GLOSSARY – A GENERAL INTERPRETATION AND INDEX OF KEY DEFINED EXPRESSIONS IN THE NEW SOCIAL SERVICES LEGISLATIVE FRAMEWORK IN WALES

Audience: Social Care Managers and Practitioners, allied professionals and related organisations in the third and private sectors

Term	Practice Definition
Abuse	Violation of an individual's human or civil rights by any other person or persons. Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.
	Different types of abuse include: physical; neglect/acts of omission; financial/ material; psychological; sexual; institutional; discriminatory; self-harm/abuse; racial abuse; or any combination of these or other factors
	n.b. self harm may relate in some circumstances to the Mental Capacity Act
	"financial abuse" includes— having money or other property stolen; being defrauded; being put under pressure in relation to money or other property; having money or other property misused;
	For children abuse also includes:
	Physical Abuse This may involve hurting or injuring a child by hitting, shaking, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child.
	Emotional Abuse Persistent emotional ill treatment of a child. It may involve telling children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
	Sexual Abuse Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening or apparently consents. It may also include non-contact activities such as involving children in inappropriate sexual activities.
	SSW(W)Act 2014 Section 197
Active Offer	The expectation that NHS and social care staff will offer Welsh language services to people rather than expect them to have to ask – the Active Offer –

Adult at Risk	 http://www.ccwales.org.uk/news/2016/03/22/updated-welsh-language-strategy-launched/#sthash.SBVGPFf0.dpuf Section 126(1) of the Act defines an adult at risk as being: An "adult at risk", for the purposes of this Part, is an adult who— (a) is experiencing or is at risk of abuse or neglect, (b) has needs for care and support (whether or not the authority is meeting any of those needs), and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. Part 7 of the Act requires local authorities to make inquiries where they suspect that an adult with care and support needs is at risk of abuse or neglect (section 126). Part 10 of the Code of Practice says that Local authorities must arrange for the provision of an independent professional advocate when a person can only overcome the barrier(s) to participate fully in the assessment, care and support planning, review and safeguarding processes with assistance from an appropriate individual, but there is no appropriate individual available.
Adult Protection and Support Orders	Adult Protection and Support Orders authorise entry to premises (if necessary by force) for the purpose of enabling an authorise officer to assess whether an adult is at risk of abuse or neglect and, if so what if any action should be taken
Advocacy	Section 181(2) defines "Advocacy services" as: services which provide assistance (by way of representation or otherwise) to persons for purposes relating to their care and support Advocacy supports and enables people who have difficulty representing their interests, to exercise their rights, express their views, explore and make informed choices.
	The Code of Practice identifies the roles of forms of advocacy that must be considered including: -
	 Self-advocacy Informal advocacy Collective advocacy Peer advocacy Citizen advocacy Independent volunteer advocacy Formal advocacy Independent professional advocacy Independent professional advocacy The Mind Guide to Advocacy (2015) Code of Practice Part 10 http://gov.wales/docs/dhss/publications/151218part10en.pdf

Assessme nt	The Act and its associated regulations introduce assessment and eligibility criteria based on a comprehensive analysis of five inter-related elements to ensure that a local authority considers the person's circumstances in the round. This requires a local authority to: assess and have regard to the person's circumstances; have regard to their personal outcomes; assess and have regard to any barriers to achieving those outcomes; assess and have regard to any risks to the person or to other persons if those outcomes are not achieved; and
	assess and have regard to the person's strengths and capabilities.
	Part 3 Code of Practice (Assessing the Needs of Individuals)
	In relation to Children, the Code says carrying out Assessments: should be underpinned by the following principles:
	child centered;
	 are rooted in child development;
	 are holistic in their approach;
	 ensure equality of opportunity;
	 involve working with children and families;
	 build on strengths as well as identify difficulties;
	 are inter-agency in their approach to assessment and the provision of services;
	 are a continuing process, not a single event;
	 are carried out in parallel with other action and providing services;
	 are grounded in evidence based knowledge.
	The Code also identifies 8 environmental factors that can either help or hinder the family's functioning that should be carefully considered when assessing a child's needs.
	NSPCC Assessing Children and Families
Brokerage	 The key objectives for Brokerage and coordination of support, is one of six component elements highlighted by The Youth, Engagement and Progression Framework 2013 Internal process/mechanism by which Young Peoples Services assess referral information Identify relevant agencies ensuring support provided is at the right level at the right time.

