

Adult Social Care and Health Directorate

Practice Guidance

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| 13 | 10 April 23 | <p>Appendix A Fig 1 updated with Local Reference Rents via Valuation Office Agency as of Dec 2022; Expected ineligible charges- amount based on Income Support figures issued by the Department for Work and Pensions 2022.</p> <p>Appendix A Fig 2 Fuel deductions added together (Heating, Hot water, Lighting (excludes cooking) ref HB A1/2023 (revised) Housing benefit circular. The CPI for fuel and lighting in September 2022 was 70.1% and the government has decided to freeze the rates for statutory fuel deductions from HB for the FYE March 2024.</p> | Jean Wells |
| 12 | April 2022 | Appendix A fig 1 and Fig 2 for 2022 | |
| 11 | 15 April 2021 | <p>Appendix A Fig 1 updated with Local Reference Rents via Valuation Office Agency as of Dec 2020; Expected ineligible charges- amount based on Income Support figures issued by the Department for Work and Pensions 2020.</p> <p>Appendix A Fig 2 Fuel deductions added together (Heating, Hot water, Lighting (excludes cooking) ref HB A1/2021 (revised) Housing benefit circular.</p> <p>Section 3 Procedures and responsibility amended:</p> <p>(3) Shared Lives Officer (not CFS) will review the amounts on the Licence Agreement annually as the amount expected from Housing Benefit and the amount the Licensee should expect to pay for food and services is subject to change. Shared Lives Officer to complete the review form (sample Appendix C) with the updated amounts and give the review form to the host (Licensor) and</p> | Jean Wells |

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| | | <p>the Licensee to agree and sign.</p> <p>Removed:</p> <ul style="list-style-type: none">• Eight weeks' notice to be given to the Licensee if the rent increases. Licensee is notified of the increase in Housing Benefit directly from the DWP and CFS advise the Licensee of the increase in the charged based on the local rents each April.• The Licensee is not told (current processes under review) of their charge before the placement begins. | |
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1. Introduction

1.1 Shared Lives is an in-house chargeable service available to people (16 yrs. +) with all different kinds of needs, such as older people, people with disabilities, people with mental health difficulties, sensory impairment, Asperger's and autism or people with dementia.

1.2 This guidance is for practitioners, finance and shared lives team, when a shared lives host has been identified through the care and support planning process as a way of meeting eligible needs.

1.3 The person (Licensee) would be sharing the home of a chosen host (Licensor); this could be a single person, a couple or a whole family.

1.4 A Licence Agreement will be signed by all relevant parties and provides the details and responsibilities of the Licensor, Licensee and ending the Agreement.

1.5 This guidance is divided into two main sections:

- Procedure: Practitioner responsibility; Shared Lives responsibility; Client Financial Services responsibility
- Appendix:
 - A.** Calculations for claiming Housing Benefit
 - B.** Sample Licence Agreement (master on KNet)
 - C.** Sample Review Letter (master in KNet)
 - D.** Room Inventory
 - E.** Glossary

1.6 This guidance is to be read with the Charging Policy for Home Care and other Non-Residential Services on KNet.

2. Scope

2.1 A Shared lives host (Licensor) provides accommodation that is either:

- Long term
- Short break/planned respite
- Day support

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| <p>should be blank. However, other signatures (1st and 4th parties) still required.</p> | |
| <p>5. Finance Assessment Referral to Client Financial Services Team</p> <p>This must be done promptly in order that Housing Benefit can be claimed, and the charge assessed <u>before</u> the placement begins and the Licence Agreement becomes available to the Assessment Officer.</p> <p>It should be clearly stated that it is a Shared Lives Placement referral.</p> <p>They should provide 3 figures:</p> <p>(a) the cost of the care element (determined by costing model)</p> <p>(b) the cost of the rent, food, fuel etc. which is the total amount put on the Licence Agreement. See Appendix A: fig 1, column A+B.</p> <p>(c) Actual net rent excluding (a) and (b) above. See Appendix A: fig 1, column A.</p> <p>A copy of the signed Licence Agreement must also be provided to Client Financial Services Officer</p> | <p>Practitioner</p> |
| <p>6. Housing Benefit should be claimed using the figures in the Licence Agreement. The claim needs to be from the beginning of the placement. The Licensee is responsible for paying the rent element of the Agreement from their own resources (including earnings²) which may include part or full Housing Benefit. How much actual Housing Benefit is awarded depends on the rules for claiming Housing Benefit administered by the District Council. KCC charging rules do not form part of</p> | <p>Licensee (with support from the Host) or their Financial Agent³ to claim Housing Benefit if eligible.</p> |

² Earnings have already been disregarded in the financial assessment. Earnings are included here for the calculation of the licence fee (rent).

