

CHILDREN AND FAMILY WELLBEING SERVICE LEAD PROFESSIONAL BUDGET GUIDANCE

Guidance Notes:

Please note that this budget is currently only available to Lead Professionals working with families who have an open CAF.

The purpose of the Children and Family Wellbeing (CFW) Lead Professional budget is to provide access to small amounts of funding in support of identified basic needs within families. The fund is only accessible by the lead professional for the family to meet needs for essential goods or services that are outlined in the Common Assessment Framework (CAF) and/or the Team Around the Family (TAF) plans.

Key Principles

- Funding should be used to help a family that have an emergency need for basic provisions.
- Funding is only available where there is no alternative existing funding source or provision, statutory or otherwise.
- The budget is only available to support needs identified in the family's CAF assessment and actioned in the Team Around the Family Action Plan
- Only 1 application can be made during the lifetime of an open CAF.
- The funding can support any member of the family.
- Where appropriate a sustainability plan should be put in place.
- The budget is only accessible by the family's lead professional, or a pre-identified other person

Small Items

Funding will be available for small purchases up to a value of £500 per family where it meets a need identified by the CAF assessment and actioned in the TAF Action Plan. Examples of appropriate expenditure may include:

- Goods:-white goods, beds, essential school clothing, essential nursery equipment e.g. cots and pushchairs.
- Services:-counselling, mediation, cleaning and gardening services.

Unless there are exceptional circumstances Lead Professional budget is not available to support;

- fitted features within the family home e.g. internal doors,
- nursery places, child care, holiday and after school clubs,
- gym passes and swimming lessons,
- assessments that should be funded by other organisations e.g. health assessments.

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The equipment should primarily be required for use within the family home. Funding is not available to purchase equipment for education or nursery establishments.

Items will be ordered and paid for directly with the supplier by nominated agencies on behalf of CFW. Please note that the cheapest options will be sourced.

Emergency cash payments (up to £50) can be made in exceptional circumstances. Decisions for such funding will be at the discretion of the Lead Professional. The district Business Support Officer should be contacted before the purchase is made and the paperwork should be completed and submitted retrospectively. In order to access cash the Lead Professional should contact the district Business Support Officer, contact details at the end of the guidance.

Funding should not be used for income maintenance or to employ informal carers. When purchasing goods or services, they should:

- Be legal
- Be justified
- Offer value of money
- Be accountable
- Have a track record of effectiveness, and be appropriately registered

The process for accessing the budget

Applications can be made by completing the Lead Professional Budget Application Form which should be sent to cfwearlyhelp@lancashire.gov.uk.

Most of the information required should already be present on the family's CAF and Action Plan and can be cut and pasted in as appropriate.

Funding requests up to £200 will be sent to a CFW District Team Leader for approval. Funding requests over this amount will be sent to the CFW District Locality manager for approval.

This is to ensure that the request meets the needs of the family and that no alternative provision or funding source exists. They may also suggest alternative means of meeting the need.

Information provided may also be used to identify gaps in service provision for future commissioning.

Payment of goods or services

Payment for approved purchases can either be made directly by the Business Support Officer to the supplier, or the Lead Professional's service may choose to pay the supplier and CFW will reimburse the funding.

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Non-Urgent Purchases: Orders will be placed and paid by the Business Support Officer on behalf of the Lead Professional using their standard procurement system.

Urgent Purchases: Where purchases are particularly urgent and payments need to be made within a few days, this will be via the District Business Support Officer. Please state if the purchase is urgent on the request form.

Emergency Cash Purchases: Where time critical cash purchases are required this can be authorised (up to a limit of £50) at the discretion of the Lead Professional. Cash will be available from your district Business Support Officer, contact details from the end of the guidance.

OR can be provided by the host Lead professional service and reimbursed from the District Lead Professional Budget. Paperwork should be completed retrospectively.

All funding requests will be given a reference number by the Business Support Officer, in order to assist rapid payment. Please ensure that if you are paying the supplier in the first instance that you contact the district Business Support Officer as soon as possible so that reimbursement can take place efficiently.

Identifying potential service providers

The Lead Professional and Team Around the Family should seek to identify appropriate service provision/ funding sources as part of normal practice, and in identifying if it is appropriate to access this budget where no provision exists. Below are listed a number of resources that may help:

BBC Children in Need Emergency Essentials

<https://www.familyfundservices.co.uk/emergency-essentials/>

Family information Service

<http://www.lancashire.gov.uk/childcare>

Tel: 0800 195 0137. For information on childcare

Family Information Network Directory (FIND)

<http://www3.lancashire.gov.uk/CYP/find/view/?sysredir=y>

For information on services for children with disabilities and their families

Welfare Rights

<http://www.lancashire.gov.uk/welfarerights>

For information on benefits and tax credits

Help Direct

<http://www.helpdirect.org.uk/>

Tel: 0303 333 11 11. For support and information for adults over 18.

Safe Trader

<https://www.traderregister.org.uk/index.php>

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For information on trade people signed up to the Safe Trader scheme
Citizens Advice Bureau

<http://www.citizensadvice.org.uk/>

For advice on a wide range of issues including financial and legal.

Other local sources of information will also be available, such as through the local District Authority.

District	Business Support Officer	Telephone	email
Pendle	Isobel Henderson	01772 537264	cfwnorth@lancashire.gov.uk
Lancaster	Sarah Elder	01772 531937	cfwnorth@lancashire.gov.uk
Wyre	Frances Templeton	01772 531937	cfwnorth@lancashire.gov.uk
Ribble Valley	Lauren Wilson	01772 537847	cfweast@lancashire.gov.uk
Fylde	Midge Richmond	01772 538765	cfwnorth@lancashire.gov.uk
Preston	Jackie Morris	01772 530527	cfwsouth@lancashire.gov.uk
South Ribble	Jackie Morris	01772 530527	cfwsouth@lancashire.gov.uk
West Lancs	Jackie Morris	01772 530527	cfwsouth@lancashire.gov.uk
Chorley	Jackie Morris	01772 530527	cfwsouth@lancashire.gov.uk
Hyndburn	Kathy Lashford	01772 538636	cfweast@lancashire.gov.uk
Burnley	Michelle Thornton	01772 538637	cfweast@lancashire.gov.uk
Rossendale	Kathy Lashford	01772 538636	cfweast@lancashire.gov.uk

All completed lead professional application forms should only be sent to

cfwearlyhelp@lancashire.gov.uk - any forms sent to personal email addresses will be returned.