

**London Borough of Hammersmith & Fulham**  
**The role of the support broker**

**To support the person to write/complete their support plan**

This might include

- Getting to know the person
- Gathering information from the person and their friends and families for the support plan (Using a Person Centred Planning approach)
- Writing the support plan (including converting Person Centred Plan into service design)
- Researching appropriate activities/services/training needed etc
- Negotiating services and costs
- Costing the support plan
- Identifying funding streams and support/signposting to access them

**To support the person to get their plan agreed by the Local Authority**

This might include

- Submitting the plan to the social worker to be agreed and monitor progress

**To support the person to get their plan up and running/implementation started**

This might include

- Communicating with social services and the individual/their friends and families with regard to the Individual Budget being released at the appropriate time
- Negotiating service specifications between individuals and service providers
- Negotiating training for Personal Assistants/friends and families
- Negotiating/organising payroll
- Negotiating/organising insurance

**Ongoing support**

This might include

- Support to prepare for Local Authority reviews
- Support to attend Local Authority reviews
- Renegotiate service specifications/ new services etc
- Editing plan (if circumstances change the individual may need to be reassessed and the Self Assessment Questionnaire be redone, the indicative amount may change)

Support Brokerage is an ongoing development in Hammersmith & Fulham. This Job Role is subject to change.