



Health & Social Care Moray

Policy for contributing to the cost of adult social care and support (non-residential) within a Self-Directed Support system

Applicable from April 2019

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Contents

1. Introduction	4
2. Principles of the policy	5
3. Self-Directed Support	6
4. Services out with the individual budget.....	8
5. Services which an individual will not be required to pay towards.....	8
6. The Financial Assessment.....	9
7. Determining the level of the person's contribution towards the cost of the individual budget.....	10
7.1 Capital.....	11
7.2. Property	12
7.3. Income and capital not taken into account.....	12
7.4. Allowable Expenses	13
7.5. Personal Allowance	14
7.6. Couples.....	15
7.7. The final determination of the individual's contribution at this time.....	16
8. Agreeing the individual's financial contribution.....	16
9. Appeals	17
10. Permanent Residential Care.....	17
11. Equalities Statement.....	17
12. Data Protection.....	18
13. Freedom of Information	19
14. Human Rights Act	19
15. Review and Feedback.....	19
16. Links to other policies, procedures and legislation.....	20
17. Glossary of terms.....	20
18. Appendix 1 – Financial Assessment	
Appendix 2 – Guidance, Reference and Procedures Notes	
Appendix 3 – Non Residential Care Information Booklet	

1. Introduction

Health & Social Care Moray (HSCM) was required by the Scottish Government to, and did, implement the Social Care (Self-Directed Support) (SDS) (Scotland) Act 2013.

This requires HSCM to provide four SDS options (see section 3 of this Policy), with varying levels of choice and control, to people with eligible social care and support needs.

To ensure a fair, effective, consistent and transparent system is in place, HSCM moved to a contributions policy (Care & Support charge (**COSLA Guidance** on [Charging for Non-Residential Care](#))) with the introduction of the Social Care (Self-directed Support) (Scotland) Act 2013.

Under Self-Directed Support (SDS), individuals will know up front what money, if any, they are entitled to from Health & Social Care Moray as part of their overall personal budget, to meet their eligible needs and achieve the agreed personal outcomes they have identified as important to them.

They will also know how much they will have to contribute (based on their ability to pay) towards their individual budget for the care and support they choose. This is where the support required can be charged for which is not always the case. For example, support that meets the definition of Free Personal Care will not require a contribution from the client/service user

This policy explains how Health & Social Care Moray considers and calculates the care & support charge (contribution) individuals over the age of 18 years will be expected to make (if any) to their overall budget for social care and support (non residential).

All care & support charges are determined in accordance with the Department for Works and Pensions rates and regulations, national legislation and guidance

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incorporating the Social Care (Self-directed Support (SDS) (Scotland) Act 2013 and COSLA National Strategy & Guidance – Charges Applying to Non-residential Social Care Services 2019/20.

A copy of this policy along with supporting documents can be obtained on request from the Community Care Finance Team.

2. Principles of the policy

This policy is based on the following principles:

- The provision of a SDS individual budget is based on an assessment of social care needs by Health & Social Care Moray Social Care staff, in accordance with Health & Social Care Moray Eligibility Criteria http://www.moray.gov.uk/moray_standard/page_79484.html.
- The care & support charge (financial contribution) an individual is required to make towards the cost of their individual budget is based on HSCM's financial assessment process
- The financial assessment will include specialist advice and assistance to support individuals to maximise their income through claiming for welfare benefits to which they may be entitled
- The proportion of the financial contribution the individual will be required to make will not be influenced by the size of the care and support package required. It will be based on their ability to pay as per the financial assessment process which considers their income and capital (as well as various disregards that may apply to that individual's income and/or capital)

- There may be some cases where the individual's contribution to the cost of the individual budget is abated or waived in cases of hardship or exceptional need; or as the outcome of a risk assessment. This will be considered on a case-by-case basis.

3. Self-Directed Support

Self-Directed Support (SDS) in Scotland empowers people by ensuring they are at the centre of the process of assessment of their care needs and their care and support planning.

The objective of SDS is to promote independence, health and wellbeing by giving an individual more choice and control over the support they access to meet their assessed eligible social care and support needs and, to achieve the agreed personal outcomes that are important to them.

This includes the use of resources and requires an individual to be aware of the financial value attributed to meeting their needs – known as an individual budget. An individual budget is an allocation of money that can be used by an individual to design and purchase support from the public, private or voluntary sector to meet their assessed eligible needs, in line with their personal outcome based support plan.

