





West Berkshire Council - Adult Social Care Online Policy System (SCOPS)

What is it?

The Social Care Online Policy System (SCOPS) provides an Index of ALL West Berkshire Council adult social care services policies, procedures and information.

Policies and procedures provide a framework to inform action by Social Care staff, whether in relation to service users, personnel, health and safety etc. They should clarify the scope, purpose, and legal basis for any procedure and clarify management responsibilities and role of staff.

SCOPS ensures policies and procedures are available and accessible to all members of staff in an easily understood format.

Development of Policies Procedures

All documents must be produced in line with WBC 'Corporate governance document standards' which provides direction on the type, content and appearance of all documents and has been adopted for West Berkshire Council in order to ensure consistency in production and presentation of information.

These standards apply to all documentation generated and in use by West Berkshire Council staff to ensure that the authority operates as a viable and effective organisation.

Any work should pay attention to defining whether a document is a policy, procedure or guidance note. In particular note should be taken of approval routes.

Document types include:

- **→ Policy** (what is to be done and why it is to be done)
 - A statement of intent in respect of a particular responsibility
 - A Policy may require a number of standards and procedures to support it.
 - Any new or revised policy or strategy should undergo a basic Equality Impact Assessment to ensure equality issues have been considered and any likely negative impact has been addressed.
 - To be approved by Corporate Board, and if necessary Management Board
- **♦ Standard** (gives the required level of activity or quality)
 - To be approved by Service Director
- **♦ Procedure** (defines how the activity or task is to be conducted).
 - To be approved by Service Management (ASCM)
- **→ Guidance** (explanation or assistance on delivery)
 - To be approved by relevant Management teams / ASCM as appropriate

For further guidance on these templates or drafting policies / procedures please contact us. It is essential that SCOPS is accurate and up to date and is a single point of reference for all Adult Social Care policies and procedures.

Management of Policies Procedures

The SCOPS Index is maintained by the Information Coordinator, Adult Social Care. All services areas are responsible for informing the Coordinator of changes to policies and procedures they work to.

Functionality of SCOPS

As well as being a source for our policy / procedural framework; SCOPS is also a management tool and can filter documents according to service / document owner / date etc. Please contact Barbara Billett to access this functionality.

This document is designed to be read online and links to relevant policies and websites. It will be kept up to date and the latest version can be found at www.westberks.gov.uk/scops



Document Name	Designated Lead	Service	Issued	Internal only
A	PRESS CONTROL	F FOR THE SEARCH	I FACILITY	TO OPEN
Accessible Information Standard Accessible Information Policy - Adult Social Care under review Accessible Information Policy in Easy Read - Adult Social Care Staff Procedure for implementing the Accessible Information Standards * under review	K Rainbow K Rainbow K Rainbow	All All	Oct-23 Nov-25 Apr-25	V
Accessible Information Standards – staff quick reference guide * Adult Social Care Staff guidance Practice Guidance relating to 3 Conversation model and recording *	K Rainbow K Winter/B Billett	All	Nov-25 Sep-25	V
Adult Placement - see Shared Lives				
Adult Protection - see safeguarding				
Advocacy - see Care Act Guidance				
AMHP - in Mental Health section				
Appraisal - see Employee performance management Adult Social Care Workforce - Privacy Policy ASC WDS Data Submission * Assessed and Supported Year in Employment (ASYE) for newly Qualified Social Workers (NQSW) Autism		AII AII	Apr-22	√ √
Information for adults living with an Autism Spectrum Condition in West Berkshire	Rachel Johnson/Hannah Cole	All	Mar-24	
Adult Autism Strategy and Action Plan <i>currently under review</i> Autism Innovation Capital Grant application form	Hannah Cole Hannah Cole	All All	Oct-19 Aug-22	
B C				
C&YP - Childrens Services Policy & Procedure Library tri.x				
Care Act Guidance				
Care and Support Statutory Guidance The Care and Support (Eligibility Criteria) Regulations 2014 Advocacy - Staff guidance to access independent advocacy with referral form link *	DoH & Social Care GOV.UK Sue Brain	ASC	Oct-23	٧
Care Director - Link to staff intranet pages for up to date guidance Care Homes and Resource Centres - See Responsive Care Providers				
Carers Payments - Procedure for staff *	KRainbow/ RSweetman	All	Feb-25	٧
Care Quality Adult Social Care Provider Quality Assurance Framework Care Quality Toom Link to webpage	Care Quality	All	Jul-22	
Care Quality Team - link to webpage CQ1 procedure CQ1 flowchart	Care Quality Care Quality	AII AII	Jun-25	
Adult Social Care Charging Policy Charging for Adult Social Care - Review and Appeals Procedure Appendix WB10 - Review Request Appendix WB11 - Review Acknowledgement * Appendix WB12 - Financial Assessment Appeal Form * Appendix WB13 - Appeal Acknowledgement * Appendix WB14 - Outcome of Appeal * ASC Ability to Pay form Guidance notes - non residential care services Guidance notes - residential care services Charging Guidance Notes in Easy Read Deferred Payment Agreement Policy Deferred Payments Guidance notes Guidance notes - Care Home top up payments Care Home Top-Up Procedure - staff guide * Care Home Top Up Policy see Residential and Nursing Care Placements for Older People Policy Extra Care Housing costs Guidance notes	Jo England Diane Herd	AII	Mar-25 Aug-24 Aug-24 Aug-24 Aug-24 Aug-24 Oct-23 Aug-25 Apr-25 Feb-24 Mar-25 Jul-25 Jan-25 Jan-25	√ √ √
Children's Services Policy and Procedures Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) Transition to Adult Services Procedures - see Transitions	Tri.X	Children's Services		

