

# David Cargill House

## RESIDENTS' HANDBOOK

### APPENDICES

#### SUPPLEMENTARY DOCUMENT



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|             |  |         |
|-------------|--|---------|
| APPENDIX 2  | Our Open Door Policy<br>- The Risks<br>- Missing Persons Policy    | Page 2  |
| APPENDIX 3  | The Data Protection Act 2018<br>- Confidentiality and your records | Page 4  |
| APPENDIX 4  | Complaints, Compliments and Suggestions Procedures                 | Page 5  |
| APPENDIX 5  | Can my own doctor still come to see me?                            | Page 6  |
| APPENDIX 6  | David Cargill House Activities                                     | Page 7  |
| APPENDIX 7  | David Cargill House Visitors Policy                                | Page 8  |
| APPENDIX 8  | Policy on Gratuities   | Page 9  |
| APPENDIX 9a | How much will it cost?   | Page 10 |
| APPENDIX 9b | Other Pricing  | Page 12 |
| APPENDIX 9c | Funding your fees  | Page 13 |
| APPENDIX 9d | Funding a Care Home Placement in Scotland                          | Page 16 |
| APPENDIX 9e | Placements made by Glasgow City Council                            | Page 17 |

## **APPENDIX 1**

### **The Regulation of Care (Scotland) Act 2001**

In April 2002, as a result of the Regulation of Care (Scotland) Act 2001, there were changes made to the way Homes are inspected and the Standards by which they are measured.

A new body - The Scottish Commission for the Regulation of Care (The Care Commission – now the Care Inspectorate) was set up to inspect the services provided by David Cargill House to make sure

that they meet the Standards and Regulations. The Care Inspectorate has its headquarters in Dundee. Our local office is in Paisley:-

Central West Region, Paisley Piazza, 1 Smithhills Street, Paisley, PA1 1EB

Telephone: 0345 600 9527

Website: [www.careinspectorate.com](http://www.careinspectorate.com);

Email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

The Management and staff within David Cargill House use the Care Standards and Regulations to guide our practices and service.

The Care Standards are underpinned by principles which support your rights and aspirations throughout your care journey. Residents and their relatives may want to refer to these Care Standards to evaluate the service offered in David Cargill House and to discuss the service they receive.

<https://www.gov.scot/publications/national-care-standards-guide>

We have copies in the Home of the Care Standards available if you would like one.

The Scottish Social Services Council (SSSC) was created under the Regulation of Care (Scotland) Act 2001 by the then Scottish Executive to protect people who use services, to raise standards of practice and to strengthen and support the professionalism of the workforce.

### **Inspection Report**

The Care Inspectorate inspects a wide range of Care Services in Scotland including childminders, nurseries, care homes, housing support, independent hospitals and many more. Each time they inspect a service they write a report on what they find. If you want to know more about a care service, you can read their report.

You can access the most recent **Inspection Report for David Cargill House** based on the Care Standards via this link. Alternatively, you can request a copy from David Cargill House.

How do you get an Inspection Report for various Care Services? You can contact the Care Inspectorate telling them which services you want reports on, and they will send them to you. Helpline – 0345 600 9527. Alternatively, visit their website to download the Inspection Reports from there.

## **APPENDIX 2**

### **Our Open Door Policy - The Risks**

Many people with memory loss have settled into David Cargill House very well. However, we do operate an Open Door Policy, which means that although we have a coded alarm system, operated by staff, on our doors, visitors and residents can leave when they please. Because of this we cannot absolutely guarantee that you (if you are a potential resident and suffer memory loss), or your relative would not be able to leave the Home without us noticing. If we had reason to think that this might happen, we would send you a letter, a sample of which is given below, for your consideration. While we would not wish to alarm you, nor a relative who represents you, we think it is justifiable to inform you when such a risk may apply. Please feel free to discuss this or any concerns you have in this regard with us.

*SAMPLE LETTER*

Dear

From our Risk Assessment we have concluded that it is not safe for you/your relative —— to leave the Home unaccompanied.

