

# Annual Return 2022/2023

## Provider Information to be published

The following information relates to information CIW held about this provider and its associated services on the 31st March 2023.

This section has been completed for you. There are no actions to complete. This information displayed will be included in the published Annual Return.

Provider name:	Omnia Care Home Group Ltd	
The provider was registered on:	02/11/2020	
The following lists the provider conditions:	There are no imposed conditions associated to this provider	
The regulated services delivered by this provider were:	Bargoed Care Home	
	Service Type	Care Home Service
	Type of Care	Adults With Nursing
	Approval Date	02/11/2020
	Responsible Individual(s)	Tariq Khan
	Manager(s)	Kelly Whittington-Gidley
	Maximum number of places	45
	Service Conditions	There are no conditions associated to this service

## Training and Workforce Planning

Describe the arrangements in place during the last financial year for identifying, planning and meeting the training needs of staff employed by the service provider	All new employees undertake a full induction in line with recommendation from CIW and are allocated a buddy to support during the first few months; induction includes Ethos and Statement of Purpose, Governance Arrangement, Policies and Procedures, Management of Records. All staff have regular supervisions and annual appraisals where staff training and development plans are discussed. We have an up to date training matrix with all mandatory training undertaken by staff with review dates.
Describe the arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider	Use of safer recruitment policy for hiring new staff, we try to ensure that the correct person is recruited to any advertised role with the right competencies and passion for the role. Furthermore we create career advancement opportunities for example we have provided and paid for additional training for care staff to advance to CHAPS, we recognize and appreciate their hard work also set up mentorship and training programs, encouraged a healthy work-life balance, offer flexible work arrangements

## Service Profile

### Service Details

Name of Service	Bargoed Care Home
Telephone Number	01443879005
What is/are the main language(s) through which your service is provided?	English Medium

Other languages used in the provision of the service	Bargoed Care Home promotes the 'Active Offer' by providing a service in Welsh, the home has a number of staff that promote the Welsh language which act as champions for the Welsh Language, this means creating a culture that takes the responsibility for delivering a service through the medium of Welsh as well as English.
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Service Provision

People Supported

How many people in total did the service provide care and support to during the last financial year?	91
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Fees Charged

The minimum weekly fee payable during the last financial year?	725.54
The maximum weekly fee payable during the last financial year?	1217.63

Complaints

What was the total number of formal complaints made during the last financial year?	2
Number of active complaints outstanding	0
Number of complaints upheld	0
Number of complaints partially upheld	0
Number of complaints not upheld	2
What arrangements were made for consulting people who use the service about the operation of the service during the last financial year?	<p>Receiving feedback is extremely important to the team at Bargoed care home as it enables us to meet the needs of our residents and continually improve, in order to ensure that residents are given every opportunity to feedback we will also ensure that there is an easy read document of each consultation.</p> <p>Below are the methods that will be implemented, including time scales which will then be used to obtain feedback on quality of care including residents, staff, and stakeholders' experiences at Bargoed Care Home.</p> <ul style="list-style-type: none"> <li>• Residents and family meetings (bi-monthly)</li> <li>• Face to face conversations with residents on a daily basis.</li> <li>• Service user questionnaire (monthly)</li> <li>• Residents and family questionnaires (Bi-monthly)</li> <li>• Resident of the day (full review of care needs monthly) followed by full care plan review 3 monthly</li> <li>• Stakeholders' questionnaires (available at all time)</li> </ul>

Service Environment

How many bedrooms at the service are single rooms?	39
How many bedrooms at the service are shared rooms?	3
How many of the bedrooms have en-suite facilities?	30
How many bathrooms have assisted bathing facilities?	1
How many communal lounges at the service?	3
How many dining rooms at the service?	3
Provide details of any outside space to which the residents have access	Bargoed Care Home has outside space that consist of a garden, which has tables and chairs with disability access via the low ground floor - this used by residents on and activities are also carried out during the summer period - including parties and activities
Provide details of any other facilities to which the residents have access	residents have access to lounges on each floor - again parties and activities take place on a regular basis - the lounges have TV and music facilities - also on weekend church services take place

Identify any non-verbal communication methods used in the provision of the service

Picture Exchange Communication System (PECS)	Yes
Treatment and Education of Autistic and related Communication-handicapped CHildren (TEACCH)	No
Makaton	Yes
British Sign Language (BSL)	No
Other	No

Statement of Compliance

The Responsible Individual must prepare the statement of compliance.

