

Harrow Shared Lives Scheme Policies & Procedure No. 51

Making Arrangements to Close the Service (or change its ownership)

The Harrow Shared Lives Scheme is not intending to close. However, if this should become necessary, we realise it would have a serious impact on the people who are working in it or using it. We will do our best to minimise the worry and disruption this might cause.

How would this happen?

If the London borough of Harrow is considering closing this service, there will usually be a period of consultation before the final decision is taken. This gives you and other people who use the service an opportunity to have a say and make your views known to councillors, and the same would apply to your family / representative, Shared Lives Carers and other members of the public.

If the service does have to close, we will explain the reasons and give you and Shared Lives (SL) Carers and workers in the service at least six months notice.

We will work with you and your family / representative and your Care Manager to find an alternative service for you. You will be fully involved in working out the options that are available for you, and in making decisions and planning ahead.

When you have found a suitable service we will work with you and the other service provider to make sure the change happens as smoothly as possible for you and that there is continuity in the support you receive. We will also make sure you have the opportunity to keep up friendships.

We will make contact with neighbouring SL Schemes to see if there are opportunities for SL Carers to join their Schemes, and if so, we will pass on the information to the SL Carers.

If SL arrangements have to end, we will support the person and SL Carer in bringing their relationship to an end or in adapting it to the new circumstances if appropriate.

We will help workers in the service to think about what alternative jobs they can do and provide practical support wherever possible. If they have to be made redundant, we will comply fully with the statutory regulations about this, including giving notice,

allowing time off to look for alternative employment and making redundancy payments.

Sometimes it is possible to change the ownership of the service rather than close it. In this case we will keep you and SL Carers and workers fully informed about the reasons for the change, the way it will be organised and what this means for you and them.

See these other policies and procedures and documents for further information on:

- SL Agreement
- Ending a Shared Lives arrangement
- Joint working and sharing information
- Recruitment and employment of workers and managers
- Carer's Agreement