^{*} Indicate documents for WBC staff only. They will only be accessible if staff are logged on to WBC intranet.



Document Name	Designated Lead	Service	Issued	Internal only
Commissioning - Social Care 3 Choices Process for Care Placement Flowchart and FAQs *	Kate Pearson	All	Oct-22	٧
Care Placement Learning Disability Care and Accommodation Sourcing Procedure *	Kate Pearson	All	Oct-22	٧
Domiciliary Care 28 Day Notice Process *	Kate Pearson	All	Oct-22	٧
Domiciliary Care Sourcing Process * Learning Disability and Mental Health Placement Process *	Kate Pearson Kate Pearson	AII AII	Oct-22 Oct-22	√ √
Respite Placement Process for Care Homes * Contracts and Commissioning Team Adult Social Care	Kate Pearson	All	Oct-22	∨ √
Communications with Councillor Guidelines - See Need to know guidelines for Directors and Mem	nbers			
Complaints Procedure	A1: 1 (1 ')	A.U.	N 00	
Complaints procedure - Adult Social Care Complaints procedure - staff guide *	Alison Lewthwaite Alison Lewthwaite	AII AII	Nov-23 Jun-24	V
Complaints procedure - stail guide Complaints procedure - Internal investigation guidance notes *	Alison Lewthwaite	All	Feb-21	٧ V
Complaints procedure - Independent investigation guidance notes *	Alison Lewthwaite	All	Feb-21	٧
Continuing Care				
Procedure for applying for Continuing Health Care *	K Winter/T Mulberry	All	Oct-25	٧
CHC - National Framework	Dept of Health	AII AII	Jul-23 Oct-25	٧
Appendix 1 New BOB ICB CHC Checklist Referral Oct 2025 * Appendix 2 CHC Public Information Leaflet	T Mulberry T Mulberry	All	Oct-25 Aug-22	V
Appendix 3 CHC Trigger points crib notes *	T Mulberry	All	Sep-23	٧
NHS CHC Berkshire Joint Protocol for Local Dispute Resolution 2013	T Mulberry	All	Jul-13	٧
D Deferred Payment Agreement policy	Jo England	AII	Mar-24	
Donutvehin				
Deputyship Deputyship and Appointee Procedures Handbook *	Lisa Flynn	All	Nov-25	٧
Deputyship Referral form *	Lisa Flynn	All	Aug-24	٧
COP3 Court of Protection Assessment of Capacity *	Lisa Flynn	All	Jan-24	٧
Form to request support completing Deputyship applications	Lisa Flynn	All	Apr-25	
Direct Payments - see Personal Budgets				
Disabled Facilities Grant Procedure * under review	Katie Winter/ Aimee Connor	All	Jun-23	٧
Deprivation of Liberty Safeguards (DOLS)				
WBC Procedure for DOLS *	Sue Brain	All	May-23	٧
E				
Employee performance management				
ASC Supervision procedure for Social Care Staff	Hannah Cole	All	Apr-25	٧
Appraisal form *	HR	All		٧
ASC Workforce Plan 2024-2027	Hannah Cole	All	May-24	٧
Employee Safety Managing Abusive Contact/Behaviours in Adult Social Care	Sue Brain	All	Jan-25	V
Employment of agency staff (care homes / resource centres) *	Sarah Salisbury	Provider Services	Feb-23	٧ √
Employment of agency staff (non care homes) *	Katie Winter	All	May-25	٧ V
Appendix C Induction checklist for Agency staff in ASC*	Katie Winter	All	May-25	٧ V
Equipment and Telecare	Katie Winter		a, 20	V
Equipment - ASC procedure for the assessment & provision of equipment *	Katie Winter	All	Aug-24	٧
Procedure for provision of Technology Enabled Care (TEC), Monitoring & Response Service *	Katie Winter	All	Mar-24	٧
F				



^{*} Indicate documents for WBC staff only. They will only be accessible if staff are logged on to WBC intranet.



