

# Getting your Support Plan Agreed

## Completing and submitting a Support Plan

Your support plan should detail your agreed eligible needs and the outcomes that need to be achieved including how you plan to meet those outcomes and needs within your available personal budget. The idea of a Personal Budget is that it seeks to enable you to be as independent as possible – This needs to be clear in your support plan.



You can have help to complete your support plan from your friends and family or from Penderels Trust, Shropshire Council's contracted support planning agency or sometimes your care manager can help too.

The Council needs to know how much money you want to go where, and, (if you know), how often this will need to be paid:

- If you are choosing an Individual Service Fund, payment arrangements can be agreed between the Council and the organisation providing the service, and you will be informed of these arrangements.
- If you are having a Direct Payment, you just need to think about whether you wish to consider having your own Personal Assistants, a care provider or whether you require a one off payment for specific items.
- If you are having a Council Managed Fund, this will all be sorted for you by your Care Manager.

It is important that in your Support Plan you clearly show how your Personal Budget will be used to meet your eligible needs – as highlighted in your 'My Assessment'.

## Thinking about risk

Some degree of risk is a part of everyday life. Managing risk well means keeping people safe from harm whilst not overly restricting freedom and choice.



Your Support Plan will need to identify any risks and address how these will be managed. You will also need to think about what you would do if things might not go to plan.

The 'Keeping Safe' form on the Support Plan will help you think through these things and your Care Manager or Support Planner will assist you with completing this section. Sometimes, your Care Manager will need to have agreement from a manager if there is anything in your Support Plan that might be risky. They may ask you to change a few things or do some extra checks. This may mean it takes a little bit longer to get your Support Plan agreed but it is important that everyone feels comfortable that they have done everything to avoid you being harmed or taken advantage of.

For more information about My Life My Choice, Self Directed Support in Shropshire and the services that are provided by the Council go to [www.shropshire.gov.uk](http://www.shropshire.gov.uk)  
On the website you will find a number of helpful guides and leaflets that are available to download for free.

For help with social care emergencies that occur outside of office hours contact  
The Emergency Duty Team on 08456 789040

You can also get a copy of the leaflets, guides and other information produced by the Council from your Care Manager, local Customer Service Points or by calling this number



0345 678 9044