How to Expire Consents & Capacity Assessments

Resident Care Plans · https://cclearninghub.co.uk/docs/how-to-expire-consents-capacity-assessments/

How to Expire Consents & Capacity Assessments

Learn how to expire one or more **active consent records** for a resident, select the relevant consent, record the reason for expiry, and save the change.

Takes 2 minutes

For: Care Staff

Updated: 30th Sept 2026

Introduction

The **Consent & Capacity** area allows you to manage a resident's existing consent records, including expiring consents that are no longer valid or required.

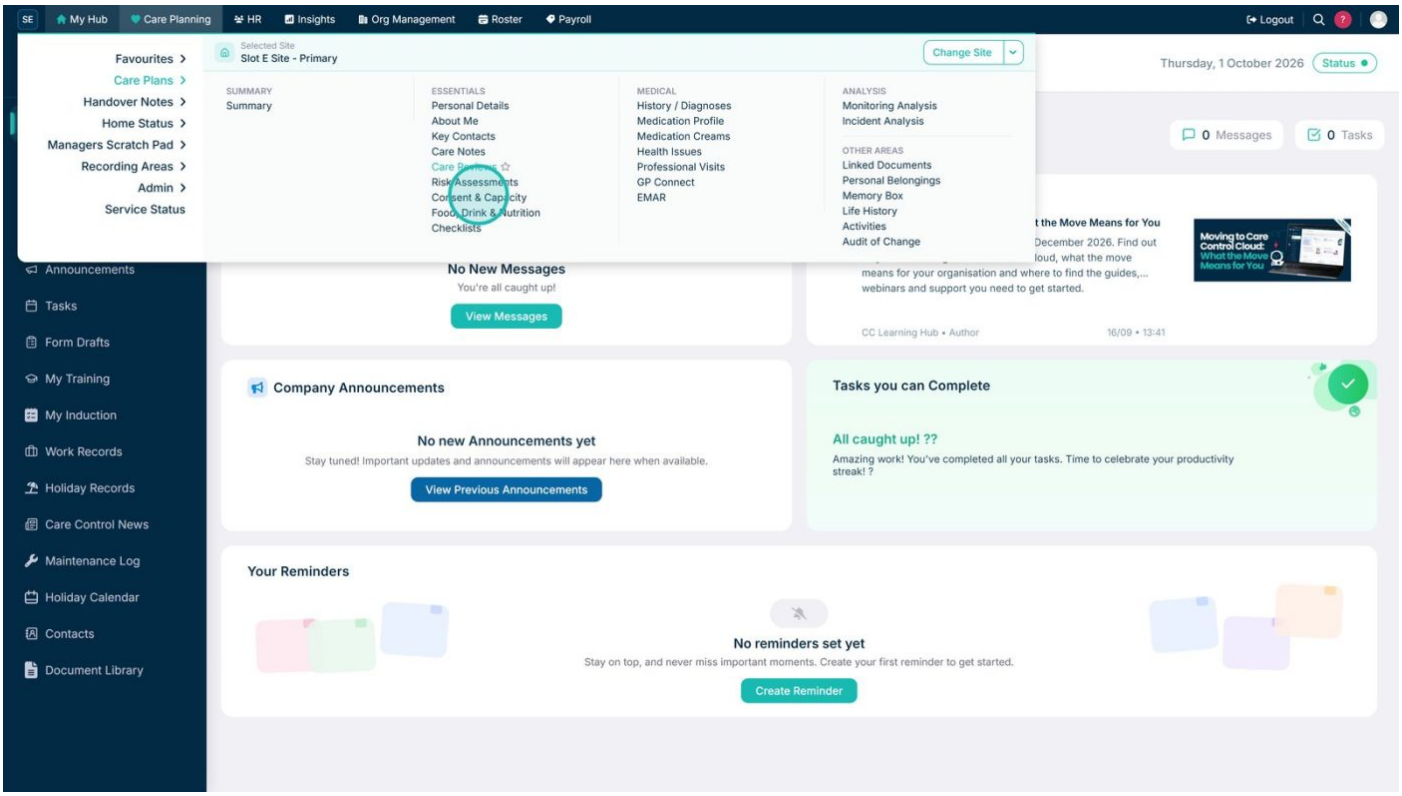
You can select the active consent you want to expire, record a reason for the change, and then save the update to the resident's record.

