

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: | Plas Cwmcynfelin Limited | |
| The provider was registered on: | 14/11/2018 | |
| The following lists the provider conditions: | There are no imposed conditions associated to this provider | |
| The regulated services delivered by this provider were: | Plas Cwmcynfelin Ltd | |
| | Service Type | Care Home Service |
| | Type of Care | Adults With Nursing |
| | Approval Date | 14/11/2018 |
| | Responsible Individual(s) | Sarah Price |
| | Manager(s) | Sarah Price |
| | Maximum number of places | 55 |
| | 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 | Staff competencies are routinely examined during the supervision process by direct observation. Training needs are identified through the training matrix and in resulting discussions with suitable resources found. When individuals with specific needs are admitted, we ensure that nursing staff receive adequate support and training from the LHB. New care assistants follow Ceredigion County Council's Social Care for External Partners programme and receive in-house induction. |
| Describe the arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider | The service advertises for new staff via Indeed, social media and through the local Job Centre in response to new vacancies. Staff are selected subject to their experience, presentation during interview, their references, and the results of their DBS checks. Nurses must hold necessary professional registration. Care Assistants must register with Social Care Wales within six months of commencing employment and undergo study towards a diploma in Health and Social Care. |

Service Profile

Service Details

| | |
|--|---------------------------------|
| Name of Service | Plas Cwmcynfelin Ltd |
| Telephone Number | 01970623783 |
| What is/are the main language(s) through which your service is provided? | Welsh Medium and English Medium |
| Other languages used in the provision of the service | |

Service Provision

People Supported

| | |
|--|-----|
| How many people in total did the service provide care and support to during the last financial year? | 114 |
|--|-----|

Fees Charged

| | |
|--|---------|
| The minimum weekly fee payable during the last financial year? | 750 |
| The maximum weekly fee payable during the last financial year? | 1172.94 |

Complaints

| | |
|--|---|
| What was the total number of formal complaints made during the last financial year? | 1 |
| Number of active complaints outstanding | 0 |
| Number of complaints upheld | 1 |
| Number of complaints partially upheld | 0 |
| Number of complaints not upheld | 0 |
| What arrangements were made for consulting people who use the service about the operation of the service during the last financial year? | We hold regular residents' meetings where service users can air their views regarding various aspects of living at the Service. The management team interact with the service users regularly in person, giving opportunity for feedback. The service gathers the views of service users, their families and staff during an annual quality assurance exercise. The management run an "open door" policy, whereby service users, representatives and staff can gain direct access to members of the management team as required to raise issues or provide feedback, thereby allowing any issues to be dealt with swiftly and informally. |

Service Environment

| | |
|--|---|
| How many bedrooms at the service are single rooms? | 43 |
| How many bedrooms at the service are shared rooms? | 6 |
| How many of the bedrooms have en-suite facilities? | 13 |
| How many bathrooms have assisted bathing facilities? | 10 |
| How many communal lounges at the service? | 5 |
| How many dining rooms at the service? | 2 |
| Provide details of any outside space to which the residents have access | Both buildings are situated in extensive well kept grounds and established landscaped gardens with large lawns to the front of each building. All public areas are easily accessible on foot or by wheelchair, and outside seating and tables with parasols are provided so that service users can sit out and enjoy the surroundings, or take meals and drinks outside if they wish. There are no steps or any other obstacle in public areas that would make access difficult for people with declining mobility or wheelchair users. |
| Provide details of any other facilities to which the residents have access | On site parking. |

Communicating with people who use the service

| | |
|---|----|
| Identify any non-verbal communication methods used in the provision of the service | |
| Picture Exchange Communication System (PECS) | No |
| Treatment and Education of Autistic and related Communication-handicapped Children (TEACCH) | No |
| Makaton | No |
| 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 Home communicates well with the service users regarding their wishes and preferences and deals with any issues promptly. We offer a good range of group activities that our service users find engaging, including activities for frail and bed nursed service users, such as aromatherapy massage. Our service is led by its users, and we hold regular meetings with an external facilitator to gather views on all aspects of care and hear the service users' views regarding activities and where we can improve our service. Of course, service users do not have to wait for these opportunities, but can voice any opinions or complaints which will be routed to management.