³ Financial Agent may be a formal or informal arrangement with someone (e.g. an appointee, LPA, family member) to assist Licensee with their finances.

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| <p>this assessment.</p> <p>The Housing Benefit must be paid to the Licensee <u>not</u> the Licensor (host). If it is paid to the Licensor, they will then be paid twice for the rent – once by HB and once by KCC.</p> | |
| <p>7. The amount KCC pay for the care element will be determined by the practitioner using the costing model. This plus the amount specified in the Licence Agreement equals the total gross cost of the placement.</p> <p>After a host is approved at Shared Lives panel, Purchasing Teams add host details via the persons record system to facilitate payment to the host on placement of the Licensee.</p> <p>Practitioner to arrange for the persons care package and raise a Purchase Order via the persons record system when there is a placement.</p> | <p>Practitioner</p> <p>Shared Lives</p> <p>Purchasing Team</p> <p>Practitioner</p> |
| <p>8. The Shared Lives host (Licensor) is paid the gross cost of the placement, which includes the amount for rent, food, fuel, other services and care. In this way, the host is assured of their income and this is not jeopardised by delays in Housing Benefit or the Licensee paying their contribution.</p> <p>Payment to the host is initiated when the Payments Team receive the Purchase Order via the persons record system.</p> <p>Payments are made 2 weeks in advance and 2 weeks in arrears. Shared Lives to raise the invoice every 4 weeks on behalf of the host and send to Payments Team. Payments send the remittance to Shared Lives, which is then sent to the host.</p> | <p>Shared Lives Officers</p> |
| <p>9. The Licensee should be assessed according to the Care and Support (Charging and Assessment of Resources) Regulations 2014 to determine their contribution (if any) to the cost of the care element. Note that in this assessment, the Licensee’s PIP/DLA Mobility is specifically fully disregarded.</p> | <p>Client Financial Services Officer</p> |

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| <p>10. The Financial Assessment should be completed as usual and the charge determined in the usual way. Before the charge is finalised the following further steps need to be taken to ensure the licensee is charged the correct amount:</p> <p>(a) the amount from the Licence Agreement (rent/housing benefit) should be added as income to the charge on the system</p> <p>(b) A further calculation which is the difference between the assessed contribution and the licensee's net income (income to be considered in the financial assessments) and applied as a Shared Lives Allowance to the system to ensure they are charged correctly.</p> | Client Financial Services Officer |
| <p>11. Respite/short break arrangements in a Shared Lives Placement</p> <p>11a) For a person (who is not a Licensee in any Shared Lives placement) receiving short break/respice under a Shared Lives placement arrangement and does not receive any other service; charges will be:</p> <ul style="list-style-type: none">• the assessed financial contribution (using home care charging rules); plus• income support figure issued annually by the Department for Work and Pensions (see Appendix A, fig 1, column B for the details). <p>11b) For a person (who is not a Licensee in any Shared Lives placement) receiving short break/ respice under a Shared Lives placement arrangement and is receiving care at home either through a managed service or a Direct Payment, charges will be:</p> <ul style="list-style-type: none">• income support figure issued annually by the Department for Work and Pensions (see Appendix A, fig 1, column B for | Client Financial Services Officer |

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| <p>the details). *</p> <p>*Please note this charge will calculate pro rata for part weeks.</p> <p><u>11c) Non-licensee receiving a Direct Payment; effect on financial contribution during respite period in a Shared Lives Placement:</u></p> <p>For a person (who is not a Licensee in any Shared Lives placement) receiving a short break/respite under a Shared Lives placement arrangement and receives a Direct Payment, during the period of respite, the person <i>continues making a contribution</i> to their Direct Payment and is not charged a contribution for their respite placement. The Direct Payment continues to be made into the account and will subsequently be reclaimed if this money is not required for contingency purposes.</p> <p>11d) If the Licensee (the service user) has a short break/respite in another Shared Lives placement, there will be no additional charge (because KCC continue to charge for the permanent Shared Lives placement).</p> <p>11e) If the Licensee (the service user) has a short break/respite in the private or voluntary sector, there will be no additional charge for the short break/respite service (because KCC continue to charge for the Shared Lives placement during the period of respite).</p> | |
| <p>12. The charging figures should be entered in the person record system as if for homecare but making it clear that this is a Shared Lives Placement. At the end, the final charge should be overwritten so that the cost of the rent, food, fuel etc. is included</p> | Client Financial Services Officer |
| <p>13. The Licensee would then be invoiced for their contribution to the care element plus the amount for the rent, food, fuel etc. (their Housing Benefit, which will have been paid direct to them, will contribute to this).</p> | Client Financial Services Officer |