Handring an incident - see Need to know (figure Care - now reterred to as Reabhermant services) Hospital Annisons and Disordarge Process Guidence* - See Mental Measth Psychiatric Magnital Magnital Manison and Disordarge Process Guidence* - See Mental Measth Psychiatric Magnital Magnital Manison and Disordarge Process Guidence* - See Mental Measth Publication procedures for Adult Social Care* - Virtual retails proceedures. Adult Social Care* - Virtual Research Magnital Magnital Magnital Care - unifine processes and induction manuals* Induction procedures for Adult Social Care* - Training indirect page link* - Sach Seasobory - Adult Social Care* - Sach Mental Measth ASC Indirection shredated for New Southers - Sach Seasobory - All Jun-25 - Virtual Pages - Hill - Adult - Jun-25 - Virtual Pages - Hill - Jun-25 - Virtual Pages - Jun-26 - Jun	Document Name	Designated Lead	Service	Issued	Internal only
Flores Care - now reterred to as Reablement services Hospital Admissions and Discharge Mill and Locality Hospital Discharge Process Guidance* Psychietre Hospital Admission and Discharge Process Guidance* Psychietre Hospital Admission and Discharge Process Guidance* Industrial Procedures for Adult Social Care - online processes and industrial manuals* Industrial procedures for Adult Social Care - online processes and industrial manuals* Industrial procedures for Adult Social Care - online processes and industrial manuals* Industrial procedures for Adult Social Care - online processes and industrial manuals* Industrial procedures for Adult Social Care - online processes and industrial manuals* Industrial Process of Part Adult Social Care - online processes and industrial manuals* Industrial Process of Part Adult Social Care - online processes and industrial manuals* Industrial Process of Part Adult Social Care - online processes and industrial Process of Part Agriculture Process of Part Process of Part Part Process of Part Part Part Process of Part Part Process of Part Part Part Process of Part Part Part Part Part Part Part Part	H				
Induction procedures for Adult Social Care - online processes and induction manuals* Induction procedures Adult Social Care - online processes and induction manuals* Induction procedures Adult Social Care - online processes and induction manuals* Induction procedures for Adult Social Care - online processes and induction manuals* Induction procedures for Adult Social Care - online processes and induction manuals* ASC Direct Observation Training Standard *	Home Care - now referred to as Reablement services Hospital Admissions and Discharge	Ann Tubbs	All	Jan-24	V
Information procedures - Autil Sozial Care* ASC Protections and Radiotech Training - Intronet page link* ASC Direct One-protein Training Standard* ASC Direc					√ √
refunction procedures - Afult Sozial Care* ASC Protection and Refunctor Training - Intromet page link* ASC Direct Colemation Training Standard* ASC Direct Colemation Advised Flan ASC Direct Colemation Advised Flan ASC Direct Colemation Advised Flan ASC Information and Advise Plan ASC Information and Advise Plan ASC Information and Advise Plan ASC Information and Advise - Implementation Plan* K Rainbow/K Winter ASC Direct Colemation Flan* ASC Information and Advise - Implementation Plan* K Rainbow/K Winter All Feb-25 Calidations for Resident for Supporting People with a Learning Disability under review Lone Working guidance for West Berkshire and guidance (intranet page)* Guidations for Residenment - Coordinators, Officers, Assistants, agency & office based staff* All teams need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are familiar with this. Mental Health Guardianship Policy* currently under review All teams need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are familiar with this. Mental Health Guardianship Policy* currently under review All teams need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are familiar with this. Mental Health Guardianship Policy* currently under review All teams need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are familiar with this. Mental Health Guardianship Policy* currently under review Liz Russell All Nov-25 v Appendix 3 - 3117 Marisk form Liz Russell All Jul-25 v Liz Russell All Nov-25 v Appendix 6 - 3117	I				
