

Activity Report for Month: Feb 2022 / March 2022

Name	Regulated Services Report for The Board
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Week Comm: 14.02.22	Week Comm: 21.02.22	Week Comm: 28.02.22	Week Comm: 07.03.22	Week Comm: 14.03.22
Hours: 102.1	Hours: 104.91	Hours: 102.2	Hours: 103.18	Hours: 101.25
Other hours: 1.1	Other hours: 10.2	Other hours: 23.1	Other hours: 25.75	Other hours: 6.5
Volunteer hours: 2	Volunteer hours: 2	Volunteer hours: 1+1	Volunteer hours: 0	Volunteer hours: 3 non contact

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 585 people like this 651 people follow this	250 unique visitors to the website	250 unique visitors to the website	232 unique visitors to the website 585 people like this 651 people follow this
Compliance	Staff Training On going training	Peer Shadowing On going Training Team Meeting	Peer Shadowing Ongoing Training 1 x Observation	Peer on Peer Obs Peer Shadowing DBS Audit
Highlights	Training for New System	Dawn – New CC started 2 New Starters	Funding approved for new system from council	College Careers Fair
Lowlights	Danielle 8.6 hours care	Not enough time to do Unique	Not enough time to do Unique	Danielle 5.8 hours care
Anything else done this week?		Dignity Day – Wear Red CCIN Network	Regulated Services Meeting The Watershed – Event Community Core Staff	Marketing Meeting

Board Notices Accidents and Incidents Complaints and Compliments Safeguarding Notifications to CQC Health and Safety External Audits	Chris – Landlord on fire extinguishers for the office – Trying to get a fire marshal to complete a check. – Completion by end of March Lighting – Electrician to schedule a day for fitting. Compliments - a few have come in – thanking us and stating how happy they are with the service
Covid – 19 updates	No change from Social care testing or PPE.

AOB –

Care Co-Ordinator – Dawn Ward Started – Working hours are Monday, Tuesday Thursday Friday 10am to 2pm. Try and see how that works for us all.

I've booked some annual leave on 23rd, 24th and 25th. Dawn will cover and work that week on those 3 days and do her 16 hours within those days.

Recruitment – interviewed 3 with a few more trickling through. Good feedback on the job advert – also word of mouth is helping.

User Members – **1 new started (1 hour a week) and 2 new enquiries**

Audits/compliance – New system looking good for audit potential

Office hours

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

Dawn hours as mentioned above.

RM in most days with variable start and leave times to suit the service needs.