As we are a Residential Care Home with an Open Door Policy, we cannot guarantee that you/your relative — will not leave David Cargill House unnoticed by us without an escort. Having identified this and compiled a Risk Assessment, a copy of which is enclosed, we will do our utmost to safeguard you/your relative. However, the Care Inspectorate has advised that we should make you fully aware that the outcome of such an incident could be very serious and there have been cases in the past in other establishments where the consequences of an unaccompanied resident leaving a Care Home with an Open Door Policy have been very serious indeed.

I would be obliged if you could complete and return the section on the last page of the enclosed Risk Assessment stating that you agree with our process of identifying and managing the risk posed to yourself /your relative —.

We have also enclosed a copy of our Missing Persons Policy to inform you of the procedures we follow should a resident leave David Cargill House unaccompanied.

We must inform you that there may come a time if you/your relative — do/does leave the Home unaccompanied, we may have to arrange a review with participation from you, David Cargill House Management and your/your relative —'s Social Worker, in order that we ensure that you/your relative —— are/is appropriately placed in this Residential Care Setting.

Yours sincerely

Abi Jebbari  
Home Manager

Encs: Risk Assessment  
Missing Persons Policy

## **Missing Persons Policy**

Residents are quite entitled to leave the Home unaccompanied providing they are fit to do so and an agreement will be made between the Home and the Resident. This would involve:

- The Resident agreeing to inform a member of staff that they are going out and an expected time of return to the Home
- The Resident agreeing to indicate the approximate route they will be taking
- The Resident agreeing that if they are going to be late, they will phone the Home.
- A risk assessment will be compiled, and family / relative will be advised and involved.
- The Resident will be asked to carry some form of identification in case of an accident to include the resident's name, the name of the Home, and a phone number of whom to contact in emergency.

The above information will be entered into the Health and Wellbeing log.

The procedure below describes what should be done in cases where the resident does not return to the Home within two hours of the agreed time or when a resident who does not normally leave unescorted, is missing from the Home.

1. In both cases a search of the Home and grounds is to be conducted in case the resident has returned but not informed a member of staff. The resident's file is to be examined for information to indicate where the resident may be located.
2. If the resident is not onsite then anyone they mentioned they were going to visit or have been known to visit in the past, is to be contacted to enquire if they are still there or have some idea where the resident might be.
3. If the resident still cannot be located then the local hospital, police and Next of Kin are to be contacted. The police are to be given a photograph of the resident, a description of what the resident was wearing when last seen and, in the case of a previously identified resident at risk, the resident's Herbert Protocol. This is a document containing information to help the police if the person goes missing.

Once the resident has been found a full written report of the incident is to be made by the Senior Care Officer on duty. A copy of the report is to be passed to the Home Manager and a copy kept on the resident's file. In certain circumstances it may be necessary to advise Social Work or the resident's funding authority, of such an incident.

## **APPENDIX 3**

### **The Data Protection Act 2018**

#### **Confidentiality and your records**

What do we do with the information we gather about you?

Other than where the law may require, it would be discussed and agreed with you who would have access to any personal or confidential information, including medical information and records. Your GP would retain your medical records while the Home would usually keep on file any relevant notes. You have the right to see any information we hold about you. We have no right of access to your Medical Records held by your GP but with your consent he/she may share information with staff that is necessary and relevant to your care.

Also, with your permission, your Social Worker would normally give us a copy of any recent Care Assessment.

We hold your records securely in locked cabinets. Only authorised staff have access to this information. However, Care Inspectorates, Social Workers or other authorities may, with your permission, examine your Care Plan and other pertinent records whilst regulating the Care Service we provide.

If you have a television in your bedroom, we will require to share some details with the TV Licensing Office.

In normal circumstances, we do not share confidential information that could identify you with anyone else and we will inform you if your information is requested by another party. We are required to complete an annual census as part of the Scottish Government's collection of residential care data, but the information supplied does not identify individuals.

