

## Support with Money Policy

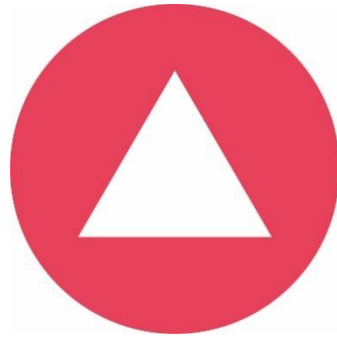
<b>Policy Reference:</b>		CS05	
<b>Effective date:</b>	October 2020	<b>Review date:</b>	April 2023
<b>Approved by P&amp;PRG:</b>	September 2020	<b>Approved by BoM:</b>	October 2020
<b>Owner:</b>	Colin Phillips	<b>Job Title:</b>	Assistant Director – Care & Support
<b>To be issued to:</b>		Board of Management ARK Management Care & Support Staff	
<b>Method of Delivery:</b>		Email LearnPro	

### Version Control

Date	Owner	Version	Reason for Change
May 2020	Colin Phillips	6.0	Cyclical review New policy template

### Summary of Changes

Section	Change
Title	Simplified title for easier reference & ensure same name for Easy Read version
All	Change 'RBS' to local bank to accommodate use of different banks
5. Legal/Regulatory framework	Amend 'National Care Standards' to 'Health and Social Care Standards'
3. Policy Statement	Addition of Social Security Scotland as administration of some welfare benefits now a devolved matter.



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# Support with Money Policy

## Contents

1.0 ARKs Values.....	3
2.0 Purpose .....	4
3.0 Policy Statement .....	3
4.0 Scope.....	3
5.0 Legal/Regulatory Framework.....	4
6.0 Responsibilities .....	4
6.1 Board of Management .....	4
6.2 Executive Team .....	4
6.3 Senior Leadership Team.....	4
6.4 Managers .....	4
6.5 All Staff.....	5
6.6 Third Parties .....	5
7.0 Support with Finances .....	5
8.0 Related Policies & Procedures .....	6
9.0 Equality Impact Assessment (EIA).....	6
10.0 Data Protection Impact Assessment (DPIA).....	6
11.0 Stakeholder Consultation.....	6
12.0 Monitoring and Review.....	6
12.1 Monitoring .....	6
12.2 Review.....	7

## 1.0 ARKs Values

Our organisational values are the basis for everything that we do; from providing housing, care and support to tenants and supported people, to ensuring that staff have clear standards of performance set. ARK believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- The worth of each person
- Trusting relationships
- Understanding difference
- Challenging oppression
- Personal and organisational accountability
- Caring for our physical environment
- Enjoyment

## 2.0 Purpose

This policy and its associated procedures detail how we will support people using ARK Care & Support services with their finances.

## 3.0 Policy Statement

ARK may provide support to people with their finances if this is an assessed need. ARK Care & Support services will provide support of the least restrictive method necessary in order to uphold the individual's rights to liberty and private life. We will balance this with our obligation to minimise the risk of harm to the people we support.

ARK Care & Support services will always seek to maximise the individual's choice and control by supporting people to develop skills to manage their money and subsequently reduce support in this area, where possible. Support with finances will always be the minimum required by the individual according to their abilities.

## 4.0 Scope

This policy and associated procedures applies to all Care & Support teams providing support with finances to an individual. It includes agency staff, volunteers and students undertaking direct practice with supported people on behalf of ARK.

This policy is not relevant to service-level financial activities that do not directly include supported people; for example, budgets or petty cash.

## 5.0 Legal/Regulatory Framework

This policy and associated procedures are written with regard to the following:

- Adults with Incapacity (Scotland) Act 2000
- Human Rights Act 1998
- Equality Act 2010
- Health and Social Care Standards (Scottish Government, 2017)
- Codes of Practice for Social Services Workers and Employers (SSSC, 2016)

## 6.0 Responsibilities

### 6.1 Board of Management

ARK's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

### 6.2 Executive Team

ARK's Executive Team is responsible for ensuring that this policy is reviewed in accordance with ARK's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

### 6.3 Senior Leadership Team

ARK's Senior Leadership Team is responsible for review of the policy, and for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

### 6.4 Managers

ARK Care & Support Managers, Registered Operations Managers and Area Managers will be responsible for the effective implementation of this policy within their area of responsibility. They must also ensure that all Care & Support staff are made aware of this policy and participate in relevant training.

## 6.5 All Staff

All ARK Care & Support staff are required to familiarise themselves with this policy and comply with its provisions as well as undertake any training required as part of this policy or associated procedures.

## 6.6 Third Parties

All agency staff, volunteers and students undertaking Care & Support duties are required to familiarise themselves with this policy and comply with its provisions.

ARK will ensure that the Public Sector Equality Duty is complied with when third parties, such as contractors, are carrying out functions on behalf of ARK.

## 7.0 Support with Finances

Good Life documentation will include an assessment of the individual's finances and ability to manage these. These will be reviewed every 6 months to ensure that the individual is in receipt of the correct level and type of support to effectively manage their finances.

Support with finances will be of the least restrictive method required to ensure the individual's rights to privacy and self-determination are respected, while keeping them safe from harm or abuse.

ARK may act as a corporate appointee to manage Department of Work and Pensions (DWP) and Social Security Scotland benefits on an individual's behalf. ARK may then also open a trust account with a local bank for the payment and management of those benefits. See: **CS05b Trust accounts and 'access-to-funds'**

ARK will work in partnership with any relevant person/organisation required to support an individual to manage their finances, for example a financial guardian or continuing power of attorney.

ARK will ensure safe custody of any financial items or money we hold on behalf of a supported person and ensure that holding these items do not amount to unnecessary restraint.

ARK will maintain accurate records and undertake robust auditing of any finances managed on behalf of a supported person.

## 8.0 Related Policies & Procedures

This policy is aligned with two sets of procedures, **CS05a Support with Money** and **CS05b Trust accounts and 'Access-to-funds'**

This policy and associated procedures should be read and understood in conjunction with:

- CS02 Personal Planning
- CS04 Risk & Vulnerability
- CS06 Reducing Restrictive Practice
- G57a Adult Support & Protection

## 9.0 Equality Impact Assessment (EIA)

Please see relevant Equality Impact Assessment.

## 10.0 Data Protection Impact Assessment (DPIA)

Please see Care & Support Data Protection Impact Assessment.

## 11.0 Stakeholder Consultation

- ARK Board of Management
- ARK Senior Leadership Team
- ARK Area Managers
- ARK Finance department
- ARK Housing Services department
- Social Security Scotland delivery partner
- ARK Working Group

## 12.0 Monitoring and Review

### 12.1 Monitoring

ARK's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis and ensure that relevant decisions within ARK are taken in line with the obligations and expectations set out in this policy.

## 12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with ARK's policy review framework.