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| <p>14. If the Licensee has not received their Housing Benefit by the time they receive their first invoice they should be encouraged to pay their contribution to the care and food elements. A debt will accrue for the HB element. Once they receive arrears of HB, they should be able to settle this debt.</p> | <p>Client Financial Services Officer</p> |
| <p>15. Charging will be from the start of the service and not from the start of the financial assessment.-</p> <p>If their charge increases because their benefits have gone up then any increased charge can be backdated to the date of the benefit increase, as long as the Licensee/host/representative has been made aware in writing of how much the increase charge will be and from what date.</p> | <p>Client Financial Services Officer</p> |
| <p>16. The Licence Agreement terms and conditions will be reviewed every three years and any changes will result in a new Licence Agreement.</p> <p>A new Licence Agreement terms and conditions will require signature as described in point 4 above.</p> <p>The Licensee assessed contribution will be reviewed yearly in line with welfare benefits increase</p> | <p>Policy and Quality Assurance team Practitioner Client Financial Services Officer</p> |
| <p>17. Update figures in Appendix A: Fig 1 and Fig 2 Jan-April each year</p> <p>Forward to the Policy and Quality Assurance team so they update this practice guidance and upload to KNet each April (new financial year).</p> <p>Note these figures change every year when published by DWP and Local Reference Rents via Valuation Office Agency.</p> | <p>Client Financial Services</p> |

Appendix A: Calculations for claiming Housing Benefit.

Expected Housing Benefit derived from Local Reference Rents listed by BRMA and property size (December 2022) (these amounts cannot be guaranteed). "Districts" in brackets relate to Broad Rental Market Areas and **actual £ in *italic*** for reference and calculations for Fig 1 column A.

Fig1:

| District | Rent (licence fee) -use of one room (board) and use of communal living areas ⁴ A | Expected ineligible charges ⁵ B | Total weekly charge A + B |
|--|--|---|------------------------------|
| Ashford (Ashford) £133.15 | £100 | £84.80 | £184.80 |
| Canterbury (Canterbury) £133.15 | £100 | £84.80 | £184.80 |
| Dartford (North West Kent) £133.15 | £100 | £84.80 | £184.80 |
| Dover (Dover and Shepway) £133.15 | £100 | £84.80 | £184.80 |
| Gravesham (North West Kent) £133.15 | £100 | £84.80 | £184.80 |
| Maidstone (Maidstone) £133.15 | £100 | £84.80 | £184.80 |
| Sevenoaks (High Weald) £136.71 | £103.56 | £84.80 | £188.36 |
| Shepway (Dover and Shepway) £133.15 | £100 | £84.80 | £184.80 |
| Swale (Medway and Swale) £133.15 | £100 | £84.80 | £184.80 |
| Thanet (Thanet) £133.15 | £100 | £84.80 | £184.80 |
| Tonbridge and Malling (High Weald) £136.71 | £103.56 | £84.80 | £188.36 |
| Tunbridge Wells (High Weald) £136.71 | £103.56 | £84.80 | £188.36 |

Fig 2: Suggested Ineligible Charges Breakdown (April 2023)

| | | |
|--|---------------|--|
| Full Board & Attendance | £33.15 | Link: Housing Benefit Standard Reduction (issued DWP) For three meals or more per day for single claimant 25 yrs. or over |
| Contribution towards hot water, heating, water and sewerage and lighting for Licensee bedroom and communal living areas | £42.20 | HB Standard Reduction (DWP) ⁶ |
| Misc. (Laundry services, provision of TV, telephone usage, contribution towards building insurance, council tax, maintenance of furnishings etc) | £9.45 | How to calculate this: (e.g. £84.80 minus £42.20 minus £33.15 = £9.45) |
| Total | £84.80 | Issued by DWP 2023-2024 (Income Support- Personal Allowance Rates (single 25yrs or over)) |

⁴ Expected HB based on Local Reference Rent – (one room board) **minus** standard Housing Benefit reduction for *Full Board and Attendance* referenced above in Fig 2.

