

Template 8 – letter to send out to Private Welfare Guardians in relation to Supervision

Address of Private Welfare Guardian

Dear Mr/ Mrs/ Ms.....

ADULTS WITH INCAPACITY (SCOTLAND) ACT 2000 WELFARE GUARDIAN – SUPERVISION AND SUPPORT OF ADULT: (* name of Adult)

The Highland Council have received information from the Office of the Public Guardian confirming that you have been appointed Welfare Guardian for the above-named. Local Authorities have a responsibility to supervise all those who are appointed as Welfare Guardians and this letter will provide you with information about this.

In June 2014 the Scottish Government issued a new guidance – [The Adults with Incapacity \(Supervision of Welfare Guardians etc. by Local Authorities\) \(Scotland\) Amendment Regulations 2014 \(legislation.gov.uk\)](#).

I am writing to advise that you will be contacted by a Local Authority Supervisor within the next 3 months who will provide you with support/guidance and advice in your role as Guardian. Your Supervisor will meet with you at regular intervals but at least once every 12 months. If you have a time limited Guardianship your Supervisor will meet with you at least three months before the Guardianship is due to expire.

Support and Supervision will be made available, and recorded for you, in line with the Mental Welfare Commission's practice guide – [MWC - Supervising welfare guardians, and powers of attorney](#) . You can access this guide and other information via the Mental Welfare Commission for Scotland website www.mwcscot.org.uk

In order to ensure timely reviews and agreed contact arrangements the Supervisor will record key meeting dates and outcomes on a password protected secure practice database, which is called CareFirst. In keeping with the new Guidance, we may agree that the requirement to meet should be no less than every 12 months. We may equally agree to meet for supervision and support of the Welfare Guardianship more, or even less, if circumstances support this. There may come a time when we agree that contact and supervision arrangements can be managed less often or may no longer be required. This will be discussed with you and any request/decision to change the arrangements will be recorded. The Mental Welfare Commission will also be informed as per [The Adults with Incapacity \(Supervision of Welfare Guardians etc. by Local Authorities\) \(Scotland\) Amendment Regulations 2014 \(legislation.gov.uk\)](#).

I trust that this information is helpful but please do not hesitate to contact me at the above address should you wish to discuss this letter.

Yours sincerely,

Social Work Team Manager