

TEMPLATE 1 – Notice to Adult re first order granted

(Name & Address of Adult)

Dear Mr/ Mrs/ Ms

ADULTS WITH INCAPACITY (SCOTLAND) ACT 2000 INTERIM GUARDIANSHIP ORDER
/GUARDIANSHIP ORDER (*delete as appropriate)

As you may already be aware I, as Chief Social Work Officer of The Highland Council, have been appointed as your **Interim Guardian / Guardian** (*delete as appropriate).

I am now writing to give you notice under Section 64(9) of the Adults with Incapacity (Scotland) Act 2000 that **(name / designation / address of responsible officer/ contact telephone number)** is the officer responsible for carrying out the functions and duties of Guardian on my behalf. This means that **(name of officer)** will meet with you regularly to ensure that you are happy with your accommodation and the care and support being provided to you.

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