Common resource allocation framework

This guide is about resource allocation in social services. Resource allocation means how the council works out how much your support is likely to cost.

The amount of money is called a personal budget. You can ask the council to arrange your support using this money. Or the council can give you a direct payment, so you can arrange support yourself.

Council staff from across England worked with disabled people and family members to produce the guide. It is based on legal advice. This will help councils to make sure they act within the law. There are three parts to the guide.

1. Principles and policy advice
This part gives advice to councils about how to make resource allocation work well. The advice helps councils to keep things simple. It gets some big issues about money into the open so everyone can see how the council is making decisions. For example:

- Everyone should be treated in the same way. The council should have one system that works in the same way for everyone.
- It is OK for the council to give you a rough figure for the amount of money you may get. Once you have planned your support arrangements, the council may need to change the amount to get it right for you.
- There is no need to fill in a long assessment form. A short questionnaire is OK, so long as you have a good support plan that covers your essential needs.
- Assessments and support plans must be agreed by the council.
- The amount of money can change if you get a lot of support from your family or other unpaid carers.
- The council has to make sure that these people are able and willing to carry on supporting you.
2. Questionnaire and scoring sheet

This part is for you and your family to use. It is also used by staff to check that the council understands how much support you need. So the council staff need to record their view.

The questionnaire has eleven questions. It was written by council staff, disabled people and family members. It is written in plain English and uses words that are respectful.

The questionnaire helps you to think how you want to live your life. It asks about support you get from your family and other unpaid carers. It also asks what effect this is having on family life.

The answer to each question leads to a points score. The more points, the more money you may need to pay for support.

The questionnaire is not about how much you could be asked to contribute. Your council works this out separately.

3. Financial framework and system map

This part helps councils to work out the sums, and make sure that the money is shared out fairly.

It tells councils how they can get resource allocation working. It is for council staff to use, but means anyone can see how councils are working out your resource allocation.

It includes a calculator to help councils do the sums.

How to get the full version

The common resource allocation framework is published by the Association of Directors of Adult Social Services (ADASS). You can get the full version of the common resource allocation framework from the ADASS website at www.adass.org.uk

More information about personal budgets

For more information about social services and personal budgets contact your local council. You can also get information at:

www.sds4me.org.uk
www.in-control.org.uk
www.personalisation.org.uk

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