



SURREY
COUNTY COUNCIL

Adults, Wellbeing and Health Partnerships Draft Short Breaks Policy

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Large Print version

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Introduction

The Adults, Wellbeing Health Partnership (AWHP) is a directorate of Surrey County Council which includes Adult Social Care. AWHP is committed to the council's overarching ambition to help everyone in Surrey benefit from all the opportunities on offer in our county, and to ensure that no one is left behind, now, or in the future.

The council is committed to helping those most in need of support and improving the quality of life for everyone. AWHP supports the most vulnerable people across the county by promoting independence, building on people's strengths and promoting personal choice and control.

Surrey County Council recognises the key role carers play in supporting the people they care for and acknowledge that it is important that carers have regular breaks from their caring responsibilities, in order that they can continue supporting the individual to live at home. For the purposes of this policy, a carer is an unpaid individual who provides care and support to an adult with care and support needs who could not manage daily living without them. This care is provided on a regular basis and is not part of a contractual or voluntary arrangement. The carer may be a family member (such as a spouse, partner, parent, sibling, or child) or a friend who takes on a significant caring role.

This document sets out the policy for the provision of short breaks, also known as respite care, for all adults with eligible adult social needs and their families, within its powers and duties under the Care Act 2014.

2. Purpose

- 2.1 The policy sets out how residents who draw on support provided by Surrey County Council AWHP and their families/carers may be supported to access a short break that meets assessed eligible need under the Care Act 2014. The services made available in line with this policy, as set out in section 7, must be person-centred, offering choice and control and supporting independence. Further information about assessed eligible need can be found on our webpage www.surreycc.gov.uk/whatisadultsocialcare
- 2.2 This policy will ensure that the residents of Surrey who use AWHP services and their carers have access to the policy that is used for making decisions regarding short breaks, thus offering transparency.
- 2.4 The policy provides a framework and best practice for professionals to implement when supporting people, ensuring consistent practice.
- 2.5 The council has a duty to protect public funds while ensuring the best outcomes for its residents. The policy will ensure that individuals' assessed needs for a short break are met using the most appropriate best value method.

3. Statutory Duties of the Local Authority

- 3.1 The council has a statutory duty under the Care Act 2014 to meet a person's assessed eligible care and support needs. Anyone who appears to have needs for care and support (and their carers') are statutorily entitled to an assessment

under the Care Act. This will determine whether a person is eligible for support, including a short break.

Short breaks can include day, evening, overnight or weekend activities. These could take place in an individual's own home, alternatively in the home of an approved carer or in a residential or community setting.

4. Legislation and Policy Context

For further information about legislation mentioned in this section please visit: www.legislation.gov.uk.

The Care Act 2014

The Care Act states that the local authority has a general duty to provide or arrange services, facilities or resources or take other steps which will contribute towards preventing, or delaying people deteriorating such that they would need ongoing care and support.

All assessments must be person-centred and based on promoting independence and overall wellbeing.

People should be empowered to be in control of their own services (through personal budgets and direct payments where eligible) and supported by relevant and up to date information and advice that will enable individuals and carers to make the choices that are right for them.

Carers are statutorily entitled to an assessment under the Care Act 2014. The carers assessment must seek to establish not only the carer's needs for support, but also the sustainability of the caring role, which includes both the practical and the emotional support the carer provides to the adult. Therefore, where the local authority is carrying out a carers assessment, it

must include in its assessment a consideration of the carer's potential future needs for support.

The council must consider whether the carer is, and will continue to be, able and willing to care for the adult needing care. Some carers may need support in recognising issues around sustainability, and in recognising their own needs. This will allow local authorities to make a realistic evaluation of the carer's present and future needs for support and whether the caring relationship is sustainable. Where appropriate these views should be sought in a separate conversation independent from the adult's needs assessment.

The carers assessment must also consider the outcomes that the carer wants to achieve in their daily life, their activities beyond their caring responsibilities, and the impact of caring upon those activities. This includes considering the impact of caring responsibilities on a carer's desire and ability to work and to take part in education, training or recreational activities, such as having time to themselves. This impact should be considered in both a short-term immediate sense but also the impact of caring responsibilities over a longer term, in a cumulative sense.

Any care plan for the adult with care and support needs, and/or carer's support plan which are produced following an assessment will, so far as possible, integrate and co-ordinate the assessed needs of both the adult with care and support needs and the carer(s).