	 System of support for young people who are at risk of disengaging, or who have disengaged, from education, employment or training. Reduce confusion and negotiate effective coordination for Young People and Families.
CAMHS	Community and Adolescent Mental Health Services
Capacity	The Mental Capacity Act (MCA) 2005 applies to everyone involved in the care, treatment and support of people aged 16 and over living in England and Wales who are unable to make all or some decisions for themselves. It is designed to protect and restore power to those vulnerable people who lack capacity. The Act is underpinned by five principles, explained in the MCA Act code of practice:
	 a presumption of capacity
	 the right for individuals to be supported to make their own decisions
	 that individuals must retain the right to make what might be seen as eccentric or unwise decisions
	best interest
	http://gov.wales/topics/health/nhswales/mental-health- services/mentalcapacityact/about/?lang=en
Care and	"care and support" has the meaning given by section 4 of the Act i.e.:
Support	Any reference to care and support in this Act is to be construed as a reference to—
	(a)care;
	(b)support;
	(c)both care and support
	Care and support' is the term used to describe the help and enablement some adults need to live as well as possible and reach well-being including with any illness or disability they may have. For children, it covers their general development or wellbeing, including their health, educational or social care needs and need for additional support
Care and Support Plan	Care and support planning is a process which helps people set their own outcomes and promotes their well-being and is the basis to deliver the care and support needed.
	Care and support plan means a plan which a local authority is required to prepare and maintain under section 54(1) of the Act Regulations

	specify the content of a plan and circumstances when it is to be reviewed.
	Some needs may be met through the delivery of a care and support plan even where that person is accessing community based services as part of the route to meeting their personal outcomes.
	http://www.merthyr.gov.uk/media/1893/technicalbriefingpart4careplans. pdf
	http://www.ccwales.org.uk/codes-of-practice-and-statutory-guidance/
Care and Treatment Plan	Required by section 18 of the Mental Health (Wales) Measure 2010 a Care and Treatment Plan is prepared for the purpose of achieving the outcomes which the provision of mental health services for a relevant patient are designed to achieve. Regulations also prescribe the content and the form of the care and treatment plan which all care coordinators are required to use.
	The preparation, delivery and review of that plan can be regarded as the way for the local authority to meet its duties to prepare, deliver and review a care and support plan under the SSWB Act 2014
Carers	Any person over 18 who provides or intends to provide care or support to another adult who needs care. This includes emotional care and support as well as physical.
	A person who is paid to provide care or does so as a voluntary worker is not considered a carer.
	Local authorities are afforded a wide discretion to treat a person as a carer if they consider that, in the context of the caring relationship, it would be appropriate for a person to be treated as a carer (Section 3(8) but under Part 3 of the Code of Practice the Assessment must include an assessment of the extent to which the carer is able and willing to provide the care and to continue to provide the care,
	Support Plan for Carers – the Council should prepare a support plan for a carer to whom it owes a duty to meet needs under section 40 or 42 of the Act and which the Council is required to prepare and maintain under section 54(2) of the Act; its provisions are set out in Regulations
Child at Risk	Section 130 (4) of the Act defines a 'child at risk' as: 'In this section, "a child at risk" is a child who— (a) is experiencing or is at risk of abuse, neglect or other kinds of harm, and (b) has needs for care and support (whether or not the authority is meeting any of those needs).'
	When a child has been reported under section 130, the local authority shall make, or cause to be made, such enquiries as they consider

	necessary to enable to decide whether they should take any action to safeguard or promote the child's welfare under section 47 of the Children Act 1989.
	All Wales Child Protection Procedures -
Collaborati on	The Act requires a culture change from the way in which services have been provided, to an approach based on partnerships, and an equal relationship between practitioners and people who need care and support and carers who need support. See also Partnership
Co- production	 The principles of co-production are: - Seeing people as assets Building on capabilities Developing mutuality and reciprocity Investing in networks to share information Blurring distinctions between providers and people who need care and support and carers who need support Facilitating rather than delivering services In practice the principles of co-production mean ensuring that it involves a relationship where practitioners and individuals share the power to plan and deliver support together, and recognising that all partners have vital contributions to make in helping to meet identified personal outcomes
	Social Care Institute for Excellence: Co-production in social care
CSE	Child Sexual Exploitation
Deprivatio n of Liberty	The Deprivation of Liberty Safeguards (DoLS), allows restraint and restrictions for people who lack capacity that amount to a deprivation of liberty to be used in hospitals and care homes – but only if they are in a person's best interests. To deprive a person of their liberty, care homes and hospitals must request standard authorisation from either a local authority or health body. Six assessments have to take place before a standard authorisation can be granted.
	services/dols/?lang=en
Discretion ary powers	Discretionary powers enable a local authority to meet the care and support needs of an individual irrespective of the eligibility determination. These powers also enable a local authority to respond to urgent need, or to act to protect a person without the need for first completing an assessment or determining eligibility.
Direct Payment	Direct Payments allow a local authority to make payments towards the cost of meeting an adult's, child's or carers needs for care and support rather than providing services so as to allow the person to make his or her own arrangements to purchase the care required. Regulations, the Code and Guidance set out the detailed requirements.

