



**Direct Payments - Acting as an Authorised Person**

**Supporting someone who does not have capacity to receive a direct payment by managing it on their behalf**

Name of person with care and support needs:

.....

Name of person acting as the Authorised Person:

.....

The Council must follow the law and guidance when appointing an authorised person and we will need to check that you are able to do this role.

An authorised person can be:

- A Deputy or Lasting Power of Attorney (LPA) for Health and Welfare
- Someone a Deputy or LPA has authorised
- Someone who the Council considers to be a suitable person for direct payments purposes

General responsibilities related to managing a direct payment apply. More information can be found at <https://www.shropshire.gov.uk/direct-payments-in-adult-social-care/getting-started/im-an-adult/nominated-and-authorised-person-guidance/>

**Shropshire Council can appoint you, if you consent to act as the authorised person and agree with the statements below.**

**I will:**

- 1. Act in the best interests of the person I am supporting**
- 2. Involve the person as much as possible in decision making to share choice and control**
- 3. Receive payments on behalf of the person I am supporting**
- 4. Hold a bank account, in my own name, for payments which will be monitored by the Council**
- 5. Use the direct payment as agreed in the person's support plan**

6. **Be legally accountable for the use of the direct payment including maintaining good records**
7. **If using direct payments to employ staff, know and fulfil the legal responsibilities this involves**
8. **Inform the Council if I wish to stop or am unable to continue being an authorised person**

Authorised person's name: .....

Signature of authorised person: .....

Name of Shropshire Council representative: .....

Signature of Shropshire Council representative: .....

Date: .....