

West Lothian Health and Social Care Partnership

SHORT BREAKS SERVICES STATEMENT 2020 - 2023

Information for carers thinking about or planning a short break

Supporting carers to support



CONTENTS

		Page
1.	Background	1
2.	Purpose of the Short Breaks Services Statement	3
3.	Eligibility	3
4.	Contribution Policy	5
5.	What is A Short Break	7
6.	Support Available	10
7.	Outcomes	13
8.	Short break services and other information and support	14
9.	Feedback and Review	16

1. Background

This Short Breaks Services Statement (SBSS) has been developed following the introduction of the Carers (Scotland) Act 2016 (The Act) which came into effect on 1 April 2018. Section 35 of the Act requires each local authority to prepare, publish and review a Short Breaks Services Statement setting out information about short breaks services available for local carers and cared-for people.

This Short Breaks Services Statement includes information for both adult and young carers.

The aim of the Statement is to help carers and supported people to understand:

- What short breaks are
- Who can access short breaks
- What short breaks are available locally and in Scotland
- How they can access short breaks and find further information

This Short Breaks Services Statement has been prepared in partnership with local adult and young carers and carer representatives. The Statement will continue to be reviewed in the light of further feedback.

This SBSS also signposts you to local sources of information about what services you and the cared-for person can expect from a range of local agencies, including education, health and social care. Knowing what is available will give you more choice and control over what support is right for you.

Unpaid carers are people who provide help and support to someone they know, such as a family member or friend, but who are not employed to do this or for an organisation.

It is the Scottish Government's intention that:

- Scotland's estimated 690,000¹ carers, including 29,000 young carers, are better supported on a more consistent basis so that they can continue to care, if they so wish, in good health and wellbeing, allowing them to have a life alongside caring
- Young carers have a childhood similar to their non-carer peers and are enabled to be children and young people first and foremost and relieved of any inappropriate caring roles to allow them to have a quality of life

The Scottish Government views carers as equal partners in care recognising their knowledge and expertise.

There are an estimated 21,000 adult carers and 800² young carers in West Lothian who support many local people with a wide range of needs and outcomes. This Short Breaks Services Statement is intended to inform carers of all ages of the part that short breaks can play in supporting them to maintain their own health and wellbeing and to continue in their caring role.

Meaning of 'adult carer'

The Act defines an adult carer as a carer who is at least 18 years old but is not a young carer.

Meaning of 'young carer'

The Act defines a young carer as a carer who –

- a) Is under 18 years old, or
- **b)** Has attained the age of 18 years while a pupil at school and has since attaining that age remained a pupil at school

This Short Breaks Services Statement will use the terms 'carer', 'adult carer' and 'young carer' in line with their meanings under the Act.

¹ Scotland's Carers - Update Release, Scottish Government, 2019: https://www2.gov.scot/Topics/Statistics/Browse/Health/Data/Carers/Update

² Scotland's Carers: An Official Statistics Publication for Scotland (2015, Scottish Government)

2. Purpose of the Short Breaks Services Statement (SBSS)

In determining the support that should be provided to carers under the Act, the council is required to consider in particular whether the support should take the form of or include a break from caring.

The purpose of this SBSS is to support short break planning and to provide information about short breaks to carers of all ages and to the people they care for so that they:

- Know they can have a break in a variety of ways
- Are informed about the short breaks that are available
- Have choice in the support they access
- Can decide what a short break means for them and how they can be supported to meet their identified needs and achieve their outcomes

West Lothian Health and Social Care Partnership (HSCP) recognises the significant contribution made by unpaid carers to enabling the people they care for to remain living independently in their own homes and communities. The HSCP is committed to supporting carers so that they are able to both have a life alongside caring including take up or maintain meaningful employment and to continue in their caring role. This support includes providing access to short breaks delivered in ways which work best for carers and those they care for.

When considering short breaks, carers are aware that their taking a break may involve the need for alternative support to be provided to the person they care for whilst they do so. How this alternative support (sometimes called replacement care) will be delivered, how it will affect the cared-for person or what impact it will have on them is a key concern for carers and how willing and able they feel to take a break. In supporting carers to access short breaks, the council will also ensure that carers are actively involved in planning and decisions about how the cared-for person will be supported whilst they are taking their break.

