



# Get your ducks in a row

Information on what to consider for the future including;  
Power of Attorney, creating an Advance Care Plan and making a will.

<b>Gold Standards Framework</b>	<b>2</b>
<b>Advance Care Plan</b>	<b>4</b>
<b>ExtraCare End of Life Care Package</b>	<b>11</b>
<b>Power of Attorney</b>	<b>19</b>
<b>Ending your Tenancy – Moving to Other Accommodation</b>	<b>27</b>
<b>Free Wills month</b>	<b>28</b>
<b>Pet Care after the Death of an Owner</b>	<b>30</b>
<b>Planning Your Funeral</b>	<b>35</b>
<b>Local Funeral Homes</b>	<b>37</b>

Dear resident/family member,

**Re: The introduction in ExtraCare Charitable Trust of the Gold Standards Framework Programme for Retirement villages (GSFRV) - enabling 'Gold Standard Care for the Golden Years'**

This letter gives information about a national programme that we are adopting in all our Extra Care retirement communities, the Gold Standards Framework (GSF) for Retirement Villages Programme. GSF is recommended as an example of best practice by many national professional organisations and is recognised by the regulator Care Quality Commission (CQC). GSF aims to build on the good work already present within the organisation, to develop the very best quality of care for residents, including those approaching their last stage of life – aiming for a 'gold standard of care for the Golden Years'.

The Gold Standards Framework was developed in 2000 originally in Primary Care for GP's and District Nursing teams, and is used at various levels by most GP practices and many thousands of organisations including care homes, hospitals, hospices and domiciliary care organisations across the UK. It has been found to greatly benefit people, families and staff by improving the organisation and quality of care provided, collaboration and teamwork and improve outcomes for people, enabling more people to live well until they die.

We are in the early stage of introducing the GSF programme and are writing to let you know about this very exciting development and explain some things that might affect you. Some key aspects of this programme are that we will be introducing ways to be: -

- **more proactive** in our care, anticipating your possible future needs before you are aware of them, by using a process of early recognition and coding leading to more consistent comprehensive care to better anticipate and meet your needs.
- **More person-centred** - offering the opportunity to have discussions with all residents to better listen to your needs, wishes and preferences; these Advance Care Planning discussions can be explained and discussed with staff and families and your key wishes shared with others caring for you
- **More systematic, ensuring better planning and communication** with everyone including your GP, District nurses, hospitals and others being more aware of your needs and wishes.

If you would like to know more about the programme, or have any issues you wish to raise, please discuss this with the Wellbeing Advisor.

We hope that you will feel part of the programme and feedback your ideas and suggestions. You are part of making this a success, alongside the dedicated staff in the organisation, to ensure the very best of care during the Golden Years of your life.

Kind regards,

The ExtraCare Charitable Trust, supported by the National GSF Team.

**For more information about GSF follow the links below.**

More information on Gold Standards Framework can be found on the GSF website:

[www.goldstandardsframework.org.uk](http://www.goldstandardsframework.org.uk)

Or on the Retirement Village section <http://www.goldstandardsframework.org.uk/retirement-villages>, which includes a 3 minute video you might like to watch:

<http://www.goldstandardsframework.org.uk/advance-care-planning>, also with information and a video on 5 steps to advance care planning.

# Advance Care Planning IN 5 SIMPLE STEPS



## STEP 1 THINK



## STEP 2 TALK



## STEP 3 RECORD



## STEP 4 DISCUSS



## STEP 5 SHARE



## REVIEW



See the video on our website or search GSF Advance Care Planning on YouTube.

## **‘Thinking Ahead’ – ExtraCare Advance Care Planning Discussion**

We wish to be able to provide the best care possible for all residents and their families, but to do this we need to know more about what is important to them and what are their needs and preferences for the future.