⁵ Amount based on LINK- [2023-24 Income Support -Personal Allowance Rates \(single 25yrs or over\)](#) figures issued by the Department for Work and Pensions

⁶ Fuel deductions added together (*Heating, Hot water, Lighting (excludes cooking and All fuel)*) LINK- [ref: A1/2023 Housing Benefit uprating for the financial year ending March 2024 Guidance Appendix A published January 2023](#)

Appendix B: ⁷Sample Shared Lives Licence Agreement (master onTri-x)

NATURE OF THE AGREEMENT

This agreement is not intended to confer exclusive possession on the Licensee or to create the relationship of landlord and tenant between the parties. The Licensee shall not be entitled to a tenancy, or to an assured shorthold or assured tenancy, or to any statutory protection under the Housing Act 1988 or to any other statutory security of tenure now or when this Licence ends.

This Licence Agreement explains the basis on which you can live in the property detailed below. You will have a separate agreement with Kent Shared Lives, which describes the care and support services you will receive.

This agreement is between:

The Licensor (name): of (enter address)-host.

.....

Property :

.....

.....

and the Licensee (name) client:

The Licensor is a Kent Adult Social Care and Health Shared Lives supportive host and as such provides accommodation and care/support (that may include personal care) for people with disabilities or health problems. The Licensee will be provided with their own bedroom and have shared use of the rest of the house which comprises of (*list of shared communal areas*)

.....

.....

The precise location of the Licensee bedroom is

.....

The Licence means the licence to occupy conferred by the agreement.

The Furniture and Furnishings means the Owner's furniture and furnishings used by the Licensee from time to time in the Room, in accordance with the latest inventory signed by the Owner and the Licensee.

The Room means the room or rooms in the Property that are allotted to the Licensee by the Licensor.

⁷ Not for use. Use Licence Agreement Template on KNet

This Agreement is in respect of a placement that commenced on

The total weekly charge for the accommodation is £ (see Appendix A: fig 1 and insert figure from column A+B) of £ . (net rent/licence fee : see Appendix A: fig 1 and insert figure from column A)

e.g. to illustrate using Ashford figures from Appendix A, fig 1
The total weekly charge for the accommodation is **£184.95 of £100.**

The Licensee shall pay KCC a licence fee of £ per week payable 4 weekly in arrears in respect of the occupation of the Room.

The Licensor permits the Licensee to occupy the Room, and to use the Furniture and Furnishings, an inventory of which is attached.

| | |
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| Full Board & Attendance/ Care | |
| Contribution towards hot water, heating, water and sewerage and lighting for Licensee bedroom and communal living areas | |
| Misc. (Laundry services, provision of TV, telephone usage, contribution towards building insurance, council tax, maintenance of furnishings etc) | |
| Total | |

The Licensee shall be responsible for paying for all water, gas, telephone and electricity consumed or supplied in the Room during the Licensee's occupation, and for a proportion of the water, gas and electricity consumed or supplied in the shared parts of the Property used by the Licensee during the Licensee's occupation of the Room to be assessed by the Owner according to estimated use or on some other reasonable basis. This is determined by using the Department for Work and Pensions Income Support welfare benefits rate.

Kent County Council has agreed to pay temporarily the £ (see Appendix A: fig 1 above and insert figure from column A+B) charge to your Licensor on the understanding that it will be repaid in full by a combination of Housing Benefit and your own income. This weekly charge will be reviewed annually. You will receive a letter informing you of any charges following the review.

The Licensee shall agree to make a claim for Housing Benefit towards the above charge and that you will pay KCC the full amount of the Housing Benefit on an ongoing basis once it is awarded, including any arrears.

The Licensor's Responsibilities

1. The Licensor will respect the Licensee's right to privacy. The Licensee will be informed, where possible in advance when access is required to inspect the condition of the Licensee's bedroom; to carry out repairs or other work, or to provide any services or support required by the Licensee. Immediate access may be required in the event of an emergency or to carry out the support services provided.