ASC Induction and Refresher Training - Intranet page link * ASC Direct Observation Training Standard* ASC Induction checklist for New Starters * ASC Induction checklist for New Starters * HR ASC Information and Advice Plan ASC Information and Advice Implementation Plan* K Rainbow/K Winter AII Feb-25 Learning Disabilities Policy Statement for Supporting People with a Learning Disability under review Lone Working guidance for West Berkshire and guidance (Intranet page) * Guidelines for Reablement - Coordinators, Officers, Assistants, agency & office based staff * AII fearms need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are femilier with this. M Mental Health Guardinanship Policy * currently under review Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Nearest Relative Policy * currently under review Psychiatric Hospital Admission and Discharge Process Guidance Liz Russell AII Nov-25 v Appendix 3 - S117 Matrix form Liz Russell AII Nov-25 v Appendix 4 - S117 Frocess Appendix 6 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshiral Council Fench AII Univ S1 v Appendix 6 - S117 Process Chart	Induction procedures for Adult Social Care - online processes and induction manuals*				
ASC Direct Observation Training Standard* ASC Induction checklist for New Staters* Hannah Coole ASYE intranet pages* Information and Advice ASC Information and Advice Plan ASC Information and Advice - Implementation Plan* K Rainbow/K Winter ASC Information and Advice - Implementation Plan* ASC Information and Advice - Implementation Plan* K Rainbow/K Winter ASC Information and Advice - Implementation Plan* K Rainbow/K Winter ASC Information and Advice - Implementation Plan* ASC Information and Advice - Implementation Plan* Examing Disabilities Policy Statement for Supporting People with a Learning Disability <i>under review</i> Lone Working guidance for West Berkshire and guidance (Intranet page) * Guidelines for Reablement - Coordinators, Officers, Assistants, agency & office based staff* All teams need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are familiar with this. M Mential Health Guardinaship Policy* currently under review Guardinaship Policy* currently under review Appendix S - SITY Mains form Guardinaship Policy * currently under review Psychiatric Mosphial Admission and Discharge Process Guidance Liz Russell All Nov-25 Appendix S - SITY Mostrix form Liz Russell All Nov-25 Appendix S - SITY Mostrix form Liz Russell All Jul-25 Appendix S - SITY Process Append	·	Hannah Cole	All	Mar-21	٧
ASC Information and Advice Plan ASC Information and Advice Plan ASC Information and Advice Plan ASC Information and Advice - implementation Plan* K Rainbow/K Winter ASC Information and Advice - implementation Plan* K Rainbow/K Winter Feb-25	ASC Direct Observation Training Standard * ASC Induction checklist for New Starters *	Hannah Cole	All		٠ ٧
ASC Information and Advice Plan ASC Information and Advice - Implementation Plan* K Rainbow/K Winter Feb-25 ASC Information and Advice - Implementation Plan* K Rainbow/K Winter Feb-25 V Learning Disabilities Policy Statement for Supporting People with a Learning Disability under review Policy Statement for Supporting People with a Learning Disability under review Folicy Statement for Supporting People with a Learning Disability under review Folicy Statement for Supporting People with a Learning Disability under review Guidelines for Reablement - Coordinators, Officers, Assistants, agency & office based staff * All teams need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are familiar with this. M Mental Heaith Guardianship Policy * currently under review Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Nearest Relative Policy * currently under review Psychiatric Hospital Admission and Disabrage Process Guidance Liz Russell All Nov-25 v Appendix 2- S117 Funding Application Form Liz Russell All Jul-25 v Appendix 5- S117 Process Appendix 5- S117 Process Cardine French All Nov-25 v Procedures relating to the role of Approved Mental Health Professional in West Berkshire Moving and Positioning procedures (in the community) Katle Winter All Jul-21	, -	HR	All		٧
Learning Disabilities Policy Statement for Supporting People with a Learning Disability under review Lone Working guidance for West Berkshire and guidance (Intranet page)* Guidelines for Reablement - Coordinators, Officers, Assistants, agency & office based staff* All teams need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are familiar with this. M Mental Health Guardianship Policy* currently under review Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Nearest Relative Policy* currently under review Psychiatric Hospital Admission and Discharge Process Guidance Appendix 3 - S17 Martix form Liz Russell All Nov-18 Appendix 3 - S17 Martix form Liz Russell All Jul-25 Appendix 4 - S177 Funding Application Form Appendix 5 - S177 Process Appendix 6 - S177 Process Appendix 6 - S177 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21		K Rainbow/K Winter	All	Feb-25	