The aim of any discussion about thinking ahead, often called an Advance Care Planning Discussion, is to develop a better understanding and recording of people’s priorities, needs and preferences and those of their families and carers. This should support planning and provision of care and enable better planning ahead to best meet these needs. This philosophy of ‘hoping for the best but preparing for the worst’ enables a more proactive approach and ensures that it is more likely that the right thing happens at the right time.

Ideally an Advance Care Plan should be discussed with relatives, friends and ECCT staff if necessary to inform future care at an early stage. Due to the sensitivity of some of these issues, you may not wish to answer them all, or may quite rightly wish to review and reconsider some decisions later. This is a ‘dynamic’ planning document to be adapted and reviewed as needed and is in addition to Advanced Directives, Do Not Resuscitate (DNR), or Do Not Attempt Cardiopulmonary Resuscitation (DNACPR) plan, The ReSPECT form or other legal document.

Name:	Date completed:
Address:	GP Details:

DOB:	Hospital contact:
Hosp / NHS no:	
<p><b>Family members involved in Advance Care Planning discussions:</b></p> <p>Name:</p> <p>Contact tel:</p>	
<p><b>Name of a healthcare professional who you have discussed your Advance Care Plan with (if applicable):</b></p> <p>Name:</p> <p>Contact tel:</p>	
Resident signature:	Date:
Next of kin / carer signature (if present)	Date:
Healthcare professional signature:	Date:
Review date:	







5. Proxy / next of kin

Who else would you like to be involved if it ever becomes difficult for you to make decisions or if there was an emergency? Do they have official Lasting Power of Attorney (LPoA)?

**Contact 1** ..... **Tel**..... **LPoA Y / N**

**Contact 2** ..... **Tel**..... **LPoA Y / N**

6. Preferred place of care

If your condition deteriorates or you need end of life care where would you most like to be cared for?

**1st choice:**

**2nd choice:**

**Comments:**

---

---

---

---

---

---

---

---

7. Do you have any special requests, preferences, or other comments?

---

---

---

---

---

---

---

---

8. Are there any comments or additions from other people you are close to? (Please name)

---

---

---

---

---

---

---

---

Do you have any separate DNACPR/ReSPECT and / or Advanced Decision to Refuse Treatment (ADRT) documents? If yes, please state where you store these?

---

---

---

---

---

---

---

---



# Priorities of Care at the end of life

The  
**ExtraCare**  
Charitable Trust

A registered charity since 1988

ExtraCare’s specialist **End of Life Care Service** is available to those who are in their last months or weeks of life. The service is accredited by the **Gold Standards Framework (GSF)**, and we use the guidance and support from the GSF Programme to help assess, prioritise and plan care for you to live well in your last months and weeks of life.

### Recognise

The possibility that a person may be nearing the end of life is recognised and communicated clearly, decisions made and actions taken in accordance with the person’s needs and wishes. These are regularly reviewed and decisions revised accordingly.

### Plan and Do

An individual plan of care which includes food and drink. Symptom control and psychological, social, and spiritual support is agreed, coordinated and delivered with compassion.

## Support

The needs and dignity of families and others identified as important to the dying person are actively explored, respected and met as far as possible.

## Involve

The resident who is nearing the end of life and those identified as important to them are involved in decisions about their treatment and care to the extent that they want.

## Involve

Sensitive communication takes place between staff and the resident and those identified as important to them.

## How can we help?

---

Our staff can help you plan what you would want at end of life, by supporting you to complete an Advance Care Plan, to have Lasting Power of Attorney in place, or to have made a will. All of these things will help you and your family to be reassured you have thought and planned ahead, so that others know what you want.

This may be that you want to die in your own home. If so, we need to know that this is part of your Advance Care Plan, so we can support you.

Our care team will work with multi-disciplinary external professionals such as Palliative Care Services, District Nurses, GPs, religious figures and others who will be involved in your care, in order to manage your symptoms, maintain your dignity and keep you as comfortable as possible. You may need adaptations and aids in the home to support you and make life easier or want to get in touch with organisations who provide additional support. Ask our care and support teams about this or the Wellbeing Advisor.



