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CYNGOR SIR
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ISLE OF ANGLESEY
COUNTY COUNCIL

Dr Gwynne Jones.
Prif Weithredwr – Chief Executive

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| RHYBUDD O GYFARFOD | NOTICE OF MEETING |
|---|---|
| CYFARFOD ARBENNIG O'R PWYLLGOR GWAITH | SPECIAL MEETING OF THE EXECUTIVE |
| DYDD IAU, 2 GORFFENNAF, 2015 1.00 o'r gloch y prynhawn | THURSDAY, 2 JULY 2015 1.00 pm |
| SIAMBR Y CYNGOR, SWYDDFEYDD Y CYNGOR, LLANGFNI | COUNCIL CHAMBER, COUNCIL OFFICES, LLANGFNI |
| SWYDDOG PWYLLGOR/COMMITTEE OFFICER Mrs. Mairwen Hughes | |

Annibynnol/Independent

R Dew, K P Hughes, H E Jones and Ieuan Williams (Cadeirydd/Chair)

Plaid Lafur/Labour Party

J A Roberts (Is-Gadeirydd/Vice-Chair) and Alwyn Rowlands

Aelod Democratiaid Rhyddfrydol Cymru /Welsh Liberal Democrat (Heb Ymuno / Unaffiliated)

Aled Morris Jones

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I Aelodau'r Cyngor Sir / To the Members of the County Council

Bydd aelod sydd ddim ar y Pwyllgor Gwaith yn cael gwahoddiad i'r cyfarfod i siarad (ond nid i bleidleisio) os ydy o/hi wedi gofyn am gael rhoddi eitem ar y rhaglen dan Reolau Gweithdrefn y Pwyllgor Gwaith. Efallai bydd y Pwyllgor Gwaith yn ystyried ceisiadau gan aelodau sydd ddim ar y Pwyllgor Gwaith i siarad ar faterion eraill.

A non-Executive member will be invited to the meeting and may speak (but not vote) during the meeting, if he/she has requested the item to be placed on the agenda under the Executive Procedure Rules. Requests by non-Executive members to speak on other matters may be considered at the discretion of The Executive.

Please note that meetings of the Committee are filmed for live and subsequent broadcast on the Council's website. The Authority is a Data Controller under the Data Protection Act and data collected during this webcast will be retained in accordance with the Authority's published policy.

A G E N D A

1 DECLARATION OF INTEREST

To receive any declarations of interest from any Member or Officer in respect of any item of business.

2 OLDER ADULT TRANSFORMATION : HAULFRE RESIDENTIAL HOME (Pages 1 - 20)

To submit a report by the Head of Adult's Services in relation to the above.

| ISLE OF ANGLESEY COUNTY COUNCIL | |
|--|--|
| Report to: | The Executive – July 2015 |
| Date: | 16/6/15 |
| Subject: | Older Adult Accommodation – Haulfre |
| Portfolio Holder(s): | Cllr Aled Morris Jones |
| Head of Service: | Alwyn Jones, Head of Adult Services |
| Report Authors: | Alwyn Jones, Head of Adult Services James Dawson, Strategic Transformation Manager Older Adults |
| Local Members: | Seiriol Members Lewis Davis Carwyn Jones Alwyn Rowlands |

| A –Recommendation/s and reason/s |
|---|
| <p>The Authority has a responsibility, that is delivered and managed through Adult Services, for ensuring that the care and accommodation needs of older people are met, and met in a way that assures also their dignity and wellbeing. Not only do these responsibilities include some which are statutory, but are also a part of the overall ethos and approach of social service provision in Anglesey. The ways in which services for older people are delivered are however having to be changed, as the needs and expectations of older people themselves change and as resources that are available decrease. On Anglesey we are managing this change through our Transformation Programme.</p> <p>A key element of the Transformation Programme for Older Adults is reconfiguring accommodation provision, moving away from “traditional” residential care and towards an Extra Care model. This supports changes the expectations and requirements of older people for maintaining independence and being able to live at home, as well as being in line with the new Social Services and Wellbeing Act. Additionally, evidence shows that when compared against “traditional” residential provision, Extra Care not only supports longer life and higher quality living, but is also generally cheaper for residents and more cost effective for local authorities. The Local Authority determined in December 2013 that future investment should be targeted at the development of Extra Care provision and work in partnership with the independent sector to maintain the availability of choice within residential establishments.</p> <p>Progress in developing Extra Care has been maintained within the Llangefni and Amlwch areas where land sites were more readily available. As the Programme of Transformation moved to the next phase in developing Extra Care across the “South” of the Island (an area encompassing Seiriol) there was a likelihood that the future and role of Haulfre would be considered at that point. It was always the aim to maintain council residential care provision within an area up to, and until suitable Extra Care Provision is available to provide a good long term option locally. The programme is now at a</p> |

stage of finalising a site for Extra Care. However, it is unlikely that any Extra Care will be in place prior to c2019.

