

Activity Report for Month: Dec 2021 / Jan 2022

Name	Regulated Services Report for The Board
------	---

Week Comm: 13.12.21	Week Comm: 20.12.21	Week Comm: 27.12.21	Week Comm: 03.01.21
Hours: 83.6	Hours: 71	Hours: 71	Hours: 78
Next Week Hours:	Next Week Hours:	Next Week Hours:	Next Week Hours: 74

Week of 24th – Hours are 93.5

Social Media Posts (and where)	Facebook Instagram Website Explore Kirklees	Facebook Instagram Website Explore Kirklees	Facebook Instagram Website Explore Kirklees	Facebook Instagram Website Explore Kirklees
Job Adverts posted (and where)	Gov Website Facebook In2care Kirklees Explore Kirklees Indeed Total Jobs Website HD Connect Leaflets and Posters JOB Today	Gov Website Facebook In2care Kirklees Explore Kirklees Indeed Total Jobs Website HD Connect Leaflets and Posters JOB Today	Gov Website Facebook In2care Kirklees Explore Kirklees Indeed Total Jobs Website HD Connect Leaflets and Posters JOB Today	Gov Website Facebook In2care Kirklees Explore Kirklees Indeed Total Jobs Website HD Connect Leaflets and Posters JOB Today
Marketing Figures	250 unique visitors to the website 550 people LIKE on facebook page	250 unique visitors to the website 551 people LIKE on facebook page	250 unique visitors to the website 554 people LIKE on facebook page	250 unique visitors to the website 570 people LIKE on facebook page
Compliance	Peer on Peer Obs Peer Shadowing	Peer on Peer Obs Peer Shadowing	Peer on Peer Obs Peer Shadowing	Peer on Peer Obs Peer Shadowing Manager Shadowing
Highlights		Christmas Out Of Hours Support went really well	Christmas Out of Hours Support went really well	
Lowlights				Danielle plus 1 staff has Covid
Anything else done this week?				

Board Notices Accidents and Incidents Complaints and Compliments Safeguarding Notifications to CQC Health and Safety External Audits	<p>Waiting to hear from Chris – Landlord on fire extinguishers for the office and fixing the issue with the heating in the office / lighting.</p> <p>Concerns raised by a staff – independently managed by Regulated Services. Passed to CQC to pre-empt whistleblowing. No action.</p> <p>Medication missed – no need to report to CQC as no harm to the UM – managed effectively and practices such as medication assessment plus extra training all in place for the staff member.</p>
Covid – 19 updates	<p>If you get a positive rapid lateral flow test result, most people will not need to take a PCR test to confirm the result. You must self-isolate immediately if you get a positive rapid lateral flow test result.</p> <p>Offer of free personal protective equipment (PPE) for frontline health and care staff extended until 31 March 2023.</p> <p>From Monday, 17 January, people with COVID-19 in England can end their self-isolation after five full days, as long as they test negative on day 5 and day 6.</p> <p>The rules for contacts have not changed. Fully vaccinated individuals who are identified as contacts of someone with COVID-19 should take daily LFDs for 7 days but are not legally required to self-isolate.</p> <p>Unvaccinated contacts are legally required to self-isolate for the full 10 day period.</p>

AOB –

Care Co-ordinator – Post advertised – End date is 14th Jan – **5 CVs to contact**

Recruitment – still slow – but pushing adverts out and trying to gain interest. Marketing meeting went well with some good ideas – looking forward to marketing / recruitment action group on 24th

User Members – **3 new User Members – starting on 24th Jan – total of 15.75 hours extra.**

Audits/compliance – Tracy supporting next week to develop a plan of action – deferred to January.

Face to face training required for Moving and Handling – cost tbc

Possibly I could train it and use facilities somewhere – in discussion with RMN (Reg Managers Network) – still need to define – **on hold due to Covid restrictions coming back in**

Office hours

I will be in the office next week all week then hopefully most days from then on.
Clare will be working in the office on Wednesdays mainly and from home other days.

Kickstart person – Leona Barclay starting on 18th January 25 hours a week to support all admin duties.

Candi – continuing to support on care coordinator til further notice – pending the posting of new CC