An individual budget might be used by a person to purchase support, for example such as having a bath or getting washed and dressed to continue to live in their own home. Out-with the home it could be used to arrange support for an individual in college or to enjoy community based leisure pursuits or to take up employment.

The use of an individual budget is subject to certain restrictions and safeguards as set down by law. It must be used in an appropriate way to meet the individual's assessed, eligible, care and support needs and the agreed, personal outcomes they have identified as important to them.

The individual budget is worked out by Health & Social Care Moray using a Resource Allocation System which provides a transparent process for the allocation of resources. The process links the amount of money in each case to the individuals care and support needs/personal outcomes, taking into account the different levels of support people need to achieve their goals. This is only an indication (indicative budget) of what it may reasonably cost to meet the persons outcomes and may not be the final amount allocated. This is so the individual (with support where appropriate) can start to choose and/or arrange support as soon as possible. The initial indicative budget may be 'moderated' (changed slightly based on the person's care and support needs and the cost of achieving the individual's personal outcomes) to give the agreed individual budget.

There are 4 options available to an individual to manage their support:

Option 1 – Health & Social Care Moray making a direct payment to the supported person for the person to choose and arrange their own support to achieve the outcomes in their support plan (help is available with this if it is required by the person).

Option 2 - The selection of support by the supported person, the making of arrangements for the provision of that support by Health & Social Care Moray on behalf of the supported person and, where that support is provided by someone other than Health & Social Care Moray, the payment by Health & Social Care Moray of the relevant amount in respect of the cost of that support.

Option 3 - The selection of support for the supported person by Health & Social Care Moray, the making of arrangements for the provision of that support by Health & Social Care Moray and, where that support is provided by someone other than Health & Social Care Moray, the payment by Health & Social Care Moray of the relevant amount in respect of the support.

Option 4 - The selection by the supported person of a mix of Options 1, 2 and/or 3 for their support and, where the support is provided by someone other than Health & Social Care Moray, the payment by Health & Social Care Moray of the relevant amount in respect of the support. The Self-directed Support Policy is available here - <http://community.moray.gov.uk/Care/selfdirected/Shared%20Documents/Forms/AllItems.aspx> or on request from Social Care staff.

4. Support out with the individual budget

There is a range of support which Health & Social Care Moray has a duty to provide for which an individual will not be required to use their individual budget to pay for.

These include:

- Information and advice
- A care needs assessment
- A financial assessment
- Care management
- Criminal Justice Social Work Services.

5. Support which an individual will not be required to pay towards

Adults will not be required to pay towards the cost of:

- Personal care/support that meets the definition of Free Personal Care, including support with meal preparation
- Non-personal care at home which is a new or additional service for a maximum of 12 weeks (84 days) following discharge from hospital.

Anyone diagnosed with end stage terminal illness (DS1500 certificate to have been issued or the criteria met) will not be required to pay towards the cost of:

- End of life care at home.

Anyone receiving treatment under the Mental Health (Care and Treatment) (Scotland) Act 2003 who has a compulsory treatment order in place, will not be required to pay towards the cost of their care and support. More information on the Act and compulsory orders can be viewed on the Mental Welfare Commission website <http://www.mwscot.org.uk/the-law/mental-health-act/>.

Individuals will not be required to contribute towards the cost of reablement support, including personal and non-personal care at home, for a maximum of 12 weeks (84 days). Reablement sits at tier 2 of the **Moray (Partners in Care) 3 tier policy** for the delivery of health and social care services.

Tier 1 support involves advice, information, prevention and signposting to relevant local support.

Tier 2 support includes [reablement](#) (intensive support to help regain or retain skills for independent living and where possible to prevent, reduce or delay longer-term care and support needs).

For example;

Mr R had a fall at home and was later discharged from hospital after being assessed as needing support to go back home. It was assessed that he may benefit from reablement support to help him to regain some skills for independent living. He was provided with this free support for a time-limited period of up to 12 weeks at home. Health and Social Care professionals identified with Mr R the personal outcomes that were important to him and provided support to enable him to achieve these. This included supporting him to carry out his own personal care tasks, support with falls prevention, practical support with shopping/support to make meals and providing him (based on an OT assessment) with some minor disability equipment/adaptations to assist with his mobility (he was supported to

use these). This achieved the aim of minimising the amount of ongoing care and support he needed and supported him to achieve the personal outcomes he had identified as important (including increasing his ability to carry out tasks himself as well as increasing his confidence and sense of security/safety when carrying out daily living tasks). As part of ongoing assessment Mr R's care and support needs were reviewed throughout the 12 weeks. This confirmed that he no longer required ongoing community care support. Mr R was then provided with information and advice about, signposted to and accessed wellbeing and prevention support/facilities provided in his local community. This continued to help him to delay and/or prevent longer-term care and support needs.