In this guide you'll learn how to:

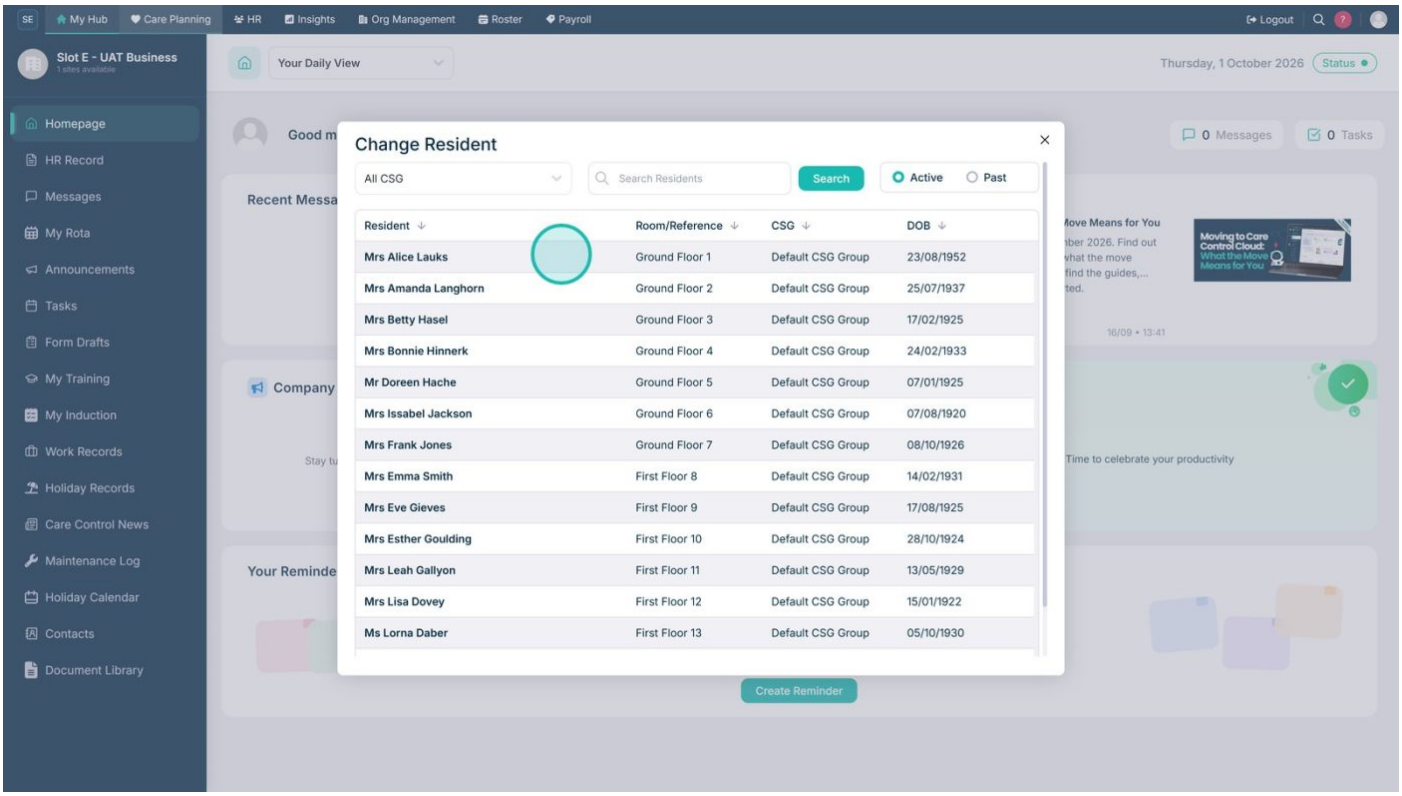
- Open the resident's Consent & Capacity records