We are required to keep residents' records for five years from the last entry. Any and all records held



about you would then be destroyed and disposed of appropriately

## **APPENDIX 4**

### **Complaints, Compliments and Suggestions Procedures**

Complaints made to us will be dealt with timeously and sympathetically by implementing the following procedure:-

1. Residents or anyone else acting on their behalf, can make a complaint or a suggestion in relation to the care and welfare of a resident. The complaint or suggestion should be made in the first instance to the Home Manager or Senior Person in Charge. This may be made verbally, in writing or by email, formally or informally.
2. All complaints will be dealt with in the first instance by the Home Manager who will try to resolve the matter amicably and within a reasonable time and in any event within 7 days. All complaints and action taken will be logged in the Complaints Folder by the member of staff notified of the complaint. Complaints satisfactorily dealt with at this stage will not normally be notified to the 'Purchaser' of your care package, if one exists, for example Glasgow City Council, unless you request that this is done, or you do it on your own behalf. As with other records, details of complaints made, and their outcomes are required to be kept for a minimum of three years.

3. In the event that the complainant remains dissatisfied with the outcome of the action taken, the Management Committee of the Home will be advised of the problem, and they will endeavor to resolve the matter. They would aim to do this **within 28 days** of being advised of the complaint or sooner where this is possible. Any complaints reaching this stage (and the outcome) will be advised to the 'Purchaser' of your care package, if one exists, unless you specifically request that this is **not** done. Where, for any reason, the Home Manager or members of the Management Committee are not able to give their answers within the stated timescales, you will be given a full explanation as to the reasons for this and a new date will be agreed with you.
4. Should the matter continue to be unresolved, the Home will notify the Care Inspectorate. However, you do not have to wait for this to occur as, if you wish, you may approach them with any concerns you may have. These are the contact details.

The Care Inspectorate, Central West Region  
 Paisley Piazza, 1 Smithhills Street, Paisley PA1 1DD  
 Tel: 0141 843 4230 / 0345 600 9527

5. All complainants are assured that privacy and confidentiality will be maintained and respected throughout and that no adverse action will result as a consequence of any complaints.

## APPENDIX 5

### Can my own doctor still come to see me?

Below is a list of some General Medical Practitioners that operate within our catchment area. Please note that this list is not exhaustive.

If your own doctor's surgery is not on this list, he or she may not be able to continue to visit you if you come to live in David Cargill House. You can check this with your practice. If that is the case, we will be happy to help you register with another GP of your choice.

Please let us know if you wish this assistance.

|  |  |
|--|--|
| Woodside Health Centre<br>891 Garscube Road<br>Glasgow G20 7ER<br>0141 201 5500                  | Broomhill Practice<br>14 Broomhill Drive<br>Glasgow G11 7AD<br>0141 339 3626       |
| Buckingham Terrace Medical Practice<br>31 Buckingham Terrace<br>Glasgow G12 8ED<br>0141 221 6210 | Peel Street Medical Practice<br>11 Peel Street<br>Glasgow G11 5LL<br>0141 334 9331 |

|   |  |
|---|--|
| Dr Jackson & Dr Harper Medical Practice<br>91 Hyndland Road<br>Glasgow G12 9JE<br>0141 339 7869 | Randor Street Surgery<br>3 Radnor Street<br>Glasgow G3 7UA<br>0141 334 6111                |
| Northcote Surgery<br>2 Victoria Circus<br>Glasgow G12 9LD<br>0141 339 3211                      | Victoria Park Medical Practice<br>1398 Dumbarton Road<br>Glasgow G14 9DS<br>0844 477 3318  |
| Annie'sland Medical Practice<br>46 Munro Place<br>Glasgow G13 2UP<br>0141 954 8860              | Fulton Street Practice<br>94 Fulton Street<br>Glasgow G13 1JE<br>0141 959 3391             |
| Dr Cullen Practice<br>130 Hyndland Road<br>Glasgow G12 9PN<br>0141 339 1298                     | Maryhill Health and Care Centre<br>51 Garibraid Avenue<br>Glasgow G20 8BZ<br>0141 451 2600 |
| Pennan Practice<br>20 Pennan Place<br>Glasgow G14 0EA<br>0141 959 1704                          |  |

## APPENDIX 6

### David Cargill House Activities



We make every effort to recognise and celebrate all cultural and special occasions.

We have an Activity Co-Ordinator and Activity Organisers and several of our Care Team have also been trained in this area in order that David Cargill House offers a wide variety of activities and pastimes which promote individual and group activities seven days a week.

