PSS Shared Lives Guidance

Shared Lives Arrangement Agreement

The PSS scheme recognises the importance of having a written agreement which explains the service that will be provided to meet the needs of the person who will be using or living in the Shared Lives arrangement. This agreement is known as a Shared Lives Arrangement Agreement and sets out the terms and conditions of the Shared Lives arrangement before the service begins.

The term ‘person’ used throughout this document means the person who will be using or living in the Shared Lives arrangement.

**How will this happen?**

Before commencement of the Shared Lives arrangement the person will be given information about the scheme and what it provides. The information will be easy to understand and will include the following:

* The type of Shared Lives arrangement being provided which could be long term, short breaks, intermediate care, or day-time support.
* The personal contributions to be made by the person living in the Shared Lives arrangement towards heating, lighting and food in the household. These personal contributions are often known as board and lodgings by Shared Lives schemes.
* How the costs of the arrangement will be met. This could be from:
	+ The persons own money which might include Department Work Pensions benefits
	+ Through an adult social care personal budget
	+ Through the person’s local or health authority
	+ Or any other identified financial assistance
	+ Any additional facilities or services which have to be paid for i.e. day centre attendance

The agreement will also include the following:

* The person’s rights and responsibilities for making the arrangement work to everyone’s satisfaction
* The responsibilities of the Shared Lives carer, the Shared Lives scheme and the person’s care manager / Social Worker in relation to the Shared Lives arrangement
* The person’s service user plan
* How and when the person’s needs will be reviewed
* The period of notice that will need to be given by the Shared Lives carer and the person to end the Shared Lives arrangement
* The agreement will need to be signed by the person (or their representative), the Shared Lives carer, a Shared Lives worker and a care manager. Each of these individuals will receive copies of the agreement

If the person’s Shared Lives arrangement is an emergency the Shared Lives scheme will aim to complete the Shared Lives arrangement agreement within five working days.

**Ending a Shared Lives arrangement**

There are many reasons why a Shared Lives arrangement might come to an end. Some examples are if the:

* person is moving away to another area
* person’s needs have changed
* person no longer wishes to live in a Shared Lives arrangement
* Shared Lives carer’s health or family circumstances change and they can no longer provide a Shared Lives arrangement for the person
* Shared Lives arrangement has broken down
* person is ready to move onto independent living

When a Shared Lives arrangement is going to be ended a review is usually held to discuss this and to identify other options that may be available. However, if a situation has arisen where the person or the Shared Lives carer or family are at risk then the Shared Lives arrangement may be ended without a review.

If it has been necessary to end the Shared Lives arrangement, it may be possible for the Shared Lives carer to continue to provide support until alternative arrangements can be made.

The normal period of notice for ending an arrangement is usually 28 days which will have been recorded in the Shared Lives Arrangement agreement.

**Any decision that may involve the removal of the person from their Shared Lives arrangement must have due regard to the Mental Capacity Act and their Human Rights. The Court of Protection may need to be involved in situations if a person does not wish to leave their home.**