3. Eligibility

In line with the requirements of the Carers (Scotland) Act 2016, the council has published local eligibility criteria for carer support and a summary of these is outlined below. West Lothian's eligibility criteria for carer support are based on the National Carer Organisations best practice framework.

Short breaks will be discussed as part of the outcomes-focused conversations carers will have with carer support organisations and/or social work departments when completing Adult Carer Support Plans or Young Carer Statements. These conversations will help to identify:

- The impact of caring on the carer's health, wellbeing, relationships, employment and ability to socialise
- The carer's relationships with the person they care for and/or their wider family and if these are becoming difficult

- The amount of time spent caring each week
- How long it has been since the carer last had a break
- If the carer is the only person caring or if the carer is caring for more than one person
- The level of need for support
- The thresholds which must be met to be eligible for support

Some of the carer's needs and outcomes may be met through accessing universal services. Universal services are those which are provided to everyone, e.g. health services, leisure and recreation facilities, support groups, neighbourhood networks, voluntary organisations and so on.

Where a carer **is eligible** for funded support from the council following completion of an Adult Carer Support Plan or Young Carer Statement, they will be able to choose how they would like this support to be provided to them. The carer will be advised of their estimated support budget, which is based on their individual assessed eligible needs and outcomes. This is called Self-directed Support.

Self-directed Support (SDS)³

This is the process by which social care is delivered. The aim is to achieve better quality care and support and an improvement in the outcomes people achieve by giving them greater choice and control over how their support needs are met and by whom. There is the opportunity to pick from four options:

Option 1 - Cash Payment

The making of a direct payment by the council to the carer for the provision of support

Option 2 - Individual Budget or Individual Service Fund

The selection of support by the carer, the making of arrangements for the provision of it by the council on behalf of the carer and, where it is provided by someone other than the council, the payment by the council of the relevant amount in respect of the cost of that provision

Option 3 - Arranged service delivery

The selection of support for the carer by the council, the making of arrangements for the provision of it by the council and, where it is provided by someone other than the council, the payment by the council of the relevant amount in respect of the cost of that provision

Option 4 - Combination of the above

The selection by the carer of Option 1, 2 or 3 for each type of support and, where it is provided by someone other than the council, the payment by the council of the relevant amount in respect of the cost of the support.

³ Self-directed Support (SDS) is the term used to describe the ways in which individuals and families can have informed choice about the way support is provided to them. The aim is to achieve better quality care and support and an improvement in the outcomes people achieve by giving them greater choice and control over how their support needs are met and by whom.

Where a carer **is not eligible** for funded support, they will be signposted to other sources of support including relevant universal services and Carers of West Lothian.

Support for cared-for people

The eligibility criteria for carers are consistent with those for supported people. If, as a result of the Adult Carer Support Plan or Young Carer Statement, it appears that the cared-for person may also have social care needs which are not already being addressed, they can be referred for an assessment (or a review if they already have some support in place) in their own right.

4. Contributions Policy

When offering support and services to **cared-for** adults and older people assessed as having eligible needs and outcomes West Lothian Council operates a Contributions Policy and financially assesses everyone to determine whether they require to make a contribution towards the cost of their non-residential care and support. Support which takes the form of personal and nursing care, however, is exempt from contribution.

Waiving of Charges to Carers

The Carers (Waiving of Charges for Support) (Scotland) Regulations 2014 require the council to waive charges (or contributions) relating to support provided to carers⁴ to meet any eligible needs and personal outcomes they have in relation to their caring role – these needs and outcomes will ordinarily be identified by completion of an Adult Carer Support Plan or Young Carer Statement.

The support to carers for which charges must be waived includes short breaks from caring.

West Lothian's Contributions Policy, therefore, will not apply to carers where the support they are receiving is being provided on the basis of the **carer's** eligibility for support in relation to continuing in their caring role.

Contributions and Replacement Care

Replacement care is care provided to the cared-for person which replaces the care which the carer is otherwise *willing and able* to provide so that the carer can have a break from caring. Therefore, care would not be considered replacement care if, for example, the carer was not willing or able to provide care because –

- The carer wishes to work full or part-time and to reduce the amount of care they provide
- The carer is ill, in hospital or recovering at home
- The carer can no longer provide the same level or type of care due to health or other reasons

In such cases, the care provided to the cared-for person would be subject to the council's Contributions Policy.

