

# Approval Panel Member

Applicant Information Pack





## A warm welcome from SLSW

Hello,

Firstly, thank you for your interest in volunteering at Shared Lives South West as a member of our Approval Panel.

Our focus is to provide people with high quality, person- centred support and that happens each and every day thanks to our incredible SLSW Carers and our committed staff team.

Since our humble beginnings in 2004, we have achieved many great things and have grown and evolved our services over the years. In 2019 we were rated 'Outstanding' by the Care Quality Commission and we are passionate about flying the flag for the care sector.

Our staff team, SLSW Carers, people who use our services and volunteers all play vital roles in making SLSW what it is today. In order to continue our great work and support more people, we need to expand our independent Approval Panel.

Approval Panel members support SLSW in the approval and de-approval of Shared Lives Carers by contributing to the quality assurance process by reading, reviewing and auditing assessment paperwork to ensure the organisation recruits the right carers to fulfil our purpose and support more people.

We recognise the benefits of a diverse team and welcome people of all age, disability, gender identity, marital status, race, faith or belief, sexual orientation and socioeconomic background.

If you have time to spare, would like to do something rewarding and make a real difference please read on or contact us today.

We look forward to hearing from you,

**Shared Lives South West**  
**SLSW Registered Managers**



## About Shared Lives South West

We are an award winning charity that delivers long term and short break care services throughout Devon, Cornwall and Somerset.

We provide care and support and are an alternative to supported living and residential care.

Established in 2004, we are a highly regarded care provider, rated Outstanding by the Care Quality Commission. We have a very strong reputation in the Shared Lives sector for quality, innovation and person centred approaches.

We specialise in supporting people with learning disabilities, autism, mental ill health, dementia and older people. People who use our services live or have a break in the home of one of our approved carers. It's similar to adult fostering and is a great alternative to supported living or residential care.

Our Funding and Benefits team check that people who use our services are receiving the correct benefits and offer a money management service.

We are passionate about training and investing in our team to ensure we deliver high quality services.

Shared Lives South West is an independent registered charity, regulated by the Charity Commission and Companies House.

At the heart of our organisation are the people who use our services and our amazing carers.





## Our vision, purpose and our values

**Our Vision** To be the leading Shared Lives provider in the country.

**Our Purpose** To make a positive impact on the lives of the people we support.

**Our Values** Putting **CARE** into everything we do...



**Community-** Working together with a shared purpose and belonging to achieve common goals.



**Autonomy-** Empowering people to take ownership and accountability for decision-making.



**Resilience-** Building the strength and character to embrace change and challenge.



**Equity-** Giving people what they need to have equal access to opportunities in life.



## **If I join Shared Lives South West as an Approval Panel member what can I expect?**

You will be joining an enthusiastic and committed team of Approval Panel members. As part of the introduction to the role you will receive a guidance document and the opportunity to observe a panel process and meeting.

You will help enrich the lives of people we support by becoming a part of this friendly charity known for providing high quality support to people as recognised by our recent “Outstanding” CQC award.

You stand to also enrich your own life through the empowering and satisfying sector of volunteering as well as having access to training and development opportunities through SLSW.

This is a voluntary post and would be offered subject to satisfactory references.





## Role Profile- Approval Panel member

### Purpose Statement:

To support Shared Lives South West in the approval and de approval of Shared Lives Carers in line with best practice guidance and frameworks.

### Duties include:

- To contribute to the quality assurance process by reading, reviewing and auditing assessment paperwork.
- To attend panel meetings, raise clarification questions and provide feedback on the assessment paperwork provided.
- To recommend the approval and de-approval of carers to the Registered Manager.
- To comply with the Code of Conduct for Panel Members.
- To keep up to date with policy and training relevant to your role.
- To maintain confidentiality at all times, in line with the Shared Lives South West confidentiality policy.

The panel is not the decision maker for Shared Lives South West – this lies with the Registered Manager and/or the Nominated Individual for Shared Lives South West as registered with the Care Quality Commission.

## Person specification

If you are interested in applying but not sure you have all the skills, please do apply. We are open to people learning the role.