D of E	Duke of Edinburgh
Eligibility Criteria	These are the minimum levels of care and support needs for a person which the Council (with partners) must support to meet the assessed needs i.e. where a local authority is satisfied, on the basis of a needs assessment, that a person has needs for care and support. Determining eligibility is not about giving a right to any one service, it is about guaranteeing access to care and support where without it the person is unlikely to achieve their personal outcomes.
	There is an automatic right to eligibility for those adults at risk of abuse or neglect or in the case of a child, at risk of abuse, neglect or other harm. Part 4 Code of Practice (Meeting Needs)
EOTAS	Educated Other Than At School
Fluctuatin g Need	In the context of a needs or carer's assess ment, a person's needs, including those presenting at initial contact, may not be a true reflection of their condition over time and are likely to arise again in the future. They may be coping with circumstances where they: experience good and bad days, or parts of a day; or are well for weeks or months at a time. Needs may not fluctuate just because of a condition but also because of changing circumstances, Local authorities must take account of fluctuating needs and ensure that all of the persons needs have been accounted for when determining eligibility. <u>http://www.scie.org.uk/care-act-2014/assessment-and- eligibility/practice-examples/fluctuating-needs.asp</u>
FTE	Full Time Equivalent
Harm	 "harm" in relation to a child, means abuse or the impairment of— (a) physical or mental health, or (b) physical, intellectual, emotional, social or behavioral development,
	and where the question of whether harm is significant turns on the child's health or development, the child's health or development is to be compared with that which could reasonably be expected of a similar

	child;
Informatio n, Advice and Assistance (Front Door)	A first point of contact service provided by or for Councils with input from the NHS. The purpose of the service is to provide people with information and advice relating to care and support, including support for carers, and to provide assistance to them in accessing it. Information, advice and assistance must be provided in a manner that makes it accessible to the individual for whom it is intended.
	Defined in the Code of Practice as: Information is quality data that provides support to an individual or family to help them make an informed choice about their well-being.
	Advice is a way of working co-productively with an individual or family to explore the options available. This will require practitioners to undertake a proportionate assessment through a discussion and analysis of the five elements of assessment.
	Assistance involves another person taking action with the enquirer to access care and support, or a carer to access support. Responsibility for the activity undertaken is shared between the assistant and the recipient of assistance.
	Local authorities must ensure that staff within the service are suitably skilled to identify individuals who need an advocate and the service takes action to ensure those individuals are supported.
	For further description go to Part 2 code of practice pages 62-65
	http://gov.wales/docs/dhss/publications/151218part2en.pdf
Key Stages 2,3,4	Key Stage 2 (commonly abbreviated as KS 2) is the legal term for the four years of schooling. Key Stage 3 (commonly abbreviated as KS3) is the legal term for the three years of schooling Key Stage 3 (commonly abbreviated as KS4) is the legal term for the two years of schooling
LAC	Looked After Child
Lead Worker	Lead workers have a direct relationship with the young person and family, being a consistent point of contact and support as they move forward and helping them to build and develop the long term resilience they need to succeed in education, training and employment.
	The specific responsibilities associated with the lead worker role are: • being a named individual for a caseload of young people • providing support directly to the young person to help build resilience