6. The Financial Assessment

After an individual has had an assessment of their care and support needs and if they are eligible for social care support, they will be offered a financial assessment.

This is carried out by a member of the Community Care Finance Team or Social Worker who will require a range of information relating to the person's finances to determine their ability to contribute towards the cost of their individual budget and at what level.

If an individual does not take up the offer of a financial assessment, it will be assumed they have sufficient income to meet the total value of the individual budget.

A copy of the Financial Assessment form is attached at Appendix 1.

7. Determining the level of the person's contribution towards the cost of the individual budget

The amount will vary from individual to individual.

A person's ability to contribute towards their individual budget is based upon their available weekly income and level of capital. This is worked out by looking at what can be included in the calculation and what should be left out or disregarded.

Health & Social Care Moray begins by considering income from a range of sources, for example (this list is not exhaustive):

- Capital, savings and investments
- Net earnings from employment
- Other property/land (not the individual's sole or main property)
- Any other sources of income such as rental income
- Allowances – Attendance Allowance; Carers Allowance; Disability Living Allowance/Personal Independence Payment (PIP) care component/daily living amount; Disability Living Allowance (mobility component)/Personal Independence Payment (PIP) mobility component; Employment and Support Allowance; Severe Disablement Allowance
- Credits - Pension Credit – Guarantee Credit; Pension Credit – Savings Credit; Universal Credit; Working Tax Credits
- Benefits - Incapacity Benefit
- Pensions - Bereavement Pension/Allowance; Retirement Pension; War Widows Pension; War Disability Pension; Occupational Pension
- Income Support
- Compensation Payments

7.1. Capital and Tariff Income

Anyone under pension age who has capital (including savings) of over £16,000 will not receive money from Health & Social Care Moray towards their individual budget costs.

If someone under pension age has capital of between £6,000.01 and £16,000 a tariff income will be applied at the rate of £1 for every £250 they have above £6,000.01 and this will be added to the calculation of their actual weekly income.

For example, if the person has £7,100 in savings they will be assumed to have an additional income from that capital of £5 per week which will be added to their actual weekly income from pensions and other benefits etc. and the total income will be included in the financial assessment.

For anyone over pension age there is no upper capital limit.

If someone over pension age has capital over £10,000 a tariff income will be applied at the rate of £1 for every £500 they have above £10,000 and this tariff income will be added to their actual weekly income for the financial assessment.

For example, if the person has £13,200 in savings they will be assumed to have an income from those savings of £7 per week and that is added to their actual weekly income for the financial assessment.

7.2. Property

The value of the home in which the individual lives i.e. the main or sole residence, is disregarded in full.

The value of the person's beneficial interest (which may or may not be a joint beneficial interest, such as owning a share of a property) in any second or subsequent properties will be taken into account as capital.

If the property (main residence or second property) is being marketed for sale it will be disregarded for a period of 26 weeks or longer if considered reasonable in line with Department of Work and Pensions (DWP) regulations.

7.3. Income and capital not taken into account

The following types of income are not taken into account in the financial assessment.

Any payment from:

- Child benefit
- Child Tax Credit
- Christmas bonus

- Council Tax Benefit
- Disability Living Allowance/Personal Independence Payment (Mobility component)
- Far East Prisoner of War payment
- Gallantry awards
- Housing Benefit / Discretionary Housing Payment
- Kinship Care payments
- Social Fund Payments
- Payments from the Scottish Welfare Fund
- Student's grant payment from a public source intended for the childcare costs of a child dependent
- Therapeutic Earnings/Permitted Work Earnings
- Value of a service-user's main or sole residence
- War pension mobility supplement
- War Widows Pension (Pre-1973)
- Winter fuel payments

7.4. Allowable Expenses

Deductions will be made from an individual's assessed income for the following allowable expenses:

- Housing Costs - Rent/Mortgage Payments
- Discretionary Housing Payment
- Council Tax/Water Rates
- Mortgage Insurance
- Property Insurance – Buildings
- DWP Personal Allowance
- DWP Pensioner Premium
- DWP Disability Premium
- Employment Support Allowance – Work Related Activity or Support

