

Health and Social Care Partnership

**Chief Social Work Officer
Gary Hoey**

Statutory Mental Health Officer Team

Elgin House, Ailsa Hospital
Dalmellington Road
Ayr KA6 6AB
Tel: 01292 293822
Email: StatutoryMHOTeam@south-ayrshire.gov.uk
Our Ref:
Date:



Name
ADDRESS
ADDRESS
ADDRESS

Dear

RE: Supervising Officer (SO) annual visit for **Service User NAME/CF Number**

You are the nominated worker for *** who is subject to a Welfare Guardianship order and requires an annual SO annual visit.

This visit is late and has not been completed. It was due on *date***.
I would therefore be grateful if you would ensure that this visit is carried out ASAP.**

Please complete your visit and submit the Supervision of Welfare Guardianship form that you will find on CareFirst.

If you foresee any difficulties in completing your SO visit, please let your line manager know what the issues are, and if it needs to be reallocated to ensure that it is completed.

Please provide an email sent to the Statutory MHO mailbox:

StatutoryMHOTeam@south-ayrshire.gov.uk

Informing the mailbox that you have completed your SO visit, providing the date it was completed with persons CareFirst number. **Please provide the reason it was late**

Our performance assistance, Lynnette Fisher, will record the details of your visit and remind you a month before the next visit is due so that it can be completed on time.

I trust this information is of use to you.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'G Hoey', written over a horizontal line.

Gary Hoey
Chief Social Work Officer