



# Your relative's Annual Review

An introduction for families and friends

## What is an Annual Review?



At least once every year we get together with your relative, their family and friends and people who support them. We think about what's working and not working in their life and what we need to change.



We call this process the Annual Review and try to do it in a way that lets everyone take part.



We will always have the meeting at a time that is convenient for families, this includes evenings and weekends - let us know what works for you.



The meeting will take about one and a half hours and will usually be held in your relative's house.



We will make sure there are drinks and snacks for everyone, and might invite you to stay for a meal depending on the time of the meeting.



We will support your relative to take an active part in the review. Please let us know if you or another member of your family need any support to take part.



The annual review is an informal meeting which gives everyone an equal say. There are four parts to the meeting.



## Part one

- Welcome and introductions.
- Explanation of how the meeting will work.
- Ground-rules for a successful meeting.



## Part two

- Gathering the information.
- Deciding on the priority issues.
- Setting an agenda of things that need further action.



## Part three

- Reviewing the information.
- Making an action plan.
- Agreeing who will do each task and a completion date.
- Agreeing a named person to make sure things get done and linked together.



## Part four

- Agree dates for any extra meetings as needed.
- Set a date for the next annual review.
- Close the meeting.

Everyone can take part on an equal basis.

They keep your relative at the centre of the process.

## Why we have person centred reviews...

The questions we ask in a review fit with our day-to-day way of supporting your relative.

We use the information from everyone's reviews to make changes to the way we support people and work with families.

## Before the review

**The following pages are for you to fill in at home so that you can come to the meeting well prepared.**

We can give you more booklets so other family members who can't be at the review can have a say too.

At the meeting we will either ask you to write your views on some big sheets of paper, or to tell us - meetings are run slightly differently depending on the needs of your relative and the size of the room we meet in.

It's ok if you don't want to write things down at the meeting, just let us know.

Please be honest about the things that are working and not working. We want to support your relative well and are happy to learn from your experience and our mistakes.

If you would like some help filling this in please contact the lead support worker or manager of your relative's service.

# Like and admire

## What's this?

We ask everyone to say what they like and admire about your relative. These are genuine great things about the person, for example:

- a smile that warms my heart every morning
- very sensitive and caring when people are unwell
- an infectious laugh.

## Why?

It reminds everyone who the meeting is about and makes sure we don't just focus on areas of difficulty.

## Your views

## Important to the person now

### What's this?

These are things that really make your relative tick, like:

- listening to her favourite CD before getting up each morning
- going swimming at least twice a week
- his collection of keyrings.

### Why?

We want to make sure the people we support have a good balance of the things that are important to them, as well as making sure they are healthy and safe.

