

DOLS Office

If you need further clarity on any of the points raised in this leaflet, please do not hesitate to contact the DOLS Office.

Contact us

DOLS Office – Safeguarding Adults
Civic Office
Waterdale
Doncaster
DN1 3BU

Telephone numbers

01302 735065 (MCA/ DOLS Manager)
01302 736944 (MCA/DOLS Deputy)
01302 736097 (MCA/ DOLS Admin)

Email

dols@doncaster.gov.uk

Fax number

01302 737434

Deprivation of Liberty Safeguards Mental Capacity Act 2005

Information for the Managing Authority when an authorisation is granted



Doncaster
Metropolitan Borough Council

On Receipt of Authorisation

On receipt of the authorisation you should ensure that the relevant details regarding the period of authorisation is recorded on the person's care records, and a note is made of the date it will expire. You should ensure all staff are aware of the authorisation and any conditions which may apply.

Inform Relevant Person and Relevant Person's Representative (RPR)

As part of your role as managing authority, you have a duty to ensure that the relevant person (where practically possible) is made aware of the effect of the authorisation, and copies of the documents are retained on the person's file.

You should also ensure that the person is aware of their right to request a review of the authorisation, and their right to challenge the authorisation in the Court of Protection.

Conditions

You **must comply** with any conditions that the authorisation is subject to, as detailed at Section C4 of the Form 12. If you are having difficulty in doing this you should contact the Deprivation of Liberty Safeguards (DOLS) Office as soon as possible as this **will affect the legality of the authorisation** and may affect the granting of further authorisations for this person should they be required.

Changes to Situation and Request for Review

You should make regular reviews of the care plan to see if the authorisation is still required.

If there are any changes to the person's condition or care arrangements, **including any proposed transfers or discharges from hospital**, during the period of the authorisation you will need to ask for a Part 8 review.

To request a review you will need to complete the review request form (Form 19), providing details of the changes that have occurred and send to the DOLS Office by email or fax.

You must inform the DOLS Office of any plans to move the person, including if they are admitted to hospital.

Monitor Relevant Person's Representative (RPR)

The relevant person's representative role is not only to represent and support the person throughout the authorisation, but also to maintain

regular contact with them. **You are responsible for monitoring this and will therefore need to ensure that appropriate records are kept.**

If the RPR does not keep in regular contact, the rights of the person may not be sufficiently protected.

The RPR should also be consulted about any proposed changes to the care plan.

39D Independent Mental Capacity Advocate (IMCA)

The Deprivation of Liberty Safeguards allows for the appointment of a 39D IMCA to support the relevant person during the period of the authorisation. If you feel that they would benefit from this support please contact the DOLS Office on the number provided.

Notify Care Quality Commission (CQC)

You also have a duty to notify the CQC of the outcome of any requests for an authorisation (Statutory Notification 18 – forms provided with notification letter). **It is an offence to fail to comply with this statutory requirement.**

Expiry of Authorisation

Before the authorisation ends, you will need to consider whether or not you still need to deprive the person of their liberty after the expiry date in order to provide them with the care and treatment they require.

If a new authorisation is required, you will need to complete a new standard authorisation request (Form 4). This should be requested 28 days before the expiry date.

This will need to include up-to-date information and not be a copy of the original Form 4. It should include information about whether you have met any previous conditions.

Death under DOLS

Due to amendments to the Coroners and Justice Act 2009 which came into effect on 25 July 2013, the Coroner now has a duty to investigate any deaths of persons under state detention. This includes anyone under a Deprivation of Liberty authorisation.

Should the person die in your care during the period of the authorisation, you should contact the Coroner on 01302 320844 as a matter of urgency.

You should also inform the DOLS Office on the number provided.