## End of life care package

---

Our care and support teams are fully trained, with a nationally recognised framework, to offer dedicated end of life support. We can provide support hours as needed, or a 'package' of care to support you or your loved one to stay in your own home. This service could include things such as:

- **Personal care, such as support with bathing and showering**
- **Support with toileting, including changing continence pads or using a commode**
- **Mobility support, such as help moving position in bed and help with standing or sitting – and using hoists when required**
- **Administering or prompting medication, and supporting with pain management**
- **Changing bedding and housekeeping duties**
- **Preparing meals and snacks to taste and dietary requirements**
- **Ongoing companionship and emotional support**

We would assess your needs, design a plan that meets these needs and ensure your family and others are also involved as appropriate.

As well as the practical areas of care, our care team can also provide reassurance and comfort, both to you and your loved one. Alongside supporting other residents at the end of their lives, many of our care staff have also had the personal experience of caring for their own family member. They offer a valuable source of support and comfort, having that personal understanding of what can be a distressing and difficult time.



## Additional services

---

If you find you need more care and support in the later stages, we can offer additional hours, such as a sitting service when relatives are not with you, or support at night. This may be:

- **Waking night support: for constant support throughout the night**
- **Sleeping night support: for the extra peace of mind of someone being in your home**

Again, we will work with you to change or amend the care plan as appropriate. If you should need more care in an emergency as things change, we will work with you and aim to meet your needs where possible.

## Your rights at the end of life

---

At ExtraCare, our experienced and well-trained care and support team want to make sure you get all the right care and support. There are certain things that should happen at the end of life as follows:

- **You should be seen by a doctor regularly. If they believe you will die very soon, they must explain this to you and the people close to you.**
- **The staff involved in your care should talk sensitively and honestly to you and the people close to you.**
- **You and the people close to you should be involved in decisions about how you are treated and cared for, if this is what you want.**
- **The needs of your family and other people close to you should be met as far as possible.**
- **An individual plan of care should be agreed with you and delivered with compassion.**



## Funding for end of life care

---

Some residents may self-fund this care package or additional services. But many residents will be eligible for Continuing Health Care (CHC) funding. Our dedicated care team will support you to access funding if applicable at what can be a very distressing time. They will have good links already with local CHC and local authority teams so speak to us about this funding.

For more information or details about this, end of life generally, the GSF programme or work please talk to staff in your village or scheme.

The  
**ExtraCare**  
Charitable Trust

A registered charity since 1988

[www.extracare.org.uk](http://www.extracare.org.uk)



# LASTING POWERS OF ATTORNEY – THE IMPORTANCE OF MAKING THE RIGHT CHOICE

*Lasting Powers of Attorney (LPA) allow people to choose someone they trust to make decisions on their behalf if something happens and they are unable to make decisions for themselves.*



**LPAs are as important as having a will for ensuring your wishes are followed, but**

- While an estimated **40%** of the adult UK population has a will
- less than **1%** has an LPA<sup>1</sup>



- When surveyed, **45%** of people aged **45** and over knew nothing about LPA
- When told about LPA **61%** were not interested in setting one up in the future<sup>2</sup>



**But they are important!**

- **One in three** people over **65** will develop dementia<sup>3</sup>

**And not only for the ageing population**

- Every **90 seconds** someone is admitted to hospital in the UK with an acquired brain injury<sup>4</sup>



**Over 60% of potential LPA customers shared these misconceptions**

- The next of kin always gets the final say... if the patient is unable to make decisions for themselves
- If a couple has a joint bank account and their home is in joint names... the other can legally make decisions for them<sup>2</sup>

*“All I know is that I have a lasting power of attorney now... and I wish my mother had had it”*

**53%** of people who know someone with an LPA are interested in setting one up for themselves in the future<sup>2</sup>



*“It will never happen to me”*

*“It’s impossible for anybody, I would imagine, to deal with anybody else’s financial affairs without having something in place”*

