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|  <p><b>Fife Health<br/>&amp; Social Care<br/>Partnership</b><br/><small>Supporting the people of Fife together</small></p> | Document Owner:             | Elaine Law   | Document Number: | HSC014   |
|   | Date Approved by P&P Group: | 28 September 2017                                      | Revision Number: | 1        |
|   | Implementation Date:        | 9 January 2018   | Review Date:     | May 2020 |
|   | Print Date:                 | 14/05/2018   | Page:            | 1 of 6   |
|   | Document Title:             | <b>Policy for Equitable Access to Funded Transport</b> |                  |          |



## **Fife Council – Health and Social Care Partnership**

### **Adults and Older People Service**

### **Equitable Access to Funded Transport Policy**

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## Equitable Access to Funded Transport Policy

The purpose of this Policy is to:

- Ensure that any **assets and benefits** adults and older people receive to help with mobility are used to meet transport needs.
- Make it clear **who will be eligible** for funded transport further to completion of a transport checklist and the use of transport eligibility criteria as part of the social work assessment process.
- Make sure that any funded transport is provided **equitably** and in a **fair** and **transparent** way.

## What is Funded Transport?


Funded transport is transport paid for by the Social Work Service, provided to adults and older people who cannot use public transport because of a disability or who may have no reasonable access to public or private transport.

Adults and Older People Social Work Services may arrange and fund transport for people who have:

- Learning Disabilities/Autism Spectrum Disorder
- Physical Disabilities
- Mental Ill Health

This transport supports adults and older people to attend:

- Older Peoples Day/Respite Services
- Adult Community Support/respite Services
- Employment Opportunities
- Leisure Opportunities
- Learning/Training Opportunities
- Further Education/College Opportunities

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Funded Transport includes:

- Taxis
- Minibuses

### **Why do we need an Equitable Access to Funded Transport Policy?**

Currently there are adults and older people, receiving services from the Social Work Service, who use public transport to access their care support service or to attend a community based activity/opportunity. These individuals fund this transport themselves by:

- Using Mobility benefits
- Using a Myfife card (+additional discounts)
- Mobility/Motability Car
- Help from family/friends

We believe this is important as it is has the outcome of people being able to:


- Live and travel **independently** in the community they live
- Have more **choice** and **control** in when and how they do everyday activities/opportunities, therefore **living the life they want**

We will continue to actively encourage and support more people to remain as independent as possible by accessing community based self - funding public transport alternatives.

There are other adults and older people where the Social Work Service arranges and funds transport to support people to access their care support service or to attend a community based activity/opportunity.

Social Work's Adult/Older People's services face a challenge of increasing demand for funded transport within a climate of limited service budget availability.

The Equitable Access to Funded Transport Policy will ensure that the demand for this transport resource can be managed fairly within available service budgets and targeted at those adults and older people with the highest level of need/significant risk.

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## **Process in applying the Equitable Access to Funded Transport Policy**

When the Council receives a request for help, if the individual meets the eligibility criteria for services, a **Personal Outcomes Support Assessment** will be carried out.

The assessment will identify what hopes, goals and outcomes are important to that individual and what support is necessary to achieve them. If transport is required to assist that individual to achieve those personal hopes, goals and outcomes then this will be recorded as part of the assessment.<sup>1</sup>

This is the stage it will be necessary to complete the **transport checklist**. The checklist will assist in clarifying what appropriate travel options are available to that individual. It will take into account any existing benefits/supports that are received which are provided for the express purpose of aiding mobility.

Any risks identified through discussion about alternative travel options will be recorded appropriately in the individual's Personal Outcomes Support Assessment/Risk Assessment on the Social Work Service information system.

Transport specific **eligibility criteria** identifies the exceptional circumstances where it is proposed funded transport may be deemed essential for an individual. The application of eligibility criteria will enable the Social Work Service to demonstrate that any assessment for assistance or actual assistance for funded transport is applied in a fair, transparent and consistent manner.


When it is identified that there are no alternative travel options for an individual and funded transport is deemed necessary then it will be provided in the most cost effective way possible and will be safe to use in relation to the needs of that individual.

## **Determining Need – Transport Checklist**


The transport checklist is intended to inform meaningful discussion with the individual and their family/relevant parties. This is to clarify what appropriate travel options are available to an individual, which will take into account any existing support/monies that are received which are provided for the express purpose of aiding mobility. This is aimed at ensuring that where the public purse is already making provision there is no duplication of expenditure. The checklist will inform meaningful discussion with an individual and their family/carer to include:

- What benefits/monies are provided for the express purpose of aiding mobility?
- Is there a requirement to make a referral to Citizens Advice and Rights Fife (CARF) for a review of benefits?
- Have mobility benefits been converted to lease a motability/mobility vehicle for the express use of aiding mobility?

<sup>1</sup> **Not everyone** who gets in touch with the Council asking for help will need this assessment. For many people we are able to give information and advice about other organisations/services which may be able to help.

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- If yes, how is the vehicle used to aid mobility, and for what purpose?
  - How often is the vehicle used?
  - Where is the vehicle parked?
  - Is it available at the time that transport is required?
  - If the driver is a family member/friend and is unavailable to drive when the individual needs transport, is there an option for social work services to commission this?
- Does the individual financially contribute to a shared vehicle?
  - Does the individual have a concessionary travel card (Myfife card with associated concessionary travel discounts) which may include a companion pass?
  - If not, is an application for a Myfife card required?
  - Is there any risk to self or others if travelling independently?
  - Could independent travel support be provided from family, friends, volunteer or a befriender?
  - Could the individual travel independently if travel training/support was provided.
  - Could the individual access transport provided by others, e.g. family, friends, paid carer, support worker or a voluntary scheme?
  - Is there potential to share travel costs with others?
  - What transport alternatives are available in the individual's local community and is it accessible?
  - What barriers exist that prevent an individual travelling independently and could they be addressed?
  - Is the individual accessing the nearest geographical service to meet their needs?
  - Could the individual use Demand Responsive Transport which includes Ring & Ride/Dial-a-Ride which is free to use and provides accessible travel to those who find it difficult to access ordinary public transport?
  - Are there carer support needs, e.g. support to remain in employment, education or their leisure volunteering activities?

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## Transport Specific Eligibility Criteria

The transport specific eligibility criteria identifies the exceptional circumstances where funded transport for any individual may be deemed necessary which are:

- The individual has no-one who is in a position to assist with transport and all other transport options, including the use of public transport, have been fully explored and ruled out for specific reasons based on the individual's circumstances (these will be evidenced on a case by case basis)
- Statutory powers are in place and the service user is attending a service as per an agreed care plan. These powers are in place to address risk issues and ensure compliance with the care plan. The individual whilst subject to statutory powers and compliance with the care plan is not prepared to meet transport costs.
- There are no realistic/appropriate transport alternatives due to specific risk management issues presented by the individual which are identified following an assessment of risk

## Reviews

Any funded transport provision to support an individual to achieve their hopes, goals and outcomes will require to be discussed on an ongoing basis. **As part of the review process a transport checklist will be completed.**

Where it is identified that funded transport is not the best way to meet the individual's hopes, goals and outcomes then a time limited transition period can be negotiated so that alternative transport arrangements can be made.