Learning Disabilities Policy Statement for Supporting People with a Learning Disability under review Hannah Cole LD Mar-21 Lone Working guidance for West Berkshire and guidance (Intranet page) * Guidelines for Reablement - Coordinators, Officers, Assistants, agency & office based staff * All teams need to ensure that they have ione working procedures and safe systems of work established and documented and all staff are familiar with this. Mental Health Guardianship Policy * currently under review Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Nearest Relative Policy * currently under review Appendix 2 - Copy of JCT Calculator Appendix 2 - Copy of JCT Calculator Appendix 3 - St17 Matrix form Liz Russell All Jul-25 v Appendix 4 - St17 Funding Application Form Liz Russell All Aug-25 v Appendix 5 - St17 Process Appendix 6 - St17 Process Appendix 6 - St17 Process Appendix 6 - St17 Process Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21	ASC Information and Advice - Implementation Plan*	K Rainbow/K Winter		Feb-25	٧
Policy Statement for Supporting People with a Learning Disability <i>under review</i> Lone Working guidance for West Berkshire and guidance (Intranet page) * Guidelines for Reablement - Coordinators, Officers, Assistants, agency & office based staff * All teams need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are familiar with this. Mental Health Guardianship Policy * currently <i>under review</i> Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Nearest Relative Policy * currently <i>under review</i> Psychiatric Hospital Admission and Discharge Process Guidance Appendix 2 - Copy of JCT Calculator Appendix 3 - S117 Matrix form Appendix 4 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Mar-21 Intranet page All V Truly Pinkarchevski Reablement Apr-24 Apr-24 V Jenny Bayliss All Sep-19 V Jenny Bayliss All Sep-19 V Jenny Bayliss All Nov-18 V Jenny Bayliss All Nov-25 V Appendix 3 - S117 Matrix form Liz Russell All Jul-25 V Appendix 6 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21					
Lone Working guidance for West Berkshire and guidance (Intranet page) * Guidelines for Reablement - Coordinators, Officers, Assistants, agency & office based staff * All teams need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are familiar with this. Mental Health Guardianship Policy * currently under review Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Nearest Relative Policy * currently under review Psychiatric Hospital Admission and Discharge Process Guidance Appendix 2 - Copy of JCT Calculator Appendix 3 - S117 Matrix form Appendix 3 - S117 Funding Application Form Appendix 4 - S117 Frocess Appendix 6 - S117 Process Chart Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21 Moving and Positioning procedures (in the community) Katie Winter All Jul-21	Learning Disabilities				
Guidelines for Reablement - Coordinators, Officers, Assistants, agency & office based staff * All teams need to ensure that they have lone working procedures and safe systems of work established and documented and all staff are familiar with this. Mental Health Guardianship Policy * currently under review Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Nearest Relative Policy * currently under review Psychiatric Hospital Admission and Discharge Process Guidance Liz Russell All Nov-25 v Appendix 2 - Copy of JCT Calculator Appendix 3 - S117 Matrix form Liz Russell All Jul-25 v Appendix 4 - S117 Funding Application Form Appendix 6 - S117 Process Appendix 6 - S117 Process Appendix 6 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21	Policy Statement for Supporting People with a Learning Disability under review	Hannah Cole	LD	Mar-21	
Mental Health Guardianship Policy * currently under review Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Hannah Cole Nearest Relative Policy * currently under review Jenny Bayliss All Nov-18 V Psychiatric Hospital Admission and Discharge Process Guidance Liz Russell All Nov-25 V Appendix 2 - Copy of JCT Calculator Liz Russell All Jul-25 V Appendix 3 - S117 Matrix form Liz Russell Appendix 4 - S117 Funding Application Form Liz Russell Appendix 5 - S117 Process Appendix 6 - S117 Process Caroline French Appendix 6 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21	Guidelines for Reablement - Coordinators, Officers, Assistants, agency & office based	- -		Apr-24	•