This policy applies to all adults assessed as eligible for care and support ('service users') and carers in accordance with Care Act 2014 (Part 1, Sections 9, 10, 12 & 13).

Surrey County Council Policies

The policies below add further context to the Short Breaks Policy

- Adult social care strategies and plans:
www.surreycc.gov.uk/adultsocialcarestrategies
- Community vision for Surrey in 2030:
www.surreycc.gov.uk/vision2030
- Surrey Carers Strategy 2021 to 2024 (extended to 2026):
www.surreycc.gov.uk/carersstrategy
- Adults Assisted Travel Policy
www.surreycc.gov.uk/adultsocialcarestrategies

The Joint Strategic Needs Assessment (JSNA) is an assessment of current and future health and social care needs of population in Surrey. Further information about the relevant JSNA reports listed below can be found on:

www.surreyi.gov.uk/jsna

- The Surrey Context: Older people in care homes
- People with Learning Disabilities
- Older People and People in Care Homes | Tableau Public
- Emotional and Mental Wellbeing in Surrey Adults

5. Scope

5.1 In Scope

- Adults aged 18 and over who have an assessed eligible need under the Care Act 2014 and require care and support to remain living with their carers. Further

information about assessed eligible need can be found on our webpage www.surreycc.gov.uk/whatisadultsocialcare

- Carers who are statutorily entitled to an assessment under the Care Act 2014.

5.2 Not in Scope

- People who live in supported living or extra care accommodation, residential or nursing homes are not within the scope of this policy.
- People who do not have eligible Adult Social Care needs under the Care Act 2014.

6. The policy

6.1 Surrey County Council is committed to promoting carers' wellbeing and enabling them to have a break from their caring responsibility, in order that they can continue supporting the individual to live at home.

6.2 The Short Breaks Policy for adults aged 18 or over with eligible adult social care needs and their carers sets out:

- what adults with care and support needs and their families and carers can expect from Surrey County Council in the context of their assessed need for a short break; and
- how Surrey County Council determines the most appropriate short break to meet identified needs.

7. Aims of the policy

7.1 Promotes choice and control

- To ensure where possible a choice of options is available to people who are eligible for a short break.
- To ensure that the short break offered meets the individual's eligible needs.
- To ensure people have the right information at the right time. This information could include details of universal services.

7.2 Ensures consistent practice and decision making across Surrey

This policy ensures that all assessors and decision makers take a consistent approach when considering how a person accesses a short break that meets their assessed needs.

7.3 Supports the wellbeing of individuals and their carers

The local authority has a responsibility to promote the wellbeing of individuals and their carers which includes people's ability to have control over their everyday lives, have physical and emotional wellbeing and supporting their social economic wellbeing. This policy supports wellbeing by ensuring that assessors and decision makers take a strength-based approach when considering short breaks.

7.4 Supports people to be part of their local community

It is AWHP's vision that people are connected to their local communities. The policy supports this vision with the

expectation that people attend services/ activities/ occupations that meet their needs that are closest to their home.

7.5 Promotes Surrey County Council values

The policy promotes the council's values. Further information about our values can be found on our webpage:

www.surreycc.gov.uk/ourperformance

8. Principles of the policy

The council has an obligation under the Care Act 2014 to meet identified assessed eligible social care needs. This could include providing, commissioning, or funding short breaks for individuals to meet the needs of that person and/or carer(s).

Short breaks can include day, evening, overnight or weekend activities. These could take place in an individual's own home, in the home of an approved carer or in a residential or community setting. The short break will be constructed with regard to the support being provided by the carer.

Short breaks may be taken in a range of services, some of which are open to the public. They might constitute a few hours during the day on a fairly irregular basis, or might be overnight provision, sometimes in residential services.

Short breaks will be different for different people and are linked directly to an assessment of their needs. This is because a requirement for short breaks is dependent on the specific needs of the cared for person or the carer.

Short breaks can be accessed by adults with eligible care and support needs and their carers through an assessment process with the council, where details of available services will be discussed. Alternatively, they can be accessed without

involvement from the council for those people who fund their own care.

If the individual is identified as needing a short break following an individual or carers assessment, the following principles apply:

8.1 Short breaks will be appropriate, high quality, provided by suitably skilled and trained personnel.

8.2 The short breaks allocation for each person will be dependent on the outcome of the assessment of individual need.

Following assessment, cases will be considered depending on individual circumstances and requirements and the extent of the impact on the carer. Those carers who support individuals with very complex needs and/or behaviours which challenge are likely to require a greater level of short breaks. Consideration for overnight short breaks will also be given in relation to family resilience.

