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Swindon Borough Council  
Review of Care and Support Plan  
Policy  
April 2015

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**SWINDON**  
BOROUGH COUNCIL

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# Contents

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<b>1</b>	<b>Introduction</b>	<b>Page 2</b>
<b>2</b>	<b>Implications of the Care Act for Review of Care and Support Plans</b>	<b>Page 2</b>
<b>3</b>	<b>The Swindon Approach to Reviewing Care and Support Plans</b>	<b>Page 2</b>
<b>4</b>	<b>Revision of the Care and Support Plan</b>	<b>Page 3</b>
<b>5</b>	<b>Timing of Reviews</b>	<b>Page 4</b>
<b>6</b>	<b>Responding to Requests for Reviews</b>	<b>Page 4</b>

## 1. Introduction

The Care Act 2014 sets out the legal framework for how Local Authorities and their representatives must review plans to meet adult's needs for care and support. This policy sets out Swindon Borough Council's intentions. It is a combination of statutory requirements of the Care Act and local choices based around the needs of the service and responses to national consultation. The policy has been updated to reflect changing circumstances and business needs, and in particular the requirements of the Care Act 2014. Throughout the policy, the word plan should, unless otherwise indicated, be taken to refer to a care and support plan.

This updated policy comes into effect from 1<sup>st</sup> April 2015 and replaces all previous policies.

Recognising that inequality, disadvantage and discrimination exist in society, in redrafting this policy Swindon Borough Council accepts their responsibility to ensure that all vulnerable adults regardless of their ethnic origin, religion, language, age, sexuality, gender or disability have equal opportunity to access services and information and that the principles of the policy will be applied equitably.

This policy should be used in conjunction with [mycaremysupport.co.uk](http://mycaremysupport.co.uk) that provides a wide range of information in relation to care and sources of support and advice.

## 2. Implications of the Care Act for Review of Care and Support Plans

The Care Act 2014 consolidates existing good practice in reviewing care and support plans. It requires that Local Authorities keep care and support plans under review and that they review an adult's care and support plan in response to a reasonable request by or on behalf of an adult.

The key principles of the Act apply equally to review as to the other parts of the care and support planning. Reviews must be person centred, clearly focussed on the adult's wellbeing. The review of the care and support plan must look again at the outcomes the adult wishes to achieve, the impact of their care and support needs on the achievement of those outcomes and the consequent impact on the adult's wellbeing. In particular, the review must consider how the current provision of care and support is supporting the adult to achieve their desired outcomes.

If the Local Authority is satisfied that circumstances have changed in a way that affects the care and support plan, it must, dependent on the impact of the change, carry out a needs assessment and if necessary conduct a new financial assessment and make a determination of eligibility.

It must also, revise the care and support plan accordingly to reflect the changes.

## 3. The Swindon Approach to Reviewing Care and Support Plans

Ensuring that all people with a care and support plan have the opportunity to reflect on what is and is not working to meet their assessed needs and improve their wellbeing is a crucial part of the

care and support planning process. It ensures that plans are kept up to date and relevant to the person's needs, any changes in their desired outcomes and reduces the risk of crises occurring.

Swindon Borough Council's approach to the review process will be person centred and outcome focussed. It will be accessible to all and proportionate to the needs to be met, the level of informal support the adult has the stability of their condition and the level of the change in circumstances. It will involve as appropriate

- The adult to whom the plan relates
- Any carer the adult has
- Any person whom the adult asks the authority to involve or where the adult lacks capacity to ask the authority to do that, any person who appears to the authority to be interested in the adult's welfare including the use of advocates where there is no such informal support available.

Swindon Borough Council will use the review to identify if the adult's care and support needs have changed and to work with the adult make any necessary revisions to the care and support plan.

The review will normally be carried out by Seqol or by AWP and will cover the following elements:

- Have the person's circumstances, support networks and or care and support needs changed?
- What is working in the plan, what is not working and what might need to change?
- Does the person have new outcomes they want to meet?
- Could improvements be made to achieve better outcomes?
- Is the person's personal budget enabling them to meet their needs and the outcomes identified in their plan?
- Would direct payments be an appropriate way for the person to have more control about how their care and support needs are met?
- Have there been any changes to the person's needs or circumstances which might mean that they are at risk of abuse or neglect?

#### **4. Revision of the Care and Support Plan**

If, following the review, the plan needs to be revised, Swindon Borough Council will work with the adult, their carer and anyone else the adult wishes to involve making those revisions. The approach will mirror the approach taken during the care and support planning process. The process of revision will be proportionate, placing the adult at the centre of the discussion and decision making. The adult will be fully supported to be involved. (For more details see Swindon Borough Council's Care and Support Planning Policy).

## **5. Timing of Reviews**

Swindon Borough Council Swindon Borough Council will ensure that care and support plans are reviewed as necessary, so that plans remain up to date and relevant to adults' changing circumstances, needs and desired outcomes. Although decisions will be made on a case by case basis, there will normally be a light touch review within 6 – 8 weeks of the completion of the initial care and support plan, followed by fuller reviews annually. Reviews will also take place following significant changes in circumstances e.g. a fall or a hospital admission.

If there is any information or evidence that suggests that circumstances have changed, in a way that may affect the appropriateness of the plan to meet the assessed needs, Swindon Borough Council will carry out a review of the plan.

## **6. Responding to Requests for Reviews**

Swindon Borough Council will meet all reasonable requests from adults with care and support needs or someone acting on their behalf, for a review of their support plan. Details of how to make such a request will be explained as part of the care and support planning process and will be published on the Council's online information and advice website [www.mycaremysupport.co.uk](http://www.mycaremysupport.co.uk)

Requests for a review will be responded to in a timely fashion.

If a request is turned down, the Council will explain its reasons in writing and give a date when the next review is anticipated.