


## **Adult Social Care**

Registered Provider: Sandwell Metropolitan  
Borough Council  
Stoney Lane Centre  
Stoney Lane  
West Bromwich  
B71 4JA

 0121 569 4467

[www.shared\\_lives@sandwell.gov.uk](http://www.shared_lives@sandwell.gov.uk)

Registered Manager: Diane Cox

Responsible Manager: Colin Marsh



# **What is Shared Lives ?**

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## 1. **Aims of Shared Lives Scheme**

The Shared lives scheme is part of Sandwell Council – Disability Day Opportunities Service. The service makes sure that the service being run makes sure it covers the values from ‘Valuing People White Paper’;

- Rights
- Inclusion
- Choice & Control
- Independence



We work in a person-centred way at Shared Lives. We aim;

- To support adults with a learning disability to live without help as much possible within the carers home.
- To support adults with a learning disability, to live as without help as much as possible within their local community
- To support people to be involved in their local areas
- To support people to develop skills by their carers supporting them to assist in accessing to further learning and employment
- To support people to develop new skills and look at homes if the person wants to live by themselves or with other people
- To support people to make choices
- To support people to maintain good health
- To encourage people to take risks in their lives that supports learning, development and fun, with support

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- To support carers to assist them when supporting individuals with personal care needs and to do this in a dignified and respectful manner
- To provide flexible services that respond to individual's needs that may change

## **2. What Service is being Provided?**

The Shared Lives scheme helps adults with learning disabilities to live with carers in a family home. We also offer planned respite stays. The Scheme also have carers to provide day respite.

The Shared Lives Scheme supports carers to provide with both physical and emotional care to adults with a learning disability across the Sandwell borough.

Carers support individuals with all areas of their needs, including personal care. Carers can support people to get help from general and specialist services and to attend GP and hospital appointments. Specialist services can also be accessed Sandwell Enquiry Team. These services include:

- Community nursing
- Psychology
- Counselling
- Psychiatry
- Behaviour Support Team
- Speech and Language Therapy
- Care Management Team



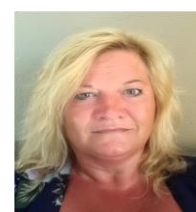
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- Mental Capacity
- Best Interest Decision
- Appointeeship

Shared Lives Workers support the carers to make a referral if they require one of the above services; carers will also support the individuals at the appointment. Additional support can be provided by the Shared Lives Worker.

### 3. **Manager and Location Details**

Managers Name: **Diane Cox**  
 Phone: 0121 569 4467  
 Email: [Diane\\_Cox@sandwell.gov.uk](mailto:Diane_Cox@sandwell.gov.uk)



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### **Relevant Qualifications of Registered Manager**

#### **ICQLS Level 5**

Leadership for Health & Social Care – Children, Young People  
 Services Pathway – Adult Management

#### **NVQ 4 Health & Social Care Adults**

The Shared Lives Workers are:

**Natalie Whitmore**  
**Co-ordinator**

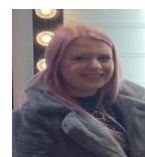
0121 569 4467/07791 921081



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**Paige Farrell**  
**Reviewing Officer**

0121 559 4467/07810 850882



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They can also be contacted on 0121 569 4467 and  
[Shared\\_Lives@sandwell.gov.uk](mailto:Shared_Lives@sandwell.gov.uk)

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Sandwell Shared Lives Scheme is based at;

Stoney Lane Centre, Stoney Lane, West Bromwich, B71 4JA.



**Head Office**

Sandwell MBC  
Council House  
Oldbury  
West Midlands  
B69 3DE

**Responsible Individual**

Colin Marsh  
Service Manager  
Adult Social Care –  
Prevention, Reablement  
and Direct Services  
Sandwell Council House  
Freeth  
Street  
Oldbury  
West  
Midlands  
B69 3DE



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#### **4. How do people get on to the scheme?**

People are referred to this service by the Social Workers at Sandwell MBC, Transitions Team and the Disability Day Opportunities Service.

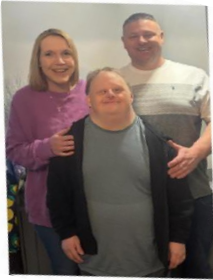
A Social Care assessment or Individual Support plan is completed by a social worker/care/support worker. This report helps the Worker to see if the person is suitable to receive a service. The worker then contacts the Shared Lives Scheme.

The Shared Lives scheme will consider if the person is suitable and will contact the person and/or their family member to visit them and tell them more about the service. If the person is suitable then a matching process will start with an appropriate carer.

The matching process is the reasons why all of our Shared Lives placements positive as they will look at the needs of everyone involved. There is also way for individuals who are 17+moving from Children's to Adults and those who are in foster care and want to stay with their foster family and have care needs.

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## 5. Shared Lives Carers



Carers apply to the scheme through an application and interview process. This is to make sure they have the right skills and experience to be a Shared Lives Carer.

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The carers go through a detailed Introduction when they apply. All carers have checks allowing a full report of their skills and knowledge to help them in their new role. They also receive support and training to help them.

All carers are required to official checks including Disclosure & Barring Service (DBS) checks and references made to make sure that the carer hasn't done anything against the law. These checks are carried out to make sure that individuals who stay with them are kept safe.

Carers are allocated a named Shared Lives Worker who will be responsible of the placement and to make sure that the carer have up-to-date information of the individual staying with them. The Shared Lives Worker will also speak to the individual's friends, family, advocates and other professionals who are also involved.