### Your views

# Important to the person in the future

## What's this?

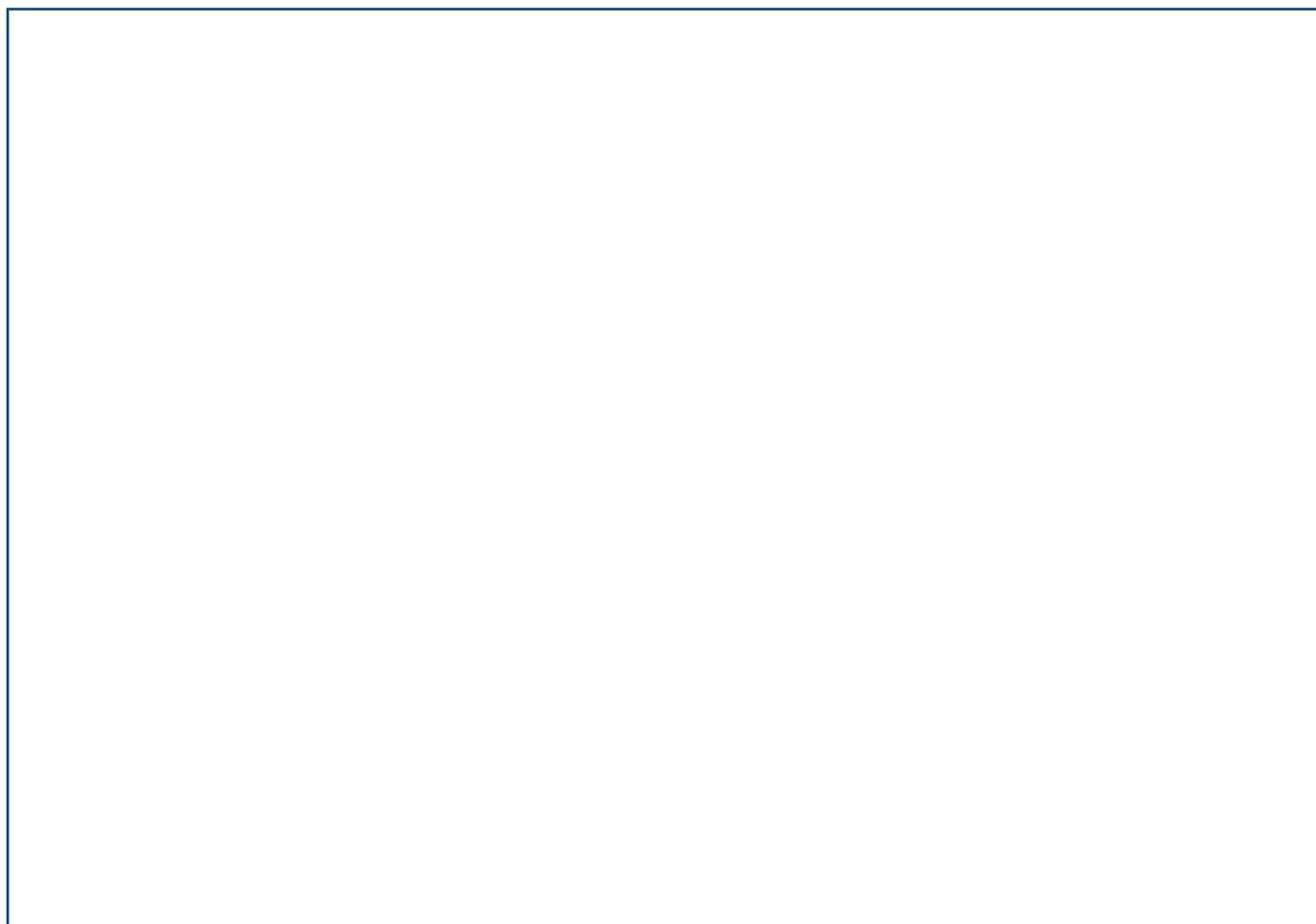
These are the things that your relative wants to work towards or achieve, like:

- things staying as they are because it works well
- get a girlfriend/boyfriend
- have a holiday abroad
- move home.

## Why?

We need to know what people want from the future so we can support them to live the life they want. For some people this means keeping things the same, for others it could mean big or small changes over an agreed period of time.

