

# In the Driving Seat

**A workbook to help me  
plan my support.**

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## **A workbook to help me plan my support**

What's in this workbook? There are two parts:

### **Part 1**

**Deciding where to go** – How I want my life to be

### **Part 2**

**Getting there** – Getting support to make it happen

## About this guide

This guide was written by Helen Sanderson and Suzanne McStravick and edited by Carl Poll for in Control publications.

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# **Part 1**

## **Deciding where to go**

**How I want my life to be.**

# What's in **Part 1**?

**12 questions to help me put down the important information:**

- 1 What money do I have for my support?
- 2 Who can help me make important decisions?
- 3 Who do I want to help me put the plan together?
- 4 What's working in my life now? What's not working?
- 5 Who am I?
- 6 What would be a great day for me?
- 7 What would be an awful day?
- 8 What would be the best ever future for me?
- 9 What is most important to me?
- 10 How can people support me well?
- 11 How can we communicate?
- 12 How do I keep healthy and safe?



## 1 What money do I have for my support?

Being in control of my support means I can have the money for the support I need.

For my support, I can have £  Write in how much you can have.

## 2 Who can help me make important decisions?

I need help to make decisions about my support.

### What can I do?

I can have a **Decision-Making Agreement**.

### This just means that we write down:

- \* the important decisions about my life
- \* how I am part of decisions – I can make some decisions, but I need help with others
- \* who makes the final decision about things.

Important decisions in my life	How I must be involved	Who makes the final decision

### Signing my Decision-Making Agreement

Signed:  I sign here

Other people sign here:

Date :  |  |

I can come back to this Agreement when I've done the whole plan – to put different names in if I want.

### 3 Who do I want to help me put the plan together?

Now it's time to plan.

**If I want help, I can write down all the people who are close to me – who are most important to me.**

**They can be:**

- \* people in my family
- \* people I know at work
- \* people at my school
- \* neighbours
- \* friends.

**They could do three kinds of things:**

- \* help to write down the things that are important about me in Part 1 of the plan. They know me well so they can do this in a good way
- \* help me to make the things in my plan happen
- \* perhaps be some of the people who actually support me – I'm going to come back to this page when I'm arranging my support.

People who are most important to me	How long I've known them	How we spend time together	How I will get in touch with them to get help with my plan

If I need help to fill this in, I can get it.

I can even get someone to decide about everything for me – be my **Agent**. My local authority has to agree this.

I must be able to trust my Agent. They understand me and do the best for me.

## 4 What's working in my life now? What's not working?

It's time to start on the plan.

### What can I do?

To get my plan going, I can ask myself and other people:

- \* what's happening in my life that I like? **what makes me happy?**
- \* what's happening that I don't like? **what makes me unhappy?**

I can write down:

What's working well in my life now? What do I want to keep the same?	What's not working well? What do I want to change?



## 5 Who am I?

My plan must tell people about me – who I am.

### What can I do?

I can write down:

- \* the good things about me – what I like about me and what other people like about me
- \* the things I can do well – my skills and gifts. I should put down things even if I don't do them that much.

Great things about me	Things I'm good at – skills and gifts

It's hard for me to think about the good things about me. So I'm going to ask other people to answer this as well. Then I'll see if I think they are right. I decide what is written down.



## 6 What would be a great day for me?

It's hard to think about my future plans. I keep thinking about what gets in the way.

### What can I do?

I can think what would be a really great day for me – if nothing got in the way.  
If I could wave a magic wand and have a great day:

- Q. what would that day be like?
- Q. who would be there?
- Q. where would it happen? – in a different place to live? – somewhere good to spend my time? where?
- Q. How would I know it was the best day?

## 7 What would be an awful day?

In my plan it's good to know what I don't want in my future.

### What can I do?

I can think what would be a really awful day for me. If I could wave a magic wand – one that only does horrible things – and have a really awful day:

- Q. what would that day be like?
- Q. who would be there?
- Q. where would it happen? – maybe somewhere awful to live? – maybe  
somewhere awful to spend my time? where?
- Q. how would I know it was the worst day?

## 8 What would be the best ever future for me?

I want my life to be really good in future. I want to think about this without thinking of things that get in the way.

### What can I do?

I can use more magic wand questions.

If I could wave a magic wand – one that makes the best future ever:

- Q. what would my future look like?
- Q. who would be there?

## 9 What is most important to me?

I've got a lot of information about me now. I want to put this information in order.

### What can I do?

Write down the most important thing first – then the next most important, and then the next...

These are things that are important to me. So I'm not going to write down things that other people think would be good for me.

What is most important to me

**10** How can people support me well?

The people who will support me need to make sure the things that are important to me really happen.

**What can I do?**

I can write down as much information as I can about how people can support me well:

→	→
→	→
→	→
→	
→	→
→	→
→	→

## 11 How can we communicate?

I need people to understand what I mean. I want to understand what they mean.

### What can I do?

I can write down how I communicate with other people – how I make my face look, my body language, how I behave.

I can write down how I want people to communicate with me – how people let me know what is happening.

### How I communicate with other people

At this time or in this situation...	when I do or say this...	it probably means this...	and you should do this...

### How people can communicate with me

At this time or in this situation...	when you want me to know this or do this...	you do this and/or say this...