Mental Health Guardianship Policy * currently under review Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Hannah Cole Nearest Relative Policy * currently under review Nearest Relative Policy * currently under review Psychiatric Hospital Admission and Discharge Process Guidance Liz Russell All Nov-18 Appendix 2 - Copy of JCT Calculator Appendix 3 - S117 Matrix form Liz Russell All Jul-25 Appendix 4 - S117 Funding Application Form Liz Russell All Aug-25 Appendix 5 - S117 Process Caroline French All Nov-25 Appendix 6 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21	· · · · · · · · · · · · · · · · · · ·				
Guardianship Policy * currently under review Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Hannah Cole All Apr-24 V Nearest Relative Policy * currently under review Psychiatric Hospital Admission and Discharge Process Guidance Appendix 2 - Copy of JCT Calculator Appendix 3 - S117 Matrix form Liz Russell All Jul-25 V Appendix 4 - S117 Funding Application Form Liz Russell All Aug-25 V Appendix 5 - S117 Process Caroline French All Nov-25 V Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21					
Guidance Notes - Reviewing Mental Health Service Users in Residential Placements Nearest Relative Policy * currently <i>under review</i> Psychiatric Hospital Admission and Discharge Process Guidance Appendix 2 - Copy of JCT Calculator Appendix 3 - S117 Matrix form Appendix 4 - S117 Funding Application Form Appendix 5 - S117 Process Appendix 6 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Hannah Cole All Apr-24 V Hannah Cole All Nov-18 V Liz Russell All Jul-25 V Appendix 3 - S117 Matrix form Liz Russell All Aug-25 V Appendix 6 - S117 Process Caroline French All Nov-25 V Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21		Jenny Bayliss	ΔII	Sen-19	٧
Nearest Relative Policy * currently under review Psychiatric Hospital Admission and Discharge Process Guidance Liz Russell All Nov-25 Appendix 2 - Copy of JCT Calculator Appendix 3 - S117 Matrix form Liz Russell All Jul-25 Appendix 4 - S117 Funding Application Form Appendix 5 - S117 Process Appendix 6 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) All Nov-18 V Rov-18 V Rov-18 V Rov-18 V Liz Russell All Aul Jul-25 V Appendix 6 - S117 Funding Application Form Liz Russell All Nov-25 V Appendix 6 - S117 Process Caroline French All Nov-25 V Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21				-	٧
Appendix 2 - Copy of JCT Calculator Appendix 3 - S117 Matrix form Appendix 4 - S117 Funding Application Form Appendix 5 - S117 Process Appendix 6 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Liz Russell All Aug-25 V Caroline French All Nov-25 V Dec-25 V Moving and Positioning procedures (in the community) Katie Winter All Jul-21	Nearest Relative Policy * currently <i>under review</i>			Nov-18	-
Appendix 3 - S117 Matrix form Appendix 4 - S117 Funding Application Form Appendix 5 - S117 Process Appendix 6 - S117 Process Chart Appendix 6 - S117 Process Chart Caroline French All Nov-25 V Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Katie Winter All Jul-21 V Moving and Positioning procedures (in the community)	· · · · · · · · · · · · · · · · · · ·				
Appendix 5 - S117 Process Appendix 6 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Caroline French Caroline French Caroline French Caroline French Caroline French Caroline French All Nov-25 V Dec-25 V All Dec-25 V	· ·				-
Appendix 6 - S117 Process Chart Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Caroline French Jenny Bayliss All Dec-25 V Moving and Positioning procedures (in the community) Katie Winter All Jul-21				-	· · · · · · · · · · · · · · · · · · ·
Procedures relating to the role of Approved Mental Health Professional in West Berkshire Council Moving and Positioning procedures (in the community) Katie Winter All Dec-25 V	· ·	_			
Moving and Positioning procedures (in the community) Katie Winter All Jul-21	Procedures relating to the role of Approved Mental Health Professional in West Berkshire				•
N		Katie Winter	All	Jul-21	v
	N				
Need to know guidelines for Directors and Members * Paul Coe All Dec-23	Need to know guidelines for Directors and Members *	Paul Coe	ΔII	Dec-23	-1
Appendix C Adults Need to know form * Appendix C Adults Need to know form * All Aug-20 √	· · · · · · · · · · · · · · · · · · ·	, adi OOC			
Appendix D Safeguarding, Care Quality and Complaints Need to know form * All Aug-20 √	Appendix D Safeguarding, Care Quality and Complaints Need to know form *			•	
New Way of Working - Practice guidance See Adult Social Care section No Wrong doors: Joint Procedures to support young carers and their families Hannah Cole All Dec-23		Hannah Cole	All	Dec-23	

