

## APPOINTEE GUIDANCE AMENDMENTS

### SUMMARY OF MAIN CHANGES

- For UC, PIP, JSA(C) and ESA(C) it is not possible to make an appointment if another person or Organisation holds a power of attorney (the law has changed)
- There is a new Appendix about Trafficking – Appendix 22 .This must be read before any appointment is made.
- There is a new Appendix – Appendix 23 , which should help you in assessing the customer's capabilities.
- Once it has been decided to revoke an appointment, the SoS does not need a letter from the appointee agreeing to that. The decision is final. We just need to send a BF58.
- Corporate appointees can delegate their authority to a third party as appropriate eg attending assessments with Providers, signing on, attending conditionality interviews etc. **Note:** Individual appointees may do this exceptionally.

### REMINDERS

- Whether it is an individual or a corporate appointee, when completing the BF56 we must be certain of the facts when it is said that the application has been discussed and agreed with other family members.
- We must send a BF57 in every case when we have agreed an appointment.
- We must react promptly to allegations of abuse.
- When a case comes under formal safeguarding rules, then we should not be reluctant to attend case conferences. This is about preventing abuse and if benefit is in payment we are likely to be a key player.
- Corporate appointees may charge a fee for so acting, individuals cannot.