

**SHEFFIELD CITY COUNCIL
DIRECTOR OF ADULT SOCIAL CARE SERVICES (DASS)
ANNUAL DASS ROLES AND RESPONSIBILITIES
STATEMENT**

CONTENTS

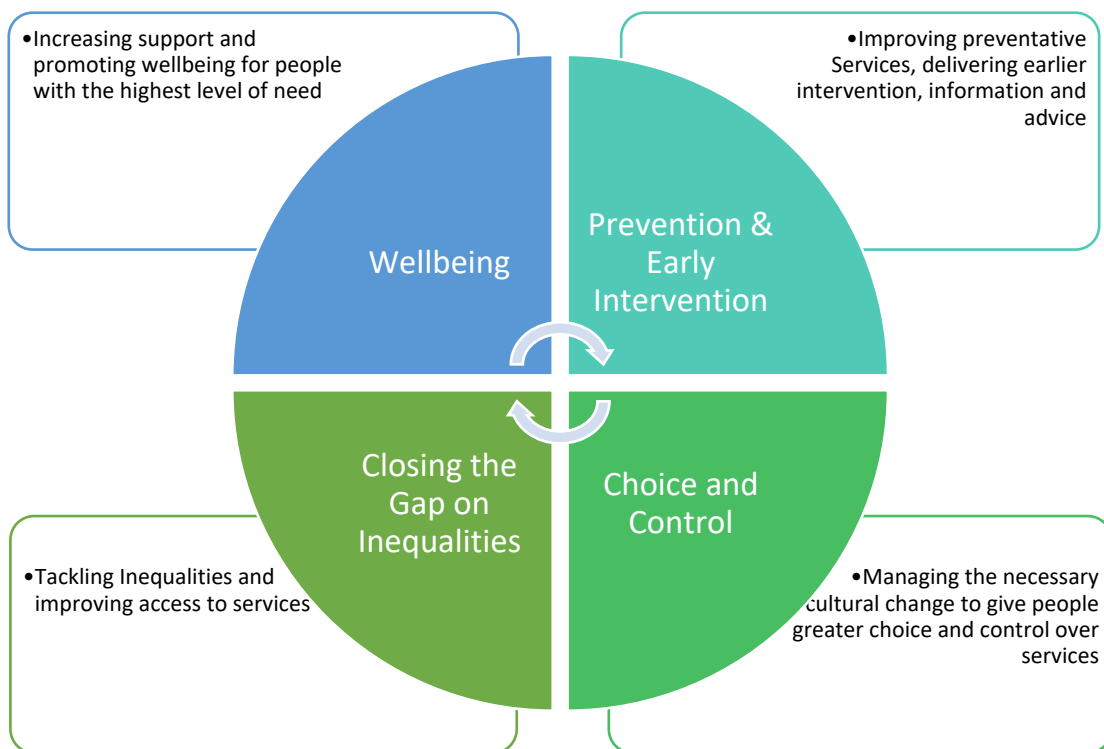
The DASS Leadership Role	Page 3
Appendix 1 – Checklist of Director Adult Social Services (DASS) Responsibilities	Page 6

THE DASS LEADERSHIP ROLE

Adult Social Services operate within a wider public sector landscape and such as such must through collaboration demonstrate how social care is effectively contributing to the achievement of national and local outcomes and embedding core values, ethics and a respect for human rights and social justice.

The Director of Adult Social Services (DASS) is a key role in ensuring that the voice of individuals, carers and communities are heard as well as promoting the voice of social care social work and the social model across a range of partnerships is heard.

This is described in statutory guidance and advice and the key functions are described below:



Whilst the statutory guidance describes what a Director of Adult Social Services (DASS) leadership role is and should be centred around, the why and how the leadership role is undertaken is equally as important. Developing a positive culture based around wellbeing outcomes, openness, and honesty and based fundamentally on coproduction is the foundations of the role.

An Overview of the Director of Adult Social Services (DASS) Statutory Role

The Local Authority Social Services Act 1970 Section 6 (as amended following the Children Act 2004) requires that:

“A local authority shall appoint an officer, to be known as the Director of Adult Services, for the purposes of their social services functions, other than those for which the local authority’s director of children’s services is responsible under Section 18 of the Children Act 2004”

The statutory guidance published alongside the Children Act 2004 established clear lines of accountability for children’s outcomes. These principles, reflected in the Council’s Constitution, also apply to the DASS role.

