

Report to the Adult Social Care Scrutiny Commission

Date: 5th December 2013

Outline Timetable for the future of the Council's Elderly Persons Homes

Lead Director: Tracie Rees

Useful Information:

- Ward(s) affected: New Parks, Western Park, Latimer, Eyres Monsell
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1. Summary

- 1.1 This report provides an indicative timetable for the actions needed to support existing residents living in the Council's Elderly Persons Homes that are due to be closed.
- 1.2 It should be noted that it is not possible to be specific about some of the timings until residents have been assessed and their needs and preferred alternative homes are known.

2. Background Information

- 2.1 Following the decision on 15th October 2013 to close 4 and sell 4 of the Council's Elderly Persons homes a Programme Board has been set up to oversee the implementation of the phased approach.
- 2.2 Within the programme, there are three work streams that have been created to progress the sales and closure of the homes as follows:
 - 1) To move residents out of Elizabeth House, Herrick Lodge and Nuffield House
 - 2) To give consideration to the disposal of the above properties once all residents have moved to alternative residential care homes
 - 3) To sell Abbey House and Cooper House as going concerns.
- 2.3 In the first instance the work streams will concentrate on implementing phase 1 and Appendix 1 provides an indicative timetable for supporting existing residents to move to alternative homes. As the assessment process is individual and can vary in length depending on complexity timescales are indicative at this time.
- 2.4 The sales work stream has recently been established and is currently undertaking preparatory work prior to designing the procurement process for this exercise.
- 2.5 It is not possible to confirm the dates for disposal of the homes to close until the existing residents have been moved out.

Activity	Task Owner	Due Date
Set up dedicated reassessment team to provide specific support to the residents and families affected by change	JH	Complete
Produce information for residents and families on how we will support them through change	AH	Complete
Produce template for registered managers to use to develop a moving plan for each resident and guidance for registered managers and social work staff on how to approach each stage of the moving plan	AH/RR	Complete
Hold staff workshop to enable all staff to fully understand the above	TR/AH/RR/ JH	Complete
Allocate cases to social workers so that officers can start to build relationships with residents and their families	JH	Complete
Identify if there are any residents who have been placed in our homes by the County Council. (We would need to liaise with the County Council about the process)	JH	30 th November
Identify residents who have told home managers that they prefer to move as soon as possible. (There are only a small number but their reassessments will be prioritised)	RR	30 th November
Develop a practical checklist that managers can use to ensure that all arrangements are in place to make sure that each move runs smoothly.	AH	30 th November
Complete stages 1 and 2 of moving plans	Home	30 th

<p>Stage 1 is identifying the people each resident wants to be involved in their moving plan. This can include keyworkers in the home who know the resident well.</p> <p>Stage 2 is developing an outline moving plan which is passed to the social worker so that the resident's wishes are fully taken into account as part of the reassessment process.</p>	Managers	November
Develop resident tracking plan for updating progress to Adult Social Care Scrutiny Commission once the process is underway.	RR/JH/AH	30 th November
Complete stage 3 of all moving plan (reassessments and support plans) (Assessments will be staggered and start at different times, assessments will vary in timescale depending on complexity)	JH	30 th November onwards -
<p>Review of moving plans planning the move day, and completing a moving checklist</p> <p>Following the reassessment residents will review and choose a new home. They can be supported by key workers from the home who know them well, if they wish</p> <p>We will then start to plan with each resident and their families, what needs to happen before and on the day of the move. We will set up a moving checklist so that we can keep a check that everything is on track.</p>	Home Managers	January 2014 – the end date will be determined on individual circumstances
<p>Check that resident's new accommodation has been prepared with appropriate equipment /furniture etc. prior to move and everything is in place to make the move successful.</p> <p>(The date people move will be individually determined)</p>	JH	The end date will be determined on individual circumstances
Day of Move: Ensure all actions on checklist have been implemented and safe transport of resident to new accommodation is organised. People can be supported by key workers from the home who know them well, if they wish.	Registered Manager/ Social	The end date will be determined

	worker	on individual circumstances
We will put in place follow up checks in line with the residents' wishes to check how they are settling in. This will include members of staff from the social work team as well as informal networks such as family and friends.	Social worker	Weeks 1-4 after move
Four weeks after each resident has moved there will be a formal review of the resident's needs and this will be recorded. Residents and their families/ representatives are fully involved in this.	Social worker	4 weeks after the move
Six months after each resident has moved there will be a formal review of the resident's needs and this will be recorded. Residents and their families/ representatives are fully involved in this.	Social worker	6 months after the move