CIW have published [guidance](#) on completing the quality of care review which provides advice on what could be contained within the statement of compliance.

Set out your statement of compliance in respect to the four well-being areas below.

The extent to which people feel their voices are heard, they have choice about their care and support, and opportunities are made available to them.

The RI has reviewed engagement with residents at the home, this has included the RI speaking to residents and families at Bargoed Care Home. It has been validated by the RI that the home continues to co-ordinate a personalised approach to support residents to move into the service.

The management team continues to complete holistic assessments for people who are living at Bargoed Care Home. It is evidenced that the care team at Bargoed Care involve significant people who are important to the residents or who are or have been involved in delivery of any care to be part of the assessment these have included relatives, hospital staff, GPs and social workers.

Information gathered during the assessments has been used to develop care plans which helped staff to get to know residents and understand their needs this also includes social activity that residents want to partake in.

There are continuous assessment and reviews to ensure residents changing needs are met. Residents and families are consulted on how they would like care delivered to them in line with their wishes and aspirations – all care plans are personalised and care is delivered in line with these care plans.

The RI can validate that resident quality assurance are carried out on a periodic basis by the manager and staff at Bargoed Care Home either on a one to one basis or in groups, on reviewing the weekly and monthly feedback it was evident that 100% of residents and their relatives on the whole felt that their voices are heard.

The responsible individual on his visits to the home also took the opportunity to speak to residents and/or their relatives (where available) or representatives this is further incorporated into the RI three monthly review. - Comments received by the RI:  
 "The staff always listen to me and always here to help" "Staff are really kind, they look after me as family". "The care is delivered to me in a kind way" "Staff always ask what I need"  
 "They follow my instructions" "They always ask before they do anything"  
 The RI also took the opportunity to speak to health professionals they stated:  
 "People get truly exceptional care." "As a social worker, I have no hesitation in recommending Bargoed" "I have seen staff always asking for consent prior to delivering any care"  
 Relatives spoken to by the RI during his visits spoke positively about the warm and friendly atmosphere.  
 Residents attend outings and partake in daily activities that are available at the home to them.

The extent to which people are happy and supported to maintain their ongoing health, development and overall wellbeing. For children, this will also include intellectual, social and behavioural development.

Residents received care which is based on best practice, from staff who had the knowledge and skills needed to carry out their roles and responsibilities effectively.

Residents who used the service and their relatives that the RI spoke with consistently praised the skills of staff working in the service. One person said "The staff are very well trained, they are always having a different training course to go to." A relative told the RI "All of the staff are trained to a high level, the care staff know what they are doing with the oxygen and if they have a concern they get the nurse to check; but they all know what they are checking."

Bargoed Care Home consistently receive positive feedback from residents who lived at the Care Home. Feedback included, "It's wonderful here. I wish I hadn't waited for so long before making the decision to come here." And, "They are wonderful people; all the staff are like bright shining stars I couldn't think of anything they could do better."

Care plans contained comprehensive personalised details about individual health care and social needs. Residents mental capacity is considered; their life histories, and preferences about how they wished to receive their care. All aspects of the person's daily activities were considered and there was guidance for staff on how to support people. Care plans were reviewed regularly to reflect people's changing needs.

Residents' health and wellbeing are closely monitored. A monthly clinical profile identified any interventions that had taken place for each resident, such as whether they had been given any new medicines, had a GP visit or contact with the out of hours service. This also identified if the person was facing any risk to their health and wellbeing, such as the risk of tissue damage or weight loss.

Where residents have long term health conditions there are comprehensive care plans in place. For example one person had diabetes and there was an in-depth assessment of how the condition affected the individual, what risks were presented and what measures were needed to keep the person's blood sugars stable and minimise any complications to their health.

All staff have training in the MCA and DoLS and had a good understanding of service users' rights regarding choice; they carefully considered whether residents had the capacity to make specific decisions in their daily lives and where they were unable, decisions were made in their best interests.