Outings and trips are organised regularly in conjunction with residents' wishes. As we have the use of the minibus, outings and trips are enjoyed by many. We are fortunate to also play host to a number of regular entertainers throughout the year here at David Cargill House and in-house entertainment is always thoroughly enjoyed by all.

All outings, trips and entertainments are funded by David Cargill House's Activity Budget and via annual fundraising events.

Please refer to this example of our daily Activity Program which is necessarily subject to change. In addition, spontaneous outings in the minibus are organised when the weather is favorable.



## ACTIVITY PLANNING

| <i>Monday</i>   | <i>Tuesday</i>   | <i>Wednesday</i>   | <i>Thursday</i>  | <i>Friday</i>  |
|---|--|--|--|--|
| <b>Hairdresser</b><br><br><b>Chair Exercises/<br/>Sports League/<br/>Balloon Games</b><br><br><b>Individual Time:<br/>one-on-one activities</b> | <b>Lingo Flamingo<br/>(language class)</b><br><br><b>Pampering Ses-<br/>sion<br/>or<br/>Musical Video</b>              | <b>Chair Exercises/<br/>Sports League/<br/>Balloon Games</b><br><br><b>Comedy Video<br/>(e.g., Rev Jolly,<br/>Steamie)<br/>and<br/>Board Games/<br/>Dominoes</b> | <b>Chair Exer-<br/>cises/ Sports<br/>League/<br/>Balloon Games<br/>or<br/>Musical Video</b>                          | <b>Chair Exer-<br/>cises/ Sports<br/>League/<br/>Balloon<br/>Games<br/>and<br/>Lunch Club</b><br><br><b>Baking</b> |
| <b>Family Video Calls</b><br><br><b>Polyphony Music<br/>or<br/>Musical Video/Gen-<br/>eral Knowledge<br/>Quiz/<br/>Musical Quiz</b>             | <b>Book Club<br/>and<br/>Knitting Group<br/>or<br/>Arts &amp; Crafts/<br/>Therapy Dog<br/>Session (bi-<br/>weekly)</b> | <b>Weekly Entertain-<br/>ment (might be on<br/>alternative days)</b>   | <b>Book Club<br/>and<br/>Coffee/Hot<br/>Chocolate After-<br/>noon/<br/>or<br/>Takeaway After-<br/>noon (monthly)</b> | <b>Pampering<br/>Session/<br/>Foot Spa<br/>or<br/>Arts &amp; Crafts</b>  |

| <i>Saturday</i>   | <i>Sunday</i>   |
|---|---|
| <b>Chair Exercises/ Sports League/<br/>Balloon Games</b><br><br><b>Individual Time: one-on-one activities</b> | <b>Relaxation Time with Newspapers/ Books<br/>or<br/>Beauty Therapy &amp; Massage</b><br><br><b>Songs of Praise</b> |
| <b>Movie Afternoon/Sport on TV<br/>with<br/>Drinks &amp; Nibbles</b>  | <b>Musical Quiz/<br/>Book Club<br/>and<br/>Sport on TV<br/>or<br/>Tea Party</b>                                     |

**Spontaneous outings are organised when the weather is favourable.**

Seasonal activities: garden parties, BBQs, gardening, local walks (weather permitting), themed lunches, photoshoots.

Sports League: ball games, ring tossing, target games, noodle football.

Gentlemen Pamper Group: twice a week (announced on daily board).

## **APPENDIX 7**

### **David Cargill House Visitors Policy**

It is the policy of David Cargill House to warmly welcome visitors and the hours for visiting the Home are open within reason. However, there may be occasions when we have to restrict visits - for example should there be an outbreak of an infection in the Home. Compassionate visits will, of course, always be facilitated

Residents' family and friends are encouraged to participate in their relative's care and support if the resident so wishes and are welcome to make use of the tea and coffee making facilities or stay for a meal with the resident's agreement (and with a little notice to the chef!).

For the safety and comfort of our residents, visitors would, of course, be expected to respect David Cargill House as the residents' Home and to follow any Health, Safety & Fire Procedures.

Children too are welcome to visit. Naturally accompanying adults require to be responsible for the safety, supervision, and conduct of the children while they are in David Cargill House so that residents are not unduly disturbed and neither they nor the children are put at risk.

