

## **Budget Holding Lead Professional**

### **Dorset Pilot Project**

#### **Working Protocol**

#### **Background**

Finance has been made available to pilot the flexible use of a budget to support case plans for children and young people with additional needs (i.e. predominately at level 2 of the Dorset model of need.) Finance is limited to a total of £40,000 for the pilot period.

The budgets will be administered in the 6 localities of Dorset. The seconded locality co-ordinator posts will have responsibility for the day to day management of the budgets.

This is a Dorset Children's Fund financed project, monitoring of the uses and outcomes from the project is very important. It will be part of gaining evidence for future funding decisions and priorities in support of the Dorset Preventative Strategy

#### **Use of the Budgets**

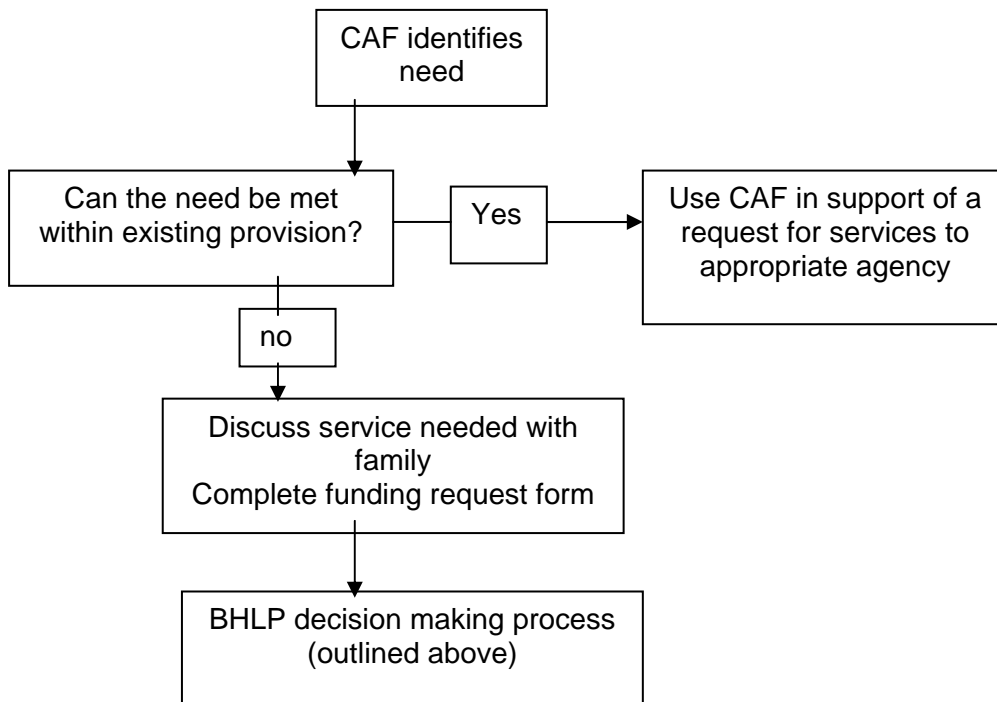
1. Most children receiving CAF assessments and lead professional working will not require BHLF financial resources. Service improvement for young people may be gained from better co-ordination of existing provision and from flexible approaches to staff resources at level 2.
2. Assessment of a child young person (0-18) may indicate that a care plan will benefit by investment in small specific packages of care not available from other sources. The service could directly support the child and/or their parent/carers.
3. The budget may be used flexibly but may include the purchase of
  - Childcare
  - Leisure or cultural services for children
  - transport
  - Spot purchase of counselling or other traded services
  - Domestic equipment
  - Other
4. It is likely that these services will be one element of a multi agency plan for a child co-ordinated by a lead professional.
5. The budget should not be used where existing statutory or voluntary sources of finance would be used e.g. section 17 funding (Children Act 1989), health visiting homelessness fund, commonly used charity applications).
6. The budget may also be used for small-scale support to the development of locally commissioned where a need has been identified.

#### **Processes**

1. A Common Assessment Framework form showing the needs of the child will accompany applications to BHLF budgets.
2. Where multi agency panels are operational in localities, it would be helpful to have discussed the case plan and BHLF within that forum
3. Locality co-ordinators will hold the budget and have decision-making responsibilities.  
(in localities where co-ordinators have not yet been appointed, co-ordinators in other areas can advise and agree local grants)

4. Where the grant is agreed the nature and timing of the completion of part three of the monitoring form will be specified. Detail required will be proportionate to the level of funding.
5. Support is more likely to be through direct services rather than cash.
6. Matched funding by parents or family members, where possible, may constitute best practice.
7. Maximum level of support in each case will be up to £500 or £1000 in exceptional circumstances.

**Summary of BHL P model**



**Dorset Budget Holding Lead Professional pilot project**  
**Application and Monitoring Form**

W&P; West Dorset; North Dorset; Purbeck; East Dorset Christchurch. Circle locality
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**PART ONE**

<b>Name of Child / Family</b>	
<b>Name and Designation of Lead Professional</b>	
<b>Date of CAF (must be attached)</b>	

<b>Proposed use of BHLF finance</b>	
<b>Intended outcomes</b>	
<b>Indicate principle every <i>child matters</i> outcome(s) the resources will support</b>	<p><i>Tick the <input type="checkbox"/> that apply</i></p> <p>Be Healthy</p> <p>Stay Safe</p> <p>Enjoy and A</p> <p>Make a Positive Contribution</p> <p>Achieve Economic Well-being</p>

**PART TWO (for completion by locality co-ordinator)**

<b>Service Agreed and Date</b>	
<b>Review Process and Date</b>	
<b>Notes</b>	

**PART THREE**

<b>Outcome Achieved</b>	
<b>Comments from family members</b>	
<b>Other notes</b>	
<b>Date</b>	<b>Signature</b>