⁴ This refers to support provided to carers under Section 24 of the Carers (Scotland) Act 2016

Whilst replacement care is often not required because there is support already being provided to the cared-for person, there may be occasions where this is necessary in order for the carer to access a break from caring – in such cases, where care is provided to the cared-for person in order for the carer to have a break, the waiving of charges regulations would apply and the council's Contributions Policy would not. In order to understand when care may or may not be considered to be replacement care and, therefore, subject to the waiving of charges regulations, the following case examples have been provided by the Scottish Government and may be helpful –

Example 1 – distinguishing between the need to reduce caring permanently and the need for breaks from caring

A lives with and cares for her mother, B, aged 70. B cannot be left alone overnight due to night terrors and other mental health symptoms and has not left her house for 20 years other than to go into hospital. B is unable to go into a residential care setting.

Scenario 1 a) – caring role needs to be permanently reduced It is clear from A's Adult Carer Support Plan that she is struggling to cope with the disturbed nights and that these are having a significant impact on her own health and wellbeing. A needs a lot more uninterrupted sleep to be able to continue in her caring role and to stay well – she is willing and able to provide some care at night but is no longer able to provide 24/7 care without putting her health at considerable risk. The council decides to provide two nights a week overnight home-based support.

Decision -

B needs this support because A is no longer able to provide it and is permanently reducing her caring role. The support will, therefore, be part of B's ongoing care package and, as a result, subject to the council's Contributions Policy.

Scenario 1 b) – carer needs a break

A's Adult Carer Support Plan shows that she is willing and able to provide 24/7 care but that she needs a break from overnight caring from time to time. The council decides to provide 20 nights of overnight home-based support per year for A to take when she needs them.

Decision -

This meets A's identified need for a break from overnight caring and is for A's benefit. Therefore, this is carer support and the waiving of charges applies.

Example 2 - carer unavailable

C lives with and cares for his 45 year old son, D, who has to be cared for in bed. C receives a budget to enable him to take breaks from his intense caring role as and when he needs them and because this budget is for carer support, the rules on the waiving of charges apply.

C is later diagnosed with a health problem himself and this requires him to attend a number of outpatient appointments followed by a short hospital stay and recuperation during which time he will be unable to continue in his caring role.

The council arranges short-term residential care for D while C is in hospital and starts his recuperation and further care for D at home while C continues his recovery at home.

Decision -

The additional supports are being provided to D while C is unable to provide care. Therefore, this is not carer support and is subject to the council's Contributions Policy. (C's budget for breaks from caring is not affected by this additional support.)

5. What is a short break?

Shared Care Scotland, as quoted in the guidance to accompany the Act, defines a short break as –

"...any form of service or assistance which enables the carer(s) to have periods away from their caring routines or responsibilities."

Shared Care Scotland identify that the purpose of a short break is –

"...to support the caring relationship and promote the health and wellbeing of the carer, the supported person and other family members affected by the caring situation."

Carer short breaks can be personalised to their own needs and outcomes, can be planned around what matters to them and take the form that works best for them and the people they care for:

Breaks from caring may:

- Be for short or extended periods
- Take place during the day or overnight
- Involve the cared-for person having a break away from home allowing the carer time for themselves
- Allow the carer a break away with replacement care in place if required
- Take the form of the carer and the cared-for person having a break together, with assistance if necessary, to provide a break from the demands of their daily caring routines

As the authors of Shared Care Scotland's recent guide to developing a SBSS state -

'A short break can take any number of forms in order to achieve the carer's desired outcomes. The purpose is for carers to have a life outside or alongside their caring role, supporting their health and wellbeing. This can also benefit the cared-for person and others (e.g. family members) and can sustain the caring relationship.'

Planned Short Breaks for eligible carers are considered and arranged in partnership with carers by local health and social care staff, the local carer support service and / or providers. **Planned** Short breaks for non-eligible carers can be applied for through Carers of West Lothian funded short break projects which include Time Out and Respitality.

Emergency breaks

Whilst local support to carers includes planned short breaks, it is recognised that there will be occasions where carers will require emergency support or support at very short notice due to a sudden change in their own circumstances or health or those of the person they care for.