Service users and their representatives (where appropriate) are consulted with regard to their preferences on how care is to be delivered, and each service user has an individualised plan of care designed on this basis. Service users are well supported to access health care professionals and allied services as and when they need. Routine vaccinations are arranged and provided with relevant consent.

Although we are experiencing an increased number of interim admissions from the hospital at present, we are managing this well. Although many of our newer residents are short stay, we are making efforts to engage with their families to ensure the fostering of good and supportive relationships with them. This is particularly important after the COVID pandemic, whereby care homes were operating as "closed shops" under COVID rules. This could make relationships with families and loved ones strained at times.

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.

The home receives many compliments from service users' representatives. The home gathers quite extensive and detailed information regarding the service users' physical and medical wellbeing, including monitoring skin integrity, continence, dietary and fluid intake. Our care team have experience of managing a range of health conditions, and we ensure that referrals are made to specialist services where required to ensure service users are regularly and expertly reviewed.

Service users are encouraged to remain in touch with significant others via a range of means, including the use of digital technology. Many of our staff are able to support them in its use. We have recently had WIFI installed throughout the complex that facilitates digital communication, and also enables service users to take advantage of devices such as their own tablets, smart TVs, smart phones, etc., which are becoming quite common among the demographic of our clientele as time progresses.

Visiting hours are unrestricted, and visitors are made to feel welcome in the Home. We still exercise caution with regard to COVID, and although visitors no longer need to book appointments to visit, we still encourage them to self-test for COVID, or to wear a mask during their visit as a precaution. Our service users are all given access to COVID vaccinations, and relevant consent is sought.

Service users are allowed to exercise choice in how they spend their day, and are encouraged to engage in activities that interest them where they are able. Service users who remain in bed through frailty or poor health are also offered activities such as aromatherapy massage.

| | |
|--|--|
| <p>The extent to which people feel safe and protected from abuse and neglect.</p> | <p>All relevant checks are carried out on prospective employees. Once employed, staff are expected to undergo Ceredigion County Council's Social Care for External Partners Programme of e-learning modules. This includes modules in Safeguarding, Equality and Diversity and Protecting Individuals at risk of Vulnerability Crimes and complete the in-house induction.</p> <p>All care staff must register with Social Care Wales within six months of commencing work, and they will be expected to enrol for study on a suitable nationally recognised qualification if they do not already have one. Staff are also enrolled on the NHS e-learning platform (Learning@Wales), and are encouraged to take responsibility for their own CPD record to fulfil the requirements for continued registration.</p> <p>All service users are risk assessed in key areas (e.g. risk of falls, pressure damage, etc.) in a balanced way to support their continued wellbeing whilst not impinging too much on their rights or enjoyment of day to day activities.</p> <p>Service users and their representatives are made aware of the complaints procedure in the Welcome Pack, and the procedures are displayed in a prominent position in the hallways of both buildings.</p> <p>Timely referrals to external health and social services are made as required to ensure our service users receive specialist care if needed.</p> |
| <p>The extent to which people live in accommodation that best supports their wellbeing and achievement of their personal outcomes.</p> | <p>The Home is well maintained with a rolling programme of refurbishment. Although all rooms are fully furnished, we encourage service users to bring in items that will personalise the rooms to make them feel more at home.</p> <p>We provide a nutritious and varied menu from our kitchens (FS A rating: 5), and alternatives are available should our service users be following a health-related diet, a lifestyle diet (e.g. vegetarian) or simply not like the meal on offer that day.</p> <p>All nursing equipment is supplied by the Home, and is regularly inspected and maintained, with relevant tests being carried out as dictated by law (e.g. LOLER and PAT testing). Where more specialist equipment is required (e.g. Oxygen condensers), we will make reference to the relevant service and ensure it is in situ before the service user is admitted.</p> <p>All areas of the building are accessible, and lifts are provided to all floors in both houses. Hand rails are provided in all corridors to aid those who are independently mobile. The grounds are accessible and free from steps or other barriers that may make it difficult to get around.</p> <p>We supply free WIFI access to all rooms within both buildings, allowing service users to use their own devices.</p> |

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

| | |
|---|-----------|
| <p>Number of posts and staff turnover</p> | |
| <p>The total number of full time equivalent posts at the service (as at 31 March)</p> | <p>74</p> |

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.

| | | |
|-------------------|--|------------|
| <p>Staff Type</p> | <p>Service Manager</p> | |
| | <p>Does your service structure include roles of this type?</p> | <p>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.