If the allocation includes overnight short breaks, this might be in a residential care home, a Shared Lives Carer's home or using a Personal Assistant in one's own home.

8.3 The duration / frequency of the short break intervention offered will reflect the impact of the caring responsibility on the carer and cared-for. A range of factors will be considered, including:

- if care provided is physically demanding
- the level of support an individual requires when they are awake
- if the carer is required to wake at night to provide care during the night

- extent of sleep disruption and the ability or otherwise to manage this
- level of complexity and behaviours, e.g. an individual who cannot be left alone
- the potential impact on the wider family
- what other support the family may receive

8.4 The use of direct payments (and Individual Service Funds where available) will be explored as part of an individual's support planning. Further information can be found on our webpage

www.surreycc.gov.uk/adultsocialcaredirectpayments

8.5 A person's Care and Support Plan will be reviewed to determine whether it continues to meet assessed needs. The eligibility for and duration/frequency of short break is included in this review.

8.6 Unplanned access to short breaks may be required, for example if the usual carer is unwell, and where this would otherwise lead to eligible care needs being unmet.

An unplanned short break can only be for a limited period of time with the expectation that the individual is reviewed and moved on to a more appropriate care and support arrangement where needed.

Where a needs assessment identifies that a carer is providing support identified in the support plan, a contingency plan that sets out the arrangements for cover in an emergency will form part of the support plan. If a short break is included in an individual's support plan, an alternative care giver may already have been identified.

If no short break is included in the individual's support plan, or if contingency arrangements cannot be put into effect, the council will secure with an alternative provider who can provide the type of care needed at short notice. Where the cared for person is not an existing person we support, a needs assessment will be undertaken and suitable temporary care arranged.

If the episode raises concerns about the sustainability of the ongoing care arrangements, an appropriate amount may be allocated for contingency purposes in the Personal Budget in the short-medium term while the long-term arrangements are under consideration.

- 8.7 As the service is provided to meet an individual's eligible care needs it is chargeable. The individual will be financially assessed to determine whether they will need to contribute towards the cost of their care and, if so, by how much.

The financial assessment will be carried out in accordance with the council's Charging for care and support at home. Further information can be found on our webpage www.surreycc.gov.uk/adultcarechargingpolicy

If the individual or carer requests a preferred short breaks placement that is more expensive than that determined and provided by the council, the difference in cost will be met by them or the carer.

9. Proximity

- 9.1 The council has a duty to ensure best value for money. Where a person is eligible for financial support, short breaks will be provided at a cost no greater than that of the closest available service that meets their eligible needs.

9.2 In line with the council's Community Vision for Surrey in 2030, and with the Care Act 2014, everyone will be supported to be part of their community; we will therefore offer the closest available service/activity/occupation that meets their eligible need. If the individual chooses a different option that is further away from their home, the council may not meet the travel cost incurred.

9.3 The closest appropriate service may be in a neighbouring county.

10. Complaints Process

It is the aim of AWHP to ensure that all decisions are made within the parameters of the authority's legal frameworks. The council will always aim to deliver the best possible service.

We actively welcome feedback, whether this is positive or if the service does not meet expectations. Making a complaint will not mean that you receive less help from us in the future and will not cause you any difficulties.

Information about how to complain about Adult Social Care is available on our webpage www.surreycc.gov.uk/adultsfeedback or you can also contact the person or team that delivers the service you wish to make a complaint about.

Appendices

Appendix 1: Definitions

Short Breaks

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or community setting. The short break will be constructed with regard to the support being provided by the carer.

Short breaks may be taken in a range of services, some of which are open to the public, through to overnight or residential services.

Short breaks will be different for different people and are linked directly to an assessment of their needs. This is because requirement for short breaks is dependent on the specific needs of the cared for person or the carer.

Direct Payment

Direct Payments can be used by the individual to source travel or transport themselves using the sum agreed in the individual's support plan.

Individual Service Funds

An Individual Service Fund (ISF) can be used by the individual to source travel or transport themselves using the sum agreed in their support plan. Individuals receive support from an independent ISF provider in the form of presenting the options available, supporting the individual to consider the relative benefits and completing the necessary administration, financial and contractual transactions.