To minimise the considerable stress and anxiety which can be generated by emergencies, it is important that carers have plans prepared in advance that outline what contingency arrangements they have put in place for emergency situations and which include any relevant options for emergency care provision. Having a recorded emergency plan which can be accessed by the relevant people or agencies can help prevent an emergency becoming a crisis.

The HSCP is committed to supporting carers to prepare their own emergency plans and will discuss and offer an emergency planning toolkit as part of our conversation with carers as will the local carer support service. Carers will be encouraged to develop their own contingency and emergency plans so that the arrangements which are put in place should the need arise are those the carer would wish.

Developing their own emergency plan can give carers a helpful way into a discussion with friends and family members about what support they may be able to offer in an emergency or at short notice. This can also help to promote conversations about longer term and future planning. The completed plan can be shared with involved friends and family and with the relevant health and social care agencies and professionals.

Case studies of planned breaks:

Carer A cares for her husband who has a long-term health condition. A had no formal support until she began attending a weekly coffee morning at Carers of West Lothian (CoWL) and was encouraged to take a break by herself with her family caring for her husband in her absence.

A applied to CoWL's 'Time Out' Project and was awarded a grant towards a two-night hotel break. A took her break in the area where she grew up and enjoyed 'visiting old haunts' and stated that she 'had a couple of carefree days without responsibility and timelines' which helped her recognise the importance of looking after herself.

A's husband was initially reluctant about the break but was able to spend some quality time with his daughter and to understand his wife's need for a break – he then saw the benefits for both of them with his own emotional health and well-being going from 'OK' to 'very good'.

The remaining funding following her break was used by A to pay for membership at her local gym to help her continue to cope with her caring role on an ongoing basis.

B is 17 and attends college. She is a young carer who looks after her mum on her own as her dad died four years ago. B's mum has Post Traumatic Stress Disorder after a very violent relationship, depression and anxiety and finds it very hard to leave the house, especially on her own.

B didn't want to attend a group but agreed to one to one support and during these conversations B said she would like to try to get a break from her responsibilities and to go away for a few days. B spoke about feeling alone, describing her emotional health and wellbeing as 'ok' and the balance between her life and her caring role as 'poor'.

B went on a week's hotel holiday with her mum, nan and cousins and was able to take part in activities as well as some sight- seeing with her mum.

After her break, **B** felt she had benefitted from some time away from home and her day to day responsibilities and had valued the opportunity for her and her mum to go away together. **B**'s mum also enjoyed the time away from their day to day life. **B** liked having other family there and felt

6. Support Available

Breaks from caring come in many forms and can be planned around the particular needs and circumstances of the carer and the person(s) they care for. Some carers may choose to have a break that allows them to get away for a few days, others may prefer to attend a club, leisure activity or social outing on a more regular basis, while some carers may want to purchase a piece of equipment which will make their caring role easier or more manageable.

The following list gives examples of the different ways that breaks can be provided. There may be eligibility criteria attached to some of these.

Breaks in specialist or dedicated accommodation

The accommodation, which is only used for short breaks, might be guest houses, community flats, purpose-built or adapted accommodation.

Breaks in care homes (with or without nursing care)

Some care homes may have a small number of places set aside specifically for short breaks. Rather than simply offering a 'spare bed' the home may provide activities for short-term quests to suit individual needs and interests.

Breaks in the home of another individual or family

These involve overnight breaks provided by paid or volunteer carers in their own home. These are sometimes referred to as shared lives, family based or adult placement schemes. Families or individuals offering this support are carefully recruited and registered – normally by the local authority or through voluntary sector organisations.

Breaks provided at home through a care worker or sitting service

This includes individual support provided in the home of the cared-for person for periods of a few hours or overnight. The purpose may be to provide support while the carer is away, or to support the carer in other ways, e.g. by enabling the carer to have an undisturbed night's sleep.

Supported access to clubs, interest or activity groups

These opportunities might focus on a particular activity (e.g. sports clubs, leisure activities) and may be based in a community building. These generally take place over a few hours perhaps once or twice a week or, in the case of disabled children, they may be planned over the school holidays. The availability of adapted equipment or trained workers can help people with support needs to enjoy these activities.