- Start the Expire Active Consents process
- Select the consent you want to expire
- Record a reason for the expiry
- Save the change

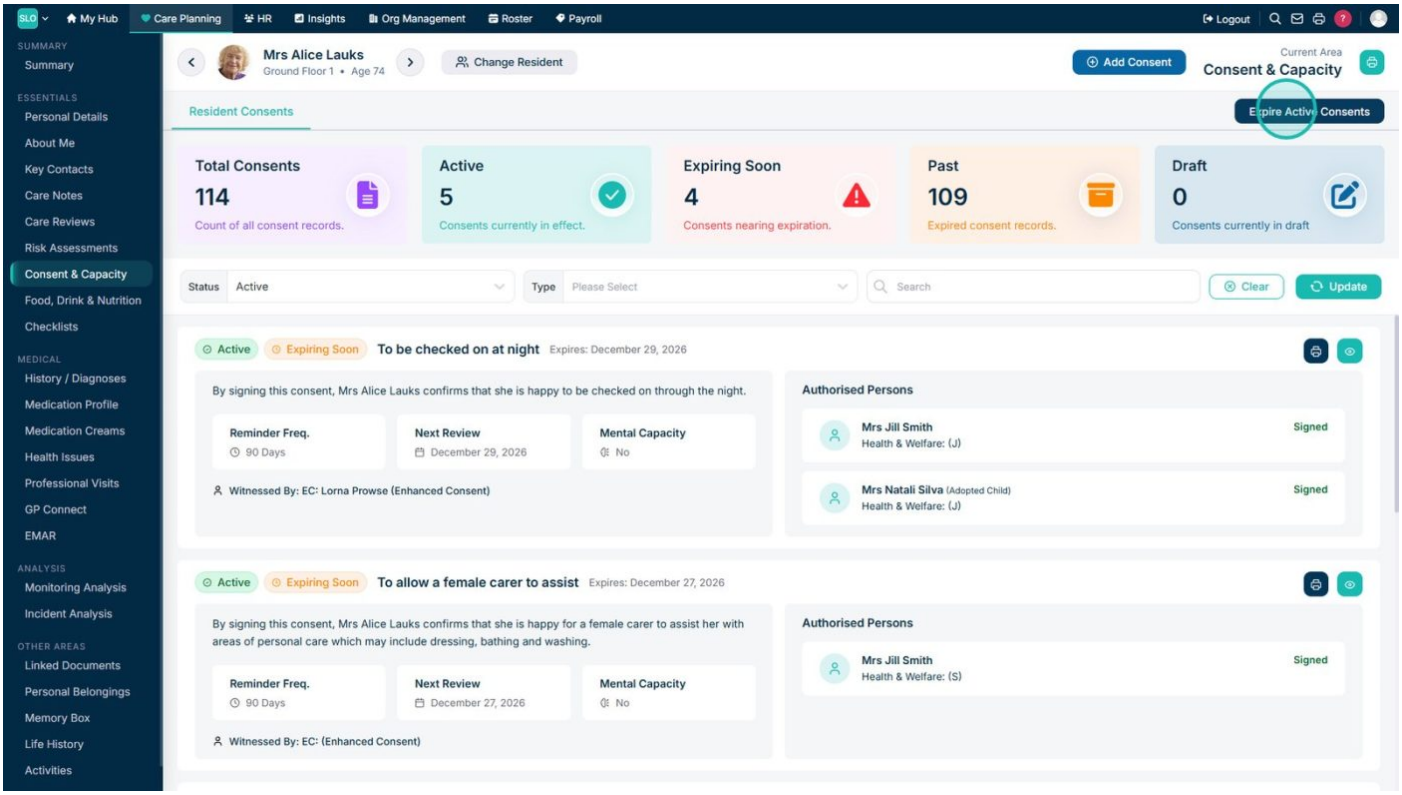
Open Consent & Capacity from Care Planning.



