

INDIVIDUAL SERVICE FUND AGREEMENT (V8 15.11.07)



This agreement is between:

1) Barnsley Metropolitan Borough Council



and

2) Name and address of the individual receiving an Individual Budget:

Photo of person if available

Date of Birth:

SSIS No:

Or

3) The name and address of agent acting on behalf of the Individual Budget holder

and

3) Name and address of the organisation who will be receiving the Individual Budget Payment on behalf of the Individual:



This agreement will start on

Supported Decisions

If [name] has chosen someone to help him/her make decisions, or make decisions for him/her, they will be included in this agreement.



THE REASON FOR THIS AGREEMENT:

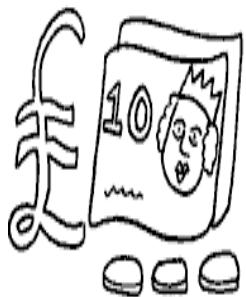
1. The Council has agreed that [name] should have support that is included in their support plan.

2. The Council is happy to make an Individual Budget Payment to [provider name]. They are happy to provide a service to [name] based on their support plan. They will do this with the money from the Individual Budget.

WHAT THE COUNCIL AGREE TO DO:

3. To pay [provider name] the Individual Budget of £..... per week.

This budget is made up of money from these different people



Funding Source	Amounts (gross)	
	Weekly payments	One off payments
Community Care		
Supporting People		
Access to Work		
Continuing Health Care		
Independent Living Fund		
Integrated Community Equipment		
Learning Skills Council		
Other funding, please list		

Whenever they can, the Council will make these payments as one payment to [provider name].

4. Regularly review [name] 's support plan. If his/her support needs have changed, the support plan might need to be changed. The amount of money in the Individual Budget might need to change as well.
5. If there are any changes to the money going into the Individual Budget, to work in partnership with tenants and [provider name] and agree what to do about it.
6. Allow [provider name] to keep up to eight weeks spare money from the Individual Budget at the end of each financial year to help meet [name]'s needs in a flexible and creative way.

WHAT [provider name] AGREES TO DO:

7. Work with [name] in a flexible way to provide services to meet their needs as set out in their support plan. To give [name] choice and control, and help them to be independent. We will keep [name] and others out of very risky or dangerous situations

Use the Individual Budget to give [name] the support they need. We will only use it for this support, except for:

a) Any previously agreed management costs which will not be over £..... (% of money allocated)

b) Some spare money for emergencies which will not be over £..... (% of money allocated)



8. Make sure that [name] has an opportunity to have an independent person acting on their behalf to help them understand how their Individual Budget is being used to meet their needs.

9. Tell the Council if anything changes or happens that might change what support [name] needs



10. Keep a clear, accessible record of Individual Budget money received for [name] and how it is being used to meet his/her support needs. Allow the Council or other **funder** or agent to look at these records if they need to.

11. Work with [name] to increase natural support wherever possible.

12. Support [name] to keep their support plan up to date.

13. Inform the Council (Self Directed Support Team) of the details of the bank account that the payments are to be made to.

14. Arrange to pay back to the Council any Individual Budget money which is more than an eight week spare amount, and is not needed for any other set purpose.

15. Have in place a means of ensuring that support staff are working in the way that the individual wants. Provide regular opportunities for discussion about this.

Photo of person if available

WHAT [name] AGREES TO DO:

16. Work with [provider name] to **achieve** what I said I wanted to do in my support plan.
17. Tell [provider name] if I am not happy about anything to do with my support. I will tell [provider name] first if am not happy with my service. If I am still unhappy, I will tell Barnsley Council (Social Services)
18. If I am not happy with Social Services, I will tell the Council's Complaints Department.
19. Agree that Barnsley Metropolitan Borough Council and other **fundors** can share personal information about me, to help make sure that my needs are met.



IF SOMEONE WANTS TO END THIS AGREEMENT?



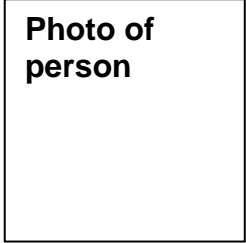
20. At any time any of the parties can request a review meeting. If there is a dispute or difficulty then all parties will meet to seek to resolve the difficulty.
21. Both you [name](individual), Barnsley Metropolitan Borough Council or [provider name] will give each othermonths notice to finish this agreement.

[provider name] will support [name] (individual) until they are being supported by some other organisation or person

If [provider name] does something that is not allowed in this agreement, then the agreement can be finished

straight away. [provider name] will contact Barnsley Metropolitan Borough Council to make sure that [name] has the right support in this emergency situation if he or she needs it.

All parties agree to the terms and conditions (rules) of this Agreement:



Signed by person who gets the Individual Budget

.....

Date.....

Or signed by someone else on behalf of the individual , confirming that this Agreement has been explained to them, and that they agree to it:

Signature on behalf of Individual

.....

Name

Position

Date

Signed on behalf of the Service Provider

.....

Name

Position

Date



Signature on behalf of Barnsley Metropolitan Borough Council

.....

Name

Position.....

Date

Difficult words explained

Funder means an organisation that gives money to someone else, for them to spend on what they need.

Achieve means to be successful at something, or to do what you said you wanted to do

Thanks to Change Picture Bank, People First's "Access to Pictures" and Photosymbols for the images in this agreement