

# **General Fund Revenue Account Outturn 2011-12**

## **Guidance notes for completing form RO3: SOCIAL CARE**

*These notes should be read in conjunction with RO General Guidance 2011-12  
and CIPFA's Service Reporting Code of Practice (SeRCOP) 2011-12.*

## SPECIFIC LINE GUIDANCE FOR COMPLETING FORM RO3: SOCIAL CARE 2011-12

*These notes should be read in conjunction with RO general guidance 2011-12 and CIPFA's Service Reporting Code of Practice (SeRCOP) 2011-12, noting the RO3 is exclusive of all general and specific grants – see RS & RG guidance.*

These notes list what to **include** within each line. *Exclusions are in italics.*  
All lines in bold equate to SeRCOP service divisions or subdivisions.

No negative entries are expected anywhere on this form, except in columns 7 & 9.

### **CHILDREN'S SOCIAL CARE (lines 11 – 29)**

#### **Line 11 Social Care service strategy – Children**

- **Children's and young people's plan - which includes:**
  - Costs of developing, conducting and analysing the results of a needs assessment against the five Every Child Matters outcomes.
  - Consulting the full range of partners, including schools, as required
  - Production, publication and distribution of the Children's and Young People's Plan (CYPP) and all work associated with annual reviews
- **Partnership costs - which includes:**
  - Multi-agency working
  - Contributions from the local authority to partnership manager and other costs

*Do not include pooled budget contributions for specific front-line services*
- **Central commissioning functions - which includes:**
  - Understanding and assessing needs such as collection and analysis of relevant data, participation with stakeholders
  - Service planning and design, including engagement with providers and market development activity
  - Procure and contracting of services
  - Reviewing and monitoring of services in order to support better commissioning going forwards
- **Commissioning and social work - which includes:**
  - Cost of direct social work costs and the commissioning costs for children's service here
  - Processes for assessing need, determining and defining the service to be provided and reviewing the quality of that care of service
  - Field social work costs (including hospital workers)
  - Children's and adolescents' mental health services

- Occupation therapy services to children
- Relevant support staff costs
- Costs of attending, administering and facilitating the work of the local safeguarding children board
- Child protection social work costs

*Exclude social work costs in support of foster carers and adoptive families and with asylum seekers' children*

## **Line 21      Children's social care– Children Looked After**

- **Residential care** which includes residential care in voluntary children's and registered children's homes as defined in the Children Act 1989. Also include expenditure on community homes, homes where education is provided, but does not attract school's budget funds and boarding schools.
- **Short breaks (respite) for children looked after**
- **Advocacy services for children looked after**
- **Children placed with family and friends** – include costs on the authority's children placed with family and friends functions under the Children Act 1989
- **Education for children looked after** – include costs on the services provided to promote the education of children looked after by the authority (e.g. looked after children education service teams and training for designated teachers). *Exclude any funding delegated to schools for looked after children.*
- **Leaving care support services** – include the authority's leaving care support services functions under the Children (Leaving Care) Act 2000.
- **Secure accommodation (welfare)** – include the costs of providing or purchasing secure accommodation for children who pose a risk to themselves or to others or have a secure accommodation requirement for welfare, rather than youth justice reasons, under the Children Act 1989.
- **Fostering services**
- **Other children looked after services** – Including support to looked after young people: NHS/other establishments providing nursing/medical care, residential, respite and emergency nights in residential beds at family centres, lodgings or hostels, etc.

## **Line 22      Children's social care– Family Support Services**

- **Short break (respite) for disabled children**
- **Substance misuse service** – include the cost of implementing local young people's substance misuse strategies, the cost of specialist substance misuse treatment services and placements for under 18s, and targeted prevention initiatives.
- **Contributions to health care of individual children** – include the cost of healthcare where there is a need to support a child. This includes non-statutory innovative initiatives or pilot programmes, e.g. family nurse partnerships.
- **Teenage Pregnancy Services** – include the cost of implementing and co-ordinating local teenage pregnancy strategies to reduce under-18 conceptions
- **Direct payments**
- **Home care**
- **Equipment and adaptations**
- **Other family support services** – including Children Act 1989 section 17 payments or gifts in kind to safeguard and promote the welfare of children in need. Community support Workers, outreach workers, family support or aid workers and others whose duties do not fit the home care definition.