Component

- Attendance Allowance – Night Element (if applicable)
- DLA Care Component – Night Element (if applicable)
- Personal Independence Payment – enhanced daily living element (if applicable)
- DLA/PIP Mobility Element (if applicable)
- % of War Pension
- War Widows Pension (Pre 1973)
- % of Income from Lodgers
- % of Earnings
- % of Student Loan
- % of Regular Charitable Payments
- Couples Income Adjustment

7.5. Personal Allowance

To ensure an individual is not forced below recognised subsistence levels, Health & Social Care Moray applies an income protection threshold. This threshold is set at a person's basic DWP benefit entitlement (Personal Allowance - such as Income Support/Pension Guarantee Credit) plus a buffer of 25%. This means that a person will retain at least (there may also be other income disregards as above) their weekly DWP personal allowance (i.e. Pension Guarantee Credit if over pension age) plus a buffer of 25% over and above that amount.

For example;

Ms. L who is over pension age is assessed as having eligible care and support needs and receives free personal care at home. She requires some other support at home which can be charged for by Health & Social Care Moray. The financial assessment identifies that Ms. L has savings under £10,000 (so no tariff income is applied on her capital) and income of £289 per week made up of a State Pension, Pension Guarantee Credit (plus additional amount for severe disability) and Attendance Allowance. Ms. L has to keep at least her Pension

Guarantee Credit (£167.25 for a single person) plus 25% which comes to £209. Ms. L therefore appears to have £80 available for a contribution to her support costs (individual budget contribution). However Health & Social Care Moray policy applies a taper so that only 70% of the available income will be used for contributions to the cost of the individual budget. Therefore Ms. L retains an additional £24 from that £80 meaning in total she retains £233 of her weekly income and contributes £56 towards the cost of her individual budget.

7.6. Couples

The income and capital of both members of a couple will be considered as follows when assessing for a contribution towards Personal Care and Non Personal Care:

- a) Where the member of the couple receiving care has personal income and capital below the level of benefit entitlement to that of a single person, they will be assessed as if they were in receipt of single person benefits
- b) If the person receiving care has personal income and capital above the level of benefit entitlement to that of a single person, their actual income will be taken into account

HOWEVER

If the calculation at b) leaves the member of the couple not requiring care with personal income below the level of benefit they would be entitled to receive as a single person, an adjustment will be made to account for the shortfall.

- c) If the couple are in receipt of joint benefits, all income will be taken into account and couple disregards applied.

When assessing for a contribution towards Non Personal Care (Domestic Care Only):

Joint income and capital will be taken into account and couple disregards applied. This is because both members of the couple would benefit from this support.

7.7. The final determination of the individual's contribution at this time

To determine the maximum amount an individual is financially assessed as being able to contribute, a final disregard of 30% (the taper described in the above example) will be applied to the calculated total.

Therefore a person will be required to contribute to their individual budget 70% of the income assessed as being available (after their personal allowance and other disregards have been applied - see the above example in section 7.5 which includes this 30% disregard)

A copy of the guidance, reference and procedure notes which accompanies this policy is attached at **Appendix 2**.

8. Agreeing the individual's financial contribution

Before arrangements are put in place for an individual budget to start, the individual will be asked to agree the level of the financial contribution they are being asked to make towards the individual budget.

If they do not agree they can ask for the financial assessment to be reviewed, explaining why they consider the original calculation is not valid.

If they remain dissatisfied with the outcome they will be referred to Health & Social Care Moray's Community Care Charging Appeals Group.

9. Appeals

The Charging Appeals Group will consider requests for additional disregards to be applied to the financial assessment (such as an amount towards Disability-Related Expenses if someone accessing care support is also in receipt of a disability benefit such as Attendance Allowance or Personal Independence Payment and has extra expenses – examples are outlined in CoSLA guidance - directly attributable to their disability). The appeals group will also consider requests to have the person's contribution to the cost of the individual budget waived or suspended.

The individual or their representative will be invited to write to the Community Care Finance Officer outlining why they wish to have their financial contribution waived, for example if they consider that making the payment will cause financial hardship.

Further information on the appeal procedure is available from Social Care staff.

10. Permanent Residential Care

There is a separate policy on paying to the cost of residential care <http://www.moray.gov.uk/downloads/file79507.pdf>. This is available on request from the Community Care Finance Team.

11. Equalities Statement

Health & Social Care Moray will not and does not discriminate on any grounds. Health & Social Care Moray advocates and is committed to equalities and recognises its responsibilities in this regard. Health & Social Care Moray will ensure the fair treatment of all individuals and where any individual feels that they have been unfairly discriminated against, that individual shall have recourse against Health & Social Care Moray in line with the grievance and harassment procedures.