^{*} Indicate documents for WBC staff only. They will only be accessible if staff are logged on to WBC intranet.



Document Name	Designated Lead	Service	Issued	Internal only
O				
Older Peoples Care Homes - now known as Responsive Care Providers				
P				
Personal Budgets link to webpage Direct Payment Policy	Jo England	All	Dec-23	
Direct Payments procedure *	Leanne Phillips	All	Mar-24	٧
Personal Budgets Payment Agreement Personal Budget Financial Monitoring and Review Procedure *	Leanne Phillips Leanne Phillips	All All	Mar-24 Mar-24	V
Personal Professional boundaries *	H Cole/S Salisbury	All	Apr-25	V
Privacy Notices - Adult Social Care		All		·
Q				
Quality Assurance Framework	H Cole/B Billett	All	Nov-22	
R				
Reception ASC Reception Protocol - Briefing Note *	Melanie O'Rourke	All	Jun-25	-1
ASC Reception - Flowchart *	Melanie O'Rourke	All	Aug-25	V √
Reablement Services			G	·
Duty of Candour - CQC Reg 20 *	Truly Pinkarchevski	Reablement	Apr-24	٧
Emergency Procedures for Reablement staff - Unexpected Death, Emergency during Care Delivery, Failure to Gain Access, Missing Service User	Truly Pinkarchevski	Reablement	Apr-24	
Guidance notes on the Use of Mobile Phones * Handbook for Reablement Practitioners	Truly Pinkarchevski Truly Pinkarchevski	Reablement Reablement	Apr-24 Mar-24	√ √
Handbook for Reablement Officers	Truly Pinkarchevski	Reablement	Apr-22	V
Infection Prevention and Control *	Truly Pinkarchevski/S Salisbury	RCP & Reablement	Aug-25	٧
Maintaining security and integrity of service users homes *	Truly Pinkarchevski	Reablement	Apr-24	٧
Managing Service Users Finances *	T Pinkarchevski/S Salisbury	RCP & Reablement	Aug-25	٧
Management of Medication Policy RCP and Reablement *	T Pinkarchevski/S Salisbury	RCP & Reablement	Aug-25	N.
Medication guidelines Reablement *	Truly Pinkarchevski	Reablement	Mar-24	v √
Person Centred Care and Support Planning *	T Pinkarchevski/S Salisbury	RCP & Reablement	Jun-25	V
Recruitment Referral Scheme - Incentive Scheme Process for RCP and Reablement Serv	T Pinkarchevski/S	RCP & Reablement	Apr-23	•
Recruitment referral form *	Salisbury T Pinkarchevski/S	RCP & Reablement	•	٧
Recruitment reterral form	Salisbury	RCP & Reablement	Apr-22	٧
Safe bathing in adult care settings *	Truly Pinkarchevski	& WBSL	Nov-24	٧
Statement of purpose for Reablement Home Care Service Staff Dress Code *	Truly Pinkarchevski Truly Pinkarchevski	Reablement RCP & Reablement	Apr-24 Oct-23	٧
Sustainability & Carbon Neutrality within Reablement Service *	Truly Pinkarchevski	Reablement	Jul-24	٧
Terms and Conditions for Reablement service users	Truly Pinkarchevski	Reablement	Jan-24	
Responsive Care Providers				
Statement of purpose - Adult Social Care Provider Services	Sarah Salisbury	Provider Services	Nov-25	
Admissions Policy *	Sarah Salisbury	RCP Services	Jun-25	V
Appendices and Terms and conditions for Admissions Policy * Clinical Procedures for Birchwood Care Home *	Sarah Salisbury Sarah Salisbury	RCP Services RCP Services	Jun-25 Aug-25	√ √
CPR procedures in Provider Services <i>currently under review</i>	Sarah Salisbury	RCP Services	Sep-21	V
NHS SOUTH OF ENGLAND UNIFIED DNACPR ADULT POLICY *	•		·	V
Duty of Candour in RCP Services - CQC Reg 20 * Falls - Care Homes Falls Procedure *	Sarah Salisbury Sarah Salisbury	RCP Services RCP Services	Jul-25 Jan-25	v √
Falls prevention procedure - Non care homes *	Sarah Salisbury	RCP Services	Jun-25	V
Infection Prevention and Control * Moving and Handling of people procedure * (Community procedures under 'M')	Sarah Salisbury Sarah Salisbury	RCP & Reablement RCP Services	Aug-25 Oct-24	٧ ٧
Management of Medication Policy RCP and Reablement *	Sarah Salisbury	RCP & Reablement	Aug-25	v √
Medication guidelines Care Homes *	Sarah Salisbury	RCP Services	Jun-25	٧
Medication guidelines Day Resource Centres *	Sarah Salisbury T Pinkarchevski/S	RCP Services	Sep-25	√
Managing Service Users Finances *	Salisbury	RCP Services	Aug-25	√
Missing person in receipt of care and support guidance *	Sarah Salisbury	RCP Services	Jun-25	٧