2. The Licensor will provide to the Licensee any care/ support (that may include personal care) that they require as detailed within the care and support plan.
3. Where appropriate, the Licensor will pay the water rates, utility bills and other charges which are included as part of the Licence Fee and Licensee's contribution.
4. The Licensor will keep the house, all internal and external fixtures, fittings, furniture and electrical appliances in good repair and in safe condition, excluding Licensee's personal possessions. However, the Licensee should bring any defects to the Licensor's attention as soon as possible.
5. The Licensor will insure the house, furniture, fixtures and fittings and the Licensee's contents for the full reinstatement value.
6. The Licensor will grant the Licensee access to the shared communal areas. The Licensor will ensure that the communal areas of the property are regularly cleaned.
7. The Licensor will provide laundry services for the Licensee and provide the Licensee with clean bedding as and when necessary and at least once a week.
8. The Licensor confirms that the electrical appliances and equipment provided by the Licensor are safe and will not cause danger and that all electrical appliances and equipment manufactured after 19 January 1997 are marked with the appropriate CE symbol.
9. The Licensor confirms that smoke alarms are mounted within the property and that the alarms are regularly checked to ensure in good working order.
10. A telephone is / is not provided for Licensee's use. Calls must be paid for by agreement with the Licensor.
11. The Licensor will issue to the Licensee one set of keys only for the Room (where applicable) and the Property.

The Licensee's Responsibilities

1. The Licensee must pay to KCC the full amount of any Housing Benefit received and the weekly contribution for food and services not covered by Housing Benefit including all water, gas, telephone and electricity consumed or supplied in the Room during the Licensee's occupation, and for a proportion of the water, gas and electricity consumed or supplied in the shared parts of the property used by the Licensee during the Licensee's occupation of the Room to be assessed by the Licensor according to estimated use or on some other reasonable basis.
2. The Licensee must respect the Licensor's right to privacy. The Licensee will be made aware of any areas of the property to which the Licensee does not have access and respect agreed house rules.
3. The Licensee must not invite visitors to the property to stay overnight without the consent of the Licensor and the Licensee is responsible for the behaviour of the Licensee's visitors at the property.

4. The Licensee must not do or permit to be done on the property anything which is illegal, or which may cause a nuisance or annoyance through noise or unruly behaviour to the Licensor or members of the household or others living nearby or allow the Licensee's visitors to commit such acts.
5. The Licensee must not wilfully cause damage to the house or to the Licensor's fixtures, fittings or furniture and shall make good any damage caused there with the exception of accidental damage.
6. The Licensee must not do or permit any act that would make any insurance policy on the property void or voidable or increase the insurance premium of the Room or Rooms.
7. Pets or other animals are not allowed without the permission of the Licensor.
8. The Licensee must keep the Room clean and tidy, that all his rubbish is disposed of frequently and placed in the rubbish bin provided by the Licensor and assist in keeping the communal areas clean and tidy and report any repairs required to the Licensor.
9. The Licensee must not affix posters signs or notices in the Licensee's Room and/or the property without the consent of the Licensor.
10. The Licensee must comply with the rules for fire safety and for other health and safety matters which are available for inspection and the Licensee must not engage in any conduct or activity which is likely to endanger the health and safety of the Licensor or any other occupier or visitor.
11. The Licensee must inform the Licensor if the Licensee intends to be away from the room overnight.
12. Any aggressive behaviour towards any other person would be a serious breach of this licence.
13. The consumption of illegal drugs or other illegal behaviour would be a serious breach of this licence.

Ending the Licence

1. This Licence to occupy can be ended by either party by giving notice in writing. The Licensor to give 60 working days: Licensee to give 28 days (or 20 working days).
2. If the Licensor considers the Licensee to be in breach of any of its obligations under this licence and this results in serious danger or risk the Licensor may end the License by giving one week's written notice or shorter period in case of emergency.
3. Upon determination of the Licence, the Licensee shall immediately cease to be entitled to use the room and the house and must vacate the room, leaving it clean and tidy, and return the keys to the Licensor immediately.
4. If KCC end their agreement with the host for whatever reason, then the licence to occupy shall be brought to an end immediately, however until that situation arise this licence to occupy will remain in force for all the time the Licensee remains at the property.

