This letter relates to concerns about an assessment.

Please do note that you may wish to seek legal advice on these issues now and certainly once you receive a response if it is not favourable, or if no response is forthcoming within 7-14 days, depending on how urgent this is

DELETE THIS BOX BEFORE SENDING THIS LETTER

[Director of Adult Social Services]

[insert address of the person you are writing to]

[insert your name]

[insert the date of the letter]

Dear [insert name of the person you are writing to] ,

**Assessment for [insert name of the person you are writing about]**

I am writing to you to raise a concern about [insert name]’s assessment. I am their mother/father/brother/sister/son/daughter/ [insert your relationship to X here].

I am aware that under the Care Act 2014 it is a local authority’s duty to ensure that assessments are proportionate. Assessments should record all of a person’s presenting needs. Paragraph 6.12 of the Care Act Guidance stipulates that Eligibility determinations must be made on the basis of an assessment, and cannot be made without having first carried out an assessment.

[insert name] has the following needs that were not recorded on the assessment:

*[briefly describe needs and how this impacts on daily activities:*

* *A learning disability that means that it is difficult to navigate independently/ use leisure facilities independently/ that makes it difficult to manage and maintain a healthy diet independently.*
* *Communication difficulties*
* *Hearing/sight impairment*
* *Autism*

I believe that either the assessor did not understand [insert name]’s needs or the assessor made a decision about eligibility before carrying out the assessment. This means that the assessment was unlawful.

As you will be aware, unless [insert name of person with a learning disability] is adequately and appropriately assessed, the assessment and care planning process must be repeated.

Please could you confirm that [insert name] will now receive a lawful assessment and that [arrangements will be made to appoint a new assessor.]

I look forward to hearing from you within 7 days given the urgency of ensuring that [insert name] is now lawfully assessed.

Yours sincerely

[insert your name]