As there was a need to consider investment in Haulfre in the immediate future reports were commissioned to consider whether Haulfre could be maintained up until at least 2019 without impacting on the dignity of care provided to residents during this period. Reports commissioned include an overall assessment of the building (by an external assessor), to identify where there were issues (concerned with the building) that were impacting upon care provision, with particular reference to where there may be non-compliance issues with standards and regulations. Property Services were also asked to both assess work and estimate the associated costs for addressing issues raised in this first report, as well as to identify any other "property related" issues that were of concern.

Additionally an updated Fire Risk and Health & Safety Assessment were commissioned more recently to ensure a comprehensive view of the current position of the home. The overall assessment carried out by the external assessor was undertaken in March 2015. The report on the Haulfre Building concluded that:

As care needs have increased, the current facilities have become less and less suitable.

- *The home would not meet the current standards for a care environment.*
- *With increasing dependency in the future, it will become more and more difficult to ensure safe care within the premises."*

It is the view of officers that the findings of this report led to the need in the short term to consider the suitability of maintaining care at Haulfre up to and until 2019.

The findings of this report have been translated into a costed assessment of the works required at Haulfre.

In addition to these findings a recently completed Fire Risk Assessment (undertaken in June 2015) concluded that the likelihood of a fire occurring is medium and that the consequences of such an event in relation to the risk to life safety at the premises is considered to be intolerable. Steps are being taken to address those areas assessed as requiring immediate action, and ensure that the safety of residents is maintained during a period of appropriate consultation.

Cumulatively our conclusion from the overall assessment, the costed assessment and the Fire Risk Assessment (included in the "Summary of Immediate Work Required", Appendix 1) is that:

- There are 21 identified areas where improvements are needed, of which 16 are deemed to be essential.
- £361,350 is estimated as the cost of the work required and which can be costed immediately, of which:
 - £243,100 is required for the essential work to be undertaken.
 - £118,250 is required for additional, but recommended works.

- A consequence of undertaking these essential works is that 4 current bedrooms will be lost.

It should be noted that:

- These figures *do not* include the cost for 5 essential pieces of work. 3 of these pieces of work relate to the recent fire risk assessment. Given the urgency of these steps actions are being taken to address them in the short term within current property maintenance budgets. The remaining two pieces of work relate to the need for a redesign of the building. These are considered essential as bedrooms are scattered and not all served adequately by the lift, and the layout of rooms and corridors is not considered to be supportive of good care, from physical or mental wellbeing perspectives. The building is a maze of narrow corridors, sloping floors and unexpected steps. A more detailed assessment would be required to assess the costs associated with addressing these areas which would constitute a significant re-design and refurbishment. A very general estimate of between £300k-£800k for this work has been provided by Property. Should the Executive decide to support further investment in the Home it would be recommended that a more detailed survey is commissioned to consider the overall cost of these works. Such a survey would cost an estimated £15,000.
- To provide a home with what would be more generally regarded as viable provision and a minimum number of beds, a new extension providing 8 bedrooms would be required. The estimated costs for which is between £500k- £750k. If other works noted in this report were completed but an extension not progressed Haulfre would in effect become a high cost provider for care that the council has in the medium term decided to reduce investment in.

The following issues are also relevant when considering the future of Haulfre:

- It is evident that even if some individual pieces of the work listed were carried out this would provide only a “sticking plaster” solution, and concerns regarding the dignity of care within council based provision at Haulfre would remain up until at least 2019 or until all works are carried out.
- In the same vein, if individual pieces of work are undertaken there will be significant disruption to residents as work occurs. The council will need to work with the registered manager to assess the impact of this, and how care and the health and safety of residents can be maintained during the period/s of works. In the absence of a long term commitment to the home consideration of whether this is in the best interest of current and future residents of the home should be given.
- The Service has done an initial assessment of options available to provide care for the current long-term residents, should that be required, by transfer of residents elsewhere (Appendix 2). There are limited residential options within the Seiriol area, and currently 66% of long term residents are from this area, the remainder being from elsewhere on the Island. Nevertheless, following initial analysis it has been identified that there is capacity on the Island. There are good practice guidelines and experiences from other Local Authorities that can be followed to ensure any transfer of residents is done with as minimal disruption as is possible, and that appropriate consultation and engagement is undertaken. There are minimal resources from within the Service that could be used to contribute towards the cost of the required work, the only sum of significance being £51k in the Haulfre Trust Fund. The Council also makes available a small budget for annual repairs and maintenance and over the

last 5 years this has averaged an annual spend on the Haulfre residential home of £30k.

