This letter relates to concerns about an assessor.

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 the delay to [insert name]’s assessment/ care planning process. 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 and care plans are carried out within a reasonable time. [The Ombudsman has ruled that a 6 month delay was maladministration.- delete depending on length of delay]

A carer’s assessment was requested on [insert date], [and took place on [insert date]. An assessment has still not taken place/ a care plan is still not in place [delete as appropriate].   
  
The person I support, [insert name] has the following needs:

*[briefly describe X’s condition, diagnosis or needs and how this impacts on daily activities:*

* *A learning disability*
* *Communication difficulties*
* *Hearing/sight impairment*
* *Autism*

As a carer, I have the following needs:

[briefly describe the needs that you have and how this impacts upon your wellbeing, the life you would like to lead or your ability to take part in education work or training

* I need support with my caring duties at night because being up all night is impacting upon my wellbeing in the following ways [insert]
* I need support with providing personal care because the lifting is impacting upon my physical health
* I need support with my caring duties so that I can have a break/ go to work/ go to college

The delay that I have experienced means:

[insert details for example:

* [insert name ] is at risk of a safeguarding situation arising because [insert examples]
* [insert name] is placing others at risk
* [insert name ] is at risk of admission to hospital because his/her needs are not being met
* As [insert name]’s carer I am no longer willing or able to continue to provide the same level of care. It is making me unwell/ preventing me from working/studying

As a public body you are financially benefitting from this delay. This is unreasonable and unlawful.

Please could you confirm that [insert name] will now receive a lawful assessment/ have their needs met [delete as appropriate] without delay. [Given the urgency of the situation, can you please also confirm that you will immediately put in support to meet needs in the interim.]

I look forward to hearing from you within [7/2- amend depending on urgency] days given the urgency of ensuring that [insert name] is now lawfully assessed.

Yours sincerely

[insert your name]