



## DECISION-MAKING AGREEMENT SCRIPT

The subject of our Team 15 today is the decision-making agreement. This is a clear record of the important decisions that a person has to make, and how they want to be supported in making them. It also makes very clear who is the person that makes that final decision. The decision-making agreement is underpinned by the Mental Capacity Act of 2005. Under this act, we've got a duty to assume that a person has capacity and we also have to take all practical steps to help that person to make decisions for themselves. So the decision-making agreement clearly sets out what those steps are and also who, then, at the end of the day, can make that decision.

The decision-making agreement has three columns. The first describes what the decision is; the second details how that person must be involved; and the third column is about who makes the decision. In order to practice this tool, what I want you to do is to imagine a work-based scenario that I'm going to give you – this is recruitment for a new member of the team. You're going to be divided into three groups to do this activity - the first group are going to take on the perspective of the manager; the second will be somebody who's a member of that team; and the third group will be somebody who uses a service, somebody who's going to be supported by the new team member.

And what you're going to think about is that, for the task of recruitment, there's going to be several parts to that: shortlisting, interviewing and there's also a practical activity that allows the candidates to demonstrate their skills. So what I want you to do for each person who's involved in that process is to write a decision-making agreement for them, thinking about how they must be involved in shortlisting, in interviewing and in the practical activity – and who, at the end of the day, would make that final decision. Then, once you've done that, there are some examples that you can have a look at and see how yours compare to them.