## **Line 23      Children's social care– Youth Justice**

- **Secure accommodation (justice)** – including costs of providing or purchasing secure accommodation (except remand foster care in 'other youth justice services', below) for children who pose a risk to themselves or to others, or have a security requirement placed on them for youth justice reasons under s53 of the Children and Young Persons Act 1933. Include all other remand facilities for a young offender, e.g. under s97 of the Crime and Disorder Act 1998.
- **Youth offender teams** – including costs of social care staff and support facilities for youth offender teams under the Crime and Disorder Act 1998.
- **Other youth justice services** – including community service costs, remand fostering costs, i.e. payments to carers and supervision costs where a court has made an order that an alleged young offender should be held securely in the community rather than being placed in an institution, bail support schemes and other youth justice costs.

## **Line 24 Children's social care– Children and Young People's Safety**

- **Child death review process**
- **Preventative services** – includes the costs of preventative services for children aged 5-13 years
- **LA functions in relation to child protection** – includes planned expenditure on carrying out the authority's functions under the Children Act 1989 and under section 175 of the Education Act 2002 and other functions relating to children protection
- **Local safeguarding children board** – includes costs of the authority's local safeguarding children board functions under the Children Act 2004 and the Local Safeguarding Children Boards Regulations 2006.

## **Line 25 Children's social care– Asylum Seekers**

In order to continue to identify costs associated with asylum seekers, all services to unaccompanied children and families should be included here, with the exception of unaccompanied asylum seeking children who meet the definition of Children Looked After:

- Assessment and care management
- Accommodation, ensuring education including costs of peripatetic support workers and grants to voluntary organisations that support unaccompanied children. Note this excludes unaccompanied asylum seeking children who meet the definition of Children Looked After (Line 329)
- Accommodation advice and assistance for families including costs of peripatetic support workers and grants to voluntary organisations that support families.

## **Line 28 Children's social care- other children's and families services**

- **Adoption services** – include adoption allowances paid and other staff and overhead costs associated with adoption including the costs of social workers seeking new and supporting existing adoptive parents. *Exclude the costs of children placed for adoption (should go under line 21, fostering services) and social work costs directly relating to the adopted children (should go under line 11, Commissioning and Social Work)*
- **Special guardianship support** – include financial support paid to special guardianship families under the Special Guardianship Regulations 2005 and other staff and overhead costs associated with Special Guardianship Orders.
- **Other** – Grants to voluntary organisations that cannot be specifically placed under another children's heading. Counselling services and services to children under 18 where their need for support arises primarily from their having contracted HIV/AIDS.

## **Line 29 Total Children Social Care**

**NOTE: All costs associated with asylum seeking unaccompanied children and families should be shown in Line 25 with the exception of those unaccompanied asylum seeking children who meet the definition of Children Looked After, which should be allocated to Line 21.**

## **ADULTS SOCIAL CARE (lines 30 – 79)**

### **Line 30      Social Care Strategy – Adults**

The 2011 SeRCOP has narrowly defined this area to include the only the following elements of expenditure. This should ensure that amounts recorded by each authority are comparable:

- Strategic management
  - Includes the director of social services and his or her personal administrative support.
  - Costs of other staff time involved in strategic planning and partnership arrangements ***should not*** be included. Similarly, other operational input by the relevant director and his or her personal staff should also be excluded.
- Complaints procedures
  - Include the relevant costs of the complaints procedure required by the National Health Service and Community Care Act 1990

Include the relevant costs of the complaints procedure required by the NHS & Community Care Act 1990.

### **Line 40      Older people (aged 65 or over) including older mentally ill**

Includes social care for all older people, even where the reason for care is a mental health, physical, sensory, learning, or other need or disability.

