

Self-directed Support (SDS)
Service Delivery Project Team
Project Plan
2016 – 2017



National Health and Wellbeing Outcomes

Outcome 1: People are able to look after and improve their own health and wellbeing and live in good health for longer

Outcome 2: People, including those with disabilities or long term conditions, or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community

Outcome 3: People who use health and social care services have positive experiences of those services, and have their dignity respected

Outcome 4: Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services

Outcome 5: Health and social care services contribute to reducing health inequalities

Outcome 6: People who provide unpaid care are supported to look after their own health and wellbeing, including to reduce any negative impact of their caring role on their own health and well-being

Outcome 7: People using health and social care services are safe from harm

Outcome 8: People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide

Outcome 9: Resources are used effectively and efficiently in the provision of health and social care services

Angus Health and Social Care Partnership

Priority 1 – Improving health, wellbeing and independence

Priority 2 – Supporting care needs at home

Priority 3 – Developing integrated and enhanced primary care and community responses

Priority 4 – Improving integrated care pathways for priorities in care

Summary Table

Total number of actions	Completed (G)	On Target (A)	Behind Target (R)
64	11	50	3

Exceptions Report:

SYSTEMS & PROCESSES

Abbreviations: A18 (Adult Self Directed Assessment), A27 (Request for Support Plan Authorisation), A20B (Support Plan) & A20C (Preventative Services)

KEY AREA	ACTION	RESPONSIBLE	TIMESCALE	PROGRESS
1. ASSESSMENT & AUTHORISATION	1.1 Assessment Form (A18) Review the current assessment form (A18) to ensure it is fit for purpose for all teams and user friendly. PRIORITY 1	Short Life Working Group Lead – Planning Officer (SDS)	March 2017 Updated to July 2017	On Target (A) – Working Group continues to meet. Draft Assessment Form (A18) has been developed and piloted with good comments and reviews from teams. Specialist Services will continue to use their own assessment forms but gain the information to complete Care First. Next steps are to update Care First and then this will go into electronic test. Will be reviewed again at the June meeting.
	1.2 A26 (Transition Form LD) Update form due to the changes in 1.1	Ruth Watson	March 2017	COMPLETE (G) Ruth to make necessary changes to the A26.
	1.3 Consent Form Move the consent form to the start of the A18 to be used as the one consent right the way through the assessment process. Consent needs to be a page on its own on the A18 in the event that it needs to be sent to other partners. This needs to include a statement that the supported person signs to say they have been advised that they have been informed that following a financial assessment, they may be liable to pay a contribution.	Short Life Working Group Lead – Planning Officer (SDS)	March 2017 Updated to July 2017	On Target (A) – Agreement reached at Working Group and Team Meetings that one consent form should be used by all. Consulting with Legal at the moment in relation to this and updating the SSA Consent Form. This will be picked up again at the June Working Group meeting.
	1.4 A21 Review the use of the A21, currently one for each client group	Lynsey Sutherland, Admin Officer	April 2017 Updated to June 2017	On Target (A) – Lynsey Sutherland is taking this work forward with a small working group. Feedback to be given at the June meeting.