The Director of Adult Social Services (DASS) has responsibilities for professional leadership and operational delivery of adult social services, including for people when they are most disadvantaged and vulnerable, and their families and carers. This will be undertaken within the local care and health (and the wider council, criminal justice, and community and economic) system.

There are seven key aspects included in the DASS’s remit as below aligned to statutory guidance’s and best practice advice:



Aligned to the leadership role of the DASS, the statutory guidance further sets out that the Local Authority should, through the Office of the DASS, ensure that effective systems are in place for discharging a range of functions (including where a local

authority has commissioned any services from another provider rather than delivering them itself):

Leadership Role	Professional Responsibilities
Professional Advisor	Provision of advice to the Council, Mayor or Leader, and Cabinet on the exercise of social work & social care statutory functions.
Strategic	Devising and securing agreement to a vision for social care that addresses the Council's statutory responsibilities, in the context of its political vision and direction, and ensures services and procedures drive engagement with people in the design, delivery and evaluation of services.
System Wide Leadership	Enabling the voice of social care, social work and the social model is heard, particularly by working with NHS partners, the police, providers, voluntary organisations, the wider council, and members of the community to: <ul style="list-style-type: none"> • Shape care and health and wider public services in the area • Promote the inclusion and rights of disabled and older people
Delivery of Services	To ensure that the Council has a local offer that meets statutory duties in relation to: <ol style="list-style-type: none"> 1) Delivery (Prevention, Information and Advice, Assessment, Care and Support, Mental Health, 2) Performance (Measuring effectiveness of services) 3) Complaints (Ensuring effective arrangements to respond to complaints, serious incidents and matters referred to the Local Government Ombudsman).
Operating Framework	The DASS is accountable, on behalf of the Council, for the Social Care Operating Framework, and how it complies with legislation and best practice. <p>Key Areas - Adult Safeguarding, System Leadership, Promotion of rights of people with a disability.</p>
Resource Management	<ol style="list-style-type: none"> 1) Workforce - Ensuring the availability and competence of staff, in direct employment and in the wider market. 2) Market Shaping - to ensure sufficiency of supply and address current and anticipated future needs, whether publicly or privately funded, and its sustainability. 3) Quality - Ensuring capacity and quality of services – whether commissioned or in house, 4) Financial – to set and manage overall budget for Adult Social Care.

The Guidance on the Director of Adult Social Services (DASS) Statutory Role

The Guidance on the DASS role is encapsulated in the following key legislation and documents: -

- ***The Guidance on the Statutory Chief Officer Post of the Director of Adult Social Services, Department of Health, May 2006*** – this sets out statutory guidance and instructs local authorities about arrangements for establishing a Director of Adult Social Services (DASS) post with responsibility for local authority social services functions in respect of adults. [\[Statutory Guidance on DASS Post\]](#)
- ***Best practice guidance on the role of Director of Adult Social Services, 2006*** – This provides further guidance on the roles and responsibilities for the Director of Adult Social Services (DASS) and is intended to provide a tool to inform senior managers with responsibility for adult social services and other partner organisations in the local authority area - [\[Best Practice Guidance on role of DASS\]](#)
- ***ADASS Advice Note Directors of Adult Social Services: Roles and Responsibilities*** — This provides a further update on roles and responsibilities of the Director of Adult Services following introduction of the Care Act. It sets out key responsibilities, key risks, local structures and local assurance. [adass-advice-note-director-of-adult-social-services -roles-and-responsibilities.pdf](#).
- ***Local Government Association DASS Overview and Checklist*** – this provides a cohesive overview of the statutory framework and key requirements which all DASS should have in place. It supports self-assessment and assurance regards compliance with duties. The overview and checklist is provided at Appendix 1.
- ***Local Government Association DASS/ Senior Executives Test of Assurance*** – this provides a Test of Assurance to consider whether or not the DASS and the Adult Social Care (ASC) and Senior Management Team have sufficient capacity and capability to meet the statutory duties of the Care Act 2014 and other relevant legislation, to contribute to the Corporate priorities of the Council and to play an effective role with a range of partners and stakeholders within the local health and social care system. [Test of assurance offer – to review senior management structures | Local Government Association](#)
- Sheffield City Council all Directors are required to complete a Directors Assurance which sets out an assurance regards compliance with a range of statutory requirements, in addition to the statutory DASS functions, which includes Legal Compliance, HR Compliance and Financial Compliance.