**40%** of people who say they are not interested in LPA don’t think they’ll lose capacity, don’t care, or don’t want to tempt fate<sup>2</sup>

**3 good reasons to take action**

- you choose the person or people in charge of making decisions which affect you
- you make things easier for your relatives should anything happen to you
- decisions are more likely to be made in your best interests

*“You know you are going to get old but in lots of ways I’ve closed my eyes to it”*



**No LPA? The Court of Protection may need to appoint someone to take decisions if mental capacity is lost**

**Find out how to register an LPA – to safeguard your property and financial affairs, health and welfare, or both.**  
**[www.gov.uk/power-of-attorney](http://www.gov.uk/power-of-attorney)**

<sup>1</sup>Office of the Public Guardian <sup>2</sup>Ipsos MORI <sup>3</sup>Alzheimer’s Society <sup>4</sup>Headway

## Power of Attorney (PA)

There are three types of Power of Attorney

- Ordinary Power of Attorney
- Lasting Power of Attorney
- Enduring Power of Attorney

### Ordinary Power of Attorney

If you want someone to look after your financial affairs for a temporary period, you can give them an ordinary PA. You might want to give someone an ordinary PA if:

- you have a physical illness
- you have an accident which leads to physical injury
- you are abroad for a long period of time

You should not use an ordinary PA if:

- you have been diagnosed with a mental health problem or other disease which can lead to mental incapacity
- you think you may develop a mental health problem or other disease which can lead to mental incapacity

This is because you won't be able to continue using an ordinary PA if you lose your mental capacity.

## How to grant an Ordinary Power of Attorney

You can give someone PA to deal with all your financial affairs or only certain matters, for example, to operate a bank account, to buy and sell property or change investments. An ordinary PA which only gives authority to deal with certain matters is also known as a **limited PA**. If you want to make a limited PA you should make sure that it is drawn up very carefully so that the attorney is very clear about what authority they have to deal with your affairs.

There is a standard form of words to use if you want to grant an ordinary PA. If you want to grant an ordinary PA, you should contact a solicitor or an adviser, for example, at your local Citizens Advice.

## Lasting power of attorney

There are two types of LPA:

- Property and financial affairs LPA
- Health and welfare LPA

You don't have to make both types of LPA at the same time.

If you want someone to look after your affairs for a long period of time, you can give them a lasting power of attorney (LPA). An LPA is different from an ordinary power of attorney because you can make an LPA which looks after your health and care decisions and one to look after your property and financial affairs an LPA must be registered before it can be used. An LPA lets you choose people to look after your affairs if you lose mental capacity.

The LPA replaces the enduring power of attorney.

**Better lives for older people**

[www.extracare.org.uk](http://www.extracare.org.uk)

Property and financial affairs lasting power of attorney can give someone the authority to deal with and make decisions about things like:

- Buying or selling property
- Bank, building society and other financial accounts
- Welfare benefits or tax credits
- Tax affairs
- Debts

You can give someone PA to deal with all your property and financial affairs or only certain things, for example, to operate a bank account, to buy and sell property or change investments. If you want to make an LPA which only deals with certain matters, you should make sure that it is drawn up very carefully so that the attorney is very clear about what authority they have to deal with your affairs.

A property and financial affairs LPA must be registered before it can be used. However, you don't have to wait until someone loses their mental capacity before using it. A property and financial affairs LPA will come into effect as soon as it is registered. This means that the attorney will be able to start making decisions about your property and financial affairs straight away, even if you are still capable of making your own decisions. If you don't want the attorney to be able to make decisions about your affairs straight away, you should make sure that the LPA says this.

The LPA must always include authority for the attorney to make decisions once the donor has lost their mental capacity.

### **When to make a Lasting Power of Attorney**

Anyone can make an LPA in case they ever lose mental capacity.

You should also make an LPA if you have been diagnosed with, or think you might develop, an illness which might prevent you from making decisions for yourself at some time in the future.