Residents have the right to entertain visitors in private. They also have the right to refuse to see any visitor. These rights will be respected and upheld by staff, who will, if necessary, inform the visitors of the resident's wishes.



If, in exceptional circumstances and in the opinion of the Senior Person in charge, a visitation or visitor is deemed to be contrary to the wellbeing of a resident, then the Senior Person in charge will report this to the Home Manager or Depute who may exclude the visitor(s) from the Home. Such occurrences will be recorded in the Resident's Personal File, together with the reasons for exclusion.

Instances of verbal or physical abuse or antisocial behaviour resulting from misuse of alcohol, or the use or possession of illegal substances in David Cargill House would certainly be grounds for such action. The police would be notified of any illegal action occurring in David Cargill House.

However, most visitors to David Cargill House are respectful of their relatives' wishes, conduct themselves in an orderly manner and are supportive of their relatives and of the Home's staff. They enjoy morning coffee or afternoon tea with the resident and have a good rapport with the staff whom they find to be pleasant and helpful.

## **APPENDIX 8**

## **Policy on Gratuities**

Accepting or soliciting gifts from residents, relatives or friends of the House can be viewed as a form of gratuity and goes against David Cargill House's ethics and philosophy of care of vulnerable adults. Upon being hired, staff will be informed of the David Cargill House Gift and Gratuities Policy as part of their induction to ensure a clear understanding of how to attend to the best interests of our residents.

### **Soliciting Gifts or Accepting Gratuities**

Soliciting gifts, either by asking directly or making suggestions to residents, their families and/or friends, is prohibited and considered unethical and unprofessional. Neither should a staff member ever request that a resident, their families and/or friends, give them a gift for his/her birthday, seasonal holidays or because they have assisted a resident as part of their normal work duties.

### **Accepting Gifts**

Residents, families, and friends often want to bestow gifts on staff members on their birthdays or at seasonal holidays. They offer all manner of gifts on these occasions. In many instances, residents, families, and friends are not aware of the Gifts and Gratuities Policy in place at David Cargill House. Because of this, it is up to staff members to bring any such gifts to the attention of the Management in the presence of the resident involved or their advocate. Cash, paid holidays, alcoholic beverages, electronics and other items of high value or deemed inappropriate by Management should be returned to the gift-giver with a thank-you note attached explaining the David Cargill House's policy.

### **Definitions**

- **Gift** - Something that is given to somebody, usually in order to provide pleasure or to show gratitude.
- **Gratuity** – a small gift, usually of money given to somebody as thanks for a service rendered – often a service which is already part of the staff member's duties.

**Contravening these directives may lead to disciplinary action against the staff member(s) if proven.**

## **APPENDIX 9a**

### **How much will it cost me to live in David Cargill House?**

There are 3 contractual routes for the funding of Care Home fees payable to us.

**ROUTE 1– Self-Determined** – This is where you pay privately for your care home fees. You can choose to contract privately with the care home for all your fees. This can be called ‘private-funding’.

**ROUTE 2 – Mutual** – You may choose to have the local council contract with the care home for the free personal and/or nursing care part of your but make a contract privately for the rest of your fees. This can be called ‘self-funding’.

**ROUTE 3 – Integrated** – You may choose to have the local council contract with the care home for all of your fees in cases where you have little in savings or income, and the majority of your fees are therefore met by the local authority. This can be called ‘public funding’. Even if you are self-funding or private funding, you may wish to have the local council contract with the care home on your behalf so that you are protected by the National Care Home Contract (NCHC).

**Our fees are currently £656.29 per week for public funded residents and £1025.00 for self-funded or privately funded residents.** Depending on your income and/or savings you would be considered to be ‘self-funded’ or ‘publicly funded’. Under Appendix 9c Funding Your Fees, further detailed guidance can be found to assist you in calculating in which category you would fall.

### **ROUTE 2 (Mutual) & ROUTE 3 (Integrated)**

The fee rate rises in line with Glasgow City Council’s Approved Rate of Fees, negotiated under the terms of the National Care Home Contract, in April of each year. The same rate is payable for a single or a shared room at present. However, please note the information detailed in later paragraphs concerning this. There may be a waiting list for a single room where there is none for shared rooms.