## Your views



# What support does the person need to stay healthy and safe and get a job?

## What's this?

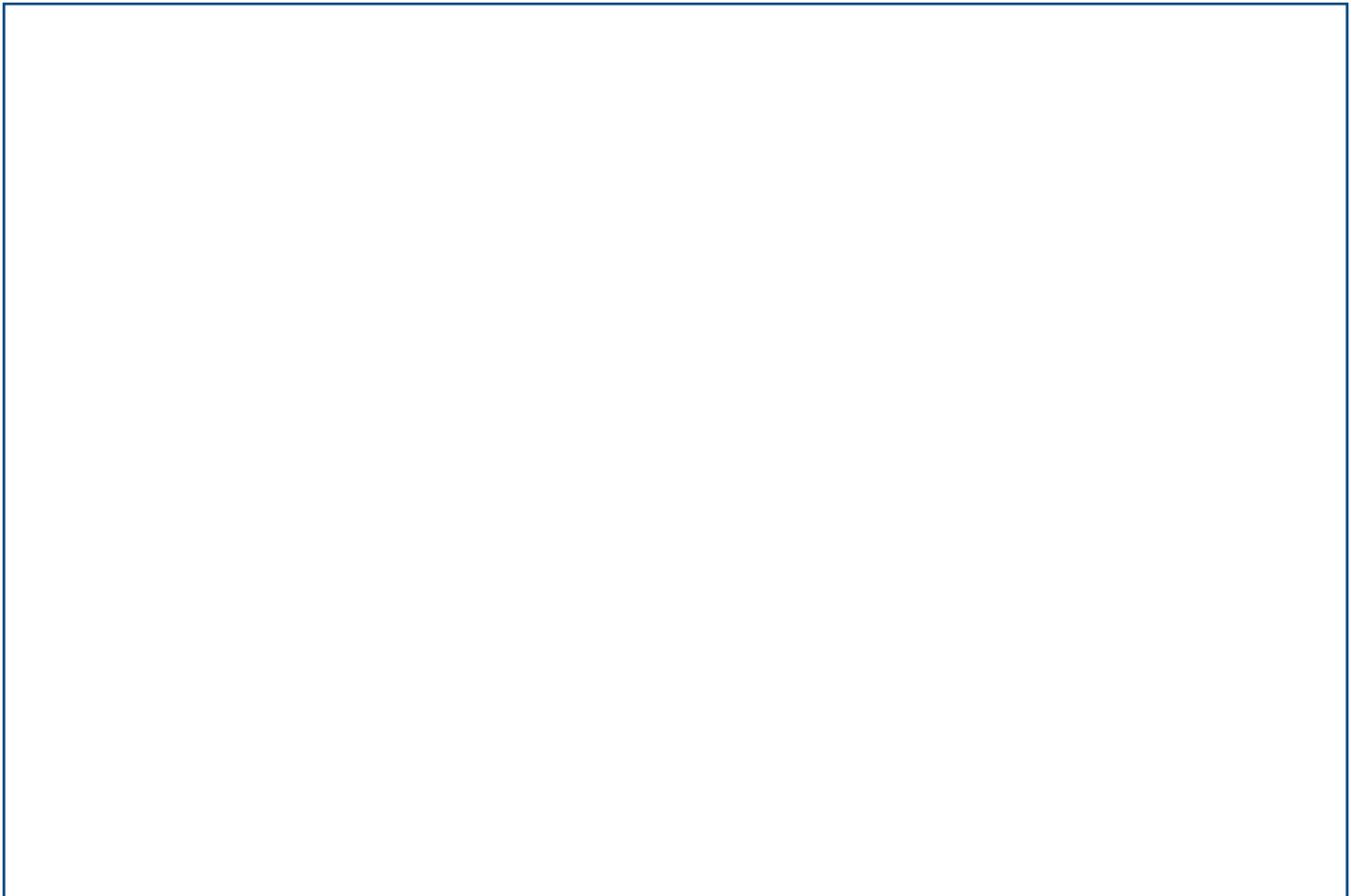
This includes:

- health checks, medication, diet and exercise
- things people need to do to be respected by the wider community, like personal hygiene and appearance
- emotional and financial well-being
- communication.

## Why?

We want to support people to stay healthy and safe in a way that lets them lead a full and active life. For some having a job is a good way to keep emotionally and physically healthy and connected to the wider community.

## Your views

A large empty rectangular box with a thin blue border, intended for the user to write their views on the topic.

# What is working and not working in the person's life?

## What's this?

We ask this from three points of view:

- the person we support
- their family and friends
- Dimensions and other paid support.

## Why?

We want to change the things that are not working and make sure we continue with the things that are going well. Your views are really important to us and may lead to changes in the way we work with families and support your relative.

## Your views

What's working?

What's not working?

What needs to happen next to build on what's working and change what's not working?

## Questions to answer and issues to resolve

### What's this?

This is everyone's opportunity to find out more, for example:

- would my relative lose money if they got a job?
- could a member of staff support our relative to attend a family wedding?
- how will we manage changing health needs?

### Why?

People don't get together to make plans very often, when we ask these questions it makes sure nothing gets left out.

### Your views

## Action plan

You don't need to fill this in now, it will be done at the meeting. Do make note of anything you think should happen or that you want to do. Families are not expected to take on jobs.

Who will do the job? (or make sure it's been done).	What will be done? The tasks will be...	When will it be done?

Specific ➡ Measurable ➡ Achievable ➡ Realistic ➡ Timed

After the meeting

You will get a copy of the notes.



You will be informed about the progress of things that have been agreed.



You will be informed and involved if it is not possible to do anything that has been agreed.



We will look at the things you have said are working and not working and, if necessary, make changes to the way Dimensions operates.

# Thank you for taking part in the Annual Review

We value your opinions and the contribution you make to your relative's life.

Please let us know about any concerns you have during the year, don't wait until the next Annual Review.

Our Family Consultant is here to help you so please stay in touch.

## How to contact us

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Lead Support Worker .....

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Proving life can get better

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