The kinds of illness which might prevent you from making decisions for yourself include:

Dementia  
Mental health problems  
Brain injury  
Alcohol or drug misuse  
The side-effects of medical treatment

You must make an LPA whilst you are still capable of making decisions for yourself. This is called having mental capacity.

### **Health and Welfare Lasting Power of Attorney**

A LPA about health and welfare can give someone authority to deal with and make decisions about things like:

Where you live  
Your day-to-day care, including what you wear and what you eat  
Your healthcare treatment  
What contact, if any, you should have with certain other people

You can make a health and welfare LPA which deals with all aspects of your personal welfare, or only certain things.

The LPA must be registered before it can be used.



## **Make a lasting power of attorney**

You must make an LPA whilst you're still able to make decisions for yourself. You should choose the person who you want to look after your affairs very carefully. The person you choose to look after your affairs is called an attorney.

There are two ways you can make an LPA.

- Make a lasting power of attorney on GOV.UK
- Download the forms ON GOV.UK - you'll need to fill them in, print and sign them

There is one form for a property and affairs LPA and a different form for a health and welfare LPA. If you want someone to look after your financial affairs and your health and welfare, you will need to make two separate LPAs and fill in both forms.

There are notes which come with the forms which tell you exactly what to do. You should read these very carefully.

## **Register a lasting power of attorney**

Once you've filled in these forms, you will need to register the LPA with the Office of the Public Guardian. If you're the donor and you still have mental capacity, you can apply to register the LPA yourself. The person named as your attorney can also apply to register the LPA. They can do this at any time, whether you have lost mental capacity or not.

When you make an LPA, you can request that certain people should be notified when the LPA is registered. This helps to protect you against fraud and being pressurised into making the LPA. You should use form **LP3** to notify the people named in your LPA, before you apply to register it.

To register the LPA, you should fill out form **LP2**. Send this to the Office of the Public Guardian along with your LPA form and the registration fee. If you make both types of LPA, you will need to pay two lots of fees. Some people don't have to pay any registration fees. You can find information about fees on GOV.UK.

If the LPA has been correctly completed and there are no objections to the registration after people have been notified, the Public Guardian must register it. They must do this after three weeks. The Public Guardian must notify the donor and any attorneys that they have registered the LPA.

### **End a lasting power of attorney**

There are a number of ways to bring an LPA to an end. These include:

- The person who made the LPA (the donor) can cancel it if they still have mental capacity - details of how to end a lasting power of attorney are available on GOV.UK
- The attorney can say they no longer want to be an attorney - they must do this on form **LPA 005** which is sent to the donor, the Office of the Public Guardian, and any other attorneys.

An LPA will also come to an end when the donor dies. A property and financial affairs LPA will come to an end if either the donor or an attorney becomes bankrupt.

### **Enduring Power of Attorney**

Before 1 October 2007, it was possible to make an enduring Power of Attorney (EPA) to manage someone's property or financial affairs. An EPA could be used before someone lost their mental capacity or after they lost their mental capacity once the EPA had been registered.

**Better lives for older people**

[www.extracare.org.uk](http://www.extracare.org.uk)

It is no longer possible to make a new EPA. However, if an EPA was made before 1 October 2007, it can still be registered and, if it is already registered, it will still be valid.

If you want to manage the affairs of someone who you think might lose their mental capacity and you don't already have an EPA, a Lasting Power of Attorney should be used.

Even if you already have an EPA, it can only be used to look after someone's property and financial affairs, not their personal welfare. If you want Power of Attorney to look after someone's personal welfare you may be able to take out a personal welfare Lasting Power of Attorney.

For more information on Power of Attorney see [Managing affairs for someone else - Citizens Advice](#)

### **Ending your tenancy – Moving to other Accommodation**

As per the tenancy agreement, you are required to give 4 weeks' / one month notice in writing, ending on a Sunday, to end the tenancy.

