

Area of Responsibility	Who will take lead responsibility?				Comments
	Person Themselves	Family	Others e.g. Friends/Circle	Buy This In	
1) Developing a Support Plan					
2) Recruiting Personal Assts./Staff					
3) Keeping Hold of Good Staff					
4) Building a Team					
5) Technical Support					
6) Circle Co-Ordination					
7) Reviews & Planning for the Future					
8) Miscellaneous Areas					

1) Developing a Support Plan

Who is the person? What support do they want? What kind of lifestyle do they want? How will the Individual Budget be used to achieve this?

2) Recruiting Personal Assistants / Staff

Who would be an ideal P.A.? Are the P.A.'s clear about what is expected of them? :-

- i. Person Specification
- ii. Job Description
- iii. Advert
- iv. Short listing and Interviewing
- v. Contract of Employment
- vi. Individual Support Agreement

3) Keeping Hold of Good Staff

Do the staff feel their contribution makes a difference? Are staff equipped to carry out their role? Is it clear that the staff are valued? :-

- i. Induction
- ii. Regular Training Opportunities
- iii. Support & Supervision
- iv. Additional Responsibilities

4) Building a Team

Is the team's energy and creativity focused? Is the team enthused and excited by what they are doing? :-

- i. Positive and Productive Team Meetings
- ii. Fair Distribution of Rotas
- iii. Person Centred Working/Practices
- iv. Support to the Team Leader

5) Technical Support

Are employment issues and the business side getting in the way of focusing on how to support the person getting what they want? Who's best equipped to deal with:-

- i. Personnel Issues
- ii. External Bodies e.g. Supporting People; ILF
- iii. Health and Safety
- iv. Accounts
- v. Payroll
- vi. Insurance matters
- vii. Person Centred Risk assessments

6) Circle Co-Ordination

How do we ensure all our energy is focused on helping the person get the life they want? Could someone facilitate our meetings?

7) Reviews and Planning for the Future

How do we stop and reflect on how things are going, and what is wanted in the future:

- i. Reviewing and Developing the Support Plan
- ii. Person Centred Plans
- iii. Problem Solving

8) Miscellaneous Areas

On-call provision
Emergency Support