

Appendix 5 Sample of Letters

- **Sample Letter to Service Users**

Date as post mark

Dear (name of service user)

There are going to be some changes with the management of the Shared Lives Scheme.

This will not affect your day to day life too much as the changes are about who your carer is supported by. You will continue living where you are with the same carer.

Currently your carer is supported by staff from Sussex Partnership NHS Foundation Trust and there is a proposal to transfer the support to staff from the In-House Shared Lives Scheme provided by Brighton & Hove City Council.

Russell Warrior and Abi Rogers come to your home periodically to meet with you and your carer. If the changes take place those visits will gradually come to an end and staff from the In-House Shared Lives Team will be visiting your home and carer instead.

This proposed change is currently subject to a **Consultation** period. This means we are required to ensure we have sought the opinions of the people who live and work in the Shared Lives Scheme.

Therefore I want to ask you a few questions regarding your experience of where you live and the support and care you receive.

This is so that if we hand over the Shared Lives Scheme to Brighton & Hove City Council we are able to share your views, experiences and wishes with them. Your opinion is important and I hope you will take this opportunity to make your views known.

- Can you tell about what you like most of all in your Shared Lives Home?
- Can you think of any way that we could improve your Shared Lives Home?
- How would you like us to communicate to you about any of the changes regarding Shared Lives Scheme?

Attached to this letter there is a pre-paid envelop you can use to post your answers or any other thoughts you might have about the transfer.

If you would prefer we can come and visit you so you can talk through your responses to the questions above.

You carer can contact me and Russell about organising a time and date.

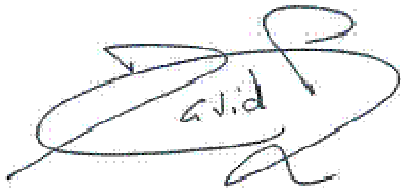
Further Consultation

- A group meeting with you and other SPFT Shared Lives Scheme users will take place to give you feedback about the interviews, to highlight main concerns and risks, and to look together for solutions
Date and Venue to be confirmed

Attendance to this meeting is not obligatory. If you prefer you can talk to your carer and let her know your thoughts. Your carer will then pass your opinions to us.

- Written feedback following the group meeting will be sent to you. This will be followed by a period of time in which further comments can be made.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'David', enclosed within a large, loopy scribble.

David Peña-Charlón
Shared Lives Project Manager
Commissioning & Partnerships Team
Brighton & Hove City Council

- **Sample Letter to relatives**

Dear (name of relatives)

Re. Name of service user

Brighton & Hove Local Authority is working towards the development and expansion of Shared Lives in the city. Shared Lives is view as a dynamic, flexible and positive model and the Council is committed to support it in order to increase its profile.

As part of these plans a proposal to transfer SPFT Shared Lives to the Brighton & Hove City Council's In-House scheme will be discussed by Committee in June. Prior to this discussion a Consultation process is to take place during 12 weeks (from the 10th of February to the 1st of May)


Please, note that the transfer would be solely of the management of the scheme. Each placement will remain as it is. There is no intention to change current accommodation arrangements. This means (name of service user) will remain in his current placement supported by (name of carer)

Consultation

The Consultation process aims to ensure that carers, service users, family and members of the staff have an opportunity to raise questions and discuss concerns and ideas about how they would like the proposed transfer to take place. It will also serve as a way to give you all relevant information.

If you would like to make any comment or would like more information regarding the transfer of management of the Shared Lives scheme please contact Russell Warrior (SPFT Shared Lives Officer) on 01273 242240 x 3665 or russell.warrior@sussexpartnership.nhs.uk

Yours Sincerely,



David Peña-Charlón
Shared Lives Project Manager
Commissioning & Partnerships Team
Brighton & Hove City Council

- **Sample Letter and Questions to Carers**

Date as post mark

Dear (name of carer)

Brighton & Hove Local Authority is working towards the development and expansion of Shared Lives in the city. Shared Lives is view as a dynamic, flexible and positive model and the Council is committed to support it in order to increase its profile.

As part of these plans a proposal to transfer SPFT Shared Lives to the Brighton & Hove City Council's In-House scheme will be discussed by Committee in June. Prior to this discussion a Consultation process is to take place during 12 weeks (from the 10th of February to the 1st of May)

Please, note that the transfer would be solely of the management of the scheme. Each placement will remain as it is. There is no intention to change current accommodation arrangements.

Consultation

The Consultation process aims to ensure that carers, service users and members of the staff have an opportunity to raise questions and discuss concerns and ideas about how they would like the proposed transfer to take place. It will also serve as a way to give you all relevant information.

I would like to highlight that the Consultation process is a tool to be used to work together, to share opinions and views, to identify risks and work towards agreed solutions. Your opinion is important and I trust you will take this opportunity to make your views known.

During the 12 weeks consultation the following will take place:

- A set of questions attached to this letter is to be completed by each carer – if the carer wishes to do so – and returned in the enclosed pre-paid envelop as soon as possible.
- An individual interview will be arranged in order to discuss your answers to the abovementioned questions and to look at any other concerns you may have. We will also use this opportunity to hand a similar letter to this one to any service user/s under your care.

The date and time proposed for the interview at your own home is
(Date and time)

If this is still a suitable arrangement you need take no further action and we will see you at this time. If you would like to make an alternative arrangement please contact Russell Warrior on 01273 242240 x 3665.

- A group meeting with you and other SPFT Shared Lives carers will take place to give you feedback about the interviews, to highlight main concerns and risks, and to look together for solutions.

Proposed date 17th of March at 11 am - Venue to be confirmed

Please, let Russell Warrior know whether this date and time is suitable for you.

- Written feedback following the group meeting will be sent to you. This will be followed by a period of time in which to reflect and further questions or concerns can be raised.

Yours Sincerely,



David Pena-Charlon
Shared Lives Project Manager
Commissioning & Partnerships Team
Brighton & Hove City Council

Questions

What are the aspects of the SPFT Shared Lives service you most value?

How would you like to be supported during the transfer from SPFT Shared Lives to the In-House scheme?

Describe any potential issue the transfer might present to you

Describe any potential benefit the transfer might present to you