

Appendix 6

As stated under paragraph 7.66 of the Code of Practice for Managers of authorised establishments, managers must only spend a resident's money on items or services which are of benefit to the resident and they may not spend money on items or services which are provided by the establishment as part of its normal service.

In spending any money or funds belonging to a resident, managers must in each case take into account the general principles of the Act (paragraphs 1.17 to 1.20 of the Code). This includes that all decisions should reflect a person-centred approach and should be taken by whatever multi-disciplinary group is responsible for planning and reviewing the care and support that is provided for the resident.

Under paragraph 6.31 of the Code in practical terms, the focus for managers should always be upon how the resident's funds might be used imaginatively to improve his or her quality of life on the basis of their known likes and dislikes. In seeking to achieve this objective, managers should consult on a regular basis with others involved with the resident and should take into account any particular interests or hobbies that the person was known to enjoy before their incapacity developed.

The following list provides examples of a range of goods and services for which a resident's funds may be used. Not all examples may be considered appropriate in all circumstances.

Personal Services

Access to a range of personal services such as:

- Hairdressing
- Services of a private chiropodist
- Beautician
- Provision of someone to read and talk to residents, or take them out on a one to one basis
- Befriending services

Recreation

The purchase of equipment, materials or services providing access to a range of activities of interest to the individual including:

- Music
- Subscriptions to magazines/ newspapers
- Books, games and magazines (including Braille, large print etc.)
- Personal computer, tablets and games
- Hobbies

Arts and Crafts

The purchase of arts and crafts equipment, materials or services providing access to a range of activities of interest to the individual including:

- Sewing equipment
- Painting, drawing
- Equipment for the cultivation of indoor plants

- Fees for courses or evening classes

Pets

The purchase of tropical fish and fish tanks or access to other animals of interest to the individual

Outings

Access to a range of activities outside of the home of interest to the individual such as:

- Purchase of tickets for outings to cinemas, theatres and recreation centres
- Visits to relatives
- Entertaining relatives and friends
- Shopping trips

Personal Possessions

The purchase of more personalised items including:

- Plants
- Personal ornaments and pictures
- Items of furniture
- Toiletries and make-up
- Electric blankets
- Writing materials
- Jewellery
- Clothing
- Special personal equipment e.g. portable foot spa
- Electric shavers, toothbrushes, hairdryers and blankets

Consumables

The purchase of consumables including:

- Carry out foods
- Special items; e.g. birthday cakes
- Snacks
- Confectionery
- Soft drinks
- Cigars, pipes and tobacco

Funeral Expenses

The purchase or maintenance of Insurance policies to cover funeral expenses

Specialist equipment

If purchase is beneficial to the recipient but would not be supplied under National Care Home contract or by the NHS:

- Chairs
- Mattresses

- Beds
- Specialist hearing aids

Miscellaneous

- Outings on birthdays, anniversaries and other special occasions
- Purchase of holidays or weekend breaks
- Subscription to joint purchases such as bird tables, fish tanks, pets and pet food, veterinary services

A record of all purchases and an explicit inventory must be kept.