### **ROUTE 1 (Self-Determined)**

If you have sufficient funds, you can also decide to come to stay in David Cargill House without applying for Free Personal Care and thereby enter into a private arrangement with David Cargill House. At present the fees are £995.00 per week. If, however, a service or facility not normally provided by David Cargill House is requested, and we agreed to supply this, the person would be responsible for meeting any extra costs that may arise from this (for example, if you wanted an extra-large room to yourself or maybe wished to have an extra bedroom to use as your own private sitting room). Obviously, these things would have to be negotiated, because at present there is no precedent for anything like this, but you would never have any charges levied against you that you and /or your representative had not freely previously consented to, and it would only be for services or facilities not normally provided by the Care Home and that you had requested personally. For the sake of our accountability and transparency, it would be our policy to advise Glasgow City Council of details of any private arrangement a resident has with us.

In April 2007, the phasing in of a National Quality Scheme for Care Homes commenced. What this means is that the Standard Charges that Councils pay Care Homes may vary depending on the quality of the service provided by the Care Home. As per your Residency Agreement with David Cargill House, we will inform you of any variation to the fees you pay. However, it is unlikely to affect the charge you pay unless you are self-funding.

From October 2007, persons opting to occupy a shared bedroom will pay £25.00 per person per week less than residents occupying single bedrooms. Again, you will be informed of any variation to the fees you pay if this affects you.

## **APPENDIX 9b**

### **Other Pricing**

As previously mentioned, David Cargill House can arrange for extra services to be provided at an extra cost. Please be aware that these charges are correct as of April 2022 and may be subject to change at the discretion of the service providers. We have listed below a few of the services that we can arrange to be provided and their current prices.

### **Hairdresser**

£15.00 Ladies Blow Dry  
£25.00 Ladies Cut & Blow Dry  
£45.00 Ladies Colour & Style  
£45.00 Ladies Perm  
£15.00 Gents Cut

### **Chiropody (Private)**

£35/£40 (dependent on chiropodist)

### **Nail Cutting Service**

£10.00

### **Dry Cleaning**

Can be arranged externally and will be charged as per the Dry-Cleaning pricing.

### **Newspapers**

Newspaper prices vary and will be charged accordingly, including delivery costs, where applicable.

### **Telephone**

There is a payphone available in the main hallway for your use. If you wish a telephone and/or internet installed in your bedroom, you would be responsible for any and all charges related to it.

### **Activities**

Most of the activities we have on offer are paid through our budget or from fundraising. If there is to be a charge for any activity you will be advised so you can make an informed decision as to whether you wish to take part.

### **Television**

Television license costs are charged accordingly.

## **APPENDIX 9c**

### **Funding your fees**

The following information is intended only as a guide. It would apply to most people, and we have taken care to try to ensure its accuracy. However, financial assessments are completed individually, and your circumstances may not be fully covered here. Contacting a Social Services Care Manager is therefore recommended.

Further information is available from <https://careinfoscotland.scot/topics/care-homes/>

### **Funding Respite Care**

The fee payable by a client (from 06/04/2021) for respite care is £139.50 per week. Social Work Services would pay the remainder for clients they assess as requiring respite care, or if you prefer, you may make a private arrangement and fully fund the fees yourself.

### **Funding Long-Term Care**

To calculate whether you qualify for 'Public Funding' towards your fees or if you need to fund your own care and are eligible for a 'Free Personal Care' allowance, please refer to the following together with the flow chart.

#### ***The Capital Limits are: -***

##### **Savings: Under £18,000 (Lower Threshold)**

These are disregarded when a financial assessment for the payment of fees for residential care is being carried out.

##### **Savings: £18,001 - £28,749**

Financial support is available on a sliding scale (£1 per every £250 of savings, or part thereof, between lower and upper threshold).

##### **Savings: Over £28,750 (Upper Threshold)**

In this category you would be 'Self-Funding' and if you were assessed as requiring nursing or residential care you would be eligible for £87.10 per week for nursing care, £193.50 per week for personal care and £280.60 per week for personal and nursing care. This is known as the 'Free Personal Care' award.