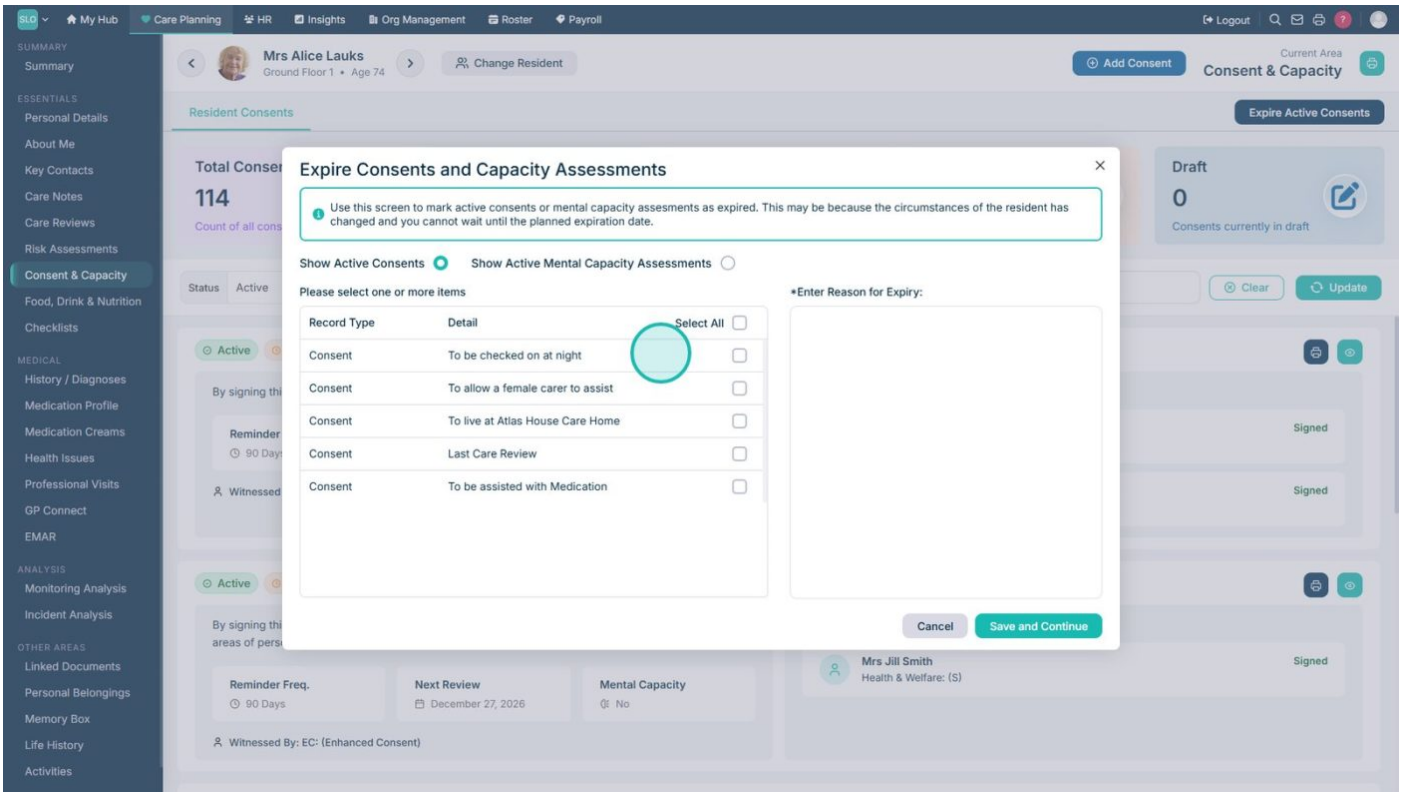
Select the resident whose consent records you want to manage.



