

Social Services

The Role of the Deputyship Team



May 2023

THE ROLE OF THE DEPUTYSHIP TEAM - INFORMATION LEAFLET

Mae'r ddogfen hon ar gael yn Gymraeg / This document is available in Welsh

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Contents

| | |
|---|---|
| THE ROLE OF THE DEPUTYSHIP TEAM | 4 |
| DEFINITION OF ROLES | 4 |
| Appointeeship | 4 |
| Deputyship | 6 |
| USEFUL CONTACTS..... | 7 |
| COMPLAINTS, COMPLIMENTS AND REPRESENTATIONS | 8 |

THE ROLE OF THE DEPUTYSHIP TEAM

The Team provides specialist assistance to vulnerable people who are deemed to be mentally or physically unable to manage their own finances.

The support can be provided to people who live in:

- their own homes
- supported housing settings
- residential and nursing homes
- community living projects

All people referred must be receiving services through Flintshire Social Services Portfolio.

DEFINITION OF ROLES

Appointeeship

The role of an Appointee as defined by the Department for Work and Pensions (DWP) is:

- To claim and receive social security benefits, pensions and allowances and also HM Revenue and Customs Tax Credits.

Any monies received by the Appointee must be used in their and their dependant's best interests such as, paying nursing or care home fees or domiciliary care fees and also to meet everyday living costs.

This role provides no legal authority to act on behalf of the person

In cases where a person lives in rented accommodation, it is possible for the Benefit Team to ensure rent is paid on their behalf.

However, Appointeeship does not provide the authority to sign tenancy agreements.

Appointeeship can be applied for if:

- The person is over 18 years of age
- The person does not have the capacity to manage their finances
- There is no significant other to assist
- They have no other income such as an occupational pension
- They do not own a property

Please note that it is the Department for Work and Pensions who decide who is the most appropriate person to act as Appointee.

When approved to act as a Corporate Appointee, the team member also becomes responsible for any vehicle issued via the Motability Scheme as this is linked to Disability Living Allowance Mobility component. (Please refer to the separate document relating to the Motability Vehicle Ordering process).

NOTE – AN APPOINTEE CANNOT:

- Sign a Tenancy Agreement
- Open a personal bank account for a client
- Close a personal bank account for a client
- Contact a bank on behalf of a client
- Amend or set up Standing Orders or Direct Debits relating to a client's personal account
- Be responsible for debts pre-dating the Appointeeship
- Sell a property
- Complete DWP documentation requiring details of a client's physical or mental condition or abilities
- Attend DWP appeals without being accompanied by a Social Worker or Reviewing Officer
- Select a Motability Vehicle

Deputyship

Applications for Court of Protection Orders are made through the Court of Protection which is an office of the Supreme Court with jurisdiction in England and Wales.

An application for an Order identifying the Chief Officer of Social Services Portfolio as the appointed Deputy for Property and Affairs can be made if:

- The person does not have the capacity to manage their property and financial affairs
- The person is over 18 years of age
- They have savings or incomes in addition to their Department for Work and Pensions benefits
- There is no significant other to assist

The Court Order grants authority to the Social Services Portfolio to make decisions on behalf of the person that they are unable to make for themselves due to their mental incapacity. This may include:

- The receipt of all income and management of all bank accounts,
- The sale of property,
- Entering tenancy agreements,
- Disposal of money and making gifts.
- The Social Services Portfolio also has authority to sign any documents relating to the person's property and affairs.

In order to apply for Deputyship, it is essential that form COP3 Assessment of Capacity and a COP14 PA DEP, is usually completed by a Social Worker. The remaining forms, COP1 and COP1a will be completed by member of the team supported by information provided by the Social Worker or Reviewing Officer.

There is a £371 fee payable to the Court upon application. Annual charges apply thereafter dependent upon income and savings. These are subject to change by the Court.

More Information:

For more information contact the Deputyship Team on 01352 702520.

USEFUL CONTACTS

A wide range of voluntary organisations provide independent advice and assistance. Contacting them will give you information on your rights.

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| Flintshire Citizens advice Bureau | |
| 08444 772020 | www.flintshirecab.org.uk |
| Flintshire Care and Repair Flintshire Care and Repair offer advice on housing repairs, adaptations and benefits for disabled and elderly people. | |
| 01352 758700 | www.flintshirecr.co.uk |
| Age Connects North East Wales | |
| 08450 549969 | www.acnew.org.uk |
| Mencap Cymru Helpline | |
| 0808 808 1111 | www.mencap.org.uk/wales |
| MIND | |
| 01352 757637 | www.flintshiremind.org.uk |
| North East Wales Carers Information Service (NEWCIS) | |
| 01352 752525 | www.carers.org/local/wales/flintshire |
| Flintshire Disability Forum | |
| 01352 755546 | |
| Social Services First Contact, Preswylfa, Hendy Road, Mold, Flintshire, CH7 1PZ | |
| 03000 858 858 | SSDUTY@flintshire.gov.uk www.flintshire.gov.uk/careinfo |

COMPLAINTS, COMPLIMENTS AND REPRESENTATIONS

We are aware that despite our best efforts there may be occasions when you need to make a complaint. Any complaint about the services can be made to your Social Worker, their Team Manager or you can contact:

The Complaints Officer
Social Services
County Hall
Mold,
Flintshire, CH7 6NN 01352 702623

A leaflet 'Your right to compliment and complain' which explains how your comments can be made and how they will be dealt with is available from the same address or online at: www.flintshire.gov.uk/careinfo

A wide range of information on the care and support system in Wales is available online at: www.dewis.wales

Mae'r ddogfen hon ar gael yn Gymraeg. Cysylltwch a 03000 858 858 i gael fersiwn Gymraeg.

This document is available in Welsh. Please contact 03000 858 858 for a version.

This leaflet is available in alternate formats including Braille and Large Print on request to 03000 858 858.