In relation to equality of information provision, Health & Social Care Moray will ensure that all communications with individuals are in plain English, and shall publish all information and documentation in a variety of formats and languages. Where required, Health & Social Care Moray will use the services of its translation team to enable effective communication between us and the individual. Where an individual has sight, hearing or other difficulties, we will arrange for information to be provided in the most appropriate format to meet that individual's needs. We will also ensure that there are no physical barriers that could prohibit face to face communications.

If there is a complaint about discrimination, click on the link below for the reporting form and procedure: <http://www.moray.gov.uk/downloads/file62366.pdf>.

12. Data Protection

Data Protection Legislation, including the Data Protection Act 2018 (DPA) and the General Data protection Regulations (GDPR), governs the way information is obtained, recorded, stored, used and destroyed. Data protection is the responsibility of everyone and data protection legislation gives individuals rights to know how personal information can be collected, used and stored. Health & Social Care Moray complies with all the requirements of the legislation and ensures that personal data is processed lawfully, fairly and in a transparent manner; that it is used for the purpose it was intended and that only relevant information is used. Health & Social Care Moray will ensure that information held is accurate, and where necessary kept up to date, and, that appropriate measures are taken that would prevent the unauthorised or unlawful use of any personal information.

Any sharing of data between NHS Grampian and the Health & Social Care Moray is carried out in accordance with the Information Sharing Protocols between the two bodies. Refer to the Single Shared Assessment page of the intranet, particularly the Practitioner Leaflet v5.0 and the Information Sharing without Consent Protocol.

The Council's Data Protection Officer is Alison Morris, Records and Heritage Manager. For more information please see the Council's DPA Guide:

http://intranet.moray.gov.uk/Information_management/information_security.htm or http://www.moray.gov.uk/moray_standard/page_119859.html for Subject Access Request information.

13. Freedom of Information

The purpose of the Freedom of Information (Scotland) Act 2002 is to “provide a right of access by the public to information held by public authorities”. In terms of section 1 of the Act, the general entitlement is that a “person who requests information from a Scottish public authority which holds it is entitled to be given it by the authority”. Information that a person is entitled to is the information held by the public authority at the time that the request is made. This is a complex area of the law that can overlap with the Data Protection Act and other legislation.

Please see the following link for guidance to the law in Scotland;

<http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.aspx>

All FOI requests to Health & Social Care Moray should be directed to the FOI team via info@moray.gov.uk. More information is available: http://www.moray.gov.uk/moray_standard/page_53728.html.

14. Human Rights Act

In October 2007 the three equalities commissions: Racial Equality, Disability Rights and Equal Opportunities were merged to form one Commission: **The Equality &**

Human Rights Commission (Scotland)

<https://www.equalityhumanrights.com/en/commission-scotland>.

The main aspects covered in the **Human Rights Act 1998** are:

Right to life; protection from torture; protection from slavery and forced labour; right to liberty and security; right to a fair trial; no punishment without law; right to respect for private and family life; freedom of thought, belief and religion; freedom of expression; freedom of assembly and association; right to marry; protection from discrimination; protection of property; right to education and right to free elections.

The Human Rights Act can overlap with many areas of Health & Social Care Moray's policies, any doubts or queries regarding its effect or implications must be referred to the Legal Services Manager (Litigation and Licensing).

15. Review and Feedback

This policy document has been reviewed and updated for 2019/20 and will be reviewed thereafter each year and in line with CoSLA/DWP guidance. Specific costs for support documentation such as booklets/leaflets on fees and entitlements will be reviewed annually and changed as appropriate.

Feedback on this policy from service-users, unpaid carers, the public, nominated Government officials and Health & Social Care Moray staff will be considered at review and amendments, enhancements made to the policy as appropriate.

16. Links to other policies, procedures, guidance and legislation

This policy is linked to;

- CoSLA guidance on charging for non-residential care services 2019/20
<http://www.cosla.gov.uk/social-care-charging-information>
- Social Work (Scotland) Act 1968 (Section 87)
<http://www.legislation.gov.uk/ukpga/1968/49/section/87>
- Community Care and Health (Scotland) Act 2002 (Part 1 Community Care)
<http://www.legislation.gov.uk/asp/2002/5/part/1>

- Social Care (Self-Directed Support) (Scotland) Act 2013
<http://www.legislation.gov.uk/asp/2013/1/contents/enacted>
- [Eligibility Criteria Policy](#)
- Self-Directed Support (SDS) Policy – [update 2016](#)
- Self-directed Support (SDS) Procedure – [update 2016](#)
- The Moray (Partners in Care) 3 tier policy

17. Glossary of terms

Self-Directed Support (SDS) – SDS is the support a person chooses; purchases or arranges to meet their agreed health and social care need and achieve the outcomes most important to them. There are 4 options for SDS including a Direct Payment to the service user to purchase and arrange their own care and support (with support to do so if required).

