

## **Policy 41 Use of Funding (QSS)**

**Owner: ILF Scotland**

**Subject: Use of Funding (QSS)**

**Version: 1.0**

**Last Amended: 1 July 2015**

**Date Reviewed:**

### **1.0 Background**

This policy defines the type of support the ILFS can make a contribution towards and the support that can be included in the Local Authority's Threshold Sum (TS). For both ILFS funding and Local Authority threshold sum purposes this support is referred to as "Qualifying Support and Services" (QSS).

### **2.0 Policy**

The tasks on the list below are what ILFS views as constituting QSS. This means that all of these tasks can be paid for with an ILF award and where paid for by the Local Authority the costs can form part of the Local Authority Threshold Sum.

- Cleaning and other domestic duties
- Cooking and preparing food and drink
- Laundering and ironing
- Shopping
  
- Personal hygiene and grooming
- Dressing
- Eating
- Drinking
- Physical movement such as turning, walking
- Supervision in order to avoid substantial danger to him or herself or others.

QSS tasks can be carried out inside or outside the user's home as appropriate.

The following items on the above list can be assumed to have the ordinary everyday meaning attached to them:

- Cooking and preparing food and drink
- Shopping
- Dressing
- Eating
- Drinking
- Physical movement such as turning, walking

However further clarification to encourage a consistent approach and for ease of administration is offered up below for the remaining QSS.

## **2.1 Cleaning and other domestic duties**

Cleaning the user's home includes tasks such as vacuuming, washing-up, and dusting, but would not include home maintenance, such as decorating, or gardening.

## **2.2 Laundering and ironing**

These tasks could be undertaken in the user's home or this could mean that the user chooses to use a service provided by someone other than his or her usual carers e.g. an ironing service provided outside of the home.

## **2.3 Personal hygiene and grooming**

Allows for the user's PA to assist with any of the tasks under this heading e.g. washing, bathing, shaving, which non-disabled people would normally be able to perform for themselves, for example applying make-up or cutting nails would be acceptable, but paying for a manicure or pedicure would not. Paying for someone to wash and set hair to keep it clean would be acceptable; paying for a visit to the hairdresser would not.

## **2.4 Supervision in order to avoid substantial danger to him or herself or others**

A person who is in substantial danger is someone who is likely to come to harm if they are not supervised. It would not include supervision because the user dislikes being alone.

Eg. Any person crossing the road is at some risk of being involved in an accident but the likelihood of an accident is small. A person who is in substantial danger if unsupervised is likely to be involved in an accident if they are left to cross the road alone.

## **2.5 Daycentre, respite and transport**

ILFS regards Daycentre placements as QSS as they fall under several of the headings on the list and can be funded by either the Local Authority or ILFS. The costs associated with respite provision in a residential setting may also form part of the Local Authority TS.

Transport costs incurred in order for a user to access the environment where the QSS is to be provided (primarily daycentre and respite) are considered to be QSS for Local Authority purposes and may sometimes be allowed as reasonable on-costs for ILF purposes.

New requests for ILFS to fund transport will only be agreed where a good reason is demonstrated for the change and normally where to do so represents no increase in costs to ILFS. All such requests must be approved by the senior management team. Any increase in provision or cost must be dealt with in line with the normal ILFS increase policy.

On-costs associated with the provision of QSS e.g. National Insurance contributions and holiday pay can be paid for by ILFS and may form part of the Local Authority TS. These on-costs may be agreed at the discretion of ILFS Directors (see separate policies).

## **2.6 Child Care/Parenting**

Where the user has child/parenting needs we need to be sure that the care employed is clearly for the user and not the child.

Where a task, such as cooking a meal, also benefits someone else the need can still be included as long as the main beneficiary is the user.

## **3.0 Additional Support that can be met by ILFS.**

ILFS have a general power to make payments to cover costs that in their reasonable opinion had been properly incurred as a consequence of purchasing qualifying support and services. See the employer support policy and the financial management policy for further details.

## **4.0 Use of funding to support QSS**

ILFS Directors can exceptionally agree to the ILF award being used in ways that support QSS whether or not the support is provided by an individual or by another means.

And where it is evident that the arrangements are in the best interests of the user and that the user is in agreement.

The ILF funding can only be used to purchase such support where permission has been obtained from ILFS. Without such permission ILF funding must be used to purchase support in line with the normal ILF Qualifying support and services (QSS) policy (see sections 2&3 of this policy document).

Decisions for money to be used flexibly **will not be applied retrospectively** and where a user spends ILF money on non-QSS support without having received ILFS permission - an overpayment will be calculated.

ILFS can only agree to fund such support where this **does not** result in an increase in the ILF award. Any proposed changes to a user's package that results in an increase will be considered in line with the ILFS increase policy.

Any arrangements that ILFS agree to fund must be safe, legal and appropriate, and must not compromise the reputation of ILFS.

Support arrangements that can be funded from another source, such as Access to Work or Disabled Facilities Grants will not normally obtain approval for funding by ILFS.

Funding will always need to continue to be used to meet Independent Living Outcomes as defined by ILFS

Independent Living outcomes used by the ILFS relate to:

- Making sure that I have control over my life
- Keeping me fit and well in body and mind
- Making sure that I am safe and well
- Participating in work, learning, training and hobbies
- Maintaining relationships with my friends and family
- Supporting my unpaid carers

Where a user wishes to use their ILF money towards such support, **contact should be made with ILFS who will advise on how the proposals can be made**. Any agreement to permit funding to be used flexibly is at the discretion of ILFS.

The user will be expected to keep clear records of how monies have been used.

## 5.0 Support providers

In addition there may be some circumstances where the user wishes to purchase support that is provided from the Local Authority 'in-house' service and at the review visit this is determined to be the most suitable care provider for the user. ILFS may exceptionally allow ILF funding to be used to pay for

support that is provided by a Local Authority 'in-house' service. This will **only be allowed** where it is determined to be the best option for the user and where the user is in agreement. .

The Senior Management team will consider and make decisions on such requests.

## **6.0 Source**

## **7.0 Cross References**

Day Centre Policy

Increase request policy

Financial management policy

Employment support policy

## **8.0 History Date Reviewed**

**1 July 2015**