

Management Plan

In support of conversion of residential Class C3

to Adult Care Home Class C2 at

87b and 87C High Street, Barwell, LE9 8DS

Introduction

This document is a short Management Plan in support of the above scheme.

Staffing Levels

Our company is dedicated to ensuring that we have adequate numbers of qualified, skilled, and experienced staff available at all times to meet the needs of our service users. The Home Manager bears the responsibility of maintaining appropriate and safe staffing levels within the service consistently. We regularly evaluate and monitor staffing levels to ensure they are adequate for meeting the identified needs of our service users. Any adjustments to the agreed staffing levels must receive authorization from the company's Director.

It's important to note that there isn't a universal staff-to-service user ratio applicable to all our services. Evaluating the individual care requirements of each service user is crucial in determining safe staffing levels. This assessment should consider individual preferences, the necessity for comprehensive care, and the amount of time spent in direct contact with service users.

Every service user will have a predetermined minimum staffing level considering various factors:

Diversity among service users

Cognitive difficulties or confusion experienced by service users

Dependency and unique care needs of service users

Building layout

Peak activity times

Mix of staff skills

DESIGN THREE SIXTY^o

When creating staff schedules, we take into account the skill set, competencies, knowledge, qualifications, and experience of our staff to ensure they can meet the needs of individuals effectively.

Regarding working hours, as a guideline for shift times. Ideally, the day shift would span from 7:30 am to 7:30 pm, but it could be divided into early and late shifts if necessary. Night shifts would typically run from 7:30 pm to 7:30 am. As mentioned, the staff ratio is dependent on the number of service users, their individual care needs, and preferences.

During the registration process, staffing levels will gradually increase in accordance with the growing number of service users until reaching full capacity. The determination of staffing levels begins when the first service user is assessed and placed within our care.

The service there will be a minimum of 1 Support Worker and 1 Team lead during the day and 1 Support worker overnight.

Hours of visiting proposed are 9.00am – 18.00. Any out of hours would be considered with prearrangement from management, protecting Service user Privacy and Dignity.