#### **Housing Benefit and rent**

If you are in receipt of Housing Benefit your entitlement will stop on the first Monday after the date the tenancy is ended, and the keys / key cards are returned. If there are any rent arrears on the account after the keys / key cards have been returned, you will be invoiced.

#### **Emptying the Property**

Please ensure all belongings, furniture and fittings i.e. carpets and curtains are removed. If there are items that you would like help to dispose of, please arrange with the local council to remove them, although a fee will be payable. Any items remaining after the keys / key cards have been returned will be disposed of and any costs incurred will be charged to you. Once the apartment is empty and in a reasonable condition please return all keys / key cards to reception.

#### **Ending the tenancy**

We need four weeks' / one months' notice in writing to end a tenancy, and this period must start on a Monday. You are liable for the housing costs until the tenancy is ended (Sunday) and the keys / key cards are returned. We can then legally end the tenancy.

## Free Wills Month – every March & October

Free Wills Month takes place every March and October and lets those aged 55+ get a solicitor-drafted will for free – though it is hoped you'll leave something to charity.

If you're getting a 'mirror will' as a couple, only one of you needs to be over 55.

As you'd normally pay about £150 or more for even the simplest will, this is always popular and there are only a limited number of appointments available.

- Who's it for? People aged 55 or over
- When is it? Every March and October
- Where is it available? Across the UK
- Who writes the will? External solicitor
- Donation asked for? You'll be asked to leave money to a charity in your will ('a bequest'). But the decision is yours.

### **How can I help the charities that back the scheme?**

The charities involved pay for the solicitors' time, so be prepared for your solicitor to ask you to consider making a bequest to a charity in your will. The hope is that you will do so, but you're under no obligation.

**Better lives for older people**

[www.extracare.org.uk](http://www.extracare.org.uk)

---

### **Which charities are sponsoring this scheme?**

In 2019, the scheme is supporting: Age UK, Blue Cross, Breast Cancer Now, British Heart Foundation, Diabetes UK, Dogs Trust, Guide Dogs, Marie Curie, Mencap, Mind, National Trust, NSPCC, Prostate Cancer UK, Redwings, RNLI, Royal British Legion, Salvation Army, Stroke Association, Tenovus Cancer Care and Versus Arthritis.

### **What if I have complex financial affairs?**

The scheme covers simple wills – if your affairs are complex, your solicitor's likely to ask you to pay something to cover the extra time they spend writing your will.

Appointments are also limited by the number of wills each solicitor is happy to write under the scheme.

# A Guide to Pet Care After the Death of an Owner

Steps you can take to ensure your dog, cat, or even budgie, are not left homeless when you die



*Photo by Eddie Howell on Unsplash*

## What happens to my pet when I die?

Tens of thousands of pets are at risk of becoming homeless every year when their owner dies. So how can you make sure that your much-loved

**Better lives for older people**

[www.extracare.org.uk](http://www.extracare.org.uk)

---

The ExtraCare Charitable Trust, Registered Charity No. 327816. Registered in England and Wales No. 2205136.

companion won't be among the homeless dogs and unwanted cats left out in the cold?

All too often, it's simply assumed that a dog or cat will be taken on by friends or family members. Sadly, not everyone is able or willing to take on responsibility for pet care after the death of an owner. So it may be wise to consider, who will look after my cat or dog when I die?

## Who will look after my pet when I die?

If you've already written a will and bequeathed your entire belongings to a loved one or expressed a wish for someone to care for your pet when you die, they are not duty-bound by law to look after any pets you leave behind. They could be unaware and unprepared for the responsibility if you had not discussed your wishes, or feel unable to provide your pet with the care it needs.

It's wise for animal-lovers to have a serious conversation with a family member or friend about looking after a much-loved pet, so you can ensure your wishes – and your companion's welfare – are taken into account when you die.

If you live alone, then it is also sensible to consider leaving instructions that will make friends, neighbours or authorities aware of any pets you have and



how to access them, should you suddenly be taken ill or die away from home.