<p>The extent to which people feel safe and protected from abuse and neglect.</p>	<p>Daily flash meeting held with heads of each department, this give up to date information regarding each resident and department and any action that needs to be undertaken. This supports a whole home awareness across different departments.</p> <p>DBS checks are completed prior to all new staff working at Bargoe. The DBS helps the manager and the home to make safer recruitment decisions and helps prevent unsuitable people from working with residents at the home.</p> <p>All staff undertake mandatory training including safeguarding. Training matrix is up to date and all staff have up to date DBS. In relation to clinical, the home has monthly clinical governance meetings (minuted) and any actions are shared with the wider care team. The deputy manager continues to carry out care plans and medication audits along with staff carrying out reviews of all residents care plans including resident of the day.</p> <p>The RI validated that residents medicines is managed and administered safely by trained staff. The RI audited the medicine records and it showed that residents received their medicines as prescribed. Allergies were recorded to ensure staff followed safe practice.</p> <p>The home has a very proactive approach to managing risk. Some residents were at risk of choking and suction equipment was available for staff to use to clear a person's airways quickly if they started to choke. Staff are trained to use the equipment and felt confident to manage a choking emergency.</p> <p>Staff have an excellent understanding of how to manage and reduce risk and very confidently described the actions to the RI they needed to take to keep residents safe. This included the management of risks associated with choking, mobility and sensory impairments.</p> <p>Emergency and contingency plans are in place. Staff understood the homes emergency procedures and the actions they needed to take to keep residents and themselves safe in the event of an emergency.</p> <p>It has been validated by the RI during his visits that residents feel very safe. Comments included, "I feel perfectly safe. I'm delighted to be here, I have every freedom." The homes safeguarding procedures protects residents from harm. The person led approach 'making safeguarding personal' is embedded into the culture of the service. Physical environment and equipment is regularly monitored and serviced to ensure residents safety. Care plans are reviewed on a periodic basis and updated. Safeguarding information and complaint policy is displayed at the home.</p>
<p>The extent to which people live in accommodation that best supports their wellbeing and achievement of their personal outcomes.</p>	<p>Compassion, respect and kindness are core values at Bargoe Care Home. It is clear to the RI that staff continued to help residents to achieve the best quality of life possible.</p> <p>Care is exceptionally personalised to meet the needs of individuals. Residents are at the centre of care planning and are actively involved in the process. Residents views on their care were actively sought, on a regular basis, to ensure it is delivered in the way they wished.</p> <p>Staff focus on how to involve everyone in their care regardless of communication barriers. Individual care plans are exceptionally detailed. Care plans are written in a very positive way which supported residents aspirations and self-esteem. Setting out clear guidance on how residents wanted to be supported. The RI during his visit observed and validated that staff use this guidance effectively.</p> <p>Great emphasis is placed on ensuring residents have the opportunity to have new experiences. Each resident has a 3 monthly review of their care needs which is undertaken with staff, relatives, people close to them and health professionals.</p> <p>The reviews were also used to plan new goals and experiences residents want to achieve. All residents in the home have their own rooms which are personalised. Doors are shut when personal care is taking place and signs are used to prompt staff to knock when entering. Staff are responsive to residents' health and wellbeing needs. Staff understand residents very well and are able to identify small changes in their mood or early signs of a change in behaviour, this enabled them to respond in a timely way and seek medical help from medical professionals if this is required.</p>

The following section requires you to answer questions about the staff and volunteers working at the service.

Number of posts and staff turnover

The total number of full time equivalent posts at the service (as at 31 March) 11

The following section requires you to answer questions about each staff type including information about the number of filled and vacant posts, the training undertaken, the contractual arrangements in place and the qualifications of those staff.

The information entered should relate to the period during which the staff member has been working for the provider only.

Staff Type

Service Manager	
Does your service structure include roles of this type?	Yes
<p>Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.</p>	
Filled and vacant posts	
No. of staff in post	1
No. of posts vacant	0
<p>Training undertaken during the last financial year for this role type.</p> <p>Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.</p>	
Induction	1
Health & Safety	1
Equality, Diversity & Human Rights	1
Infection, prevention & control	1
Manual Handling	1
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	1
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
Contractual Arrangements	
No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0

Outline below the number of permanent and fixed term contact staff by hours worked per week.