In light of the above, it is the view of the Service that:

- The care and dignity of current residents is being compromised at present by the building and there is non-compliance with relevant standards and legislation.
- A piecemeal approach to carrying out works to maintain the provision up until suitable alternative accommodation is established locally (at the earliest 2019) is unsuitable in the absence of a long term commitment to this provision. Occasional disruption of the resident population would be considered inappropriate.
- There remain risks for the safety and wellbeing of residents within a building which was not built for the purposes of providing residential care. Should the work be undertaken and no extension agreed the number of beds will be reduced to a level that makes the operation of the home less viable, including for sale within the private sector were that ever to be considered an option. A smaller home also is generally seen, from a professional care perspective, as providing a less stimulating and varied environment for residents;
- As noted above significant work would remain to make the Home “future proof”, to the extent of building an extension of 8 bedrooms.
- Alternative arrangements for providing the care of residents could be assured.

It should be recognised that these views are in relation to the building at Haulfre and how that impacts upon care, and is *not* a reflection of the care provided or of those that provide the care.

It is the view of the Service that an urgent decision is needed. “Doing nothing” has been considered by officers as not appropriate as this would leave residents at risk and the Home non-compliant with legislative requirements, and the Council and elected members being negligent and culpable should it fail to take action. Taking an approach which is iterative and takes a more moderate “Doing limited works” is also considered to be inappropriate. In the absence of a significant suite of works addressing all core areas where dignity is compromised within current provision, officers cannot endorse maintaining current provision. The level of likely disruption in residents’ lives where a long term future for the provision could not be assured means that this would be inappropriate

The Executive is therefore asked to decide between 2 options:

1. Commit to a spend in the medium term which is made up of 3 costs
 - £361,350 (of which £243,100 is required for essential and immediate work which has been costed)
 - a further amount to address non-costed essential areas of work of an additional £300,000-£800,000 (Absolute costs would require a more detailed survey to be commissioned)
 - A further amount of £500,000-£750,000 to accommodate an 8 bedded extension essential to make this provision viable within the independent sector
2. Commence appropriate and required consultation immediately (as per Appendix 3) on the future of Haulfre as a residential care home. This will involve a detailed analysis of

suitability and viability based on key areas such as quality of care, suitability of the building and matters related to health and safety. This will then be used to inform the Executive's decision which could include the possibility of closure.

It is the view of officers that Option 2 is recommended and hence, a consultation on the future of Haulfre residential care provision should be commenced. Work on developing the new model of Extra Care provision that will serve this part of the Island will also need to be prioritised. To inform decision making the following actions will be undertaken:

- Good practice and statutory requirements will be followed. Consultation will include residents and their families as well as others affected by closure.
- Care plans for all residents will be reviewed and potential alternative solutions identified.
- Staff engagement will be undertaken with support of HR and involvement of relevant Unions to identify implications and establish correct processes.
- Further review of relevant information.

The outcomes of the above will be reviewed and presented with a final recommendation to the Executive in October.

It is the view of officers that the decision of the Executive to consider the future of Haulfre is an urgent one. Sharing with residents, families and staff the reasons why a consultation on the future of the home is being considered as vital and should not be subject to delay. These groups, most affected by the proposal are aware of the recommendation made to the Executive, and a delay would potentially cause further distress when in fact it is important that they have a full picture of the homes current suitability to provide care. In this regard we consider a delay to be contrary to the public and the council's interests in this matter.

It is essential to note that any final decision regarding the home will be subject to all normal council procedures, and no such exemption will be sought on the decision to be made by Executive in October.

[General background information to the Home is attached (Appendix 4)]

B – What other options did you consider and why did you reject them and/or opt for this option?

This is a decision about the suitability of the building as a place at which residential care can be provided; it is not about the future use of the building or indeed the wider site. These are issues that will need to be considered at the appropriate time and place. As such the options concerning whether it is suitable to continue to provide residential care from the building were:

Do Nothing; and let the Home continue as it is, and where risks remained, significant non-compliance with standards and legislation remained and the dignity and care of residents was compromised; for these reasons this was rejected.

Do a suite of limited works and let the home continue to operate until alternative provision in the form of Extra Care is in place locally. This option would require a significant level of disruption for residents and a spend of a minimum of £543,100 (£243,100 + between £300k and £800k). It is considered that all the areas where dignity of care is compromised are covered by the essential suite of works This option was rejected on the basis of recurrent disruption to residents, the impact on their care, and it being a significant investment in a care model that the council sees reducing over time.

This then left the two options put above to the Executive; spend money on bringing the home up to standard or recognise that consideration should be given to the future of Haulfre and possible closure.

C – Why is this a decision for the Executive?