To find out if you qualify for these entitlements you would require to be assessed by a Social Work Care Manager. You can, of course, decide to fully fund your own care but please be aware that Social Services should still be consulted to assist you with your forward planning. They would not normally backdate Free Personal Care entitlements.

Once in residential care, if you are publicly funded and you require in-patient hospital treatment, you would normally still be entitled to keep your Retirement Pension and with Social Services' input, you should be able to continue to fund your placement in residential care if it was agreed that it was feasible for you to return.

If you are self-funding, although entitlement to your Retirement Pension would normally continue after 2 weeks hospitalisation, your entitlement to Free Personal Care would cease until you were discharged from hospital. However, please note that full fees would normally still be payable to the Care Home.

13

If you are the Appointee for a self-funding client, you should ensure that you advise the Council Social Work Services when the client's capital is diminishing to £28,500, in order to ensure that a financial re-assessment can be carried out as soon as is reasonably practicable.

### **War Pensions**

If you qualify for a War Widow's/Widower's Pension, or a War Disablement Pension, the first £10 of this is excluded with regards to 'means testing' your eligibility for public funding.

***Please note where you choose not to discuss your circumstances with Social Services prior to entering residential or nursing care, it may affect your entitlement to claim entitlements should your savings diminish.***

### **Occupational Pensions**

Occupational pensions are counted penny for penny towards fees when a financial assessment is being carried out.

### **Personal Expenses / Living Allowance**

When fees have been calculated you should have at least £29.30 personal living allowance left each week for personal day to day living allowance (e.g., where a client receives a pension of £177.10, £147.80 would go towards fees and £29.30 would go towards living allowance).

If, after your fees have been calculated you think you have less than this, you should ask your Social Services Care Manager to check your financial assessment and/or explain the calculations.

There are pension savings disregards for those with pensions higher than £177.10. Single Persons are allowed to keep up to £6.90, couples are allowed to keep £10.25 per week in savings.

### **Attendance Allowance**

This normally stops four weeks after you enter hospital or a care home. **You should advise the Department for Work and Pensions promptly as they will ask for any overpayment to be repaid.**

### **12 Week Property Disregard**

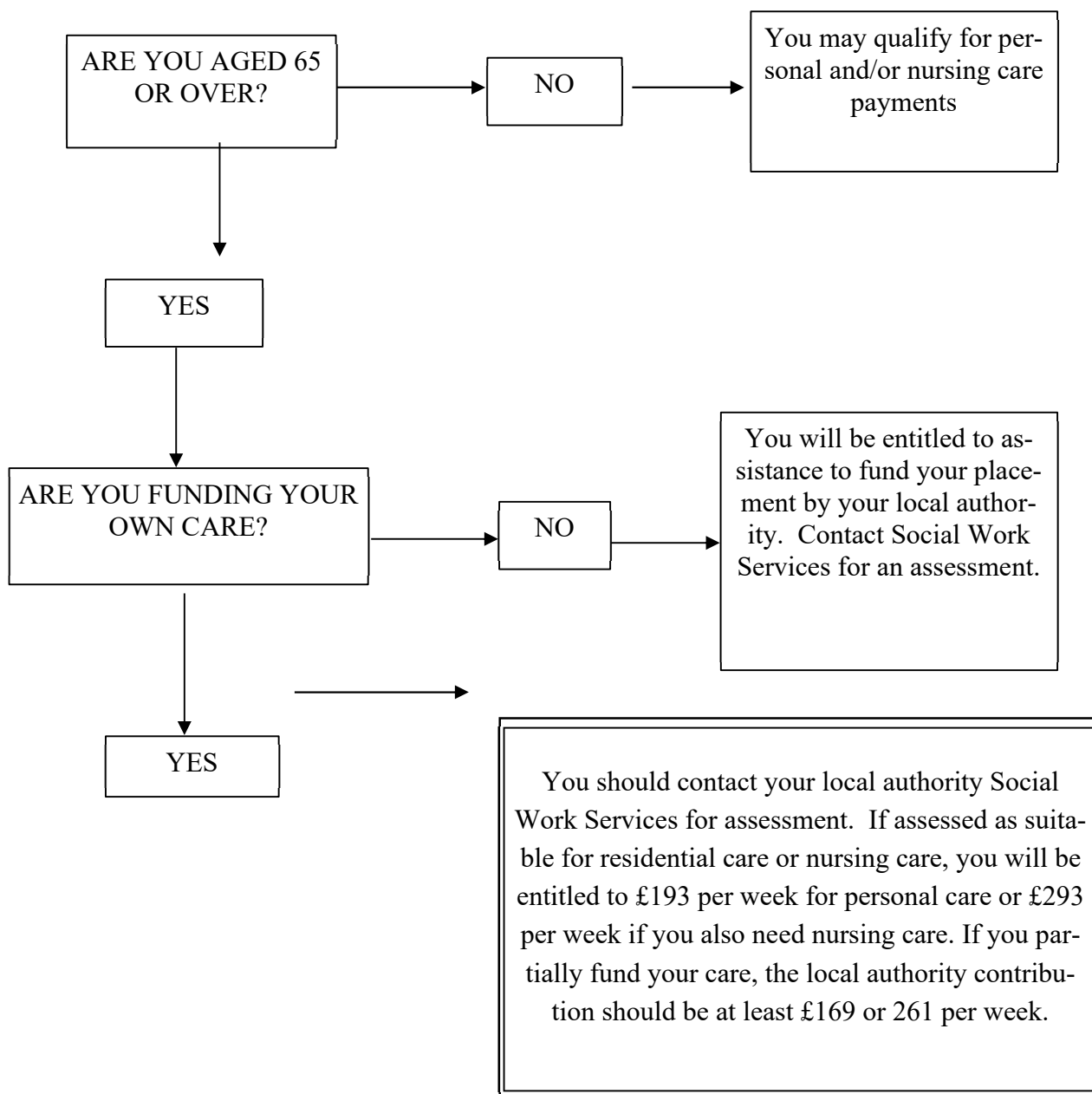
People entering residential care on a permanent basis may be eligible for their property to be disregarded for a period of 12 weeks. This is not automatic. Clients will only be eligible if they apply to the Council in the first instance. Clients are not obliged to apply but it may be in their financial interest to do so.