Completed (G)		On Target (A)		Behind Target (R)
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	<p>1.5 A27 (Request for Support Plan Authorisation) Review the current process and the alerts on CareFirst in relation to A27 and the CareFirst capabilities around this. Also look into the authorisation link to the A20b (support plan record).</p>	Admin/Carefirst, Susan MacLean, Linda Kennedy, Planning Officer (SDS) and Senior Planning Officer (SDS)	May 2017 Updated to July 2017	<p>On Target (A) – This action will follow on from the Assessment Form and RAS review. Need to determine if the Corporate Scheme of Delegation has been changed and if so, to what.</p> <p>Authorisation will be discussed at the next working group in June.</p>
	<p>1.6 Authorisation Levels - Review / abolish the authorisation on the A18 (Adult Self Directed Assessment)</p> <p>Review the current authorisation process and levels – PRIORITY 3</p>	Assessment Advance Project Group 001	May 2017 Updated to July 2017	<p>On Target (A) - Some areas implemented this following the ADVANCE project, others didn't. This will be discussed further following the Assessment and RAS review.</p> <p>This will be picked up in the action above in June.</p>
		Short Life Working Group, Service Manager /Team Manager and Operational staff, Senior Planning Officer (SDS) Planning Officer (SDS) and Senior Finance Officer	May 2017 Updated to July 2017	<p>On Target (A) – As 1.5, this action will follow on from the Assessment Form and RAS review. Need to determine if the Corporate Scheme of Delegation has been changed and if so, to what.</p>
	<p>1.7 Scheme of Delegation Review the Scheme of Delegation aligned to SDS and the changes to authorisation in 1.5 & 1.6</p>	Service Manager, Senior Finance Officer & Legal	March 2017 Updated to July 2017	<p>On Target (A) - This will be picked up in the action above in June. Need to determine if there are any differences between the Corporate and Partnership Scheme of Delegation.</p>
	<p>1.8 A20b/A20c & A12 Investigate the possibility of the A20b/A20c and A12 being included on Carefirst</p>	Short Life Working Group Lead – Planning Officer (SDS)	March 2017	<p>COMPLETE (G) – The A12 is already on Carefirst. The A20b/A20c forms are for administration purposes and cannot be on Care First. The information on the Personal Budget Screen gives the information on Care First from the A20b/c.</p>
	<p>1.9 New Carers Act</p> <ul style="list-style-type: none"> Review and update the current Carer's Assessment form (A25) and Carer's Information and Support Plan (CISP) to become the new Carer's Support Plan Establish eligibility criteria 	Carers Planning and Development Group, Senior Planning Officer (SDS) and	August 2017 August 2017	<p>On Target (A) – Work in relation to the new Carer's Support Plan and eligibility is currently being taken forward by the Carer's Planning and Development Group with input from both the Senior Planning Officer and Planning Officer (SDS).</p> <p>Work is ongoing with this under the Carers</p>

Completed (G)		On Target (A)		Behind Target (R)
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	<ul style="list-style-type: none"> Review the RAS Calculator in relation to the new Support Plan Develop and pilot a test of change with a care management team using the new Carer's Support Plan 	Planning Officer (SDS)	October 2017 February 2018	Planning & Development Group.
	1.10 Eligibility <ul style="list-style-type: none"> Reconsider the use of an eligibility criteria, particularly at the point of screening, particularly by First Contact Gather information from other Partnerships in relation to their use of Eligibility Criteria 	Senior Planning Officer (SDS) and Planning Officer (SDS) with Service Delivery Project Team Senior Planning Officer (SDS)	June 2017 March 2017	On Target (A) - Discussions currently ongoing with OP management team in relation to eligibility criteria. Margaret Bundock to keep the group updated with this work. Some information gathered to date.
	1.11 Statutory Orders Explore how and where SDS is appropriate for people on a statutory order? Should they go through SDS when choice is not really within the supported person's capacity?	LD Service Manager, Clinical Team Manager (POA), LD Care Manager and Senior Planning Officer (SDS)	June 2017	COMPLETE (G) – Discussions have taken place with Service Managers and SDS is not for supported people on Orders. The worker would complete the A19, arrange the required support and input this information on the A20b.
	1.12 IT Consider and scope a test of change around staff using laptops/tablets to carry out assessment	Service Delivery Project Team Lead – Susan MacLean	June 2017	On Target (A) – Test of change in Brechin/Montrose area. Update to be sought from Susan MacLean.
	1.13 ESD/Enablement Explore test of changes with these teams commencing the SDS process	Help to Live at Home Programme and Senior Planning Officer (SDS)	June 2017	On Target (A) – Meeting took place in relation to the new response service and how this can incorporate SDS processes. Work is ongoing as this service is being developed. All staff within the new service to undertake the new SDS e-learning. Gail to liaise with Tracy Abbott.
	1.14 Consistency Explore and review how we ensure consistency for our staff and supported people. Consistency of assessments, information given, assessments and communication of information	Service Delivery Project Team Lead – Susan MacLean	Ongoing	On Target (A) – this action will be achieved through the other actions within this plan. Consistency of data is being taken forward under the Performance Framework and also with specific work being taken forward by the Research and Information Officer.

