

Policy and Procedure Guidelines

CORPORATE APPOINTEESHIP ACCOUNTS

		Actions			
		Involved Worker	Care Manager	General Manager	Financial Administrator - Appointeeships & Deputyships
1. <u>Introduction</u>					
1.1	Where it has been identified that a Service User of our services lacks the mental capacity to manage their financial affairs there is the need for someone to act on their behalf in these matters. If the Service User signed an Enduring Power of Attorney (EPA)/Lasting Power of Attorney (LPA) before they lost the capacity to manage their finances then the Attorney will need to register this with the Office of the Public Guardian to enable them to act on the Service User's behalf. If the Service User had not made such arrangements then they may need someone to act as an Appointee on their behalf. As an Appointee is only authorised to claim and make payment from benefits received from the Department of Work and Pensions (DWP), if the Service User has income from other sources or savings in excess of £6000 or property matters then an application for a Property and Affairs Deputyship will need to be made – refer to procedure DASC/086.				
1.2	The Appointee could be a family member/friend, a care provider e.g. owner of a residential home, a domiciliary care provider or a local solicitor. If there is no one willing/able to undertake this role then, as a last resort, the local authority will act as a Corporate Appointee for that Service User. This will depend on the current case law and good practice advice.				
1.3	Flowcharts to assist with the process of identifying if someone is eligible for Corporate Appointeeship or Corporate Property and Affairs Deputy can be found as SAM/049 and SAM/050.				
2. <u>Application Process</u>					
2.1	The Involved Worker completes the FACE Mental Capacity Assessment, Financial Passport and Corporate Appointeeship referral form within the DASC Corporate Appointeeship Referral Episode on Frameworki and asks the Finance Assessment & Benefits team (FAAB) to undertake a review of the Service User's benefits to ensure that they are claiming all benefits to which they are entitled (if this has not been completed as part of the preceding Assessment/Review Episode).	*			

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2.2	The referral is forwarded to their Care Manager for agreement, and then to the General Manager.	*	*	*	
2.3	Once the General Manager has agreed that Cornwall County Council act as a Corporate Appointee, the request is then forwarded to the Financial Administrator, Appointeeships and Deputyships (FAAD) based in the HQ Finance Team at Old County Hall.			*	
2.4	The FAAD checks through the information to ensure that a Corporate Appointeeship is appropriate for this Service User. If the Service User's finances are such that it is necessary to apply for a Corporate Property & Affairs Deputyship then the General Manager should be notified accordingly. The application should then be processed as per the Corporate Property & Affairs Deputyship procedure DASC/086. The FAAD will also check that the review of the Service User's benefits has taken place.			*	*
2.5	The FAAD checks the referral details with Fascia (separate financial module linked to Frameworki) for full details of:- <ul style="list-style-type: none"> DWP Benefits (each one to be listed separately) Monies held in banks/building societies (to include account name, bank and branch, balances held) <p>If details are incomplete the FAAD should contact the Involved Worker and/or FAAB.</p>				*
2.6	DWP form BF56 is then completed and sent to their Swansea office. A copy of the form is held in the pending applications file. Enter in task diary to chase if no response has been received after 1 month.				*
2.7	Notification received back from DWP that permission to act as Corporate Appointee has been granted. FAAD to notify all interested parties. If permission is denied the Involved Worker should be advised.				*
2.8	The FAAD adds the Service User's details to the Client Reconciliation database and creates a file for the Service User.				*
2.9	Account is set up for Service User on the Nat West Client Monies Account using their National Insurance number as the account reference number.				*
2.10	The FAAD makes arrangements for all income to be paid direct to the Nat West Client Monies account. Income received should be processed in accordance with the Finance procedure DASC/087. Payments made on behalf of the Service User should be authorised in line with the levels of delegation set out in the Finance procedure DASC/087.				*

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2.11	If the referral form states that the Service User does not have a will then refer to the procedure on Wills and Death DASC/088.	*			*
2.12	The FAAD can complete the Episode on Frameworki and should select an Outcome of "Corporate Appointeeship Review" with a review date set for 12 months time. This will appear in the FAAD's Future Work Folder.				*
2.13	The FAAD should add their name to the Service User's Personal Details Screen as the Appointee / Deputy by undertaking the following: <ul style="list-style-type: none"> Select Amend > Worker Relationships Select Add Find name Set Relationship Type as Corporate Appointee Enter start date Select Save and Ok 				*
3.	<u>Management of Accounts</u>				
3.2	If there are any changes to a Service User's circumstances, the FAAD must be notified as soon as possible as this may affect the benefits that they are claiming on the Service User's behalf.	*			*
3.3	Reconciliation of a Service User's account is carried out monthly as detailed in the Finance procedure DASC/087. The FAAD should look for any upward or downward trends. If these appear to be significant then advisory contact should be made with the Involved Worker – refer to procedure DASC/087.				*
3.4	A review of each Corporate Appointeeship should be made at a minimum of once a year. This is undertaken by the FAAD and Senior Admin Officer (Finance). Included in this review are financial trends, any requests to the Involved Worker, checking on Frameworki that the Involved Worker has undertaken a care review and any implication which this might have on the Appointeeship.	*			*
3.5	For further guidance regarding the Frameworki Episodes, please refer to the following Guidance Notes: <ul style="list-style-type: none"> DASC Corporate Appointeeship Referral DASC Corporate Appointeeship Application DASC Corporate Appointeeship Review <p>Which are available on the following page: http://social/social/adults/Frameworki/frameworkiEpisodeguidance.htm</p>				