- **Assessment and care management**
- **Nursing care placements**
- **Residential care placements**
- **Supported and other accommodation**
- **Direct payments**
- **Home care**
- **Day care / day services**
- **Equipment and adaptations** (*Exclude contributions to the Housing Service*)
- **Meals**
- **Other services to older people including older mentally ill**

**Group 50    Adults aged under 65**

**Line 51        Adults aged under 65 with physical disability or sensory impairment**

- **Assessment and care management**
- **Nursing care placements**
- **Residential care placements**
- **Supported and other accommodation**
- **Direct payments**
- **Home care**
- **Day care / day services** (Include: supported employment)
- **Equipment and adaptations** (*Exclude tools and equipment grant-aided by central government or funded by the authority's Housing Service*)
- **Meals** (*include in line 40 where cost of meals to client groups other than older people is not significant*)
- **Other services to adults with a physical disability or sensory impairment**

**Line 52        Adults aged under 65 with learning disabilities**

- **Assessment and care management**
- **Nursing care placements**
- **Residential care placements**
- **Supported and other accommodation**
- **Direct payments**
- **Home care**
- **Day care / day services** (Include: supported employment)
- **Equipment and adaptations** (*Exclude tools and equipment grant-aided by central government or funded by the authority's Housing Service*)
- **Meals** (*include in line 40 where cost of meals to client groups other than older people is not significant*)
- **Other services to adults with learning disabilities**

**Line 53        Adults aged under 65 with mental health needs**

- **Assessment and care management**
- **Nursing care placements**
- **Residential care placements**
- **Supported and other accommodation**
- **Direct payments**
- **Home care**
- **Day care / day services** (Include: supported employment)
- **Equipment and adaptations** (*Exclude tools and equipment grant-aided by central government or funded by the authority's Housing Service*)
- **Meals** (*include in line 40 where cost of meals to client groups other than older people is not significant*)
- **Other services to adults with mental health needs**

**Line 75        Other adult social care - Asylum Seekers – Lone Adults**

In order to continue to identify costs associated with asylum seekers, all services to lone adults should be included here and not in Line 79 Other Adult Care.

Show residual costs remaining after the transfer of responsibility for adult asylum seekers to the National Asylum Support Service (NASS). For example include the support of former interim provisions cases while NASS considers their application for transfer to NASS support. Also include the costs of dealing with and supporting those asylum seekers classed as NRPF (No Recourse to Public Funds).

**Line 79**      **Other adult social care - other**

- **Assessment and care management**
- **HIV and AIDS**
- **Substance abuse (addictions)**
- **Other adult services**

Any costs relating to lone adult asylum seekers should be shown in Line 75.

**Line 80**      **Total Adult Social Care**

**Line 90**      **Total Social Care**

The figures from lines 29 and 80 will be transferred automatically to **RS lines 390 and 399**.

**ADDITIONAL INFORMATION**

**Line 98**      **Children Social Care: Supporting people – ancillary expenditure**

If authorities identify expenditure in occasional or ancillary services within the above Children Social Care lines as Supporting People, then the expenditure should remain within the above lines, but also be separately identified within the additional information section.

*Care should be taken to distinguish this expenditure from other grant-aided expenditure such as the Leaving Care Grant and the Community Care Grant.*

*For core Supporting People expenditure within Housing Services, see **RO4 line 75**.*

**Line 99**      **Adult Social Care: Supporting people – ancillary expenditure**

If authorities identify expenditure in occasional or ancillary services within the above Adult Social Care lines as Supporting People, then the expenditure should remain within the above lines, but also be separately identified within the additional information section.

*Care should be taken to distinguish this expenditure from other grant-aided expenditure such as the Leaving Care Grant and the Community Care Grant.*

*For core Supporting People expenditure within Housing Services, see **RO4 line 75**.*



### **Management and support services for Social Care**

*These services must either be allocated directly, or apportioned and recharged to the individual service lines above, in accordance with **SeRCOP Section 3, Page 110 and 146**. The gross cost and its allocation/apportionment should also be included on **RO6 line 489** and its memorandum box.*