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]

An assessment was requested for [insert name] 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].

[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*

The delay that [insert name] has 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]