

**Somerset Shared Lives Scheme  
Service Delivery Plan  
Shared Lives South West**

Year 1 - Review				Year 2 - Develop				Year 3 - Grow			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

<b>Key Theme</b>	Clarity of purpose and expectations				Carer development				Increase the number of carers			
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<b>Carers</b>	Assessment / recruitment	Review Assessment process / documents		Carer recruitment drive								
	Support	Set up regional meetings	Introduce carer handbook	Review Support Carers	Set up Consultation Group	Review carer appraisals						
	Training	Introduce training programme	Deliver MCA, SGA and First Aid to all carers		Deliver remaining training programme to all carers							
	DBS	Full review of DBS status for all carers	DBS of carers on risk basis									
	Financial	Centralisation of carer payments		Introduce SLSW Carer agreements		Introduce respite payment system						

<b>Key Theme</b>	Risk management and safety		Implement person-centred care				Increase the number of people being supported			
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<b>People being Supported</b>	Support	Review risk assessments & DoLS	Introduce SLSW SU Plan and work with SCC to introduce C&S banding / day service review			Begin family & day support engagement		Client group expansion			
	Funding & Benefits	Begin transfer of appointeeship	Maximise benefits for all service users		Review SU licence agreements	Embed financial wellbeing					
	Involvement	Give service users a voice	Set up involvement group for the people being supported					Embed involvement practices for the people being supported			

<b>Key Theme</b>	Embedding effective service delivery				Culture change through values based leadership						
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<b>Staffing</b>	Recruitment	Hire new staff / Staff Inductions				Transition to new Registered Manager		Hire new staff for scheme expansion			
	Culture	Introduce SLSW 1-2-1's and appraisals	Develop cross-office working			Developing team identity					
	Development	MCA, SGA, Intro to Shared Lives	Train the trainer		Team training		Individual development plans				

<b>Key Theme</b>	Amalgamation into Shared Lives South West				Establish future readiness						
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<b>Organisational</b>	Governance	Panel engagement	Trustee engagement with scheme		Panel recruitment		Panel away day & training	Recruit Somerset trustees			
	CQC	transfer of CQC registration			CQC Inspection			Merge CQC Registrations			
	Admin	data transfer - migrate to Database	Introduce policy framework					Pilot transition to management fee			