

Good Life Planning Policy

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Owner:	Colin Phillips	Job Title:	Assistant Director – Care & Support
To be issued to:		Board of Management ARK Management Care & Support Staff	
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Version Control

Date	Owner	Version	Reason for Change
July 2020	Colin Phillips	1.0	New Policy

Summary of Changes

Section	Change
All	This was a previous procedure related to Personal Planning and Intimate Personal Care. The new policy is aligned with the internal process for Good Life Planning
Appendices	Removed from policy and updated. Appendices are now included as part of the associated Procedures



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Good Life Planning Policy

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1.0 ARKs Values

Our organisational values are the basis for everything that we do; from providing housing, care and support to tenants and service users, to ensuring that all our employees 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 explain ARK's care planning process. ARK uses a 'personal outcomes' approach based on [Talking Points: personal outcomes approach](#) (Joint Improvement Team, 2012).

3.0 Policy Statement

Every supported person will have Good Life documentation that enables staff to support them to meet their identified personal outcomes in keeping with their wishes, needs and preferences.

4.0 Scope

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

5.0 Legal/Regulatory Framework

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

- Social Work Scotland Act 1968
- Mental Health (Care & Treatment)(Scotland) Act 2003
- Human Rights Act 1998
- Equality Act 2010
- Health and Social Care Standards (Scottish Government, 2017)
- Codes of Practice for Social Services Employers and Workers (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.

Care & Support Managers/Registered Operations Managers remain responsible for Good Life documentation's completion and accuracy, even when specific tasks have been delegated to the staff team.

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.

All Care & Support staff are responsible for the completion of Good Life documentation. Care & Support Managers/Registered Operations Managers may delegate specific tasks to specific staff members.

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 Good Life Planning

'Good Life documentation' comprises the Service Agreement, Good Life Support Plan, Good Life Outcomes Plan, Good Life Review and the Risk & Vulnerability Assessment. It may be held on the ARK Information Management System (AIMS) or in paper format.

Every individual supported by ARK will have Good Life documentation that is person-centred, up-to-date and outcomes-focused.

All plans, assessments and reviews should be multi-disciplinary and led, as far as possible, by the supported person.

Care & Support teams will make reasonable adjustments by providing information in an accessible format and having alternative formats of documentation where needed.

Care & Support Staff induction will include training on personal outcomes.

8.0 Related Policies & Procedures

Good Life documentation must be completed and used within the parameters defined by the full suite of Care & Support policies and procedures related to service provision.

9.0 Equality Impact Assessment (EIA)

Please see related 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 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.