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2. RESOURCE ALLOCATION SYSTEM (RAS)	2.1 Current RAS Review the RAS including the weightings and the £ allocation to each point. PRIORITY 2	Short Life Working Group & relevant operational staff. £ decision to be taken by SDS Programme Board	March 2017 Updated to July 2017	On Target (A) The Working Group is progressing the work in relation to the RAS. Paul is testing cases against a test RAS across all client groups. This will be reported back at the June meeting. A timeline for the assessment and RAS work has been established and agreed with Care First. SDS Programme Board agreed that the current £5 per point allocation was sufficient.
	2.2 Specialist Services Look at the assessment and RAS for A&D&BBV, CMHT and LD, which incorporates, homelessness, etc that have constraints, needs, risks associated with them that are unusual. Explore what a mini RAS would look like for these groups	Separate Working Group with relevant operational staff and Senior Finance Officer	March 2017 Updated to July 2017	On Target (A) Each specialist area is part of the working group and this work is being taken forward in the above action.
	2.3 Carers RAS • Review the RAS in relation to the new Carer's Support Plan	Carers Planning and Development Group, Senior Planning Officer (SDS), Planning Officer (SDS) & Senior Finance Officer	August 2017	On Target (A) This work will follow on from the Carer's Support Plan (1.9)
	• Determine what the budget can be used for • Determine what needs to be included on the A20b in relation to taking from the non-personal care budget or the carer's budget		March 2017	On Target (A) The current A25 has been updated to allow outcomes to be recorded and also a "Spending your Personal Budget" sheet has been developed and will be used from 20 th Feb for a period of 3 months and will then be reviewed. COMPLETE (G)
• 3 month review of Spending Your Personal Budget Pilot	June 2017		On Target (A) 3 Month pilot until 22 May then a review will be undertaken with staff and Angus Carer's Voice Network.	
3. SUPPORT PLANNING	3.1 A20 Support Plan Review how the support plan (A20) is developed and used in line with an outcome focused approach.	Outcomes Sub Group Lead – Senior Planning Officer (SDS)	October 2017	On Target (A) This will be picked up after the Assessment Form, RAS, Authorisation and Eligibility.

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4. MYLIFEPORTAL	4.1 Mylifeportal Review the use of Mylifeportal	Carefirst, Operations, Finance, Admin, Research and Information Officer	Before the end of 16/17 Financial Year	COMPLETE (G) Senior Planning Officer and Research and Information Officer have looked at the current portal and feel that it would be better to utilise the Independent Living Angus website for future SDS work.
5. INFORMATION / COMMUNICATION	5.1 SDS Intranet Page Review the format and content of the staff SDS Intranet Page, including operational flowcharts Note: Establish a common understanding for staff around the financial process, including clarity of roles, ensuring this information reaches the right people	Senior Planning Officer (SDS) and Planning Officer (SDS)	December 2016	COMPLETE (G) New easy to use intranet page developed, all documents have been reviewed and updated. Page went live on Monday 16 January.
	Undertake an evaluation of the new Intranet Page 3 months after the launch		April 2017	Behind Target (R)
	5.2 Changes/Updates Ensure robust processes to effectively communicate changes to systems and process		March 2017 and ongoing	COMPLETE (G) News Update on new intranet page. Will ask if this is working for staff when the review is undertaken in April.

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MONITORING & REVIEW

Note: Three elements to monitoring and review – Supported Person Review, Carers Review & Providers Review

KEY AREA	ACTION	RESPONSIBLE	TIMESCALE	PROGRESS
1. PROCESS	<p>1.1 Develop an agreed process and timescales for monitoring and review for supported people and carers. What do we have? What do we need? PRIORITY 4</p> <p>Note: How do we pick up health cases as they are recorded on MIDIS?</p>	Short Life Service Delivery Project Team, Planning Officer (SDS), Support and Review Team, Contracts Officer Lead – Planning Officer (SDS)	August 2017	On Target (A) This work will follow the completion of the Assessment, RAS and Authorisation review.
2. TOOLS	<p>2.1 Develop agreed system/tools for carrying out monitoring and review for supported people and carers. This needs to be outcome focused to fit with the assessment and support plan. Outcome Focused Review to replace the current Talking Points Review (A10)</p>	Short Life Service Delivery Project Team, Planning Officer (SDS) and Contracts Officer Lead – Planning Officer (SDS)	August 2017	On Target (A) The Talking Points Review (A10) has been updated to the A29 and is currently out for test, however this has been put on hold to allow the assessment and RAS work.
3. IMPROVEMENT	<p>3.1 Consider what we want to learn from monitoring and reviewing and how the information gained will lead to change.</p>	Short Life Service Delivery Project Team, Planning Officer (SDS) and Contracts Officer Lead – Planning Officer (SDS)	August 2017	On Target (A)
4. FINANCIAL ASSESSMENT	<p>4.1 Consider where the financial assessment sits in relation to monitoring and review</p>	Financial Assessment Team	Ongoing	On Target (A) Each supported person completes a financial assessment at first contact and then thereafter every 3 years
5. PROVIDERS	<p>5.1 Determine the current monitoring and review process for providers, is this fit for purpose? Define what quality is for providers and review of this basis</p>	Senior Planning Officer (SDS), Planning Officer and Contracts Officer Lead – Planning Officer (SDS)	July 2017	COMPLETE (G) Meeting set up once a month to discuss the report (below) and look at the level of concerns. The members consist of SM, TM, CM and Admin, hopeful of contracts input.