Contribution – this is the amount of weekly income the person is assessed as being able to pay towards the care and support they need.

Non-residential services – this is care and support that is provided outside of permanent residential care (i.e. a care home) and can include care at home and in supported or sheltered housing.

Individual budget – this is the amount of money Health & Social Care Moray has worked out it will cost to meet the person's eligible care and support needs and personal outcomes.

Financial assessment – this is the process of looking at the capital (including savings and investments) and weekly income the person has, to work out how much they can

contribute towards the cost of the individual budget to meet their eligible care and support needs and outcomes they have identified as important to them.

Beneficial interest – this is the term which describes the amount that someone is entitled to from, for example, the sale of capital such as property. There may be one or more legal and/or beneficial owners of the capital (i.e. joint-owners of property).

Capital – this is the term used to describe assets such as savings, investments and property.

Tariff income – this is the term used to describe the income that the council assumes someone to have from their capital such as savings if the value is over £6000 (if you are under pension age) or £10,000 (if you are above pension age). This is added to the person's actual weekly income from benefits, state and occupational pensions etc. to work out the total income someone has each week for the financial assessment.

Personal allowance – this is the amount of money the Government has set as the weekly minimum that someone should be entitled to have depending on their circumstances (for example, £163.30 for a single person over pension age who is entitled to Pension Guarantee Credit).

Buffer/income buffer – this is the additional income above the personal allowance that the person is entitled to retain (as a minimum) each week to promote and maximise independent living.

Disability-related expenses – this is the term to describe the additional costs that someone has due to the disability they have. This could be the cost of extra heating or laundry or a special diet related to the disability. A flat rate disregard for such expenses can increase the amount of income the person may be able to retain above the personal allowance and income buffer. This also promotes/maximises independent living.

Disability Premium – an additional amount paid on top of certain benefits such as Income Support and Income-based Jobseekers Allowance if someone is registered blind and/or entitled to, for example, Disability Living Allowance or Personal Independence Payment. For further information see <https://www.gov.uk/disability-premiums-income-support/overview>.

Severe Disability Premium – an additional amount paid on top of certain benefits (such as Pension Guarantee Credit) depending on the person’s circumstances and on the benefits they are entitled to (including Attendance Allowance, middle or high rate care component Disability Living Allowance or standard or enhanced rate daily living component of Personal Independence Payment. For further information see <https://www.gov.uk/disability-premiums-income-support/eligibility>.

Compulsory Treatment Order (CTO) – an order under the Mental Health (Care & Treatment) (Scotland) Act 2003. It authorises the detention in hospital and/or treatment of a person for a period of six months. The CTO will set out a number of conditions that the person will need to comply with. These conditions will depend on whether the person has to stay in hospital or is in the community. Only the Mental Health Tribunal may grant one in specific circumstances.

Resource Allocation System (RAS) – this is the tool/method Health & Social Care Moray uses to work out how much is needed to meet the person’s required care and support outcomes. Points are allocated according to the amount/type of support the person needs and the points are then turned into an amount of money (the individual budget) that is required to achieve those care and support outcomes.

Reablement – this is the term used to describe a time-limited (up to 12 weeks) process of supporting someone to carry out their own daily living tasks so that the person can retain or regain independent living skills to maximise their long-term independence and/or delay or reduce care needs.

Moray Partners in Care (3 tier) policy – this is the policy for Moray in relation to the delivery of integrated health and social care services which aims to support better outcomes for service users, patients and unpaid carers. Tier 1 is ‘help to help you’ (including information and advice) with the focus on supporting people to prevent, reduce and delay their care and support needs. Tier 2 is ‘help when you need it’ (immediate help in a crisis and re-ablement support to help maximise independence and reduce or delay care needs). Tier 3 is ‘ongoing support for those who need it’ (for people with ongoing eligible care and support needs and can include Self-Directed Support).

18. Appendix 1 - Financial Assessment Form

Appendix 2 – Guidance, Reference and Procedure Notes

Appendix 3 – Contributing to the Cost of Adult Social Care and Support Information Sheet

These appendices can be accessed [here](#).