APPENDIX 1 - DASS OVERVIEW AND CHECKLIST

This overview considers the current roles and responsibilities of Directors of Adult Services (DASS) in England. In the absence of a statutory framework, it draws together duties and expectations, the scope for delegation, and how any such arrangements can be overseen.

Legal Basis for the Role

The Local Authority Social Services Act 1970 Section 6 (as amended following the Children Act 2004) requires that:

“A local authority shall appoint an officer, to be known as the Director of Adult Services, for the purposes of their social services functions, other than those for which the local authority’s director of children’s services is responsible under Section 18 of the Children Act 2004”

The statutory guidance published alongside the Children Act 2004 established clear lines of accountability for children’s outcomes. These principles, reflected in the Council’s Constitution, also apply to the DASS role.

Where there is an elected Mayor and/or Cabinet and Lead Member arrangement:

- **Full Council** delegates Executive Functions to the **Cabinet** (or Mayor and Cabinet as applicable).
- The Cabinet delegates responsibility for defined portfolios to the **Cabinet (Lead) Member**.
- The Cabinet Member delegates implementation of policy and strategy to the **Director of Adult Services**.
- The Executive Director delegates authority, as required, for the implementation of policy and strategic direction to **other officers**.

Where there is a Committee structure:

- **Full Council** delegates specified functions to **Committees**, typically **Policy and Resources** and **Service Committees**.
- The arrangements delegates areas of responsibility within scope to the Committee Chair(s), working with the relevant officer(s).
- The Committee delegates implementation of policy and strategy to the **Director of Adult Services**.
- The Executive Director delegates authority, as required, for the implementation of policy and strategic direction to **other officers**.

This overview positions the DASS in the exercise by the Council of its statutory responsibilities for Adult Social Care. Statutory guidance requires these responsibilities are vested in an individual director, although they may carry other functions (including that of director of children’s services).

Direct Responsibilities

(These functions cannot be delegated, although by agreement the post holder could cover them for more than one council)

- **Professional Adviser** to Council and Committee(s) on the exercise of statutory functions (with particularly reference to):
 - The Care Act 2014
 - The Mental Capacity Act 2005 and Deprivation of Liberty Safeguards
 - The Mental Health Act 2007
 - The Human Rights Act 1998
 - The Domestic Violence, Crime and Victims Act 2004 and subsequent legislation relating to Domestic Violence Protection Notices and Orders, the criminal offence of Coercive and Controlling Behaviour, Modern Slavery and Forced Marriages

- **Devising and securing agreement to a vision for social care** that addresses the Council's statutory responsibilities, in the context of its political vision and direction, and ensures services and procedures drive engagement with people in the design, delivery and evaluation of services

- **Professional leadership and operational delivery** of adult social services, in the local care and health system in relation to wider council functions, criminal justice and community and economic system

- **Financial and resources management:** to manage within resources allocated by the Council and through partnerships, including fair charging policies

Service Responsibilities

*(There is considerable scope for choice, variation and innovation in the means by which these are achieved. The **core responsibility** here is to have a local offer that meets statutory duties. The exercise of some of these functions can be delegated within a clear legal agreement to another council, NHS body or suitable third party.)*

- **Discharge of these functions** (directly or through commissioned services):
 - Prevention, information, and advice, to those who have or appear to have a social care need, irrespective of level of need and means
 - Appropriate assessment of need and means, in line with statutory duties
 - Meeting essential needs for care and support
 - Fulfilling Mental Health Act 2007 and Mental Capacity Act 2005 legal requirements (including guardianship, power of attorney, detention and after care).

- **Developing the means to measure** whether outcomes are realised so that practitioners, managers, and councillors know how effective they are.

- **Arrangements to respond to complaints**, serious incidents requiring review and matters referred to the Local Government Ombudsman.