Concerns provision of statutory services and also use of Council asset.

CH – Is this decision consistent with policy approved by the full Council?

The Authority has noted its commitment to providing the best possible services, in accordance with identified need and with the available resources. This proposal is consistent with this principle.

D – Is this decision within the budget approved by the Council?

The proposal would identify revenue savings for the authority and reduced capital risks for the future.

| DD – Who did you consult? | | What did they say? |
|----------------------------------|---|---|
| 1 | Chief Executive / Strategic Leadership Team (SLT) (mandatory) | The SLT at its meeting on April 27 th 2015 considered a report on this issue and would support consideration being given to closure <i>“in light of the fact that significant financial resources are required and the considerable health and safety risks to residents and staff.”</i> |

| | | |
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| | | |
| 2 | Finance / Section 151 (mandatory) | <p>There is significant investment required immediately and significant additional financial resources will be required in the future. There is no contingency available for capital works within the 2015/16 budget and any use of contingency from the revenue budget will result in the Council having no contingency for the remaining of the financial year.</p> <p>Looking towards the future, any capital funding for improvements to the care facility will need to form part of the corporate capital plan for 2016/17.</p> <p>A bid for capital works at Heulfre will need to adopt the same capital bidding process as the corporate capital plan, and will need to be submitted to be evaluated and scored. The highest scoring bid within the budget will be recommended for approval.</p> |
| 3 | Legal / Monitoring Officer (mandatory) | Observations contained within the report |
| 4 | Human Resources (HR) | Required statutory processes need to be followed in relation to consulting with staff. |
| 5 | Property | |
| 6 | Information Communication Technology (ICT) | Not consulted |
| 7 | Scrutiny | |
| 8 | Local Members | |
| 9 | Any external bodies / other/s | |

| E – Risks and any mitigation (if relevant) | | |
|---|---------------------------|--|
| 1 | Economic | |
| 2 | Anti-poverty | |
| 3 | Crime and Disorder | |
| 4 | Environmental | |

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| 5 | Equalities | An Equalities Impact Assessment will be undertaken. |
| 6 | Outcome Agreements | |
| 7 | Other | |

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| F - Appendices: |
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APPENDIX 1: Summary of Immediate work required at Haulfre; May 2015

Based upon independent and external inspection report, site survey by Property Services and a Fire Risk Assessment

Explanation:

- **Costs:** Initial, best estimates (and allowance made for any fees where relevant) and advice is that these are likely to be minimum costs. Some pieces of work have not been able to be costed yet either because the issue to be addressed has been identified only recently or such is extent and detail of the estimate that a separate professional assessment would have to be commissioned.
- **Status of Work:**
 - **Essential:** Work that must be done to ensure compliance with legislation, standards and regulations
 - **Recommended:** Work that should be to provide an environment that is both above current standards and preventing further deterioration, and is likely to be required for new residential care homes under future standards and regulations

| | “Driver” & “Status” | Issue | Problem Caused | Work Required |
|---|---|---|---|---|
| 1 | Care Standards Act Essential | Current bedroom/toilet ratio is below standards required of 1:3 | Dignity of Care Personal Hygiene Failure to meet standards | Additional toilets (necessitating removal of some bedrooms) |
| 2 | Care Standards Act Essential | Current bedroom/bathing ratio is below standard required of 1:8 | Dignity of Care Personal Hygiene Failure to meet standards | Additional 2 bath/shower rooms (necessitating removal of 2 bedrooms) |
| 3 | Care Standards Act Essential | No Bathing facilities on Second floor of old house | Dignity of Care Personal Hygiene Failure to meet standards | Additional bathroom provision on second floor/removal of one bedroom |
| 4 | Care Standards Act Essential | Toilets and bathrooms non-compliant and equipment not working | Dignity of Care Personal Hygiene Failure to meet standards Placing additional risks on staff | Refurbishment of 4 toilets and bathrooms to meet standards |
| 5 | Care Standards Act Essential | Toilet facilities inaccessible from main lounge and dining area | Dignity of Care Personal Hygiene Failure to meet standards | Re-design and provision of additional toilet |
| 6 | Fire Safety and H&S Essential | Three bedrooms have Fire Exit routes leading from them, contrary to legislation | Lack of Privacy Increased Risks Non Compliance | New Escape routes or removal of those bedrooms from use Updated Fire Risk Assessment |