	 and/or coordinating support from a range of other support services acting as a champion for the young person to make sure they are getting the support they need providing feedback on the progress of the young person to enable an assessment of whether support is having the desired impact.
National Outcomes Framewor k	 The key objectives for the national outcomes framework are: To describe the important well-being outcomes that people who need care and support and carers who need support should expect in order to lead fulfilled lives.
	 To set national direction and promote the well-being of people in Wales who need care and support, and carers who need support.
	• To provide greater transparency on whether care and support services are improving well-being outcomes for people in Wales using consistent and comparable indicators.
	http://www.housinglin.org.uk/_library/Resources/Housing/OtherOrganis ation/160329socservoutcomesen.pdf
National Well-being Statement	The statement describes what well-being means for people who need care and support and carers who need support. Defining what is meant by well-being is about securing an approach based on working in partnership with people, giving people a stronger voice and greater control over their lives, and empowering people to achieve their own well-being with the appropriate level of care and support. People's personal outcomes should be linked to the national well-being statement. http://gov.wales/topics/health/publications/socialcare/strategies/stateme nt/?lang=en
National Assessme nt and Eligibility Tool	The first element of the tool includes the common recording requirements for the assessment of adults, children and carers. Local authorities can use this to check their assessment process and templates meet the minimum requirements set out in the legislative framework. Local authorities may also collect further data if relevant to the individual case.
	It will be up to local authorities to determine how best to collect the data specified in this document.
	In the longer term, the Welsh Government will support ADSS Cymru to develop a single assessment tool, in line with the Welsh Community

	Care Information System (WCCIS).
	http://www.ccwales.org.uk/national-assessment-and-eligibility-tool/
NEET	Not In Education, Employment or Training
Neglect	"neglect" means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example, an impairment of the person's health or, in the case of a child, an impairment of the child's development);
Ordinary Residence	An adult is to be treated as ordinarily resident, if the local authority which is responsible for meeting their needs for care and support makes arrangements for the adult to live in accommodation of a particular type. As a consequence of these arrangements, the adult may move to another area. In this situation, the effect of this provision is that the adult will be treated, for the purposes of this Act, as being ordinarily resident in the area of the local authority which made the arrangements (and not in the area to which they move). There are also provisions in the Act and Code for dealing with cross-border movements from England, Scotland and Northern Ireland.
Outcome	An 'outcome' is the end result for an adult who has used a local authority funded social care and support service. This could, for example, be receiving financial support, receiving home care services being admitted to a care home, or finding information on services. A personal outcome could also be met through a preventative or community service, through IAA or by the person themselves with the support of their family
	"Personal Outcomes" means the outcomes which have been identified in relation to a person in accordance with section 19(4)(a), 21(4)(b) or 24(4)(c) or (d) of the SSWB Act
	See Scotland also <u>http://www.jitscotland.org.uk/action-areas/personal-outcomes/</u>
Outcome focused social care	Personal outcomes must be identified through the process of proportionate assessment, and although individual to each person, will relate to the national outcomes set out in the well-being statement.
	Practitioners should adopt an outcome based approach based on an assumption that the individual is best placed to determine their well- being outcomes. They should support people to identify their needs and capabilities to access the services they need and achieve outcomes.

	 All local authorities within Wales work to the National Framework for the Assessment of Children in Need and their Families. Published research by SSIA has a description of key outcomes covering Attachment Education Physical health Mental Health Sexual/physical abuse Involvement in crime and substance misuse Social exclusion Barriers to achieving Outcomes also need to be considered
Partnershi p	The key aims of cooperation, partnership and integration can be described as:
	To improve care and support, ensuring people have more say and control.
	To improve outcomes and health and wellbeing.
	Provide coordinated, person centred care and support.
	Make more effective use of resources, skills and expertise.
	Part 9 of the Social Services and Well-being (Wales) Act 2014 ("the Act") requires local authorities to make arrangements to promote co- operation with their relevant partners and others, in relation to adults with needs for care and support, carers and children. It places a duty on relevant partners to co-operate with, and provide information to, the local authorities for the purpose of their social services functions. Part 9 of the Act also provides for partnership arrangements between local authorities and Local Health Boards for the discharge of their functions. Statutory Guidance has been published to support these requirements.
	http://gov.wales/topics/health/socialcare/act/code-of-practice/?lang=en
Prevention and Preventati ve Services	The individual interventions the Council makes to promote health; improve skills or functioning for one person or a group; or reduce the impact of caring on a carer's health and wellbeing. There is no one definition for what constitutes preventative activity. It can be anything that helps meet an identified need and could range from wide-scale measures aimed at the whole population to more targeted individual interventions, including mechanisms to enable people to actively engage in making decisions about their live A local authority must provide or arrange for the provision of a range and level of services which it considers will achieve the purposes in