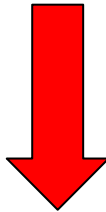
Find below a flow chart with the procedure to get a Shared Lives service within the Sandwell MBC scheme.

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## Flow Chart – How to receive a Shared Lives Service

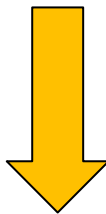
### 1. Recruitment of carers



- About five home visits to assess carer/s
- Basic training takes place
- Starting a professional relationship between the carer and Shared Lives Worker
- Take report to a panel to be approved

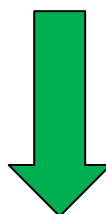
At least 3

### 2. Carers approved by Shared Lives approval panel



- Further training to carers
- Any Carers that have space for more referrals to notify the social workers/support worker teams

### 3. Referral to Shared Lives/ matching process begins



- Referral from Social Work or other Team
- Referral accepted by Shared Lives Scheme
- Shared Lives worker to visit individual/family
- Funding agreed by appropriate social work team with support planners
- Matching process begins: Trial visits and trial overnight stays

### 4. Placement begins

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## **5.1 Support for Shared Lives**

All approved carers receive support from the scheme (this could be visits to their house, telephone, letter, email and by computer). This meeting allows carers the chance to discuss any issues, their own support needs and to plan support for the individuals.

Shared Lives Carers are also supported to access additional help / advice if requested or required.



The Shared Lives Worker receives regular 1:1 meetings with the Registered Manager. There is also a regular team meeting monthly held with the Registered Manager and other Shared lives workers.

## **5.2 Training of Carers and Shared Lives Workers**

A training plan is made every year for the Carers and the Shared Lives workers. This plan is checked a lot by the Co-ordinator to make sure the carers and the workers are up to date with their training.



Training in safeguarding awareness, recording and reporting, medication, emergency first aid and infection /prevention, are all needed and Carers . Special training may be offered to the Carer or Shared Lives Worker to meet an identified needs of individual service users.

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## **6. How is the service checked to make sure it's safe?**

There are number of ways to make sure the service is safe. Mainly the Co-ordinator and Registered Manager will complete checks such as Customer surveys and check case files, training. We have a Action Plan to help us do this. We also have to record if we have been in contact with Safeguarding, GPs and Advocacy.



We also meet up with other services in Adult Social Care and we share issues and ideas to improve the service.

We also use policies and procedures that Sandwell MBC hold to make sure that we are doing our job properly.

The Shared Lives Officers also go out and do inspections of long term placements and we look on key areas such as safety, finance, medication & Health & Safety which is carried out by the Registered Manager.

### **Team Safety**

The team safety for the service is monitored frequently by the Registered Manager with a formal check taking place annually.



The Scheme has Emergency Care plans for individuals in long term placements that includes a flow chart so the Shared Carers

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and workers know what to do in an emergency.

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## Annual Reviews

Once a year the Shared Lives Worker will do a review with all the Carers. Also, the workers will check all the individual's paperwork to make sure it is up to date.



Individual's appraisals and Shared Lives Carers reviews play a vital role in making sure the quality of the service continues to meet the individual's needs. Communication takes place on a regular basis with both Individuals and Carers.

## Safeguarding Adults Annual Review

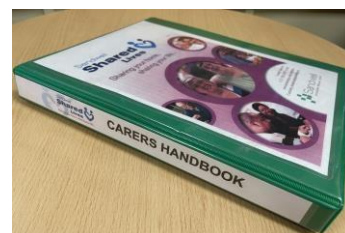
Any Safeguarding issues would be dealt with under Sandwell MBC's Adult Safeguarding procedures.

A safeguarding check is completed annually.



## 7. Shared Lives Carers Expectations

Expectations of both individuals and the service set out in the Shared Lives Carers handbook. All carers have a written agreement with Adult Social Care and copy of these are kept on the files.



## 8. Comments and complaints

Comments and complaints forms are available in the service and are given to individuals as part of their annual appraisal.

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These forms are personalised to the individual and are in 'easy read' format. Complaints are handled by Sandwell MBC's Adult Social Care complaints team.

Complaints are recorded at the office and looked into by the Registered Manager to try and find answers.

All Comments, complaints and compliments are recorded and looked at to improve the scheme.



## **9. Care Quality Commission (CQC)**

This service is registered with Care Quality Commission.

They check services like hospitals, doctors surgeries and care homes to make sure they are giving good health and social care to people.

CQC can be contacted in the following ways;

Care Quality Commission

Tel: 03000 616161

Email: [enquiries@CQC.gsi.gov.uk](mailto:enquiries@CQC.gsi.gov.uk)

II inspection reports for Sandwell  
Shared Lives can be accessed using the CQC website

<https://www.cqc.org.uk/location/1-403742589>

Copies can be provided if you ask the Shared Lives Worker.



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## 10. References – Photographs

<u>Ref No</u>	<u>Pg No</u>	<u>Detail</u>
1	2	Shared Lives Staff, Carers and Individuals Celebratory Christmas Lunch 2024
2	5	Diane Cox, Registered Manager
3	5	Natalie Whitmore, Shared Lives Co-ordinator
4	5	Paige Farrell, Shared Lives Reviewing Officer
5	6	Colin March, Assistant Director, Responsible Manager
6	7	AP with his Day Respite Carers – CW & DW
7	9	Asi with his Long Term Carers – ST & MT
8	12	LW with her Long Term Carer - JW



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