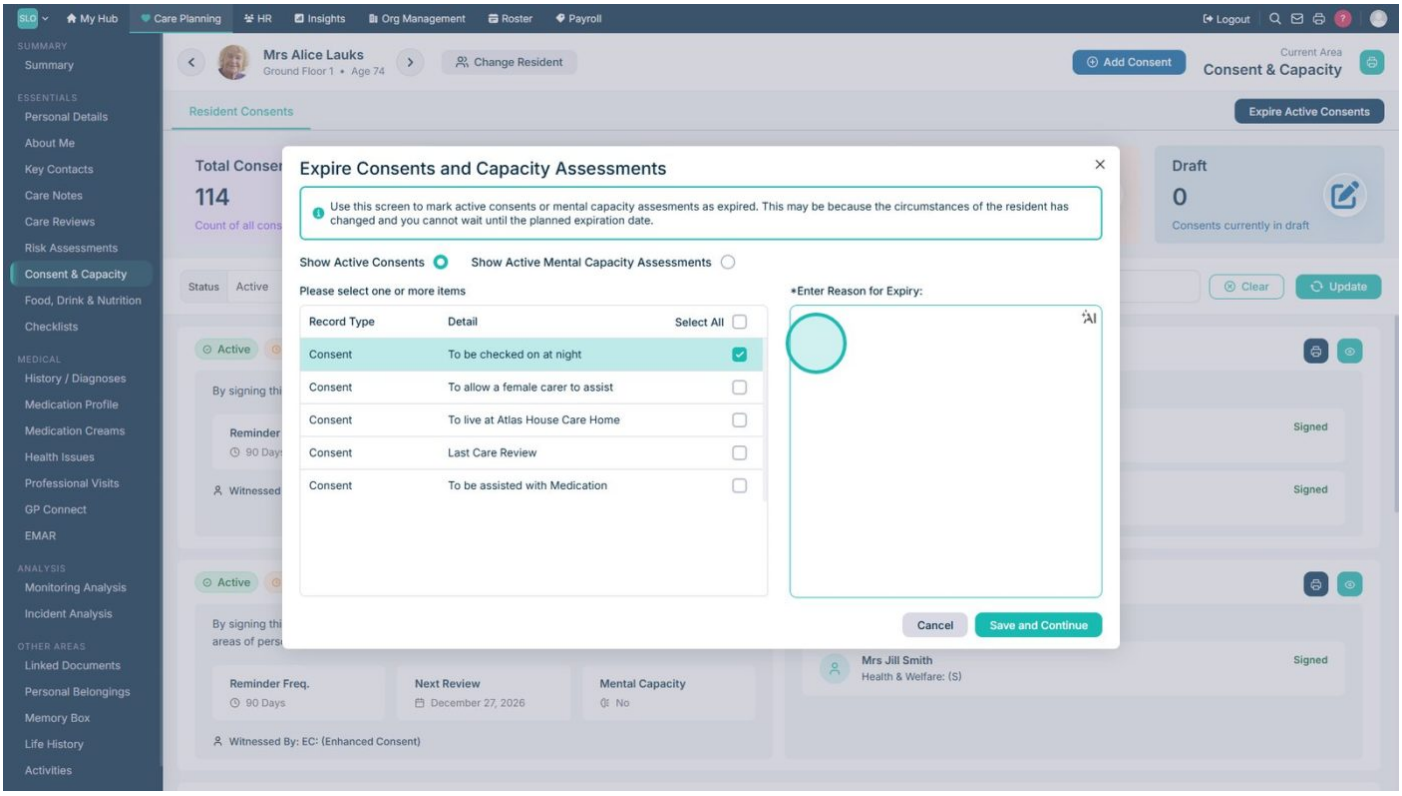
Select Expire Active Consents.