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|----|--|--|---|--|
| 7 | Care Standards Act Essential | The sluice for the new extension is located within the laundry room | This sluice cannot be used as it is against regulations to have both together. A lack of sluices in general, leading to the carrying of dirty linen past the dining room. | Additional sluice required |
| 8 | Care Standards Act Essential | The lift does not comply with current legislation and is unreliable due to age | Failure to meet standards regarding access and H&S issues There are maintenance issues related to its age. Entrance and exit points are different so that wheelchairs have to be manoeuvred in a very tight space, which poses a risk to service users and staff. | Replacement Lift |
| 9 | Disability Care Standards Disability Discrimination Essential | Access to the garden is restrictive and garden neither secure nor "Disabled Friendly" | Wellbeing and aspects unsafe Failure to provide accessible space, contrary to legislation | Re-design an re-build of rear garden, including new retaining wall |
| 10 | Care Standards Act Essential | Inadequate storage | Inhibits ready access to equipment needed to provide "in-time care" Increases fire safety risks (inadequate storing of combustible material & blocking escape routes) | Additional storage room provided by loss of 1 more bedroom |
| 11 | H&S and Fire Safety Regulations Essential | Fire detection and warning system does not provide full coverage and is considered inadequate | Failure to assure adequate safety Failure to meet standards | Replace Fire alarm system |
| 12 | Fire Safety Regulations Essential | Fire resisting protection to means of escape and provision of effective compartmentation is below standard | Ability to escape fire and slow down the spread of such is compromised; residents and staff at risk | Detailed survey to determine remedial work required |
| 13 | Fire Safety Regulations Essential | Sub-division of the roof void is below the standard necessary and not provide necessary fire | Increases likelihood of fire spreading and spreading quickly, increasing risk of likely harm to staff and residents. | Detailed survey to determine remedial work required |

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| | | protection | | |
| 14 | Fire Safety Regulations Essential | A number of fire doors require attention to bring up-to standard | Risk of fire spreading increased and ability of residents and staff to escape compromised. | Detailed survey to determine remedial work required |
| 15 | Care Standards Act, Disability Discrimination Legislation Essential | Bedrooms scattered and not all served adequately by lift | Disability discrimination Failure to meet standards | Redesign & major refurbishment More detailed building professional assessment |
| 16 | Care Standards Act, Disability Discrimination Legislation Essential | Layout of rooms and corridors not supportive for good care, from physical or mental wellbeing perspectives; maze of narrow corridors, sloping floors and unexpected steps | Restricted Access Dignity of Care Failure to meet standards | Redesign & major refurbishment More detailed building professional assessment |
| 17 | Health & Safety Recommended | Staircase of an age and design that is difficult for older people or those with mobility issues to negotiate safely and independently, with risk of serious fall. | Risk of actual harm Management issues | Temporary solution currently, long term solution is to remove staircase completely |
| 18 | Basic Maintenance to prevent further deterioration & some H&S | Domed Glass Skylight – old and in need of replacement. Potential H&S risk | Failure to provide safe and sufficient living environment | Replace with new skylight |
| 19 | issues Recommended | Front glazed porch – old and in need of replacement. Potential H&S risk | | Replace with new |
| 20 | | Upgrade of doors and redecoration – old and in need of replacement | | Repairs and decoration carried out |
| 21 | Highways Recommended | Traffic and Parking | Inhibits ease of access of services (including emergency services) Difficult for families to access | Re-design of road access and parking |

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| Older Adult Transformation - Haulfre | APPENDIX 2: Plans for Transfer of Residents to Alternative Accommodation |
| Author | Alwyn Rhys Jones, Head of Adult Services Iola Richards, Service Manager Adult Services |
| June 12 2015 | |

1 Current Residents

The background paper (Appendix 4) provides more detail on the 15 permanent residents who would need to be relocated, and the 3 short term respite residents.

2 Alternative Accommodation

Residential care for older adults is provided currently through:

- 6 Council owned and run Homes
- 18 privately owned and run Homes

However it should also be noted:

- Garreglwyd, one of the Council Homes, is in the final stages of being sold, where it will then continue to provide capacity for older adult residential care although this will eventually become focussed on providing more specialist care for those with dementia.
- St Tyslio, one of the Private Homes, currently has a placement embargo in place. The future of EMI Nursing Care at the home is subject to a period of statutory consultation.

The situation as at 24th June (and this fluctuates on a weekly basis) is:

| <i>Scenario</i> | Council | | Private |
|---|------------------|----------------|----------------|
| | Total No of Beds | Beds Available | Beds Available |
| Assuming Gareglwyd is "as is" | 133 | 13 | |
| Assuming Garreglwyd is sold and operational | 161 | 32 | |
| Private Sector Position | | | 6 |

By way of additional information, and to indicate what might be considered "typical availability" over the course of the last 6 months average numbers of new long terms residents placed in both Council Homes and in private sector homes is 12 per month.

