

## **About this guide**

This guide is for people whom Redcar & Cleveland Borough Council currently act as Appointee and are now going to manage their own money and property.

This guide will explain

- How the relinquishment process will work
- Your responsibilities when taking control of your own money
- Redcar & Cleveland Borough Council's responsibilities in handing your money back to you.

If there is anything in this guidance that you do not understand, please speak to your health or social care worker using the contact details provided at the end of the guide.

**Redcar & Cleveland Borough Council**  
**Adult Social Care**

**Public Guidance**

**This is your guide to Relinquishing Corporate Appointee  
and Deputyship Service**

## Contents

|  |   |
|--|---|
| 1. What will the Council do?               | 3 |
| 2. How to begin the relinquishment process | 3 |
| 3. Your Responsibilities                   | 3 |

## 1. What will the Council do?

The council will:

- Inform the relevant benefit office that they are no longer responsible for receiving your benefits
- Inform other relevant agencies that they are no longer responsible for acting on your behalf
- Continue to pay your bills until an agreed date for you to take responsibility
- Release any funds held on your behalf, once you are in receipt of your own benefits

## 2. How to begin the relinquishment process

If you want to take control of your own finances, you must have a conversation with your Social Worker. Your Social Worker will carry out a Capacity Assessment to decide if you are able to take over this responsibility.

If you do have capacity to handle your own affairs, the Social Worker will send the Capacity Assessment to the Property and Financial Affairs Team.

Appointeeship cases: The Property and Financial Affairs Team will then inform the Benefits Agency that Redcar & Cleveland Borough Council no longer wish to look after your affairs and will request that your benefits are paid directly to you.

Deputyship cases: the process for Deputyship cases will involve the courts being informed that you have gained capacity . The courts will revoke the court order and at this point the finances will be relinquished.

To enable this, you must have a bank account in your own name, and account details must be given to the Benefits Agency by yourself.

You should contact the Property and Financial Affairs Team or your Social Worker to advise when you start to receive benefits into your own account. Arrangements will then be made to transfer any monies held on your behalf back to you.

### **3. Your Responsibilities**

When the Council gives you your money back you will take responsibility for handling all of your own financial affairs.

This will include, but is not limited to;

- You will inform the relevant benefits agency of any changes in circumstances, for example if you move house, start to work or your savings change
- You will pay your bills including rent, council tax and gas and electric
- You will inform all relevant agencies if you move address or start work – this will affect benefits including housing benefit and council tax claims
- You will inform your landlord if you decide to leave your current tenancy

**The Council will only hand your money back to you if a Social Worker agrees that you have the capacity to handle your own affairs. The Council will not be liable if you fail to inform the relevant agencies of any changes in circumstances.**

To find out more about the Council's Appointee and Deputyship service, contact your Health or Social Care worker who will be able to help you.

The following websites can provide assistance  
[www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk).

**If you need help to read or understand this guide, please speak to your Health or Social Care worker, or contact Adult Social Care on 01642 771500**

## Contact Details Adult Social Care

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| <p>Directorate of Adults &amp; Communities<br/>Adult Social Care<br/>Redcar and Cleveland Borough Council<br/>Redcar &amp; Cleveland House<br/>Kirkleatham Street<br/>Redcar<br/>Yorkshire<br/>TS10 1SP</p> | <p>Telephone: 01642 771500<br/>Email: <a href="mailto:contactus@redcar-cleveland.gov.uk">contactus@redcar-cleveland.gov.uk</a><br/>Website: <a href="http://www.redcar-cleveland.gov.uk">www.redcar-cleveland.gov.uk</a><br/>Relay UK (for deaf, hard-of-hearing, and speech impaired people)</p> |
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Office hours: Monday to Thursday: 8.30 am - 5.00 pm and Friday: 8.30 am - 4.30 pm.

If you need help in emergency when our offices are closed, you can contact the

Emergency Duty Team: 01642 524552.

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