

Activity Report for Month: Jan 2022 / Feb 2022

Name	<u>Regulated Services Report for The Board</u>
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Week Comm: 10.01.22	Week Comm: 17.01.22	Week Comm: 24.01.22	Week Comm: 31.01.22	Week Comm: 7.02.22
Hours: 71.2	Hours: 89.25	Hours: 86.31	Hours: 96.63	Hours: 97.18
Other hours: 11.9	Other hours: 17.2	Other hours: 11.76	Other hours: 7.51	Other hours: 3.5
Volunteer hours: 2	Volunteer hours: 2	Volunteer hours: 2	Volunteer hours: 2	Volunteer hours: 2

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 580 people LIKE on facebook page	250 unique visitors to the website people LIKE on facebook page	250 unique visitors to the website people LIKE on facebook page	250 unique visitors to the website people LIKE on facebook page
Compliance	Staff Training On going training 3 x supervision	Peer Shadowing On going Training	Peer Shadowing Team Meeting Ongoing Training Manager Shadowing	Peer on Peer Obs Peer Shadowing 1 x supervision Medication Training
Highlights	Care Systems Demos Community Core Group Meeting Leona Started	Action Group New User Members	Staff Meeting Action Group Interviews for CC	Calmer Week
Lowlights	Danielle Still Isolating	Leona and Clare Isolating	Very Busy Week	

Anything else done this week?				
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Board Notices Accidents and Incidents Complaints and Compliments Safeguarding Notifications to CQC Health and Safety External Audits	<p>Chris – Landlord on fire extinguishers for the office – Trying to get a fire marshal to complete a check.</p> <p>Issue with the heating in the office / lighting – Electrician has been – hooping to book a Friday in the office to do the lighting. Need to vacate the office for the day.</p> <p>Finally have a UON issued to us from Kirklees council (Unique Organizational number) – So staff can order covid-19 tests through our organization.</p>
Covid – 19 updates	<p>From 16th Feb, guidance states all staff to take a LFT 1 hour before commencing work that day. We highlighted major concerns to the service if a positive test was to return that morning, with staff also having to get up 1 hour earlier (5:30am) to do the test, so we have opted to test at night prior to working the next day. Other Kirklees managers are also following this alternation to guidance.</p> <p>Speculation that all testing will end soon – no official update on this.</p>

AOB –

Care Co-Ordinator – Dawn Ward Appointed – Employment Checks currently being conducted. Start date flexible as Dawn in available immediately.

Recruitment – interviewed 3 – potential 2 new starters when employments checks are done.

User Members – **2 new started plus 1 new meeting next week**

Audits/compliance – New system looking good for audit potential

Office hours

Back open 9 to 2:30 daily with Clare and Leona working.

Kickstart person – Leona Barclay started of with little time from RM due to covid and busy first few weeks back in but looking good and on track for a positive outcome.