**12** How do I keep healthy and safe?

I want to be in control – lead my own life. This means taking some risks.

I want to lead my own life and stay healthy and safe.

**What can I do?**

I can let other people know the important things that keep me healthy and safe.

I can make sure people support me in a way that suits me – it’s all about me having the life I want.

I can write down clear information so people can help me in the right way.

To help me keep safe and healthy, know this...	and do this...



# Part 2

## Getting there

**Getting support to make my  
life how I want it to be.**

I've done the first part of my plan. It has information about me. Next I need to work out what support I want to lead my own life.



# What's in **Part 2**?

## Some questions about my support:

- 1 Where do I want to live?
- 2 How will I spend my time?
- 3 Support:
  - Who will support me?
  - What kind of person?
  - What will they do? – job description.
- 4 How will we manage my support?
- 5 How much will my support cost?
- 6 How will I stay in control of my support?

# 1 Where do I want to live?

I want my home to be **my** home – somewhere:

- I feel safe
- I say who comes in
- I say what people can and can't do while they're there.

## What can I do?

I can give lots of details about what I want.

Who I want to live with	Where I want to live

What space I need inside or outside the house	What kind of a house I want to live in. What changes I might need to make to a house

## 2 How will I spend my time?

I have to work out the support I need at different times of the week. Everyone needs support that's right for them – like support with personal care, support in their home, support when they are out and about.

### What can I do?

I can make a timetable. This shows how I spend my time and how much support I need.

Once I write this down, it doesn't mean I have to do the same thing every week. Life isn't like that. I can change what I do.

Also, I put in paid hours – so I know what I have to pay someone to support me. This doesn't mean I have to pay for support to do everything I want.

But the timetable gives an idea about the way I spend my time and the support I probably need.

Day	Morning (8am to 1pm)	Afternoon (1pm to 6pm)	Evening (6pm to 11pm)
Monday			
Paid hours			
Tuesday			
Paid hours			
Wednesday			
Paid hours			
Thursday			
Paid hours			
Friday			
Paid hours			
Saturday			
Paid hours			
Sunday			
Paid hours			
<b>Total paid hours</b>			

If I need support during the night –

■ What support do I need?

■ Does my supporter need to be awake all night?

### ③ Support - Who will support me?

I want to know who will support me in the future.

#### What can I do?

I can:

- think of people I already know who will support me
- write down their names
- write down when they will support me – or what they will support me to do
- write down if I need to pay for their support.

Who do I know who will support me?	When will they support me?	What will they support me to do?	Will they get paid to support me?

### ③ **Support** - What kind of person?

I might not know anyone who can support me. I have to find someone – the right kind of person to help me do things that are important to me.

#### What can I do?

I can:

- write down what the right person or people would be like
- think about the qualities they need to support me – qualifications, skills, things they know about, interests and personality
- write down what qualities they **must** have
- write down what qualities it would be good for them to have.

What they need to be able to do	Qualities they must have	Hobbies or interests that it would be good to have

.....

### ③ **Support** – What will they do? – job description

People who might support me need to know what I want them to do.

#### What can I do?

I can write down what the job is about – write a job description.

I need job descriptions for each supporter. They might be different.

Use the table on the next page to help you

The name of the job	The main reason for the job – 'to support me with...'	Who my supporter will answer to first	The main things my supporter will do in the job

## 4 How will we manage my support?

Once I have people to support me, we have to manage them.

### What can I do?

I can work out who will:

- find them
- help them to be happy in their work
- make sure they do what they are supposed to do
- make sure they know what to do
- pay them.

I can write down:

Who will find my supporters? – recruit them	Who will manage them? – make sure they know what to do – and make sure they do what they are supposed to do	Who will pay them and manage my support money?

## 5 How much will my support cost?

I need to work out what my support will cost.

### What can I do?

I can:

- use the Support Budget form on the next pages
- put in the money coming in and going out
- move my support hours around so I've got enough money to pay
- mix in some unpaid support so my money goes further.

Soon there will be a form on the in Control website – it will add everything up. But it's not ready yet. So, here is a form for adding things up myself.

I need to use a pencil so that I can keep rubbing out till it all adds up.

I probably need help with this.

<b>Support Budget</b>	
<b>Money in</b>	
Social Services	
Health Authority / Primary Care Trust	
Supporting People	
Independent Living Fund	
Any other money	
<b>Money out</b>	
Team Leader	
Pension	
National Insurance	
Support Worker	
Pension	
National Insurance	
Basic Salary Cost	
On Costs?	
Holidays	
Sickness	
Training	
Team Meetings and Supervision	
Sleep-ins	
On Call	
National Insurance	
Total Salary Costs	
Expenses	
Travel costs	
Telephone	
Mobile	
Training	
Total Direct Cost	
Management Charge	
Any other costs	
Total Cost	
<b>Left over / Not enough</b>	



## **6** How will I stay in control of my support?

**It's my support. I want people to:**

- treat me with respect
- involve me in planning and making the big decisions
- help me stay in control.

### **What can I do?**

I can have a Decision-Making Agreement.

I've done this already – on page 5.

Now I need to go back to it – to see if it needs some new names putting in. Because now there might be people who I want to help me with managing my support.

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