No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0

**Staff Qualifications**

No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	4
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0

**Deputy service manager**

Does your service structure include roles of this type?	Yes
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Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.

**Filled and vacant posts**

No. of staff in post	1
No. of posts vacant	0

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	1
Health & Safety	1
Equality, Diversity & Human Rights	1
Infection, prevention & control	1
Manual Handling	1
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	1
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	PEG VENEPUNCTURE BASIC LIFE SUPPORT FIRE TRAINING/EVACUTION NEWS

**Contractual Arrangements**

No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0

Outline below the number of permanent and fixed term contact staff by hours worked per week.

No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0

Staff Qualifications

No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	1
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0

Other supervisory staff

Does your service structure include roles of this type?	Yes
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Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.

Filled and vacant posts

No. of staff in post	1
No. of posts vacant	0

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	1
Health & Safety	1
Equality, Diversity & Human Rights	1
Infection, prevention & control	1
Manual Handling	1
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	1
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	NVQ 5 CHAPS

Contractual Arrangements

No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0

Outline below the number of permanent and fixed term contact staff by hours worked per week.



No. of full-time staff (35 hours or more per week)	0
No. of part-time staff (17-34 hours per week)	1
No. of part-time staff (16 hours or under per week)	0
<div style="border: 1px solid green; padding: 5px;">Staff Qualifications</div>	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	1
No. of staff working towards the required/recommended qualification	0
<div style="background-color: #e0e0e0; padding: 5px;">Nursing care staff</div>	
Does your service structure include roles of this type?	Yes
<div style="border: 1px solid green; padding: 5px;">Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.</div>	
<div style="border: 1px solid green; padding: 5px;">Filled and vacant posts</div>	
No. of staff in post	3
No. of posts vacant	0
<div style="border: 1px solid green; padding: 5px;"> <p>Training undertaken during the last financial year for this role type.</p> <p>Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.</p> </div>	
Induction	3
Health & Safety	3
Equality, Diversity & Human Rights	3
Infection, prevention & control	3
Manual Handling	3
Safeguarding	3
Medicine management	3
Dementia	3
Positive Behaviour Management	3
Food Hygiene	3
Please outline any additional training undertaken pertinent to this role which is not outlined above.	PEG CATHETERS VENEPUNCTURE
<div style="border: 1px solid green; padding: 5px;">Contractual Arrangements</div>	
No. of permanent staff	3
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
<div style="border: 1px solid green; padding: 5px;">Outline below the number of permanent and fixed term contact staff by hours worked per week.</div>	
No. of full-time staff (35 hours or more per week)	0
No. of part-time staff (17-34 hours per week)	3

No. of part-time staff (16 hours or under per week)	0
Typical shift patterns in operation for employed staff	
Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.	7.15-19:30 19:15-7.30 2 nurses day or 1 nurse and one CHAP Care Home Advanced Practitioner 1 nurse at night
Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	3
No. of staff working towards the required/recommended qualification	0
Registered nurses	
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
Filled and vacant posts	
No. of staff in post	6
No. of posts vacant	1
Training undertaken during the last financial year for this role type.  Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
Induction	6
Health & Safety	6
Equality, Diversity & Human Rights	6
Infection, prevention & control	6
Manual Handling	6
Safeguarding	6
Medicine management	6
Dementia	6
Positive Behaviour Management	6
Food Hygiene	6
Please outline any additional training undertaken pertinent to this role which is not outlined above.	PEG CATHETER VENEPUNCTURE NEWS ANAPHYLAXIS
Contractual Arrangements	
No. of permanent staff	6
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	2
No. of Non-guaranteed hours contract (zero hours) staff	2

Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	5
No. of part-time staff (17-34 hours per week)	1
No. of part-time staff (16 hours or under per week)	0
Typical shift patterns in operation for employed staff	
Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.	7.15-19:30 19:30-7.30 2 nurses day or 1 nurse and 1 CHAP 1 nurse at night
Senior social care workers providing direct care	
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
Filled and vacant posts	
No. of staff in post	4
No. of posts vacant	0
Training undertaken during the last financial year for this role type.  Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
Induction	4
Health & Safety	4
Equality, Diversity & Human Rights	4
Infection, prevention & control	4
Manual Handling	4
Safeguarding	4
Medicine management	4
Dementia	4
Positive Behaviour Management	4
Food Hygiene	4
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
Contractual Arrangements	
No. of permanent staff	4
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	3

