so are entitled to claim benefit and Supporting People grant may then be payable to the Support Provider.

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Part 9.2 Care Leaver Notification Process

Support Providers must inform SP when there is a care leaver in their service and complete the relevant paperwork.

1.1 Completing a Care Leaver Notification Form

This form should be completed by the Support Provider at the earliest opportunity as any delay will mean more money will be reclaimed by SP at a later date. The Support Provider must provide the start date for the Care Leaver arriving at the service and receiving the support service and must also complete an end date on this form when the Care Leaver either leaves the service or turns 18. This is because when the care leaver turns 18 they will be entitled to SP.

This form is available direct from the SP Team and is also available on the DCC website under Supporting People and Service Providers.

1.2 Importance of Care Leaver Notification

There may be care leavers within Derbyshire SP services that are not the responsibility of Derbyshire County Council but another local authority, it is therefore vital that SP are notified of these because there will be no checking mechanism available for these young people.

Failure to notify us about care leavers would be a breach of contract and will result in potential duplicated money being received from CAYA and SP.

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Part 9.3 Processing of Care leaver Notification Forms by Supporting People Team

The SP team will aim to process the care leaver notification form before the next payment run but definitely within 20 working days of receipt. The Senior Finance Officer will liaise with the Boarded Out/Fostering team in CAYA who should also have received notification about the same Care Leaver, if the responsibility of DCC, because they will be responsible for the maintenance and accommodation payments for the care leaver until they turn 18.

This process will also enable a check to be done to ensure the SP grant reclaimed by SP matches the amount of support that CAYA will pay the Support Provider. CAYA and SP will also compare care leaver notifications monthly to check that all are being processed correctly through both CAYA and SP. This should also hopefully reduce the amount of under and over payments.

Any money due to SP for a Care Leaver will be deducted from the usual four weekly advance payment due to Providers paid via Swift and will continually be deducted until an end date is received.

Part 9.3 Care Leaver Notification Form Appendix



Care Leaver Notification Form

Please return to :

**Derbyshire Supporting People Team
County Hall
Matlock
Derbyshire DE4 3AG**

Supporting People Service Details:	
Name of Support Provider	
Name of Support Service	
ID No. of Support Service	
Wkly Support Charge (Block Subsidy Only)	

Supporting People Care Leaver Details:	
Title	
Forename(s)	
Surname	
Flat Number / House Number	
Address Line 1 (<i>Building Name</i>)	
Address Line 2 (<i>Street Name</i>)	
Address Line 3 (<i>Town/City</i>)	
Address Line 4 (<i>County</i>)	
Postcode	
Date of Birth (<i>DD/MM/YYYY</i>)	
National Insurance No. (<i>if known</i>)	
Start Date of Care Leaver receiving SP Service (<i>DD/MM/YYYY</i>)	
End Date of Care Leaver receiving SP Service (<i>DD/MM/YYYY</i>)	
Form Completed By (Provider Contact) Print Name:	Date:
Signature:	Date:

For Supporting People internal use only	
Input by	
Date Actioned	

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Part 10 Information Strategy Contents

10.1 Record Management

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Part 10.1– Supporting People Records Management

1. The purpose of this procedure, key words and definitions

1.1 Purpose

The purpose of this procedure is to ensure that Supporting People documents and records are retained in accordance with the Council's Corporate Records Management Policy, related policies and Information Management Strategy. This procedure establishes a consistent approach in meeting both Legal Requirements and Derbyshire County Council's policies contained within, Derbyshire County Council's Freedom of Information Policy, Data Protection Policy, Information Disclosure Policy & Subject Access Policy and to Derbyshire Social Services Information Security Policy.

The creation of records and record keeping activities need to accurately record business activity and need to be arranged to enable auditing and legal compliance. This procedure defines the roles and responsibilities of members of the Supporting People Team.

This procedure is to encourage the development of electronic document management opportunities and to build retention/review/disposal schedules.

