

Deprivation of Liberty Safeguards (DOLs) and Mental Capacity Act (MCA) Team Manager

Job Description

Position Pay Level: 9

Position Pay SCP: 42 - 47

Salary: £56,354 - £62,066 (inclusive of Local Weighting Allowance per annum)

Reports to: Head of Safeguarding & Quality

Number of reports: 3

Responsible for: This position is responsible for ensuring that Slough Borough Council discharge its statutory responsibilities under the Mental Capacity Act (MCA) including the Deprivation of Liberty Safeguards (DOLs).

It is the Lead Specialist for DOLs and MCA issues within the local authority on legislation, policy, procedure and practice.

Financial responsibilities: Up to £300k DOLs client budget

Main purpose of Job:

This is a post with key accountabilities with regards to the Local Authority's discharge of its statutory responsibilities under the Mental Capacity Act (MCA) including the Deprivation of Liberty Safeguards (DOLs). The post holder will be required to:

- Lead the local authority on policy, procedural and practice issues relating to MCA in general and DOLs in particular.
- Possess specialist expertise in MCA and DOLs policy, practice and legalisation and case law and provide expert advice and support to senior managers and frontline staff across Adults Social Care (ASC).
- Develop procedures and staff guidance to support robust and consistent decision making and innovative practice within ASC regarding MCA.
- Develop and maintain effective data management processes and efficiencies within the service regarding DOLs.
- Develop and implement a robust quality assurance framework, including auditing in relation to MCA.
- Develop and implement a process for quality assuring assessments received from external suppliers.
- Ensure detailed advice is provided to adults, or their representatives, external providers on the DOLs procedures.

- Represent Slough Borough Council on internal panels and working groups relating to MCA and DOLs also local, regional and national networks.

Main Accountabilities

- Provide effective day to day management, supervision, direction and guidance on all relevant matters to members of the DOLs team; ensuring that tasks and actions are planned and prioritised, ensuring access for DOLS sufficiently staffed.
- Ensure effective arrangements are in place for receiving and responding to requests for DOLS authorisations from Managing Authorities within the statutory framework and timescales and that an appropriate and timely response is made in relation to the notification of any adult safeguarding matters.
- Provide expert, case specific and general advice to frontline staff and managers regarding best practice and national and local developments relating to MCA and DOLs and in particular the management of high risk, legally complex or contentious situations.
- Respond to complex queries, complaints and FOIs within timescales.
- To be the Lead Officer for the Slough Borough Council's Supervisory Body functions and responsibilities under DOLs, including undertaking DOLs authorisations.
- Responsible for governance of the DOLs systems and processes, (including stakeholder management, change control, risk and issue management, resource management) ensuring that corporate requirements are met.
- Review the development and capacity of the Local Authority Best Interest Assessors (BIAs) and Supervisory Signatory role within ASC workforce.
- Maintain oversight of the functioning of the contracts relating to the provision of DOLs Mental Health Assessors, BIAs, Independent Mental Capacity Advocate (IMCA) and Relevant Persons Representative (RPR) as well as maintain overview and capacity and performance of provision of RPR for out of area placements.
- Instruct and work closely with Legal services in the progressing and continual monitoring of SBCs response to legal challenges under Section 21 of the Mental Capacity Act.
- Work alongside commissioning colleagues to gain assurance of compliance with MCA /DOLS from commissioned services.
- Engage with the public and community and voluntary services to promote the application of MCA.
- Design and Implements arrangements for routine and ad hoc monitoring and auditing of the quality of Mental Capacity Act assessments, best interests' assessments, best interest's decisions, the scrutiny and sign off DOLS authorisations and of outcomes for residents.
- Work with the Managing Authorities to ensure that they understand the process to request authorisation of deprivation of liberty and the circumstances in which to do so, ensuring that decisions are communicated in a timely way and within statutory time limits.
- Provide reports to Senior Managers as required; on DOLs activity and related trends and issues.

- Contribute to the annual report for the Safeguarding Adults Board, by providing accurate and up to date information on MCA/DOLS.
- Work within budgetary requirements by controlling and monitoring expenditure to maximise the effective use of available resources ensuring that service and performance levels are compliant with the law.
- Ensure the Council is aware and acts on any relevant developments and Government lead changes ensuring necessary action is taken to amend policies and procedures.
- Undertake any other duties that are commensurate with the post in agreement with the Head of Service.

**Person Specification:
 Team Manager – DOLs and MCA**

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Experience of supervising and managing the work and performance of others.	E	I
	Experience in project management.	D	I
	Experience of report writing, including analysis of data.	E	I
	Experience of managing complex case work in relation to mental capacity.	E	I
	Experience at establishing and maintaining effective working relationships with other professionals and agencies.	E	A/I
Skills and abilities	At least 2 years at Operational Management level– familiar with methods, techniques and tools for planning, organising, resourcing, directing, coordinating and monitoring ongoing activities.	E	A/I
	Ability to communicate effectively both verbally and in writing to a range of multiagency partners, peers, senior managers and people in the community.	E	A/I

	Ability to produce reports including analysis of trends and themes.	E	A/I
	Excellent IT skills and ability to use a variety of IT devices, systems, and databases.	E	A
Knowledge and understanding	Comprehensive knowledge of relevant policy and procedures in relation to MCA and DOLs including updates in case law and legalisation.	E	A/I
	Awareness of and working within a national legalisation, corporate and directorate policies and procedures.	E	A
	Full awareness of GDPR in data management together with data protection and confidentiality.	E	A
	Knowledge of the Human Rights Act 1998.	E	A/I
Qualifications	Educated to Degree level.	E	A
	Professional qualification in Social Work, Occupational Therapy, Nursing, Chartered Psychologist.	E	A
	Professional Registration with Social Work England (SWE) /National Midwifery Council (NMC) / Health and Care Professional Council (HCPC) / British Psychological Society (BPS)	E	A
	Best Interest Assessor (BIA) qualification.	E	A
	Full UK Driving Licence.	E	A
	Evidence of Continuous Professional Development.	E	A