



Independent  
Living Fund

directors of  
**adass**  
adult social services

Local Government Association

## ***Transfer Review Programme***

### ***Code of practice***

#### **Purpose of the code of practice**

Following engagement with local authorities in England and disabled people and their organisations, the Independent Living Fund (ILF), the Association of Directors of Adult Social Services (ADASS), and the Local Government Association (LGA) have co-produced this code in order to promote best practice to support the effective transfer of ILF users to sole local authority support from April 2015.

The code aims to maximise the success of the transfer review programme and enhance the customer journey throughout transition by providing key principles to underpin partnership working.

#### **Key principles**

##### **1. Commitment to personalisation, inclusion, and choice and control**

Throughout the process all parties will seek to demonstrate a commitment to the underlying principles of personalisation. There will be a high level commitment to maintaining choice and control, as well as maintaining users' independent living outcomes.

All parties will ensure that users and their representatives are fully involved in transitional planning, and will take account of the views and requirements of users and their families/representatives in the preparation and implementation of the transfer of support.

##### **2. Working in partnership**

It is essential that the ILF and local authorities collaborate and work in partnership throughout the transfer programme to ensure that the necessary plans and structures are in place to fully support users up to and beyond 2015.

All parties will be committed to working towards and meeting relevant deadlines so as to guarantee that the programme is fully completed by 31 March 2015.

### **3. Open communication**

Throughout the programme there needs to be continuous and open communication, providing relevant information that is shared in a timely manner. All parties should ensure that users are kept informed of plans that impact on their future. It is important that users have a clear awareness and understanding of what the transfer will mean for them.

### **4. Designated support**

In order to facilitate the management of the programme, the ILF and local authorities will have in place a named point of contact to manage relations between the ILF and each local authority, for both operational and corporate liaison. There should be a clear delineation of responsibility and accountability in running the programme both within the ILF and with local authorities.

### **5. Commitment to joint reviews**

To aid the transfer process the ILF and local authorities will collaborate and participate in the joint transfer review programme, using a person centred assessment to identify how independent living outcomes can continue to be met.

In addition the programme will need to identify and inform users of what they will need to do prior to April 2015 to ensure that their eligible support continues to be met.

To aid in this process the ILF will seek consent prior to the initiation of the transfer review programme from all group 1 users to pass on information to local authorities. This will facilitate the collaboration between the ILF and local authorities and enable full participation in the programme by local authorities.

### **6. Advice and advocacy**

Local authorities should where possible ensure that there is sufficient provision of, and clear signposting towards, independent advocacy and support. The ILF and local authorities will work together to share information on support available for users in order to effectively signpost people to this.

### **7. Personal budgets**

The transfer to local authorities will be an opportunity to promote the take up of personal budgets. ILF users currently receive cash payments directly from the fund to pay for their support and the expectation is that they will continue to be able to exercise choice and control over how their care is provided. Users should be informed of what options and support are available locally.

## **8. Provision from April 2015**

Transitional arrangements need to be in place from 1 April 2015 which enable users to plan for and manage any change in their support. The arrangement of a period of phased transition being provided that supports the protection of independent living outcomes is one of the issues for consideration during this transition period.

We believe that it is essential that before the end of the transfer programme all ILF users and their representatives have a clear understanding of how their eligible support needs will be met immediately following the transfer.

Any change to support arrangements made by the local authority should take into account the impact upon care providers making certain that the user is able to meet legal and contractual obligations where provision is reduced or replaced. In particular this includes redundancy payments and notice periods.

## **9. Data sharing**

Any transfer of information needs to ensure that no person who has expressed a wish to receive support after April 2015 is unaccounted for.

The ILF will need to monitor the transfer of information to the relevant authorities. When information is transferred to local authorities there will need to be in place a mechanism to acknowledge the receipt of this information. All parties will ensure that appropriate measures are in place to transfer and protect sensitive information in compliance with data protection legislation.

## **10. Monitoring and evaluation**

The ILF and local authorities will work in conjunction to ensure that there is a system in place to evaluate the effectiveness and progress of the programme. Any evaluation will naturally engage the opinions of users and their representatives.

Each party will have in place a clear process for managing complaints about decisions taken as a result of reviews. In addition the ILF and Local authorities should work in conjunction to resolve any concerns raised and provide a rapid resolution of any issues that arise.