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 | 0 |
| Health & Safety | 2 |
| Equality, Diversity & Human Rights | 2 |
| Infection, prevention & control | 2 |
| Manual Handling | 2 |
| Safeguarding | 2 |
| Medicine management | 2 |
| Dementia | 2 |
| Positive Behaviour Management | 2 |
| Food Hygiene | 2 |

Please outline any additional training undertaken pertinent to this role which is not outlined above.

COVID training and meetings, including infection prevention and control; Staff registration training and plenary meetings; HMRC training; Nutrition and Medicines Management; Liberty Protection Safeguards; Oral health; Speech and Language Therapy Service training;

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) | 2 |
| 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 | 2 |
| 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? | No |
|---|----|

| | |
|---|---|
| Other supervisory staff | |
| 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 | 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 | 0 |
| 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 | 0 |
| Food Hygiene | 1 |
| Please outline any additional training undertaken pertinent to this role which is not outlined above. | Welsh Language Awareness, Mental Capacity Act Awareness, Understanding Autism, Communication with Autism, First Aid Awareness, Unconscious Bias , Prevention of UTI, Transgender Awareness, Pressure Ulcer Prevention, Moisture Associated Skin Damage, Continence Problems in Adults, Peristomal Skin Management |
| <p>Contractual Arrangements</p> | |
| 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 |
| <p>Outline below the number of permanent and fixed term contact staff by hours worked per week.</p> | |
| 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 |
| <p>Staff Qualifications</p> | |
| 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 |

| | |
|---|--|
| Nursing care staff | |
| 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 | 5 |
| 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 | 0 |
| Health & Safety | 5 |
| Equality, Diversity & Human Rights | 5 |
| Infection, prevention & control | 5 |
| Manual Handling | 5 |
| Safeguarding | 5 |
| Medicine management | 5 |
| Dementia | 0 |
| Positive Behaviour Management | 0 |
| Food Hygiene | 5 |
| Please outline any additional training undertaken pertinent to this role which is not outlined above. | Moisture Associated Skin Damage |
| <p>Contractual Arrangements</p> | |
| No. of permanent staff | 5 |
| 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 |
| <p>Outline below the number of permanent and fixed term contact staff by hours worked per week.</p> | |
| No. of full-time staff (35 hours or more per week) | 5 |
| No. of part-time staff (17-34 hours per week) | 0 |
| 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. | Day shift: 7am-8pm; 2 nursing care staff Night shift: 7:45pm to 8am; 0 nursing care staff |
| <p>Staff Qualifications</p> | |
| No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker | 5 |

| | |
|---|---|
| No. of staff working towards the required/recommended qualification | 0 |
| Registered nurses | |
| 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 | 8 |
| No. of posts vacant | 2 |
| <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 | 0 |
| Health & Safety | 3 |
| Equality, Diversity & Human Rights | 3 |
| Infection, prevention & control | 3 |
| Manual Handling | 3 |
| Safeguarding | 3 |
| Medicine management | 3 |
| Dementia | 0 |
| Positive Behaviour Management | 0 |
| Food Hygiene | 3 |
| Please outline any additional training undertaken pertinent to this role which is not outlined above. | Moisture associated skin damage |
| Contractual Arrangements | |
| No. of permanent staff | 8 |
| No. of Fixed term contracted staff | 0 |
| No. of volunteers | 0 |
| No. of Agency/Bank staff | 1 |
| No. of Non-guaranteed hours contract (zero hours) staff | 0 |
| <p>Outline below the number of permanent and fixed term contact staff by hours worked per week.</p> | |
| No. of full-time staff (35 hours or more per week) | 7 |
| 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. | Day shift: 7am to 8pm; 2 nurses Night shift: 7:45pm to 8am; 2 nurses |
| Senior social care workers providing direct care | |