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	<p>5.2 Issues/Complaint Log Develop issue/indicators for concern log and process that all staff can feed into.</p>	Admin Officer and HTLH Contracts Officer	June 2017	<p>COMPLETE (G) Admin Officer and HTLH Contracts Officer currently updating Carefirst for observations to be used to log concerns re providers. A business objects report will be run monthly and any issues picked up and addressed.</p>
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FINANCE

KEY AREA	ACTION	RESPONSIBLE	TIMESCALE	PROGRESS
1. INFORMATION	1.1 Develop a financial flowchart for staff and supported people in relation to the financial assessment and contributions	Senior Planning Officer (SDS), Planning Officer (SDS) and Senior Financial Assessor	June 2017	On Target (A) Contributions policy is updated annually; however a financial flowchart is to be developed. Fiona and Gail to meet at the end of May to draft this.
2. RATES/RAS	Determine who has ownership of the RAS for current and ongoing reviews and updates	Programme Board	June 2017	On Target (A) Gail to take to the PB meeting in June for discussion and agreement.
3. REPORTING	Consider what is required from Corporate Finance, Processing and Assessment in relation reporting and develop a reporting framework	Programme Board	June 2017	On Target (A) Currently working with Corporate Finance to determine a reporting structure. Report given to the PB meeting in May. Work is progressing
4. APPEALS	Consider the need to develop an SDS appeals procedure	SDS Programme Board and Charging Meeting Lead: Senior Planning Officer (SDS)	December 2017	COMPLETE (G) Following a review of the complaints in 15/16 and benchmarking across other Partnerships, it was agreed at Programme Board level that a separate appeals procedure was not required
5. PERMISSIONS	Investigate the permissions to allow financial information, already on file with the Council to be shared e.g. Revenue and Benefits for Housing Benefit	Charging Group and Financial Assessment Team	March 2017	Behind Target (R) Need to gain clarification from the Financial Assessment Team with regards to this action.

Completed (G)		On Target (A)		Behind Target (R)
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PROVIDERS/CARE AT HOME

KEY AREA	ACTION	RESPONSIBLE	TIMESCALE	PROGRESS
1. FRAMEWORK	1.1 Option 2 Review the current Option 2 process to ensure it is still fit for purpose and update training for operations	Contracts Officer, Corporate Finance, Procurement and Senior Planning Officer (SDS)	April 2018	On Target (A) Currently working on Option 2 becoming more like Option 1 than Option 3. Information been gathered from other LA and discussions taking place with Senior Management.
	1.2 Option 3 Review the current process in relation to Option 3 to ensure it is still fit for purpose and update training for operations	Help to Live at Home	January 2017	COMPLETE (G) New administration of Option 3 process commenced October 2016. Initial reviews gained positive feedback from providers. New contract work is progressing and is including this work.
	1.3 New Framework Review the current framework to inform the work required for the new framework and determine a timeline for tendering	Help to Live at Home and Contracts	April 2018	On Target (A) This work is being taken forward by HTLH and Contracts with consultation with the SDS Programme Board and Service Delivery Group
2. HELP TO LIVE AT HOME (HTLH)	2.1 Work with HTLH to encourage new and diverse services/provider's	Senior Planning Officer (SDS) and Planning Officer (SDS)	Ongoing – Quarterly updates to PB	On Target (A)
	2.2 Ensure links with the HTLH Programme Board and Projects	Senior Planning Officer (SDS) and Planning Officer (SDS)	Ongoing – Quarterly updates to PB	On Target (A)
3. COMPLEX CASES	3.1 Define what is meant by complex by consultation with staff and providers to establish a common understanding	Senior Planning Officer (SDS), Complex Conditions Group	August 2017	On Target (A) This was discussed at the Programme Board on 27/1/17 and again on 26/4/17. This is being taken forward by the Complex Conditions Group and will be reported back to the PB.

