

Adult Social Services and Housing

The Mental Capacity Act (MCA) & Deprivation of Liberty Safeguards (DoLS) Team

Factsheet

Introduction

This factsheet has been written to outline the role and remit of the Mental Capacity Act (MCA) & Deprivation of Liberty Safeguards (DoLS) Team. The factsheet will outline when it is appropriate to approach MCA & DoLS Team for information and advice.

It is important to note that the MCA & DoLS Team should not be relied upon as the initial source of professional consultation in relation to MCA and DoLS for Adult Social Care. The MCA & DoLS team should only be relied upon for complex queries where Adult Social Care social workers, senior social workers and managers in your own team have agreed specialist advice is required. If your team has a qualified Best Interest Assessor, their knowledge and skills could be drawn upon also. Other teams that may require advice in this practice area, e.g. Housing, Contracts & Commissioning, Personalised Commissioning, can contact the team directly, details below.

Another useful tool for information and advice is the MCA & DoLS Guidance space in the Adult Social Care Library / SharePoint, which holds a lot of resources relating to Mental Capacity, Best Interests and Deprivation of Liberty in different categories:

[Adult Social Care - Guidance - All Documents \(sharepoint.com\)](#)

What is the role and remit of the MCA/DoLS team?

The MCA & DoLS Team have several roles and responsibilities. This includes:



- Managing and triaging all DoLS referrals to the North Somerset Council supervisory body.
- Completing onward referrals for assessments for DoLS Mental Health Assessment/eligibility assessments and relevant advocacy referrals.
- Monitoring active DoLS & conditions.
- Monitoring the DoLS waiting list. This involves weekly allocation meetings where cases are reviewed and allocated accordingly.
- Processing DoLS ceases/closures.
- Regular data cleansing exercises to manage waiting list.
- Oversight/management of Court of Protection cases in conjunction with legal services.
- Processing DoLS Independent Mental Capacity Advocacy reports. This includes liaising with other professionals involved, as well as arranging and holding meetings relevant to DoLS processes and Part 8 reviews.
- Scrutinising Best Interest Assessors work and signing off their assessments (in conjunction with a pool of scrutineers within North Somerset Council) and sending completed assessments out to relevant people in partnership with Agilisys.
- Managing the rota for wider pool of Best Interest Assessors.
- Arranging and delivering Best Interest Assessor forums throughout year.
- Managing and supporting data requests (national e.g. NHS, local e.g. providers) using LAS/Power BI.
- Maintaining and updating the records of training/professional registrations and regular quality assurance for external professionals completing DoLS work.
- Arranging Best Interest Assessor yearly update training (legal requirement for all qualified Best Interest Assessors).
- Arranging and supporting Best Interest Assessor qualification training via the University of the West of England (UWE) and providing enhanced support for newly qualified BIAs.
- Designing and delivering MCA & DoLS basic level awareness training (part of Adult Social Services mandatory training) throughout the year.

- Managing the Adult Social Services Library 'MCA & DoLS' section (reviewing/removing/updating relevant resources).
- Development work with North Somerset Council, Association of Directors of Adult Social Services (ADASS) and wider MCA & DoLS leads on MCA & DoLS learning, process, guidance, strategy and documents.

When is it appropriate to approach the MCA/DoLS team for information and advice?

The MCA & DoLS Team can act in a consultation capacity for Adult Social Service and Housing (ASS&H) colleagues, Contracts and Commissioning colleagues and adult social care providers for complex Mental Capacity & Deprivation of Liberty situations. General queries should come via email to DoLS service inbox (this should be after practitioners have consulted within their teams, as described above). The team will review and allocate to a team member for a response. If an urgent same day response is required, phone contact can be made with one of the seniors or the Team Manager.

Handy tips

If a person is on the DoLS waiting list, it is useful if the MCA & DoLS team can be updated if a person's circumstances change, e.g. if a person leaves a care home/hospital, returning home or moving to another care home. Whilst the MCA & DoLS Team should be notified by the place the person has left, this does not always occur.

You can use the DoLS lozenge on LAS to check which care home/place the existing DoLS referral is from. If the lozenge looks like this:

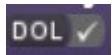


Then it means there is a **DoLS referral in our waiting list**. If you hover over the lozenge, it will bring up the DoLS task, which will look like this:

'DoLS Initial investigation' 'DoLS Assessment Stage' DoLS Episode'

If you click on this and scroll down the page, it will show you which 'Managing Authority' (care home/hospital) the DoLS referral in our waiting list is from. If this is not correct as they have moved on from there, please let the DoLS Team know.

If the DoLS lozenge has a tick '✓' as opposed to an 'i', like this:



That means there may be an authorised DoLS in place. Follow the same process to see which care home / hospital this relates to, if it isn't correct, please let the MCA & DoLS team know.

Another handy tip, MCA & DoLS team assessments and documents are saved separately to other documents in LAS. They are saved in the DoLS space under the different stages: '**initial assessment**' **assessment stage**' **DoLS episode**'.

If you are working with someone and their accommodation circumstances change, please check the DoLS record using the process above, notify the MCA & DoLS Team via our generic email address, we can then review the DoLS referral and see if it can be closed down.

Contact

All new DoLS referrals and queries are sent to DoLS.service@n-somerset.gov.uk via email. The DoLS service telephone number is 01275 885222.

Accessibility

Council documents can also be made available in large print, audio, and other formats. Documents on our website can also be emailed to you as plain text files. Help is also available for people who require council information in languages other than English. Please email asshsstrategyandpolicyteam@n-somerset.gov.uk or ring 01934 888 888.

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