Holiday breaks

These include opportunities for people to have a short break together, or independently. These breaks can be supported in different ways – through an agency specialising in breaks for people with particular needs; in adapted accommodation; or in ordinary hotels and guest houses, perhaps with additional equipment. More mainstream breaks may also be possible with the support of a paid carer or companion.

Befriending schemes where volunteers provide short breaks

Befriending normally involves a paid worker or volunteer assisting someone with care and support needs to have access to activities, for example going to the cinema, meeting friends, shopping, swimming and other such leisure pursuits. Befriending can be on a one-to-one basis or as part of a group.

Day care

Day care is typically based in a community building and provided by a local authority or voluntary organisation. The degree of flexibility varies; most are characterised by fixed opening hours on particular days; some offer a drop-in service whereby people can attend for part of the day only. Day care is not generally provided for short break or respite purposes but services which offer more flexible arrangements, designed around the needs of both the supported person and carer, can achieve this purpose.

Hospital / hospice-based break

This type of break is for people who need medical supervision because of complex or intense health care needs. Some facilities are designed in such a way to create a more homely environment with guest bedrooms, lounges and activity programmes. Some short-term hospital-based care provides a break for the carer.

Alternative breaks

Increasingly, with the development of Self-directed Support, more people are finding creative ways to take a break that don't necessarily involve external services. For example, they might use leisure equipment, computers, gardens or anything else that provides a break from routine.

Local Case – Young Carer

K is 15 and a young carer – she lives alone with her gran and is her gran's main carer. H's gran had cancer and, although this is in remission, she has been left with some health issues – her bladder was damaged and she is now incontinent and prone to recurring urine infections. K feels her caring role has become more difficult recently and that the demands on her are increasing. K feels more isolated and gets very upset as she has to do more to help her gran.

K attends a young carer group and gets a lot out of meeting other young carers, making new friends and getting regular time away from her responsibilities. K started Irish Dancing classes last year but her gran was struggling to pay for these – they were supported to apply to a short breaks fund to help pay for the classes, shoes and dance costumes.

Initially K had described her mental health and emotional wellbeing as 'ok' and the balance between caring and time out as 'ok'. K said that her dance classes are very important in helping her to cope as they help her to get time away and to de-stress. K said that the fund made it possible for her to go to her classes as her gran had struggled to pay for them and she didn't want to put financial pressure on her gran.

K feels her dancing helps her to relax and to feel more confident as she has been encouraged to take part in competitions and dance shows. K now describes her mental health and emotional wellbeing and the balance between caring and time out as 'good'.

The tablet is amazing, my son uses it for nursery rhymes which makes him happy and it allows me to do course work at night once he is settled

Carer who received a tablet via short breaks brokerage





I came home feeling much better and ready to face the world again

Carer who had a theatre break in Edinburgh



It was good to have some time away from stress at home and have fun

> I feel more confident and better in myself



7. Outcomes

Short breaks can make a big difference to carers; cared-for people and others affected by the caring role and can help to positively sustain the caring relationship.

West Lothian is committed to supporting carers to access short breaks from their caring role and responsibilities and will do so by talking to carers about their caring situation and the potential benefits, sometimes described as outcomes, of short breaks. Carers will be supported to understand the range of short breaks support available to them and to make informed choices so that the support provided is what works best for them.

Carers will be encouraged to identify the need for short breaks and whilst the benefits, or outcomes, of a break will be personal to each carer and cared-for person, the range of these positive outcomes can be summarised as follows:

Before the break

- People who look after others recognise that they are carers
- Carers are more informed about their choices and rights
- Carers and others have increased acceptance that it is okay to take short breaks
- Carers are more able to make informed choices about short breaks
- Carers have more choices for short breaks and better, more equal access

Taking the break

- Carers have more opportunities to enjoy a life outside their caring role
- Carers feel better supported
- Carers have improved confidence and morale
- Carers have increased ability to cope in their caring role
- Carers can stay in employment if appropriate

After the break

- Carers have reduced social isolation and loneliness and increased social connections and activities
- Carers feel more able to maintain the caring relationship and sustain their caring role
- There are stronger relationships between carers and cared-for people
- Cared-for people have an improved experience of care

Longer term

- Improved health and well being
- Improved quality of life
- Reduced likelihood of breakdown and crisis in the caring role
- Enable people to remain in employment

The benefits of any short breaks taken will be discussed with carers as part of the review of their Adult Carer Support Plan or Young Carer Statement.