No. of part-time staff (16 hours or under per week)	0
<p>Typical shift patterns in operation for employed staff</p>	
Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.	7.15-19:30 19:30-07:15
<p>Staff Qualifications</p>	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	4
No. of staff working towards the required/recommended qualification	0
<p>Other social care workers providing direct care</p>	
Does your service structure include roles of this type?	Yes
<p>Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.</p>	
<p>Filled and vacant posts</p>	
No. of staff in post	28
No. of posts vacant	1
<p>Training undertaken during the last financial year for this role type.</p> <p>Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.</p>	
Induction	28
Health & Safety	28
Equality, Diversity & Human Rights	28
Infection, prevention & control	28
Manual Handling	28
Safeguarding	28
Medicine management	0
Dementia	28
Positive Behaviour Management	28
Food Hygiene	28
Please outline any additional training undertaken pertinent to this role which is not outlined above.	ISTUMBLE FIRE TRAINING FIRST AID AND BASIC LIFE SUPPORT THICKENER TRAINING TOPICAL CREAM TRAINING WOUND MANAGEMENT
<p>Contractual Arrangements</p>	
No. of permanent staff	28
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	7
No. of Non-guaranteed hours contract (zero hours) staff	7

Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	2
No. of part-time staff (17-34 hours per week)	26
No. of part-time staff (16 hours or under per week)	0
Typical shift patterns in operation for employed staff	
Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.	7:15-19:30 19:15-7.30
Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	21
No. of staff working towards the required/recommended qualification	7
Domestic staff	
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
Filled and vacant posts	
No. of staff in post	7
No. of posts vacant	0
Training undertaken during the last financial year for this role type.  Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
Induction	7
Health & Safety	7
Equality, Diversity & Human Rights	7
Infection, prevention & control	7
Manual Handling	7
Safeguarding	7
Medicine management	0
Dementia	7
Positive Behaviour Management	7
Food Hygiene	7
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
Contractual Arrangements	
No. of permanent staff	7
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	2

No. of Non-guaranteed hours contract (zero hours) staff	2
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	0
No. of part-time staff (17-34 hours per week)	7
No. of part-time staff (16 hours or under per week)	0
Staff Qualifications	
No. of staff who have the required qualification	0
No. of staff working toward required/recommended qualification	0
Catering staff	
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
Filled and vacant posts	
No. of staff in post	5
No. of posts vacant	1
Training undertaken during the last financial year for this role type. Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
Induction	5
Health & Safety	5
Equality, Diversity & Human Rights	5
Infection, prevention & control	5
Manual Handling	5
Safeguarding	5
Medicine management	0
Dementia	5
Positive Behaviour Management	5
Food Hygiene	5
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Food hygiene Level 2
Contractual Arrangements	
No. of permanent staff	5
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	2
No. of Non-guaranteed hours contract (zero hours) staff	2
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	0

No. of part-time staff (17-34 hours per week)	5
No. of part-time staff (16 hours or under per week)	0
Staff Qualifications	
No. of staff who have the required qualification	5
No. of staff working toward required/recommended qualification	0
Other types of staff	
Does your service structure include any additional role types other than those already listed?	Yes
List the role title(s) and a brief description of the role responsibilities.	Maintenance- maintain the building and complete care home safety checks Administrator- payroll, resident funds, reception, note taker, recruitment
Filled and vacant posts	
No. of staff in post	2
No. of posts vacant	0
Training undertaken during the last financial year for this role type.  Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
Induction	2
Health & Safety	2
Equality, Diversity & Human Rights	2
Infection, prevention & control	2
Manual Handling	2
Safeguarding	2
Medicine management	0
Dementia	2
Positive Behaviour Management	2
Food Hygiene	2
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
Contractual Arrangements	
No. of permanent staff	2
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	1
No. of part-time staff (16 hours or under per week)	0

Staff Qualifications

No. of staff who have the required qualification

0

No. of staff working toward required/recommended qualification

0