## Making provision for pets in a will

If you've agreed with someone who is happy to take on responsibility for your pet, you can include details about this arrangement when writing your will, or add it as a codicil to your existing will.

Although you can't leave any money directly or in trust to your dog, cat, or budgie, you can still consider estate planning for pets. You can include a bequest to the person who'll be taking care of it, to cover the cost of your pet's upkeep and vet's bills.

A solicitor can help you to draft this kind of clause in your will, stating the money has been left to be used by the named beneficiary to pay for the animal's upkeep until the end of its natural life, or while it is in their care.

You can also leave funds for the upkeep of a pet in the form of a discretionary trust, a sum set aside for the care and upkeep of your pet. Usually, the new owner becomes the trustee responsible for administering the money during your pet's lifetime. You can also leave instructions about to whom any money left should go to, after the death of your pet.

It's advisable not to name your pet in your will, but simply make reference to the "dog" or "cats" that you are bequeathing. This makes things simpler

in the event you adopt a new pet in between making your will and the time of your death.

You may also want to add a 'letter of wishes' with instructions on how you wish your pet to be taken care of and details about its routine, the veterinary surgery it is registered at, and so on. You don't need a solicitor to change or add to a letter of wishes, but it's sensible to keep one alongside a copy of your will.

## What happens to pets when their owner dies?

If you have no family or friends willing or able to adopt your pet, many animal charities have pre-need registration schemes you can sign up to, which take care of unwanted cats and homeless dogs. These agreements give them responsibility for pet care after the death of an owner and they will try to find your animals a loving new home.

Most of those with free registration schemes have pre-written clauses you can include in, or add to your will and the option of leaving the charity a legacy to help care for your pet.

The RSPCA's [Home for Life](#) scheme. This grants the charity absolute discretion to deal with the animal as it considers fit, so it will be on hand to take responsibility for your pet when you die and do all it can to find a new and loving home.

The Dogs Trust [Canine Care Card](#), gives the charity the opportunity to rehome pets when a dog owner dies. If it can't find a new owner, the charity says it never puts healthy unwanted dogs down and will look after them for the rest of their lives.

The Cats Protection League [Cat Guardians Card](#), will take your cat to one of its rehoming centers, when it is notified of your death. It will do its best to find a loving new owner to care for your pet, however long it takes, and say it never puts a healthy cat to sleep.

[The Cinnamon Trust](#), has a national network of more than 15,000 volunteers, who help elderly and terminally ill people care for and walk their pets. The charity, which also has two sanctuaries, provides a volunteer-led fostering service for pets, when their owners are taken into hospital or care. If you are a Cinnamon Trust service user at the time of your death and your pet is at risk of becoming homeless, the Trust will take on its lifetime care, by prior arrangement with you.

### My personal details:

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

DoB \_\_\_\_\_

### My next of kin/my representative:

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

### My digital passwords have been shared with:

Name \_\_\_\_\_

Telephone \_\_\_\_\_

### My funeral director:

Name \_\_\_\_\_

Telephone \_\_\_\_\_

### My funeral plan details:

Provider \_\_\_\_\_

Plan number \_\_\_\_\_

### My will executor:

Name \_\_\_\_\_

Telephone \_\_\_\_\_

## What next

(who do I want to share this with)

Keep this leaflet somewhere safe and secure and let people know where they can access it. Ensure they know about any changes made.

This information is personal and should be treated as a guide. It is not a will. This will have to be done legally and separately.

The Digital Legacy Association can help with leaving those important passwords with people or a person who may need them.