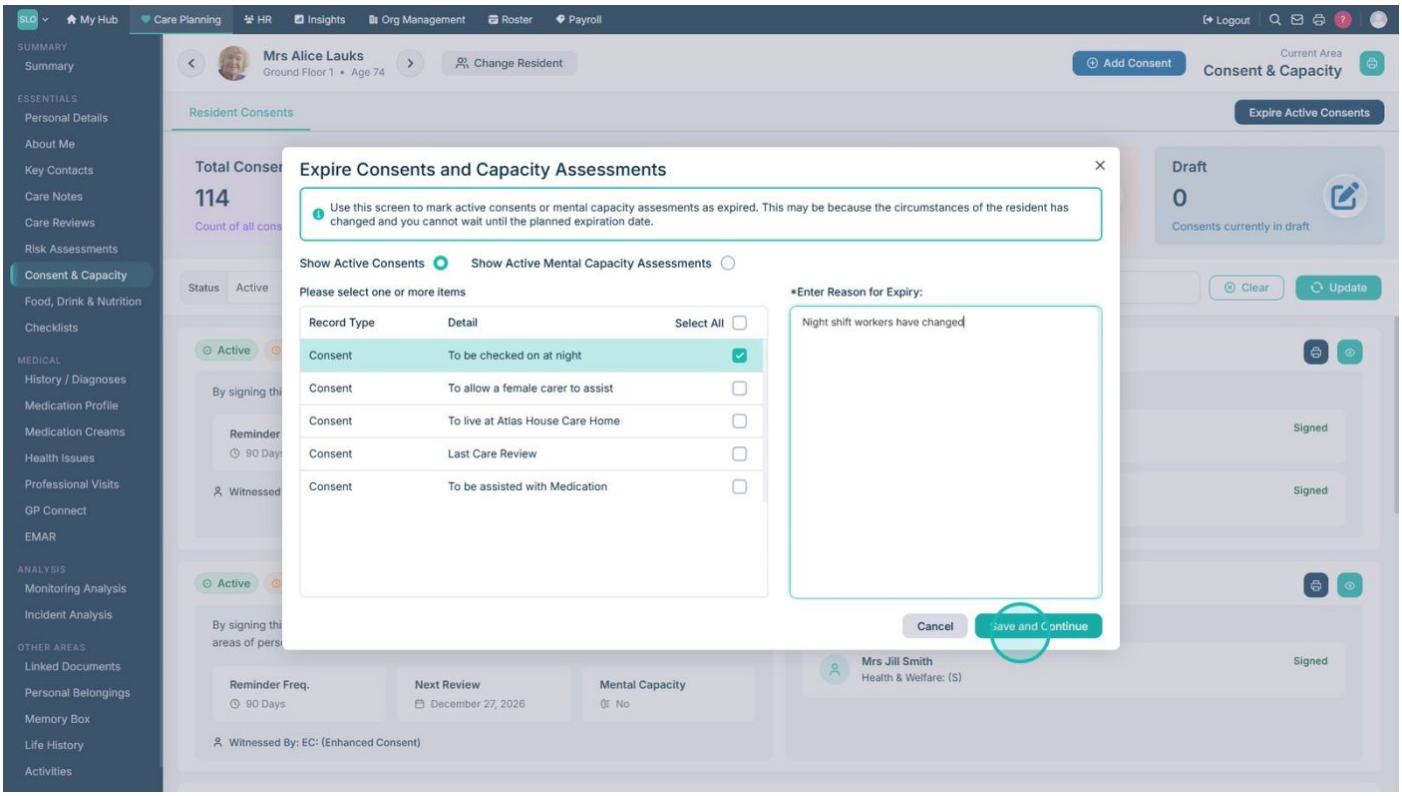
Select the active consent record you want to expire.



Enter the reason why the consent is being expired.



Select Save and Continue to confirm the expiry.



Top tip

Always record a clear reason when expiring a consent to maintain an accurate audit trail and support compliance requirements.

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