

3. Director of Adult Social Care and Housing

Authorised by	Chris Jones-King, Director of Adult Social Care and Housing (designate) and Cath Whalley, Interim Director of Adult Social Care and Housing
Date last updated	31 st March 2023

Delegated Matter	Officer Level
Deputy Director of Adult Services (to act in absence of, incapacity of or vacancy in the post of Director of Adult Social Care and Housing) <i>This is a personal delegation to a named officer(s)</i>	All ASC Assistant Directors: Assistant Director Care Services Assistant Director ASC Operations Assistant Director Quality & Resources
Nominated Individual for the purposes of Regulation 6 of the Health and Social Care Act 2008 (Regulated Activity) Regulations 2014.	Assistant Director Care Services
Approval of paperwork for court of protection orders	Client Affairs Team Manager
Signatory for paperwork on: <ul style="list-style-type: none"> • Applying for access to bank accounts • Applying for access to stocks • Writing and confirming changes in details • Applying for access to private pensions • Applying to the Department of Work and Pensions for welfare benefits • Reports to the Office of the Public Guardian 	Client Affairs Officers.
Approval of paperwork for selling of property (within Director's remit of responsibility)	Client Affairs Team Manager
Approval to rent a property and to engage a property management company (within Director's remit of responsibility)	Client Affairs Team Manager
Approval of paperwork for house clearances (within Director's remit of responsibility)	Client Affairs Team Manager
To undertake the Council's role as supervisory body in respect of deprivation of liberty in accordance with	DOLS Manager Senior Managers with necessary DOLS training

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Schedule A1 of the Mental Capacity Act 2005 or any amending legislation.	
To accept a guardianship application and to make an order for discharge of patients subject to guardianship under the Mental Health Act 1983	Assistant Director
Make applications to the Court of Protection and to undertake the role of Deputy for property and financial affairs in accordance with the Mental Capacity Act 2005 on appointment by the Court of Protection	Client Affairs Officers Urgent Care Team Mental Health Team
<p>Apply for and undertake the role of appointeeship with the Department for Work and Pensions under the Social Security (Claims and Payments) Regulations 1987, the Universal Credit, Personal Independence Payment, Jobseeker's Allowance and Employment and Support Allowance (Claims and Payments) Regulations 2013 and associated legislation.</p> <p>To sign documents relevant to undertaking the roles as Deputy and appointee.</p> <p>Approval of paperwork to secure solicitors in relation to deputyship matters.</p>	Client Affairs Officers
To undertake the Council's role as supervisory body in respect of deprivation of liberty in accordance with Schedule A1 of the Mental Capacity Act 2005 or any amending legislation.	DOLS Manager Senior Managers with necessary DOLS training
Authorisation of a Deprivation of Liberty order	DOLS Manager Senior Managers with necessary DOLS training
Approval of paperwork for court protection orders	Client Affairs Team Manager
Arrange Care Packages, weekly Value up to £980	Team Manager
Arrange Care Packages, weekly Value £980 to £1,900	Service Manager
Arrange Care Packages, weekly Value above £1,900	Senior Manager
Approval of paperwork to secure solicitors on behalf of deputyships	Client Affairs Officer following consultation with Monitoring officer

Delegated Matter	Officer Level
Decision on the use of assets e.g. whether equity release is appropriate or the selling of assets such as vehicles, land, stocks, and shares.	Less than £500.00 – Client Affairs Officers Greater than £1,000 – Client Affairs Officers following consultation with s151 officer
Apply for and undertake the role of appointeeship with the Department for Work and Pensions under the Social Security (Claims and Payments) Regulations 1987, the Universal Credit, Personal Independence Payment, Jobseeker’s Allowance and Employment and Support Allowance (Claims and Payments) Regulations 2013 and associated legislation.	Client Affairs Officer
Approval to pay in advance funeral expenses for the estate to be invoiced once probate agreed	Client Affairs Officer if it involves deputyship
Housing Grants, - mandatory assistance, discretionary assistance and Loans:	
<p>The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) provides general powers for the authority to provide assistance for housing renewal, including home adaptations. The powers, detailed in Article 3 of the order, can only be used in accordance with a published Housing Assistance Policy.</p> <p>The local authority has a duty to consider all formal Disabled Facility Grant applications and make a formal decision and notification. The approval of such applications will be in writing and signed by a suitable senior service lead or budgetary manager as delegated.</p> <p>Outside of a published RRO Housing Assistance Policy the authority has a duty to consider a discretionary top up on mandatory Disabled Facility Grants over £30,000.00 in exceptional cases. This decision will be considered on a case-by-case basis, taking into account the impact that rejecting it may have on the ability for the applicant to proceed without the additional funding in place. Approval of such applications will be made in conjunction with the relevant Director subject to budgetary allocations.</p> <p>The delegation will also:</p> <ul style="list-style-type: none"> allow Officers to process approval and make payment of individual Private Sector Renovation Grants, Disabled Facilities Grants and Home 	Assistant Director Adult Social Care and Housing following consultation with Director

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<p>Repair Grants and any other grants under a published policy.</p> <ul style="list-style-type: none"> • To exercise (in consultation with the relevant Portfolio Holder) the powers available to the Council under the Housing Grants, Construction and Regeneration Act 1996, the Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008 and any other relevant powers available to the authority to reclaim any money paid in respect of Disabled Facilities Grant. • To grant requests for extension of the time limits for improvement and adaptation grants • Authorising expenditure on the use and allocation of all financial resources relating to housing functions within approved budget provision under the Housing assistance policy and mandatory duties under the Housing Construction and Regeneration Act 1996. • Process, approve and make payment of grants under the Sustainable Warmth Scheme 	
Hostels and Homelessness:	
<p>a) In respect of hostel and associated accommodation:</p> <ol style="list-style-type: none"> (i) Collecting rents, service charges and other monies due to the Council (ii) Enforcing tenancy conditions and preventing illegal occupation (iii) Authorising the service of any statutory, legal or other notice and any other statutory or legal action in connection with the same (iv) Authorising proceedings for possession and for the eviction of any persons. <p>b) Making all necessary determinations and taking any other action which is required to be taken by the Council in order to fulfil its duties and responsibilities relating to homelessness under Part VII of the Housing Act 1996 and any other relevant legislation.</p> <p>c) Authorising any action to be taken to enforce legislation relating to the protection of tenants from unlawful eviction or harassment by private landlords.</p> <p>d) In respect of hostel and associated accommodation, accepting rent guarantees from Social Services and direct payment of rent from the Department of Work and Pensions.</p>	<p>Assistant Director Adult Social Care and Housing</p>

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<p>e) Increasing rents at hostels automatically when Department of Work and Pensions allowances are increased.</p> <p>f) Dealing with matters relating to the management and letting of the Council's hostel and associated accommodation including granting tenancies and licences for its use.</p> <p>g) Exercising any nomination rights which the Council may have in connection with Housing Association or similar properties.</p> <p>To exercise the powers to investigate and take enforcement action against illegal eviction and harassment of renters, as provided under Protection from Eviction Act 1977.</p>	