^{*} Indicate documents for WBC staff only. They will only be accessible if staff are logged on to WBC intranet.



Document Name	Designated Lead	Service	Issued	Internal only
Responsive Care Providers (cont'd)				
Passenger Assistant Protocol for Day Opportunities & Adult Social Care Transport Services *	Sarah Salisbury/M Wells	RCP Services	Oct-24	N.
On-call Arrangements in care homes *	Sarah Salisbury	RCP Services	Jan-25	v √
Person Centred Care and Support Planning *	T Pinkarchevski/S	RCP & Reablement	Jun-25	,
Pets - bringing pets into care homes Pressure Ulcer Prevention, Management and Skin Integrity Procedure *	Salisbury Sarah Salisbury Sarah Salisbury	RCP Services RCP Services	Jun-25 Aug-24	√ √
Recruitment Referral Scheme *	T Pinkarchevski/S Salisbury	RCP & Reablement	•	٧
Recruitment Referral Scheme - Incentive Scheme Process for RCP and Reablement Serv	Salisbury	RCP & Reablement	Apr-23	٧
Recruitment referral form *	T Pinkarchevski/S Salisbury	RCP & Reablement	Apr-22	٧
Residents' property in care homes - guidance Staff Dress Code *	Sarah Salisbury	RCP Services	May-25 Oct-23	,
Supporting Residents and their families as they support end of life * - Includes procedures for unexpected death in a care home	Truly Pinkarchevski Sarah Salisbury	RCP & Reablement RCP Services	Sep-25	√ √
Appendix 2 to above document - Berkshire NHS Verification of Death (VOD) of Adults - Policy and Procedure *	Sarah Salisbury	RCP Services	May-25	√
Relationships and Sexuality Guidance for Adult Social Care services *	Hannah Cole	All	May-25	٧
Residential and Nursing Care Placements for Older People Policy under review	Hannah Cole	All	Sep-20	
Reviews in ASC Procedures for Reviews of care and support plans in ASC * currently under review	Katie Winter	AII	Jul-20	V
Safeguarding Adults - West Berkshire Policies and Procedures	Website	All		
Safeguarding Procedure *	Sue Brain	All	Aug-25	-1
Domestic abuse - SafeLives - DASH Risk identification Checklist (RIC) for MARAC Care Director Risk Assessment Guidance	Website Sue Brain	AII AII	Nov-24	√ √
Shared Lives				
West Berkshire Shared Lives Statement of Purpose	Paul Flack	WBSL	Oct-25	
Procedures for WBSL arrangements	Paul Flack	WBSL	Jun-21	
Appendix A SL referral form	Paul Flack	WBSL	Jun-21	
Appendix B Bandings	Paul Flack	WBSL	Jun-21	
Safe bathing in adult care settings *	Sarah Salisbury	WBSL	Nov-24	-1
West Berkshire Shared Lives - Carers guidance	Caran Canazary	202		٧
1. WBSL Guidance for Carers	Paul Flack	WBSL	May-23	
2. WBSL Carers Guidance - Lone working	Paul Flack	WBSL	May-21	
3. WBSL Carers Guidance - Management of Medicines	Paul Flack	WBSL	Jul-24	
4. WBSL Carers Guidance - Management of Money	Paul Flack	WBSL	May-21	
5. WBSL Carers Guidance - Managing Concerns around conduct	Paul Flack	WBSL	May-21	
6. WBSL Carers Guidance - Record Keeping	Paul Flack	WBSL	May-21	
7. WBSL Carers guidance - Safeguarding & DoLS	Paul Flack	WBSL	May-21	

Supervision - see Employee performance management
Staff/Workforce - see Employee performance management

^{*} Indicate documents for WBC staff only. They will only be accessible if staff are logged on to WBC intranet.



1	Document Name	Designated Lead	Service	Issued	Internal only
1	for provision of Technology Enabled Care (TEC), Monitoring & Response Service * NRS Monitoring and referral responder form - for up-to-date form please refer to the Product Page of that name on IRIS	Katie Winter/Kate Toone Katie Winter	AII AII	Nov-24	٧
Transitions					
-	Transitions Information Guide	Magdalena Hove	All	Jun-24	
-	Transition procedure - <i>currently under review</i>	Magdalena Hove	All	Sep-17	
	Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) Transition to Adult Services Procedures *	Hannah Cole	All	Apr-24	٧
U V					

Vulnerable Adults - see Safeguarding



Welfare Benefits - refer to Charging policy and guidelines

Welfare Benefits - Waiver Form WB50 * Diane Herd All Mar-24 √

^{*} Indicate documents for WBC staff only. They will only be accessible if staff are logged on to WBC intranet.