

TEMPLATE 3 – Notice to Adult re final order where interim order previously granted

(Name & Address of Adult)

Dear Mr/ Mrs. Ms.....,

ADULTS WITH INCAPACITY (SCOTLAND) ACT 2000 GUARDIANSHIP ORDER

As you are aware I, as Chief Social Work Officer of The Highland Council, was appointed as your Interim Guardian. This appointment has now been confirmed and I remain your Guardian. As previously intimated to you under Section 64(9) of the Adults with Incapacity (Scotland) Act 2000 **(name / designation / address of responsible officer/ contact telephone number)** has been the officer responsible for carrying out the functions and duties of Interim Guardian on my behalf. I now write to confirm that **(name)** will remain the responsible officer. As you are already aware this means that **(name of officer)** will meet with you regularly to ensure that you are happy with your accommodation and the care.

If you have any questions or concerns, you should speak to **(name of officer)** in the first instance.

Yours faithfully,

Fiona Duncan
Chief Social Work Officer