

WEST LIMERICK INDEPENDENT LIVING CLG

Person-Centred Planning Policy

Policy Reference	WLILP40
Category	Operational Policies — Clinical & Care Practice
Version	2.1 (Section 5 workflow cross-referenced to WLILP68 rather than restated)
Status	APPROVED — by the Board of Directors on 9 October 2026
Supersedes	WLILP40 - Person Centred Planning Policy
Policy Owner	Board of Directors, West Limerick Independent Living CLG
Applies To	All WLIL staff, Personal Assistants, Coordinators, Managers, and Board members, as well as clients and their representatives where applicable
Related Policies	WLILP7A - Data Protection Policy; WLILP7D - Data Retention, Rectification and Erasure Policy; WLILP17 - Consent Policy; WLILP68 - Care Planning and Review Policy
Review Cycle	Annually, or sooner if required by legislative or regulatory changes

1. Purpose & Scope

The purpose of this policy is to outline West Limerick Independent Living's ("WLIL") commitment to delivering services that are person-centred, empowering, and responsive to the individual needs, preferences, and aspirations of each client. Person-centred planning (PCP) ensures that clients retain choice and control over the supports they receive in line with the Independent Living philosophy. This policy applies to all WLIL staff, Personal Assistants (PAs), Coordinators, Managers, and Board members, as well as to clients and their representatives where applicable.

2. Legislative & Standards Framework

- Health Act 2007
- HIQA Draft National Standards for Home Support Services (2024)
- Assisted Decision-Making (Capacity) Act 2015, as amended by the Assisted Decision-Making (Capacity) (Amendment) Act 2022 (both fully commenced 26 April 2023)
- UN Convention on the Rights of Persons with Disabilities (UNCRPD), ratified by Ireland in March 2018, in particular Article 19 (living independently and being included in the community)
- Equality legislation, including the Employment Equality Acts 1998 to 2015 and the Equal Status Acts 2000 to 2018
- Data Protection Act 2018 and GDPR — see WLILP7A - Data Protection Policy
- The National Framework for Person-Centred Planning in Services for Persons with a Disability (HSE and National Disability Authority, 2018, under the New Directions programme)

3. Policy Statement

WLIL is committed to a model of service delivery that is directed by the individual. Each person supported by WLIL has the right to participate actively in decisions about their life, their goals, and the supports they require. WLIL ensures that support plans are flexible, reviewed regularly, and developed in partnership with the client.

4. Core Principles

- Dignity and Respect — every individual is treated with respect and their choices are valued
- Autonomy — clients direct their own care and support wherever possible
- Inclusion — supports facilitate participation in community and social life
- Flexibility — plans are adaptable to changing needs and circumstances
- Transparency — processes are clear, accessible, and inclusive
- Continuous Review — plans are monitored and updated to reflect progress and feedback

5. Procedures

The step-by-step process for assessment, developing a care plan, and monthly and annual reviews is set out in full in WLILP68 - Care Planning and Review Policy, which this policy does not restate. This policy sets the person-centred principles that WLILP68's process must be carried out in line with.

5.1 Recording & Confidentiality

- All plans and reviews will be recorded securely in line with WLILP7A - Data Protection Policy
- Information will only be shared with consent, in line with WLILP17 - Consent Policy

5.2 Client Choice

- Clients may involve family, friends, or advocates in planning if they choose
- WLIL will respect all decisions made by the client, in line with the Assisted Decision-Making (Capacity) Act 2015 as amended, and its focus on the person's own will and preference rather than assumptions made on their behalf

6. Roles & Responsibilities

- Clients — direct their own care and express preferences
- Personal Assistants (PAs) — support clients to achieve their goals while respecting independence
- Coordinators — conduct assessments, facilitate planning, and monitor progress
- Managers — ensure oversight, training, and compliance with legislation
- Board of Directors — provide governance oversight and ensure alignment with WLIL's mission and values

7. Training & Awareness

All staff will receive training on person-centred approaches during induction and refresher training annually. Training will include principles of independent living, dignity, respect, and choice, as well as relevant legislation.

8. Records Retention

Person-Centred Plans, review records, and related documentation generated under this policy are retained in accordance with WLILP7D - Data Retention, Rectification and Erasure Policy, which is the single authoritative source for WLIL's retention periods.

9. Monitoring & Review

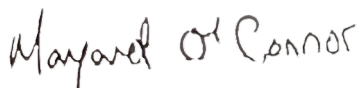
This policy will be reviewed annually, or sooner if required by legislative or regulatory changes. Service user feedback will form a core part of the review process.

This policy reflects the Assisted Decision-Making (Capacity) Act 2015 as amended, HIQA's Draft National Standards for Home Support Services (2024), and the National Framework for Person-Centred Planning, checked as accurate as of drafting. It is not a substitute for legal advice.

Approval

Approved by the Board of West Limerick Independent Living CLG on 9 October 2026.

Signed on behalf of the Board, on its instruction, by the General Manager:



Margaret O'Brien O'Connor, General Manager

Date signed:



Appendix A — Person-Centred Planning Template

Client Name: _____

Coordinator: _____

Date: _____

Client Goals: _____

Supports Required: _____

Timescales: _____

Responsible Person(s): _____

Review Date: _____

Client Signature: _____

WLIL Representative Signature: _____

Appendix B — Monthly Review Checklist

- Are you satisfied with your current supports?
- Do you have any specific issues or areas you would like to address?
- Do you have upcoming holidays, hospital appointments, or respite planned?
- Are you happy with your current Personal Assistant(s)?
- Any additional comments or requests?

Appendix C — Annual Review Form

Date: _____

Client Name: _____

Coordinator: _____

Achievements over the past year: _____

Goals for the next year: _____

Supports required: _____

Client Feedback: _____

Client Signature: _____

WLIL Representative Signature: _____

Appendix D — Client Consent & Involvement Form

This confirms involvement in the development of the Person-Centred Plan, and consent to the sharing of that plan with the individuals and organisations agreed.

Confirmed and Consented By

- ☐ The client themselves, confirming their own involvement and consent
- ☐ A Decision-Making Assistant, Co-Decision-Maker, or Decision-Making Representative, appointed under the Assisted Decision-Making (Capacity) Act 2015, supporting or acting on behalf of a client who needs support to make or communicate this decision

Client name: _____

Name of person confirming, if different from the client: _____

Relationship or legal basis, if confirming on behalf of the client: _____

Signature: _____

Date: _____

Witness: _____

Appendix E — Staff Acknowledgement Form

I acknowledge that I have read and understood the WLIL Person-Centred Planning Policy. I agree to comply with its requirements and understand that failure to do so may result in disciplinary action.

Name: _____

Signature: _____

Date: _____