Signatures

1st Party Signature

| | | | |
|-------------------------------|--|---------------------|--|
| Signed by The Licensor | | Witnessed By | |
| Signature | | Signature | |
| Print Name | | Print Name | |
| Date | | Date | |

2nd Party Signature (Consider Licensee's capacity with regards to signing the agreement)

| | | | |
|-------------------------------|--|---------------------|--|
| Signed by The Licensee | | Witnessed By | |
| Signature | | Signature | |
| Print Name | | Print Name | |
| Date | | Date | |

3rd Party Signature⁸

| | |
|---|--|
| Signed on Behalf of The Licensee who is lacking mental capacity | |
| Signature | |
| Print Name | |
| Relationship to the Licensee | |
| LPA, deputy appointed by the Court of Protection or someone else authorised to sign by the Court of Protection; Office of the Public Guardianship a "short order. | |
| Date | |

⁸ If the Licensee has been assessed as lacking mental capacity to sign this Licence Agreement, a 3rd Party signature will be required. Legally authorised person only to be 3rd Party to sign the Agreement. If no one legally authorised to sign, this part may be unsigned **only** if a Best Interest decision has determined there are no perceived risks to the Licensee if Agreement left unsigned. Best Interests decision documentation must be attached to the Agreement. If known risks, or matters of contention, then an application to the Court of Protection to be made.

4th Party Signature

| Signed by the Shared Lives Officer of Kent County Council | |
|--|--|
| Signature | |
| Print Name | |
| Date | |

The Licence Agreement terms and conditions will be reviewed every three years on the anniversary of the signed Agreement. Any changes will result in the issue of a new Licence Agreement.

Your assessed contribution will be reviewed yearly in line with welfare benefits increase.

9 Appendix C: Sample Review Letter

KENT SHARED LIVES LICENCE AGREEMENT AMENDMENT

This agreement is between:

(From) The Licensor (name): *(host)*

.....

Address:

.....

.....

(To) the licensee (name): *(client)*

This is to advise of a variation in the existing licence agreement for occupancy at the above address to change the rent from £ [redacted] to £ [redacted] with effect from **(insert date)**

Please forward this variation onto to your Local Borough or District Council for a change in circumstances decision by the Rent Officer.

Please advise Kent County Council of the Rent Officer's decision.

Signed by the Shared Lives Officer of Kent County Council

Signature

Print Name

Date

Appendix D: Room Inventory

Kent Shared Lives Licence Agreement Bedroom Inventory

| | |
|-------------------|--|
| Licensee Name: | |
| Licensor Name: | |
| Property Address: | |

This inventory is to identify the furniture and furnishings that the Licensor (Host) has provided in the allotted room for exclusive use to the Licensee whilst living with the Shared Lives Host and their family. These items are the property of the Licensor and will remain in the property should the Licensee no longer occupy the property. Any unreasonable damage to the furniture and furnishings listed below will be the responsibility of the Licensee to replace.

| Item | Qty | Yes/No | Details if required |
|-----------------|-----|--------|---------------------|
| Bed | | | |
| Wardrobe | | | |
| Chest of draws | | | |
| Chair | | | |
| Curtains | | | |
| Duvet | | | |
| Pillows | | | |
| Lamp shade | | | |
| Television | | | |
| Shelving | | | |
| Bedside cabinet | | | |
| Other: - | | | |

| | | |
|-----------|-----------|------|
| | Signature | Date |
| Licensee: | | |
| Licensor: | | |
| KCC rep: | | |

Appendix E: Glossary

Host: Shared Lives supportive hosts open their homes to support people with learning disabilities, mental health difficulty, physical disabilities or dementia. The host will provide long term, short break, day support and transition placements.

Housing Benefit: to help someone pay their rent if on a low income. How much received depends on income and circumstances.

Licensor: Legal term used on the Licence Agreement that refers to the Shared Lives supportive “host”.

Licensee: Legal term used on the Licence Agreement that refers to the person (service user) staying with your host.

Licence Agreement: the document that explains the basis on which a person can live in the hosts home, which must be appropriately signed by all parties. Used when claiming Housing Benefit. Reviewed every three years on the anniversary of the signed Agreement. Any changes will result in the issue of a new Licence Agreement.

Licence Agreement Amendment Letter: used by the host to inform the Local Borough or District Council when there is a variation in the existing Licence Agreement for occupancy to change the rent.

Licence Agreement Bedroom Inventory: used with the Licence Agreement to identify the furniture and furnishings that the Licensor has provided in the allotted room for exclusive use to the Licensee.