



How Do I Plan and Arrange My Support?

Once you know what your budget is you can arrange your support. You can arrange support from an agency that sells care services, such as Health in Mind, the Council or a private organisation. You may alternatively decide to employ a Personal Assistant.

Buying Services

Using your SDS budget, you can buy services from a service provider. The Council will be able to provide you with a list of organisations that can provide the support you need. If you have a contract with a service provider, they are answerable to you, not the Council.

You may want to purchase services from the Council, a third sector (Charity) organisation or a private company. Alternatively, you may want to employ a Personal Assistant.

Employing a Personal Assistant

Employing a Personal Assistant can give you a tailor-made package of support to suit you. You choose who comes into your home and what they do. You may want some support with interviewing people and payroll.

For more information on personal assistants you can contact the Scottish Personal Assistant Employers Network (SPAEN).

You will need to check that your Personal Assistant is legally allowed to work in the UK and satisfy any Home Office rules in this respect. You will also need to make sure that a police check, sometimes called a PVG check or disclosure, is carried out on anyone you may wish to employ. This is done through Disclosure Scotland (the clearing house where criminal record checks are carried out under the Police Act 1997). Your local authority, local support service, and SPAEN (Scottish Personal Assistant Employers Network) can help you further.

While this may seem difficult, your personal care plan will make clear the number of hours of support you need to meet your assessed needs. Start by preparing a list of the tasks you want your staff to do. Then ask yourself what skills and personal qualities they will need to do those tasks properly. You will also need to think about what hours you would expect your staff to work.

If you decide this option is not for you, there are alternative options.

Using Support Agencies

You can purchase services from the **Council**, which you can discuss with them.

Alternatively, you may decide to contact a **Third Sector Organisation**, such as Health in Mind, to help you. The advantage of this is that such services may be experienced in supporting mental health service users.

Finally, you may choose to employ a **Private Organisation**.

With all of these options, the Council will monitor progress and to ensure that your outcomes are being met.