### **Property**

If you own property, there are several options opened to you. If you have a spouse or a family member living in the property, it may not count towards your financial assessment. If it does, you do not necessarily need to sell it to fund your placement. Deferring payment or renting your property may be options that are open to you. However, if you are selling your house, the Council can be requested to pay the majority of your fees due to the care home until the sale is completed. The payments the Council would make on your behalf are called 'Interim Payments'. When the Council agrees to this, they would ask for a 'Charging Order' to be placed on the house so that when the sale has been completed, the amount of the interim payments made would be refunded to the Council and you would receive the balance.

**Please discuss your circumstances with your Social Services Care Manager, a Financial Advisor or Welfare Rights Officer to confirm that the foregoing is still accurate, for more information or to check your eligibility.**

## APPENDIX 9d Funding a Care Home Placement in Scotland



## APPENDIX 9e Placements made by Glasgow City Council in Independent Sector Nursing and Residential Homes

### Guidance note for fee arrangements

Glasgow City Council has a Contract with the Independent Sector, and Nursing and Residential Care Home Providers who have agreed to provide care for Residents placed in their Homes by the Council.



Amongst other things this contract sets out the arrangements for the payment of fees which the Council and the Provider must adhere to.

The following Definitions describe the different terms used in relation to the financial arrangements which apply to the Council, the Home and You as a resident.

‘Council’s Approved Rate’

This is the minimum weekly charge which is paid jointly by you and the Council. This is referred to as the Resident’s Contribution and Council’s Contribution. In most cases your contribution will be paid from your weekly income which may include Social Security Benefits.

‘Contract Price’

This is the provider’s total charge per week for a placement.

**Prior to a Residents Admission**

- Each Resident will be assisted to exercise their right of choice to identify the Home where they wish to reside. The Social Worker is responsible for advising all prospective residents and their relative or representative of the financial conditions attached to their placement in an Independent Sector Nursing or Residential Home.
- Residents can be placed in a Home where the Home’s Contract Price is the same or less than the Council’s Approved Rate. Therefore, **no** Third Party Contribution will be charged. Where it is above the Approved Rate, this must be made up from the individual’s own resources.