3 Proposed Actions

Should a decision be made to decommission Haulfre as a residential home, the proposal to the Executive is that the associated transfer of residents into suitable alternative accommodation should be managed carefully over a period of time that is long enough to both work with residents and families in assessing needs and matching with appropriate accommodation, as well as work with what is currently a relatively limited capacity in the market to assure that provision. This will need to be balanced with managing the risks associated with the building.

Within this overall framework it is intended that:

- Transfer of residents will be undertaken with what is known about existing sector good practice for such situations, and adherence to any relevant guidelines or regulatory requirements, this includes for example consideration of friendship groups where possible
- The capacity, both Council and private, that is available at the time of closure will be assessed and the first residents moved as soon as possible;
- All Residents will be moved as quickly as possible, whilst ensuring that disruption is minimised and as best a solution as possible is found for care needs and personal preferences;
- The Service will be mindful that best practice recognises that if the number of residents gets towards low single figures this is not conducive to providing an appropriate environment for residents;
- Additional support will be made available where required before, during and after a transfer to assure the best conditions for the residents;
- Post transfer assessment of the impact upon residents and their families will also be undertaken;
- A dedicated project manager within Adult Services will be nominated to manage the transfer and assure care needs continue to be met, who will report weekly to the HoS;
- On-going engagement with residents and families will be undertaken.

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| Older Adult Transformation - Haulfre | APPENDIX 3: Draft Plan for Consultation and Engagement |
| Author | Alwyn Rhys Jones, Head of Adult Services Margaret Peters, Integration and Engagement Manager |
| June 12 2015 | |

1 Context

Should The Executive agree to commence appropriate period of consultation immediately on the future of Haulfre as a residential care home, it is important that an appropriate consultation and accompanying engagement is in place. The following is therefore proposed as the initial draft plan for formal consultation and one for engagement with others who may be affected, to be reviewed, updated and implemented. In light of the recommendations from the recent Fire Risk Report; immediate action is required to reduce the risk to residents and this is reflected in the plan below.

2 Proposed Consultation (undertaken in accordance with any statutory requirements and good practice from within the sector)

| When | What | Who | How |
|---|---|---|---|
| By 8 th of July | Information giving and opinion seeking | Local members, MPs, AMs, Porfolio Holder, | Letter or meeting |
| Week beginning 13 th of July (Week 1) (Meetings in order as shown under "Who") & ongoing through the consultation period | Formally inform and commence consultation | Haulfre Staff Residents & Families | 1-2-1 Meetings ¹ General meeting for staff 1-2-1 sessions for residents and families |
| | | | |

3 Proposed Engagement

| When | What | Who | How |
|--------------------------|--|----------------------|--|
| 22 nd of June | Inform of findings of Fire Risk Report | Press Officer and HR | Over the phone or face to face & share the action plan |
| 23 rd of June | Inform the staff of the recent Fire Risk report recommendations (specifically the extra 2 members of overnight staff that would start work that evening) and report that is going to the Executive Committee | Haulfre Manager | Phone call from the Business Manager |
| 24 th of June | Advocacy informed | North Wales Advice | Phone |

¹ Where required and at any point in the consultation process, advocacy services will be available for service users

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| | | and Advocacy Association | |
| 25 th of June | Inform the staff of the recent Fire Risk report recommendations and report that is going to the Executive Committee | Haulfre staff | Business Manager, Social Worker and HR Officer meeting with Home Manager first then with the staff that is available. Pre-prepared briefing handed out and for the staff that weren't present, hard copies will be available in the Home |
| 25 th of June | Inform the residents and families of the recent Fire Risk report recommendations and report that is going to the Executive Committee | Residents and families | Home Manager to phone the families and a follow up letter will be sent by the Head of Adult Social Services |
| 25 th of June | Inform the staff of the recent Fire Risk report recommendations and report that is going to the Executive Committee | Unions | Business Manager phoning or emailing |
| 24 th of June | Update on progress | Local Members, Portfolio Holder, Older People's Commissioner, CSSIW, | Phone Meeting Email or phone |
| 26 th of June | Update on progress | Local Members, Portfolio Holder, Rhun Iorwerth, Albert Owen, GPs, Health Staff (Ysbyty Cefni), Community Voice | Emailed update |
| 2 nd of July | Report on the future of Haulfre presented to the Executive Committee | Executive Committee members | Emergency Executive Committee meeting <i>(Report already on the agenda for the Informal Exec on the 6th of July)</i> |
| Week 2/3 (Week 1 = Week beginning 13 th of July) | Formally inform and engage | 'Building Communities' group | To be agreed |
| Week 2/3 (Week 1 = Week beginning 13 th of July) | Formally inform and engage | Local Community & relevant stakeholders such as local T&CC, relevant Social Care and Health staff, other | To be agreed |

| | | | |
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| | | businesses affected, etc) | |
| September/October | Information briefing session to feedback following the consultation period | Elected Members Local members, MPs, AMs, Older People’s Commissioner, CSSIW, | To be agreed |