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	3.2 Work with staff within the service areas to allow a better understanding of the Option 3 process	Senior Planning Officer (SDS), Planning Officer (SDS), Contracts Officer (HTLH), Contracts Officer, Service Managers in LD, MH & ADBBV, Admin Officer	December 2016 and Ongoing	On Target (A) Initial round of team meetings were positive. Second round took place over Jan & Feb. Third round will be planned for August and September
	3.2 Work with providers to encourage the uptake of complex cases by determining who can provide support to supported people with complex and co-existing needs.	Senior Planning Officer (SDS), Planning Officer (SDS), Contracts Officer (HTLH), Contracts Officer, Service Managers in LD, MH & ADBBV,	December 2016	Behind Target (R) This was discussed at the Programme Board on 27/1/17 and this is to be taken forward by the Complex Conditions Group who will report back to the PB.
4. CONTRACTS	4.1 Review current contract process to be more user friendly and fit for purpose. This work will incorporate consultation with providers and result in training for operations staff including admin and clerical	Service Delivery Project Team, Legal and Contracts.	August 2017	On Target (A) This is currently being looked at in relation to Option 3 by the Admin Officer to explore clerical undertaking the contract work. This will also be picked up under the new Framework. Update to be requested for the June Service Delivery meeting.
5. PROVIDERS FORUM AND CARE AT HOME GROUP	5.1 Ensure continued links with the Providers Forum and Care at Home Group to ensure effective consultation	Senior Planning Officer (SDS) and Planning Officer (SDS)	Ongoing – Quarterly updates to SDPT	On Target (A)
6. CULTURE	6.1 Continue to promote this culture change of moving away from the traditional services model	SDS Programme Board, SDS Service Delivery Project Team, Senior Planning Officer (SDS) and Planning Officer (SDS)	Ongoing Quarterly updates to the SDPT	On Target (A)

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PERFORMANCE

KEY AREA	ACTION	RESPONSIBLE	TIMESCALE	PROGRESS
1. FRAMEWORK	1.1 Establish a performance framework in relation to SDS thinking about: <ul style="list-style-type: none"> • What do we currently measure • What do we need measure for who, when, how • What do we want to measure for who, when, how • What will drive improvement 	SDS Programme Board Lead – Senior Planning Officer (SDS)	June 2017	On Target (A) A draft performance framework has been established with current data around this being populated by the Research and Information Officer. Next meeting is in March and will then be reported to the Programme Board at the end of March.
	1.2 Establish a baseline for the Performance Framework	SDS Programme Board Lead: Senior Planning Officer (SDS)	January 2017	On Target (A) As above
2. CASE STUDIES	2.1 Determine a process and timeline to obtain real time case studies from supported people, carers, staff, providers and partner agencies.	Senior Planning Officer (SDS)	March 2017	On Target (A) Scottish Government Policy Team is working on a proforma so that all areas are gathering like for like information. Locally the Intranet is to be utilised to gather case studies and issues.

Completed (G)		On Target (A)		Behind Target (R)
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OTHER ACTIONS

KEY AREA	ACTION	RESPONSIBLE	TIMESCALE	PROGRESS
1. ENGAGEMENT & INFORMATION	1.1 Information - review what we have in what format and what we need for: <ul style="list-style-type: none"> • Supported People • Carers • Staff • Community 	Service Delivery Project Team Lead: Senior Planning Officer (SDS)	March 2017 and ongoing	On Target (A) Information and Engagement Event took place with the Service Delivery Project Team 16/1/17. Information has been collated. SDS Engagement and Information will be taken forward within the AHSCP Communication and Engagement Group.
	1.2 Public Engagement Undertake a refresh of public engagement events across Angus.	Senior Planning Officer (SDS), Planning Officer (SDS)	March 2017 and ongoing	On Target (A) SDS Engagement and Information will be taken forward within the AHSCP Communication and Engagement Group and will also link with the Learning and Development work being taken forward
2. ONE POINT OF CONTACT	2.1 Consider one point of contact for all enquiries in relation to SDS for those who do not have a designated worker	Service Delivery Project Team Lead: SDPT Lead	August 2017	COMPLETE (G) First Contact
3. SUPPORT	3.1 Ensure staff and providers know about and promote other supports e.g. ALISS, VAA, Angus Independent Living? Include in Induction training.	Service Delivery Project Team	October 2017	On Target (A) Need to pursue community capacity information with VAA.
4.PALLIATIVE SUPPORT	4.1 Review how staff use SDS in crisis and palliative situation and develop an appropriate response for this client group. Determine the difference between End of Life Care and Longer Term Palliative support and the issue for staff when supporting this client group.	Service Delivery Project Team Lead: SDPT Lead	March 2017 and ongoing	On Target (A) This was discussed at the Programme Board on 27.1.17. An Angus Palliative Care Strategy is to be produced over the next 18 months. Ivan Cornford is our direct link to this work. Short Term work is exploring SDS and end of life care is currently being looked at.

