**Introduction to managing another person’s affairs due to incapacity**

**Online seminar 6 October, 9.30 – 12.30**

Are you wondering how you can manage the affairs of a person who does not have capacity to take decisions (e.g. due to dementia, learning disabilities or mental illness)? Are you supporting someone to explore options in this situation?

When a person no longer has capacity to take decisions themselves, arrangements can be put in place allowing another person to make financial and welfare decisions on their behalf. This event aims to demystify the options when considering managing another person’s affairs and will outline resources available in Edinburgh and Midlothian to help navigate these systems.

Join us for this one off seminar during Challenge Poverty Week. Includes a range of topics and speakers.

**Who is this online session for?**  
This event is open to carers residing in or caring for a person in Edinburgh and Midlothian. Carers should book here: <https://www.carerstraining.co.uk/event/introduction-to-managing-another-persons-affairs/>

The event is also open to professionals. If you are a professional, please book via Eventbrite <https://www.eventbrite.com/e/introduction-to-managing-another-persons-affairs-registration-168746293707>

**Outcomes of this online session**  
By the end of the seminar carers and those who support them will have information and support on how to manage another person’s affairs.

**AGENDA**

* 0930 – 0945 Setting the scene – Carole Kelly.
* 0945 – 1000 Keynote Address – Amanda Kerr – Office of the Public Guardian Scotland.
* 1000 – 1015 Appointeeship with DWP – Andy Egerton.
* 1015 – 1055 Legal measures to manage the affairs of another person – Stewart Dunbar, Solicitor.
* 1055 – 1115 Tea Break
* 1115 – 1145 Managing the money – Stephen Whitby, Independent Financial Adviser.
* 1145 – 1215 Question and Answer Panel – Amanda, Stewart, Stephen, Andy.
* 1215 – 1230 Concluding Remarks and Close – Carole Kelly

You can join us for the whole seminar or join for the talks that interest you. If you have any questions for the Q&A session at 11.45am please email them to [AEgerton@vocal.org.uk](mailto:AEgerton@vocal.org.uk)  
in advance of the event.

**Online Instructions**  
This event will be delivered online via Zoom WEBINAR. Details of how to join the event will be sent you via email once you have registered. Please note, if you do not get an email with Zoom details for the please contact VOCAL on 0131 622 6666.