[www.digitallegacyassociation.org](http://www.digitallegacyassociation.org)

Dying Matters' mission is to help people talk more openly about dying, death and bereavement, and to make plans for the end of life. For further information on any of these topics, visit:

[www.dyingmatters.org](http://www.dyingmatters.org)



[help.dyingmatters.org](http://help.dyingmatters.org)

 Freephone 0800 021 44 66

 [info@dyingmatters.org](mailto:info@dyingmatters.org)

 [www.facebook.com/DyingMatters](http://www.facebook.com/DyingMatters)

 [twitter.com/DyingMatters](https://twitter.com/DyingMatters)

[www.dyingmatters.org/donate](http://www.dyingmatters.org/donate)

The Dying Matters Coalition is led by the National Council for Palliative Care, Registered Charity Number 1005671

# Dying Matters

## My funeral wishes



Dying Matters

In partnership with



*Getting your funeral right can give you peace of mind and will help your friends and relatives to remember you, following their loss*

## Your Funeral



**It's one of life's biggest events, if not the biggest. It's certainly the only one we cannot avoid, yet many of us avoid talking about it, until it's too late.**

For that reason, too many don't consider going to see a funeral director until they need one. In reality, most funeral directors would be happy to sit down with you and provide no-obligation advice about your options.

Indeed, when it comes to funerals, there are more choices than people often think. Whether you want to follow a theme that reflects your interests, be laid to rest in a natural setting, or have a service in the great outdoors, your funeral director will assist.

Getting your funeral right and choosing a funeral director who belongs to a trade association can give you peace of mind.

To help you think about the kind of funeral you would like, we have developed this simple questionnaire. We recommend filling in the form in the company of others, to initiate a conversation about your funeral and theirs. After all, you wouldn't plan a wedding on your own, so why a funeral?

Developing plans now, will help your friends and relatives make important decisions at a time of great distress and upset with certainty. **Think of it as your last act of kindness.** Your funeral can reflect you and your wishes. The questions on this leaflet are designed to start conversations, but you may end up with something this leaflet doesn't directly suggest. The choice is yours, and your funeral director will be glad to help.



## My funeral will be...



- A celebration of my life
  - A reflection of the way I lived
  - Modest and respectful
  - Simple and basic
  - A grand send-off
  - Something else:
- 

### My funeral will follow a theme:

*E.g. My favourite film/musical/book, an interest or hobby, the decade I was born in, or something else that means a lot to me:*

---

### My funeral will take place at:

---

### My funeral will include my favourite songs, hymns, poems, readings:

---

---

---

### I want those attending to wear:

---

### I would like the following people to attend:

---

---

---

### I would like the following people to speak:

---

---

## Before my funeral I want...



### To be dressed in the following clothes (if possible):

---

- To be visited by friends and relatives at a funeral home
- The coffin to be taken home and for people to visit me

### After my funeral I want to be:

Buried at the following location

---

Cremated at the following location

---

### My ashes should then be:

Scattered at the following location

---

### Or

Buried at the following location

---

My funeral will support a charity

---

I would like an online memorial to be set up at

---

### My funeral will be funded by:

- Savings
- My estate
- A funeral plan
- Next of kin/family
- Insurance policy



## Local Funeral Homes

To find a local funeral home you can visit [localfuneral.co.uk](http://localfuneral.co.uk) online using this link

[Find local funeral directors in the UK | localfuneral.co.uk](http://localfuneral.co.uk)

Or if you prefer, you can ask a member of staff for the details of local funeral homes.

**Better lives for older people**

[www.extracare.org.uk](http://www.extracare.org.uk)

---

The ExtraCare Charitable Trust, Registered Charity No. 327816. Registered in England and Wales No. 2205136.

Ask a member of staff for help to access documents or information.

---

*The ExtraCare Charitable Trust, registered charity number 327816, is a company limited by guarantee and registered in England and Wales as company number 2205136. Its registered office is at 7 Harry Weston Road, Binley Business Park, Binley, Coventry, CV3 2SN.*

[www.extracare.org.uk](http://www.extracare.org.uk)

This pack contains information from the following sources;

**[dyingmatters.org](http://dyingmatters.org)**  
**[freewillsmoth.org.uk](http://freewillsmoth.org.uk)**  
**[citizensadvice.org.uk](http://citizensadvice.org.uk)**

*Issue 1 / March 2020*

The  
**ExtraCare**  
Charitable Trust

A registered charity since 1988