Service Responsibilities Elements

Service Responsibilities	Key Elements
<ul style="list-style-type: none"> • Prevention, information, and advice, to those who have or appear to have a social care need, irrespective of level of need and means 	<ul style="list-style-type: none"> • Service contract • Policies and procedures • Performance data • Practice audit
<ul style="list-style-type: none"> • Appropriate assessment of need and means, in line with statutory duties 	<ul style="list-style-type: none"> • Service contract • Policies and procedures • Sign off of care plans • Review arrangements • Performance data • Practice audit
<ul style="list-style-type: none"> • Meeting essential needs for care and support 	<ul style="list-style-type: none"> • Self-directed support offer • Supplier framework • Drawing down care and support to meet outcomes in care plans • Block and call off contract arrangements, fees • Contract compliance arrangements • Supplier relationships • Safeguarding arrangements • Engagement with regulators

<ul style="list-style-type: none"> • Mental Health duties 	<ul style="list-style-type: none"> • Arrangements for power of attorney, Court of Protection, guardianship, detention and after-care
<ul style="list-style-type: none"> • Developing the means to measure whether outcomes are realised so that practitioners, managers and councillors know how effective they are 	<ul style="list-style-type: none"> • Use of care management system • Data capture and analysis • Performance dashboards • Statutory returns completed • Benchmarking

Framework Responsibilities

The DASS is accountable, on behalf of the Council, for the framework, and how it complies with legislation and best practice. Managers, practitioners within the council and partner organisations share responsibility for their behaviour within them, and the outcomes achieved.

- **Safeguarding adults** needing care and support, with oversight from the Local Adult Safeguarding Board:
 - from abuse or neglect
 - when doctors are considering compulsory treatment or admission to psychiatric hospital
 - when people lack capacity to decide and may be restricted of their liberty
- **System leadership** of social care, social work, and social model of disability for adults throughout the council, particularly with children's services and housing, and through partnerships with NHS, the police, private and voluntary sector providers, community organisations
- **Promoting** the inclusion and rights of disabled and older people

System and Market Responsibilities

These are core DASS responsibilities but can be delegated, by agreement, within a framework of accountability and assurance (for which the DASS remains responsible).

- **Ensuring the availability and competence of staff**, in direct employment and in the wider market
- **Market shaping** to ensure sufficiency of supply and address current and anticipated future needs, whether publicly or privately funded, and its sustainability

- **Ensuring the current capacity and quality** of services, working with the care regulator (currently CQC).

System and Market Responsibilities

1. The DASS has overall responsibility for the meeting the requirements of the Care Act 2014 in relation to the availability and competence of staff, in direct employment, and in the wider market. The DASS must ensure they are fully compliant. Arrangements deliver:
 - Workforce strategy
 - Workforce analysis
 - Training programme
 - Support to providers in wider market
2. The DASS has overall responsibility for market shaping to ensure sufficiency of supply and address current and anticipated future needs, whether publicly or privately funded, and its sustainability.
 - Strategic Needs and Services Assessment and Strategy that identifies supply and demand shortfalls and opportunities
 - Market Position Statement
 - Linked to housing needs assessment and strategy
 - Arrangements to identify areas for intervention
3. The DASS has overall responsibility for ensuring the current capacity and quality of services, working with the care regulator (currently CQC), through clear arrangements throughout the system for, including mechanisms for consultation and engagement with DASS:
 - Consultation and engagement arrangements with DASS are clear.
 - Contract monitoring and compliance
 - Complaints and safeguarding alerts
 - System-wide quality support offers
 - Remedial support measures
 - Routine liaison with regulators
 - Escalation and intervention arrangements
 - Use of embargoes
 - Contract termination
 - Council's provider of last resort arrangements

LIST OF DASS ACCOUNTABLE SERVICES

The DASS is accountable services listed in Schedule 1 of the Local Authority Social Services Act 1970. The services are listed below.

The DASS should ensure that it is clear which team, or manager, within his or her staff, has responsibility for assessing and meeting the eligible needs of a range of named client groups.

A list of groups of individuals who are likely to be users of social care services, and who should be included is given below (NB this list is not exhaustive and may be added to in future). In addition, clear arrangements should be in place for other client groups, particularly where the DASS believes that there is the risk of an individual falling between services.

- People with physical frailty due to ageing;
- People with physical disabilities;
- People with sensory impairment;
- People with learning disabilities;
- People with mental health needs (including mental frailty due to old age);
- People with long term medical conditions requiring social care in addition to health care;
- People with autism spectrum disorder;
- Deafblind people;
- Older people with mental health problems, or learning disabilities;
- People who misuse substances;
- People who have experienced domestic violence;
- People living with HIV;
- Offenders;
- People with no fixed abode;
- Homeless households; and
- Asylum seekers