<b>QUALIFICATIONS</b>	A commitment to personal or professional development and willingness to undertake any training that supports the role.
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<p>A broad understanding or experience of the Shared Lives model.</p> <p>A keen interest in or knowledge of legislation, policy and practice relevant to service for adults with care and support needs e.g Care Quality Commission, Safeguarding Adults and Mental Capacity Act.</p>
<b>SKILLS AND ABILITIES</b>	<p>Good interpersonal skills; can easily build rapport.</p> <p>Ability to understand the auditing process.</p> <p>Attention to detail.</p> <p>Evidence based decision making.</p> <p>Ability to make objective judgement based on written evidence alone.</p> <p>Ability to provide constructive feedback.</p> <p>Good written and verbal communication skills.</p> <p>Competent in the use of IT.</p>
<b>PERSONAL ATTRIBUTES</b>	Commitment to non-judgmental and anti-discriminatory practice.
<b>OTHER REQUIREMENTS</b>	<p>Ability to commit time to sitting on the panel.</p> <p>Ability to commit time to reading through assessments documents thoroughly.</p> <p>(On average this would be 3-5 hours on a monthly basis)</p>



## How to apply

If you would like an informal chat about the role or if you have any queries about the recruitment process, please contact Claire Waring, People Team Assistant on [people@sharedlivessw.org.uk](mailto:people@sharedlivessw.org.uk) or our Devon office on **01626 360170**.

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation and socioeconomic background and welcome applications from people who hold these identities.

Please complete the application form (CV's alone are not accepted) and return it via post or email and one of the SLSW team will contact you.

## Further information

For further information on SLSW, visit our [website](#).

To read the latest SLSW Annual Report, [click here](#).

For information about how we use and store your data under the General Data Protection Regulations (GDPR) 2018, please refer to our [privacy policy](#).



# Approval Panel Application Form

**Thank you for your application. Please complete in clearly written or typed black ink if you print the form. Continue on separate sheet where necessary. CV's are welcome, however please complete the application form fully.**

## PERSONAL DETAILS

First Name:		Last Name:	
Address:		Day time telephone number:	
		Evening telephone number:	
		Mobile:	
		Email:	

## RELEVANT EXPERIENCE

<p><b>Please use this section to provide information about any experience from a work, voluntary or personal perspective which you feel may be relevant for the role of approval panel member:</b></p>

**Please use this section to tell us why you are interested in becoming a panel member and what contribution you feel you could make:**

Are you able to attend meetings during the daytime? Yes ☐ No ☐

**Please give any further information about your availability to attend meetings:**

## REFERENCES

Please give details of two referees, one personal and one professional.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Postcode		Postcode	
Email		Email	
Telephone number		Telephone number	
Relationship		Relationship	
How long have they known you?		How long have they known you?	

## DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and correct and that it may be used for purposes registered by Shared Lives South West under the Data Protection Act.

Signed:..... Date:.....

\*By typing your name you are electronically certifying this document just as if you would physically sign it if it was on paper

**Please return your completed form to: [people@sharedlivessw.org.uk](mailto:people@sharedlivessw.org.uk) or post to:**

### Devon Office

Shared Lives South West  
Suite 3, Zealley House  
Greenhill Way  
Kingsteignton  
Newton Abbot  
TQ12 3SB

### Cornwall Office

Shared Lives South West  
Trewellard Farm  
Wheal Rose  
Scorrier  
Redruth  
Cornwall  
TR16 5DH

### Somerset Office

Shared Lives South West  
The Wagon House  
Eaglewood Park  
Dillington  
Ilminster  
Somerset  
TA19 9DQ

For further details about how we will use your personal information, please read our privacy policy:  
<https://www.sharedlivessw.org.uk/wp-content/uploads/2019/08/Shared-Lives-South-West-Privacy-Policy.pdf>



# SLSW Approval Panel Code of Conduct

Please find below our Code of Conduct for reference. Once you are an approved Approval Panel Member you will be asked to sign and return a copy to the registered office.



## Members of the SLSW Approval panel agree to:

- Fulfil their responsibilities as set out in this operational guidance and any requirements of CQC.
- Act fairly and without prejudice or bias with regard to all applications placed in front of them.
- Treat all proposals and other material given to them in the fulfilment of their role as confidential and ensure that such material are kept safely and returned to SLSW as required.
- To work in cooperation with the panel Chair and other panel members, wherever possible seeking consensus and unanimity.
- To treat the views and opinions of fellow panel members with respect, allowing each member an equal opportunity to contribute to the panel meeting.
- Attend required induction and training events and the annual panel away day.
- Attend panel meetings where they have agreed to sit on the panel and if they need to cancel provide as much notice as possible. If the panel member has to cancel attendance, if possible provide written comments and questions for the panel Chair.
- Attend an annual review meeting with a Registered Manager.
- Declare any conflicts of interest about individual proposals where such a conflict exists.



## To support Approval Panel members in their role SLSW will:

- Ensure all documentation is circulated at least two weeks in advance of any panel meeting.
- Provide information, training and support to panel members to ensure that they are able to fulfil their role.
- Plan and support panel meetings effectively and efficiently to ensure that panel members are enabled to participate fully.
- Reimburse panel members for their expenses promptly.