	subsection (2) of the Act in its area. XX
	Within the local authority, preventing or delaying the development of care and support needs should be closely aligned to other local authority responsibilities. With certain caveats, local authorities may apply a flat rate charge to help provide a preventative service for adults but not children.
	SSW(W)Act 2014 Section 15
Proportion ate Assessme nt	A proportionate assessment will be as extensive as required to establish the extent of a person's needs, will always be person-centred and based on their individual circumstances. Assessment will not be the same for all people. The assessment process must be proportionate and responsive to people's needs and circumstances and places an emphasis on strengths and capabilities, and focusses on enabling services. It aims to simplify and minimise administrative burdens so people get better services and better outcomes. The minimum requirements for a proportionate assessment are set out in the Code of Practice.
	Part 3 Code of Practice (Assessing the Needs of Individuals)
Reableme nt	Reablement can be a key element of preventative services. Timely, direct access to targeted reablement services helps people, including children, to maintain ability in the long term.
	Reablement is about helping people to do things for themselves (in contrast to the traditional service models in which the carer does everything) to maximise their ability to live life as independently as possible with an appropriate level of support. The overall intention of reablement is to restore and re-able a person to achieve skills and abilities they previously had in order to return to maximum independence.
Referral	More usually used in relation to Children's Services and relating to the point at which the child is referred to social services and from which completion of a comprehensive assessment is required within 42 working days.
	More generally it can relate to referral to preventative services or a care and support plan and intervention or to requirements relating to deprivation of liberty or to adults or children at risk
Review	A local authority must review an assessment if it appears to it that there has been a significant change in the person's circumstances or in their personal outcomes.
	The following persons may request a review of an assessment— (a) where the assessment is of an adult's needs (including the needs of an adult carer)— (i) the adult; (ii) any person authorised to act on behalf of the adult;

(b) where the assessment is of a child's needs (including the needs of a child carer)— (i) the child; (ii) any person with parental responsibility for the child: (iii) any person authorised to act on behalf of the child. SEN/ALN Special Educational Needs/ Additional Learning Needs Safeguardi ng and Protection The regulations and guidance both strengthen existing arrangements for children and introduce new arrangements for adults at risk. Where it appears that the needs of the individual are such that there is a duty on the local authority to exercise its function in order to protect and safeguard the person from abuse or neglect or the risk of abuse or neglect (and in the case of a child: harm or the risk of abuse or neglect (and in the case of a child: harm or the risk of abuse or neglect (and in the case of a child: harm or the read of the individual require the exercise of any function it has under Part 4 (Care and Supervision) or Part 5 (Protection of Children) of the Children Act 1989 or under this Act and if this is the case the local authority should act on this immediately and without delay. Statutory Guidance in relation to Part 7 of the Act has been issued: Working Together to Safeguard People: Volume 1 – Introduction and Overview. Working Together to Safeguard People: Volume 4 – Adult Protection and Support Orders The Act contains broad and inclusive definitions of a social enterprise and a third sector organisation. The Regulations and statutory code of practice have been put in place to support local authorities in their duty, which is about encouraging the growth and development of new not for private profit business models. The Act contains broad and inclusive definitions of a social enterprise and a th		
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	intellectual, emotional, social and behavioral development; b. "welfare" as that word is interpreted for the purposes of the Children Act 1989. In relation to an adult, "well-being" also includes— a. control over day to day life; b. participation in work.
WBYJIEIS	Wester Bay Youth Justice and Early Intervention Service
"What Matters" Conversati on	The "What Matters" conversation is the dialogue the Council or partner organisation has with a person or their representative to gather information that helps to determine the adults needs for care and support in order to help them live their day to day life. It also helps to determine whether or not they meet the eligibility criteria
WG	Welsh Government
Young or Child Carers	Any person under 18 who provides or intends to provide care or support to an adult who needs care. This includes emotional care and support as well as physical care
	If there is an adult being looked after, then the local council has a duty to consider whether there are any children involved in providing care, and if so, what the impact is on that child.
	The local council must involve the child with caring responsibilities, their parents and any other person the young carer requests in the assessment process.
	The Code of Practice Parts 3 and 4 set out the detailed requirements for local authorities in respect of child or young carers.
	http://youngcarerstoolkit.co.uk/

Sources

Social Services and Well-being (Wales) Act 2014

http://www.legislation.gov.uk/anaw/2014/4/notes/division/2/12

Social Services Improvement Agency interactive resource on the Implementation of the Social Services and Well-being (Wales) Act 2014 http://www.ssiacymru.org.uk/home.php?page_id=8914

Care Council for Wales – Leaning Hub including glossary http://www.ccwales.org.uk/the-act/

Social Care Institute of Excellence http://www.scie.org.uk/