Completed (G)

On Target (A)

Behind Target (R)

5. CARE HOME REVIEW	5.1 Link with the current Care Home Review to ensure SDS is a key part of this work	Senior Planning Officer (SDS)	Current and ongoing	On Target (A) Senior Planning Officer (SDS) part of the Care Home Review Team
6. CARE MANAGEMENT REVIEW	6.1 Link with the current Care Management Review to ensure SDS is a key part of this work	Senior Planning Officer (SDS)	Current and ongoing	On Target (A) Senior Planning Officer (SDS) part of the Care Management Review Team
7. FORUMS	7.1 Revisit the need for the Practitioners and Team Managers Forums	Senior Planning Officer (SDS) and Planning Officer (SDS)	October 2017	On Target (A) Quarterly themed workshops to be developed and piloted. Senior Planning Officer and Planning Officer to determine themes at meeting at the end of August and send out information to all staff.
8. RESPITE	8.1 Agree policy regarding planned respite and its inclusion in the support planning for care at home. 8.2 Ensure assessment identifies respite needs 8.3 Agree charging policy to be used for planned respite	Planning Officer (SDS), Service Managers and Financial Assessment Team	August 2017	On Target (A) Two cases have been piloted. One family have chosen to remain with the old respite process. The second family, work is ongoing. Report to be tabled and discussed at the next PB meeting in June.
9. USE OF INHOUSE WORKERS	9.1 Ensure SDS option offered in line with legislation – use of support workers to be clarified 9.2 Ensure consistent approach regarding health employed and AC employed support workers 9.3 If support workers are an option for long term support – need unit cost and included on Support Plan	Although this is linked to SDS and needs to be reflected in this plan, this is not an area that can be taken forward by the SDPT, this needs to be driven by SLT		Senior Planning Officer to ensure Principal Planning Officer and Service Manager are making SLT aware of these actions and get update on this work.
10. CLIFFVIEW & CHAPELBOND	10.1 Review of supported housing setting in line with other AC provision (e.g. Kinloch/Beech hill/PJR) 10.2 Supported people to be reviewed ensuring they have been offered all 4 options in line with legislation 10.3 Are support workers in these settings a long term support? If so, need unit cost for inclusion in costed support plan. If not, clarity of their roles is required.	Although this is linked to SDS and needs to be reflected in this plan, this is not an area that can be taken forward by the SDPT, this needs to be driven by SLT		Senior Planning Officer to ensure Principal Planning Officer and Service Manager are making SLT aware of these actions and get update on this work.
11. GLENLOCH	11.1 Link in with work of review of charging to identify whether any of the supports offered	Although this is linked to SDS and needs to be		Senior Planning Officer to ensure Principal Planning Officer and Service Manager are

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	at Glenloch are long term 11.2 Review of all attendees to identify whether they have been reassessed using SDS and whether Glenloch forms part of long term support	reflected in this plan, this is not an area that can be taken forward by the SDPT, this needs to be driven by SL		making SLT aware of these actions and get update on this work.
12. KIRKRIGGS	12.1 Link with review of Kirkriggs contract to identify future strategy 12.2 Ensure warden charge is reviewed in line with other TSO changes previously implemented	Although this is linked to SDS this is not an area that can be taken forward by the SDPT, this needs to be driven by SLT		Senior Planning Officer to ensure Principal Planning Officer and Service Manager are making SLT aware of these actions and get update on this work.
13. REVISIT THE "BURGER"	13.1 Clarify what is preventative support which does not come within support plan where SDS options must be offered.	Senior Planning Officer (SDS) and Planning Officer (SDS)	August 2017	On Target (A) Senior Planning Officer and Planning Officer to discuss this at their Finance meeting in August.

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