8. Links to other information and support

Carers of West Lothian (CoWL)

CoWL is the local carer support organisation and can offer information, advice and support to carers on a wide range of relevant topics including short breaks. Visit their website to check the eligible criteria: http://carers-westlothian.com/short-breaksquide/

or contact them direct to discuss.

- E-mailing Carers of West Lothian at office@carers-westlothian.com
- Phone 01506 284000

West Lothian Health and Social Care Partnership

Adult and Young Carers who may be eligible for paid support, including short breaks, can contact their local social work office for more information and to request an Adult Carer Support Plan or Young Carer Statement.

https://westlothianhscp.org.uk/article/28181/Caring-for-Someone

Older People's Services & Children's Services

Broxburn Social Work Centre Strathbrock Partnership Centre 189a West Main Street Broxburn West Lothian EH52 5LH

Call us on: 01506 284440 Email: socialwork@westlothian.gov.uk

Bathgate Social Work Centre 69 Whitburn Road Bathgate West Lothian **EH48 1HE**

Call us on: 01506 284700 Email: socialwork@westlothian.gov.uk

Adult Services & Children's Services including Child Disability Service

Livingston Social Work Centre Arrochar House Almondvale Boulevard Livingston West Lothian

EH54 6QJ

Call us on: 01506 282252 Email: socialwork@westlothian.gov.uk

Care Homes

There are a range of local care homes which offer respite breaks to older people and people with disabilities. Full details about these care homes, along with their latest inspection reports, can be found on the Care Inspectorate website:

www.careinspectorate.com

Forrest Walk

This is a small care home in Uphall which offers 24 hour care and support to people under 65 with complex physical disability. The home has two respite beds and eligible people can access these via the local social work department.

Letham Court

This is a small respite unit in Livingston which offers 24 hour care and support to people under 65 with learning disability and complex needs. Eligible people can access the unit via the local social work department.

Burnside

This is a small respite unit in Uphall which offers 24 hour care and support to people under 65 with learning disability and moderate needs. Eligible people can access the unit via the local social work department.

Limecroft

This is a care home in Livingston which offers 24 hour care and support to people aged 65 and over. The home has five respite beds and eligible people can access these via the local social work department.

Sunndach

Sunndach is a small home in Livingston which is run by NHS Lothian offering 24 hours care and support to children with complex disabilities who require a high level of nursing and medical care. This service is accessed via NHS Lothian and information and referral packs can be requested by phoning 01506 463 706.

Other Care Homes

There are many different care homes throughout Scotland and these offer respite breaks to cared-for adults and children with a range of health conditions and disabilities and a variety of care and support needs. It would be impossible to list them all here but information can be found on the Care Inspectorate's website and via the national links below. www.careinspectorate.com

West Lothian Council funds respite breaks for older people, adults, young people and children in Care Homes outside the county if these are the most appropriate resources to meet their needs and outcomes.

Links to national short breaks websites and other information & support

Shared Care Scotland https://www.sharedcarescotland.org.uk
This website contains a searchable directory of short breaks including funding sources.

Euan's Guide https://www.euansguide.com

Euan's Guide is a disabled access review website that aims to 'remove the fear of the unknown' and inspire people to try new places.

ALISS https://www.aliss.org

ALISS (A Local Information System for Scotland) aims to increase the availability of health and wellbeing information for people living with long term conditions, disabled people and unpaid carers.

These national links can be helpful in signposting carers to short breaks within and outside their own area, especially if they live in a different area from the person they care for.

West Lothian Health & Social Care Partnership

https://westlothianhscp.org.uk/

Self Directed Support (SDS)

https://westlothianhscp.org.uk/article/28912/Self-Directed-Support

West Lothian Council Contributions policy

https://westlothianhscp.org.uk/article/47032/Assessment-Eligibility-and-Financial-Contributions-

Scottish Government Website for information on unpaid carers

https://www.gov.scot/policies/social-care/unpaid-carers/

9. Feedback and Review

This Short Breaks Services Statement has been produced in partnership with Carers of West Lothian and West Lothian Health and Social Care Partnership (H&SCP).

This Statement will be reviewed annually by the H&SCP, Carers of West Lothian and carers.