| | |
|---|--|
| Does your service structure include roles of this type? | No |
| Other social care workers providing direct care | |
| 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 | 43 |
| 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 | 20 |
| Health & Safety | 43 |
| Equality, Diversity & Human Rights | 43 |
| Infection, prevention & control | 43 |
| Manual Handling | 43 |
| Safeguarding | 43 |
| Medicine management | 43 |
| Dementia | 30 |
| Positive Behaviour Management | 0 |
| Food Hygiene | 43 |
| Please outline any additional training undertaken pertinent to this role which is not outlined above. | Moisture Associated Skin Damage, Oral hygiene, P revention of UTI |
| <p>Contractual Arrangements</p> | |
| No. of permanent staff | 43 |
| 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 | 0 |
| <p>Outline below the number of permanent and fixed term contact staff by hours worked per week.</p> | |
| No. of full-time staff (35 hours or more per week) | 21 |
| No. of part-time staff (17-34 hours per week) | 19 |
| No. of part-time staff (16 hours or under per week) | 3 |
| <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. | Day shifts: 7am to 8pm; 12 staff Night shifts: 7:45pm to 8am; 5 staff |
| <p>Staff Qualifications</p> | |

| | |
|---|---|
| No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker | 18 |
| No. of staff working towards the required/recommended qualification | 14 |
| Domestic staff | |
| 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 | 9 |
| 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 | 9 |
| Equality, Diversity & Human Rights | 0 |
| Infection, prevention & control | 9 |
| Manual Handling | 9 |
| Safeguarding | 0 |
| Medicine management | 0 |
| Dementia | 0 |
| Positive Behaviour Management | 0 |
| Food Hygiene | 9 |
| Please outline any additional training undertaken pertinent to this role which is not outlined above. | COSHH, RIDDOR, Safe handling of food, Legionella, |
| Contractual Arrangements | |
| No. of permanent staff | 9 |
| 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 |
| <p>Outline below the number of permanent and fixed term contact staff by hours worked per week.</p> | |
| No. of full-time staff (35 hours or more per week) | 3 |
| No. of part-time staff (17-34 hours per week) | 6 |
| 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 |
| <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 | 5 |
| 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 | 0 |
| Health & Safety | 5 |
| Equality, Diversity & Human Rights | 0 |
| Infection, prevention & control | 5 |
| Manual Handling | 5 |
| Safeguarding | 0 |
| Medicine management | 0 |
| Dementia | 0 |
| Positive Behaviour Management | 0 |
| Food Hygiene | 4 |
| Please outline any additional training undertaken pertinent to this role which is not outlined above. | COSHH, RIDDOR, Legionella |
| <p>Contractual Arrangements</p> | |
| No. of permanent staff | 5 |
| 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 |
| <p>Outline below the number of permanent and fixed term contact staff by hours worked per week.</p> | |
| No. of full-time staff (35 hours or more per week) | 4 |
| No. of part-time staff (17-34 hours per week) | 0 |
| No. of part-time staff (16 hours or under per week) | 1 |
| <p>Staff Qualifications</p> | |
| No. of staff who have the required qualification | 4 |
| No. of staff working toward required/recommended qualification | 1 |
| 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. | General Maintenance Man. Carries out inspection and repair of equipment. Performs routine maintenance tasks around the premises, to include renovation and repair work. |
| 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 | 0 |
| Health & Safety | 1 |
| Equality, Diversity & Human Rights | 0 |
| Infection, prevention & control | 1 |
| Manual Handling | 1 |
| Safeguarding | 0 |
| Medicine management | 0 |
| Dementia | 0 |
| Positive Behaviour Management | 0 |
| Food Hygiene | 0 |
| Please outline any additional training undertaken pertinent to this role which is not outlined above. | Hoist LOLER service training, COSHH, RIDDOR |
| 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 | 1 |
| No. of staff working toward required/recommended qualification | 0 |