1.2 Key Words and Governing legislation

Freedom of information Act 2000
Data Protection Act 1998
Information Governance performance indicators
Local Government Act
Modernising Government agenda
Email records
Intranet record
Version control

1.3 Definitions

Record(s) – For the purpose of this policy refers to documents in hard copy or electronic format.

SAR - Refers to the information technology network and associated drives placed on the network.

2 Responsibilities

2.1 Responsibilities

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The Director of Adult Social Services has overall responsibility for Derbyshire Supporting People and is ultimately responsible for the management of all records from creation to approval of disposal.

Responsibility is then devolved within the organisation down through Management of each section for the day to day operation and disposal of records.

All Derbyshire Supporting People officers must comply with legislation, the departmental policy and contractual obligations to maintain accurate, timely and relevant records. All documents and records must be created bearing in mind that they may at some time be subject to public scrutiny in response to Freedom of Information requests for information.

All staff have a responsibility to ensure that records are handled, created and stored in a safe manner whether on site or off site and this security is paramount at all times to prevent unauthorised access to information.

3. Records storage

3.1 Hard copy records

All hard copies are to be filed safely and accurately to enable easy retrieval for reference purposes and should be secured when not in use. All records regardless of format must be retained and disposed of inline with the Records Retention Schedule identified within this policy and in line with DCC Social Services Records Management Policy (Part 3 The Disposal Guidelines).

3.2 Electronic records

The storage of all electronic records will be carried out using the Storage Area Network (SAN) inline with the corporate file plan. The SAN will reflect Social Services functions (ie Supporting People drive) and this will produce a series record which is then managed by classification. This file plan will be subject to review on implementation of the DCC corporate electronic document management system.

Main Heading folders should not be created where there is already reference to a specific function and document subfolders should be clearly named following examples of good practice as to their content for ease of information retrieval.

All documents created should carry the file path, date created, and author to inform the decision about their disposal and to assist in retrieval from the SAN from hard copies. This information should be

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placed in the footer section of all word documents and in the properties dialogue box where footers are not available.

Emails and other electronic communication are subject to Freedom of information requests and must be treated as a record and should therefore be stored as would other electronic records in the most appropriate place on the SAN.

4. Disposal guidelines

4.1 Disposal

Disposal is the process of determining the fate of a record. It can mean

- Physical destruction
- Transfer to Derbyshire Records Office
- Migration of the record between systems.

All records are ultimately subject to disposal, but not all records are destroyed.

4.2 Reason for Disposal

All records should only be retained whilst they are of purpose and are required to be retained to support legislative and regulatory obligations.

The disposal of records supports record management because it helps

- maintain the efficiency of the departmental systems by limiting their contents to records which are of continuing value for business and archival purpose
- support corporate procedures in respect of Freedom of Information Regulations and related legislation

4.3 Disposal Responsibility

As stated in 2.1 the Director is ultimately responsible for all records and their disposal and to ensure that retention schedules are in place.

Individual officers within the Supporting People Team are responsible for ensuring that records are disposed of in the most appropriate manner in line with corporate and departmental procedures. All officers must ensure that a record of when records are disposed of is retained ([Disposal Log](#)) and advice is sought from Derbyshire Records Office or the Corporate Records Manager when necessary.

All staff should advise and seek approval from their direct Line Manager when disposing of records. This should be in the format of email advising the line manager of the disposal method (whether that is off site archiving/storage or destruction etc) and a response from

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their line manager received authorising the disposal before action is taken.

4.4 Retention Schedule

A table of records and retention periods are available on pages 14 – 33 of [Derbyshire Social Services Records Management Policy](#) this clearly identifies the minimum retention period for all records by classification i.e. Financial, Contracting etc.

At the time of disposal attention must be paid to any record that may be subject to an open Freedom of Information request and must not be disposed of until the request has been fulfilled and closed. It is an offence to wilfully destroy information that is the subject of a FOI request.

Acknowledgements and References

[Derbyshire County Council Corporate Records Management Policy](#)
[Derbyshire social Services Records Management Policy](#)