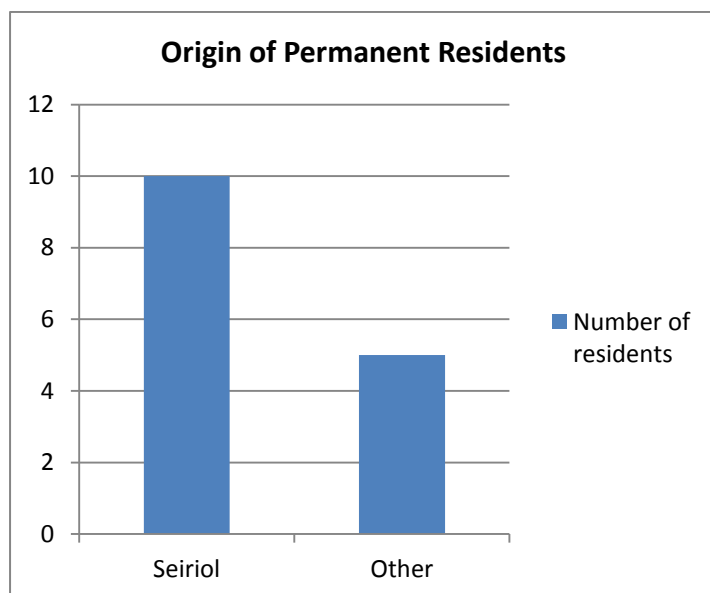
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| APPENDIX 4: Background Information on Haulfre Residential Care Home and its residents, June 2015 | |
| Report Author | Angharad Jones, Programme Manager |

1 Haulfre Residential Home and its Residents

- Haulfre’s residential home is a converted manor house and the home stands within its own grounds in a rural location on the outskirts of the village of Llangoed, which is in the Seiriol Ward.
- Haulfre was left to the Local Authority "preferably for use as an old people's home but if not practicable for such other purpose as the Council shall in their discussion think fit".
- Advice from Legal Services is that they see no barrier to prevent the Council from either changing the use or indeed of disposing of this property.
- The home can accommodate 23 residents. Six of the bedrooms en-suite.
- The number of occupants on the 19th June 30th of April 2015 living in Haulfre was 18. 15 of these are Permanent Residents and 3 short-term

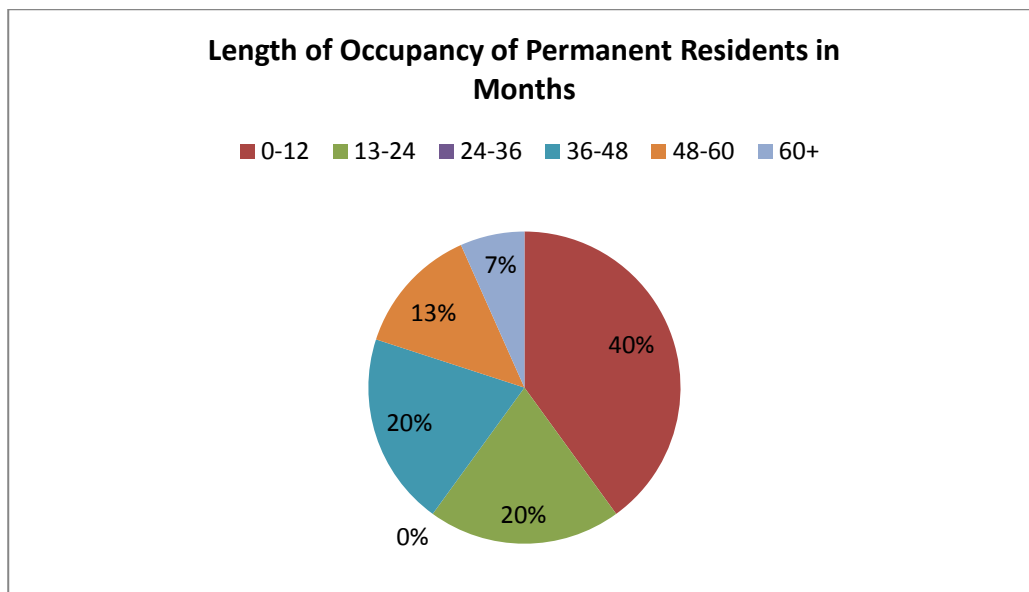
Further analysis shows:

A) Origin of Residents



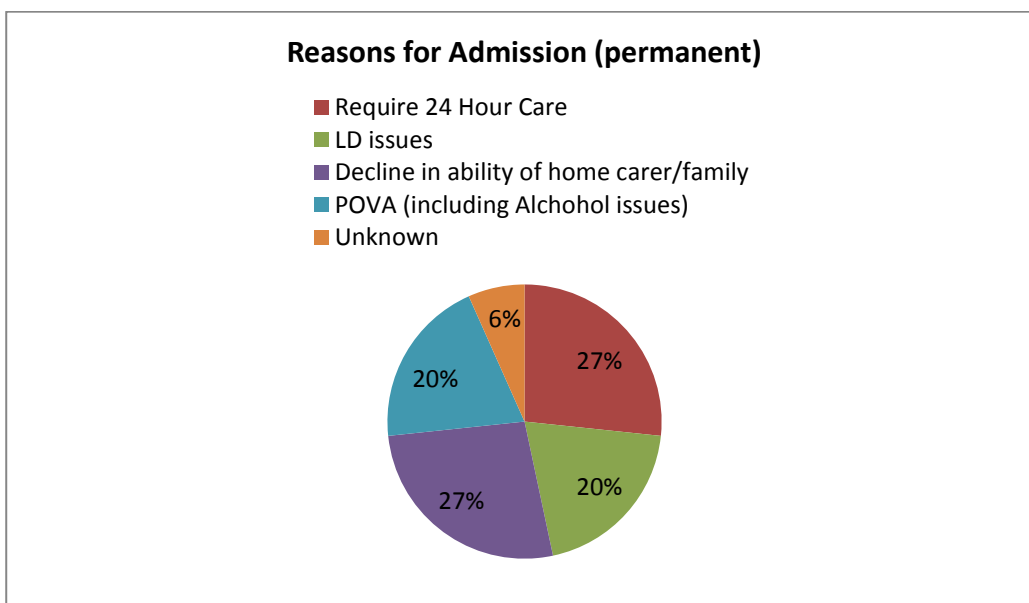
The chart above shows that 67% of the permanent residents living in Haulfre are from the Seiriol area and 33% are from outside of the area.

B) Length of Occupancy of Permanent Residents



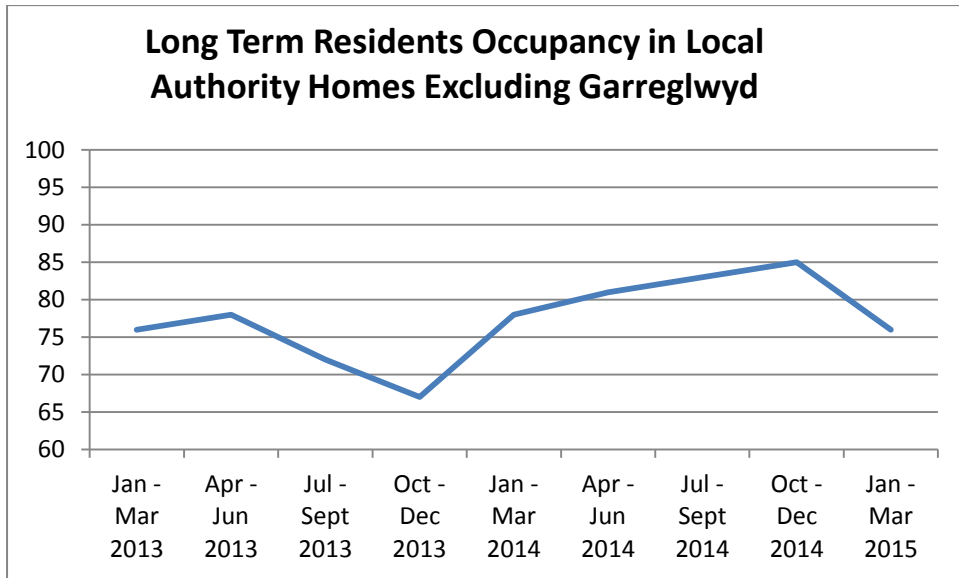
An analysis of the above chart shows that 40% (or 6) permanent residents have moved in during the last year, 53% (or 8) permanent residents have lived in Haulfre for between 1 and 5 years and one of the residents has lived in Haulfre for over 5 years.

C) Reasons for Admission



Analysis of the above chart shows that the main reasons for admission to Haulfre are the need for 24 hour care and a decline in the ability of family home carers to care for the resident at home, 54% of the residents living in Haulfre moved to Haulfre for both these reasons. Other reasons for moving in to the residential home include 20% of the residents having a Learning Disability and 20% of the residents moving in due to Prevention Of Vulnerable Adults.

The following chart shows the average occupancy rates per quarter since January 2013 for Haulfre,



The table below gives an average occupancy rate for the past 3 years.

| Year | Occupancy average |
|---------|-------------------|
| 2014/15 | 86% |
| 2013/14 | 92% |
| 2012/13 | 97% |

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