



Dumfries and Galloway
Carers Programme Board

23 July 2021

This Report relates to
Item 7 on the Agenda

Process for Allocation of Carers Act Funding

Paper presented by Kerry Willacy

For Approval

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Approved for Submission By:	Viv Gration, Deputy Head of Strategic Planning and Commissioning Viv.Gration@nhs.scot
List of Background Papers:	Not Required
Appendices:	<ol style="list-style-type: none">1. Membership of the Short Breaks Working Group2. Proposed Carers Act Funding Application Form

1. Introduction

- 1.1 At the last meeting of the Carers Programme Board on 4 May 2021, it was reported that there was approximately £230,000 of unallocated Carers Act Funding for the financial year 2021/22. This paper seeks approval of a proposed process for the allocation of this funding.

2. Recommendations

- 2.1 **The Carers Programme Board is asked to:**
- **Approve the proposed process and timetable for the allocation of Carers Act Funding**

3. Background and Main Report

- 3.1 The Carers Programme Board agreed at their meeting on 4 May 2021 that a process would be developed for the allocation of the remaining £230,000 of Dumfries and Galloway Carers Act Funding for 2021/22.
- 3.2 At the Integration Joint Board (IJB) meeting on 27 May 2021, it was agreed that proposals for the allocation of the above Carers Act Funding on a recurring basis be presented to the IJB meeting in September 2021 for approval.
- 3.3 Proposed process for allocating funding
- 3.4 A process for the allocation of funding has been developed that seeks to ensure that an effective, inclusive and equitable approach to the allocation of this funding is taken. The process is based on the best practice and lessons learnt from previous funding processes.
- 3.5 The process requires a Carers Funding Panel to consider applications and provide advice to the Carers Programme Board. The recently re-established Short Breaks Working Group (SBWG) is a sub group of the Carers Programme Board, and has been identified as an existing group with the appropriate membership to undertake this task. Membership is provided at Appendix 2 and the group will be invited at its next meeting to revise their terms of reference to reflect this additional responsibility.
- 3.6 The process for funding applications includes
- Wide circulation of invitation to submit an application for funding
 - Completion of a Funding Application Template (Appendix 1) submitted to the Carers Funding Panel.
 - The Carers Funding Panel will consider proposals for funding against agreed criteria and make recommendations to the Carers Programme Board regarding applications to be supported
 - The Carers Programme Board to consider and approve proposals that required non-recurring funding for immediate support or tests of change.
 - Carers Programme Board to make recommendations on the use of available funding on a recurring basis to IJB
 - IJB to consider and approve recommendations from Carers Programme Board

- Successful/Unsuccessful Funding Applications to be informed of outcomes
The following criteria will be used to assess proposals received

3.7. The following criteria will be used to assess proposals received

- **Strategic Fit** – How fits with local and national strategy, policy and guidance such as IJB Strategic Commissioning Plan and Carers Act.
- **Effectiveness** – How the needs of Carers will be met. The aims and expected outcomes and how these will be evaluated.
- **Deliverability** – Description of the availability of resources (eg workforce, premises, equipment) to deliver and
- **Sustainability** – Description of an exit strategy or sustainability plan
- **Affordability** – Outline of the cost and an assessment of the value for money
- **Risk** – Assessment of the risk of progressing or not progressing the proposal

3.8. Each proposal will be scored against each criterion. These scores will be aggregated to determine an overall score. Each criterion will have the same weighting.

3.9. Timeline

3.10. It is proposed that there be two rounds of applications – the first from July – September to allow for proposals which are at an advanced state and a second which will run from late October – January for other proposals.

3.11. The following timetable is proposed for the process:

Round 1

Monday 26 July	Application proposals invited for either round 1 or round 2
Thursday 19 August (noon)	Deadline for proposals
Wednesday 26 August	Panel to consider proposals and develop recommendations for Carers Programme Board
Thursday 2 September	Recommendations from Panel considered by the Carers Programme Board
Thursday 16 September	Recommendations for Funding Approval to the Integration Joint Board

Round 2

Monday 25 October	Application proposals invited for round 2
Thursday 2 December (noon)	Deadline for proposals
Wednesday 9 December	Panel to consider proposals and develop recommendations for Carers Programme Board
Thursday 16 December	Recommendations from Panel considered by the Carers Programme Board
January 2022	Recommendations for Funding Approval to the Integration Joint Board

3.12. Short Breaks

3.13. Given the impact that Covid-19 has had on Carers. There is a desire to move at pace

to support Carers and consider how some of this funding might be used non-recurringly, short term in the first instance to provide immediate respite for Carers in the short term.

- 3.14. In recognition of the immediate need for short breaks for Carers the Governance and Performance Group agreed (at their meeting on 8 July 2021) to delegate the allocation of unallocated Carers Act Funding for 2021/22, for non-recurring tests of change, to the Carers Programme Board (CPB).
- 3.15. The Short Breaks Working Group (SBWG) has been re-established and is establishing ways to quickly identify those Carers in immediate need of a short break and put in place a range of options for this.
- 3.16. The SBWG will use the proposed process criteria to inform a range of short break proposals for consideration by the CPB. The group has its first meeting on 20 July and a verbal update will be provided to CPB at their meeting on 23 July.

4. Conclusion

- 4.1. The Carers Programme Board is asked to approve the proposed process and timetable for the allocation of Carers Act Funding.

Appendix 1



Dumfries and Galloway Carers Programme Board Carers Act Funding Application

Please ensure that ALL sections are completed

Title of proposal

--

Name of Organisation/Department Leading the Project

--

Contact Details (Name, Address, Email and Phone Number) of Lead Contact

--

Description of proposal (approx 500 words)

--

How does this proposal fit with national and local policy and direction in relation to Carers?

--

Aims and expected outcomes

--

How will this be evaluated?

--

Who has been involved in the development of this Proposal?

--

What is the anticipated timeline for delivery?

--

How Much Funding is Being Requested?

£

How will the Money be Spent?

--

Describe the Exit Strategy or Sustainability Plan

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What are the identified risks in relation to what is being proposed?

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For Carers Programme Board use only:

Project Accepted/Rejected

Rationale

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Feedback to Proposal Lead and Date of Feedback

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Appendix 2 - Short Breaks Working Group Membership 2021

Interim Deputy General Manager, Community Health and Social Care (**chair**)

Deputy Head of Strategic Planning and Commissioning

Strategic Planning and Commissioning Manager

Social Work Manager for Adult Services

Learning Disability Manager

Dumfries and Galloway Carers Centre Manager

Alzheimer's Scotland representative

Quarriers Family Support Service D&G representative

Relationship Scotland Dumfries & Galloway representative

Support in Mind Scotland representative

Carers (to be identified)

Admin Officer, Strategic Planning and Commissioning