

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:	SPRING MEADOWS (CARE) LTD	
The provider was registered on:	01/10/2018	
The following lists the provider conditions:	There are no imposed conditions associated to this provider	
The regulated services delivered by this provider were:	Spring Meadows (Care) Ltd trading as Manorleigh	
	Service Type	Care Home Service
	Type of Care	Adults Without Nursing
	Approval Date	01/10/2018
	Responsible Individual(s)	Mani Neelamegan
	Manager(s)	Pippa Merrell
	Maximum number of places	8
	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	We identify the needs of the staff from regular staff meetings, one to one supervisions, feedback forms and based on training portal. Resource needs are analysed periodically based on the number of residents, situational needs and care needs and respectively update resources accordingly. New portal system is planned to get introduced with all staff to be able to logon and maintain their profile.
Describe the arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider	We have increased the level and channels (Messaging, email, ph one and face to face meetings) of communication with all staff members. Increased approachability and empowerment by bringing H R portal system. Additionally we have got UKVI Licence to support (Overseas) staff and to retain staff by providing them with visas if and when required.

Service Profile

Service Details

Name of Service	Spring Meadows (Care) Ltd trading as Manorleigh
Telephone Number	01792466728
What is/are the main language(s) through which your service is provided?	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?	7
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Fees Charged

The minimum weekly fee payable during the last financial year?	580.00
The maximum weekly fee payable during the last financial year?	654.00

Complaints

What was the total number of formal complaints made during the last financial year?	0
Number of active complaints outstanding	0
Number of complaints upheld	0
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?	Regular staff meetings/ family meetings/ RI visits and reviews and staff supervision. Service uses and family feedback are obtained regularly. Quality care reports were sought actively during the year from different agencies/service users

Service Environment

How many bedrooms at the service are single rooms?	8
How many bedrooms at the service are shared rooms?	0
How many of the bedrooms have en-suite facilities?	0
How many bathrooms have assisted bathing facilities?	3
How many communal lounges at the service?	1
How many dining rooms at the service?	1
Provide details of any outside space to which the residents have access	Large decked area with table/seating and parasols. access to side lane to the left of french doors (also used as a fire escape) access to large lawned area with raised flower beds/growing pots & washing line (should residents wish to participate in doing their laundry). Further access to Summer house to the right of the garden with seating and lighting inside. Small patio area with remembrance garden at the rear right side of the garden for residents.
Provide details of any other facilities to which the residents have access	Residents have access to large garden games & gardening club during summer months. We also have many themed days/celebrations & arts & crafts club/cookery lessons/wellness sessions etc

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)	Yes
Treatment and Education of Autistic and related Communication-handicapped Children (TEACCH)	Yes
Makaton	Yes
British Sign Language (BSL)	Yes
Other	Yes
List 'Other' forms of non-verbal communication used	Hand signals/visual prompts & picture format used for residents

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.

<p>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.</p>	<p>People have a voice and are treated with dignity and respect. Personal plans are written from the individuals' perspective, which provides a good insight into the person and the assistance they require. The RI visits the service regularly and speaks with people to obtain their feedback and experiences using this information to drive improvements.</p>
<p>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.</p>	<p>People's physical, mental health and emotional wellbeing is promoted. There are good procedures in place to ensure people receive their medication correctly. Care workers and the management team know people well and can identify when they are not well and seek support in a timely way from other professionals. Care plans are updated routinely to ensure people's current needs are noted to enable them to be supported appropriately.</p>
<p>The extent to which people feel safe and protected from abuse and neglect.</p>	<p>People are protected from harm and neglect. There are policies and procedures in place to ensure the smooth operation of the service. There is a safeguarding policy in place, which needs updating to reflect the Wales Safeguarding Procedures, however care workers are aware of the procedures to follow if they have any concerns. Appropriate safeguards are in place for people who lack capacity to make decisions about their care needs. There are security mechanisms in place to prevent unwanted entry or exiting of the premises. The environment is maintained by a maintenance person and all annual service checks and risk assessments are in place.</p>
<p>The extent to which people live in accommodation that best supports their wellbeing and achievement of their personal outcomes.</p>	<p>The provider ensures that individual's care and support is provided in a location and environment with facilities and equipment that promotes achievement of their personal outcomes.</p>

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

Number of posts and staff turnover

The total number of full time equivalent posts at the service (as at 31 March)	5
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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.

Staff Type	Service Manager	
	Does your service structure include roles of this type?	Yes

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	1
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	1
Equality, Diversity & Human Rights	1
Infection, prevention & control	1
Manual Handling	0
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	None

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 to be registered with Social Care Wales as a Service Manager	1
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	1

Deputy service manager

Does your service structure include roles of this type?	Yes
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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	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	0
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
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 to be registered with Social Care Wales as a Service Manager	1
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0
Other supervisory staff	
Does your service structure include roles of this type?	No
Nursing care staff	
Does your service structure include roles of this type?	No
Registered nurses	

Does your service structure include roles of this type?	No
Senior 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	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	0
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	None
<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>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.	We have the long day shift that starts 8am and ends 8pm, morning shift that ends 2pm or 4pm and the part time shifts for part timers etc. therefore in the day shift we have the manager in the office, 1 senior and one junior, we always have a cleaner on shift and the cook. The night shifts have only one staff member.

Staff Qualifications

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

Other social care workers providing direct care

Does your service structure include roles of this type?

Yes

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

4

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

4

Equality, Diversity & Human Rights

4

Infection, prevention & control

4

Manual Handling

0

Safeguarding

4

Medicine management

2

Dementia

2

Positive Behaviour Management

0

Food Hygiene

0

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

Contractual Arrangements

No. of permanent staff

4

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)

2

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.	We have the long day shift that starts 8am and ends 8pm, morning shift that ends 2pm or 4pm and the part time shifts for part timers etc. therefore in the day shift we have the manager in the office, 1 senior and one junior, we always have a cleaner on shift and the cook. The night shifts have only one staff member.
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Staff Qualifications

No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	2
No. of staff working towards the required/recommended qualification	2

Domestic staff	
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Does your service structure include roles of this type?	No
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Catering staff	
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Does your service structure include roles of this type?	No
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Other types of staff	
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Does your service structure include any additional role types other than those already listed?	No
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