

Template for compiling a statement of purpose

Under the Regulation and
Inspection of Social Care (Wales)
Act 2016

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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Section 1: About the provider

Service provider	<i>This should be the name of registered provider</i>
Address of service provider	<ul style="list-style-type: none"> • <i>Where the applicant is an organisation, this should be the address of the organisation's principal or registered office</i> • <i>Where the applicant is an individual, this should be the individual's correspondence address;</i>
Legal entity	Individual <input type="checkbox"/>
	Limited company <input type="checkbox"/>
	Public limited company <input type="checkbox"/>
	Limited liability partnership <input type="checkbox"/>
	Charitable company <input type="checkbox"/>
	Charitable incorporated organisation <input type="checkbox"/>
	Other corporate body <input type="checkbox"/>
	Committee <input type="checkbox"/>
	Charitable trust <input type="checkbox"/>
	Other unincorporated body <input type="checkbox"/>
	Local Authority <input type="checkbox"/>
Local Health Board <input type="checkbox"/>	
Partnership <input type="checkbox"/>	
Responsible individual	<i>This should be the name of the person designated as the responsible individual</i>
Manager of service	<i>This should be the name of the person who will manage the service on a day to day basis.</i>

Name of service	<i>Enter name of service</i>
Address of service	<i>This should be the address of the place at which the service is provided or the addresses of the office or offices from which the service will be provided.</i>
Other relevant address (domiciliary support, fostering, adoption, adult placement and advocacy services only)	<i>This should detail the addresses of any other office or offices, which are used in connection with the provision of the service.</i>

Section 2: Description of the location of the service

a) Accommodation based services

This section should include where the service is located and a description of the area, community facilities and services available to support the range of needs of the people the service is intended for as described in section 3.

b) Domiciliary support services

This will be the regional partnership area in which the service is provided please refer to the Statement of Purpose guide for a full break down for each regional partnership area.

(tick the area where the service is provided)

Gwent regional partnership board

North Wales regional partnership board

Cardiff and Vale regional partnership board

West Glamorgan regional partnership board

Cwm Taf Morgannwg regional partnership board

West Wales regional partnership board

Powys regional partnership board

c) Adoption, fostering, adult placement and advocacy services

This will be a description of the area in relation to which the service is provided, i.e. all-Wales

Section 3: Range of needs of the individuals for whom the regulated service is to be provided

a) Range of needs we can support

Accommodation based services and domiciliary support services. In this section, describe the range of health or care needs the service will provide support for, including any specialist services/care provision. Also detail the care and support the service offers and to whom

Fostering, adoptions, adult placement and advocacy services. In this section, describe the range of needs the service are able to support, for example, pre and post-matching with a prospective adopter and/or adopter, foster parent or adult placement carer. For an advocacy service, describe the range of advocacy needs the service is able to support.

It is important that you describe the range of needs your service is able to meet. Your service will need to be flexible and therefore may not necessarily be meeting all of these needs all of the time. This is because people's needs change and services need to be adaptable in responding e.g. increasingly frail elderly people who can have a wide range of changing needs including palliative care towards the end of their lives.

b) Age range of people using the service

Enter age range

c) Gender of people using the service

Enter gender of people using the service

d) Accommodation based services only

Maximum Capacity

Detail the number of people able to use the service, for example in a residential setting, this will be the maximum number of people who can be accommodated.

e) Domiciliary support, fostering, adoptions, adult placement and advocacy services only.

Detail the average number of children and/or adults supported by the service.

f) Domiciliary support services only

Number of Care Hours delivered

Detail the average number of care hours delivered per week. (tick the relevant box)

- | | |
|-----------|--------------------------|
| 0-250 | <input type="checkbox"/> |
| 251-500 | <input type="checkbox"/> |
| 501-750 | <input type="checkbox"/> |
| 751-1000 | <input type="checkbox"/> |
| 1001-1500 | <input type="checkbox"/> |
| 1501-2000 | <input type="checkbox"/> |
| 2001-3000 | <input type="checkbox"/> |
| 3000+ | <input type="checkbox"/> |

Section 4A: How the service is provided (accommodation based services and domiciliary support services only)

In this section, you should set out clearly how you intend to provide the service. You should describe how you ensure:

- 1) People feel their voices are heard, they have choice about their care and support, and opportunities are made available to them.*
- 2) People are happy and supported to maintain their ongoing health, development and overall well-being. For children, this will also include intellectual, social and behavioural development.*
- 3) People feel safe and protected from abuse and neglect.*
- 4) People live in accommodation that best supports their well-being and achievement of their personal outcomes (for accommodation-based services only).*

You should describe how you will support people to achieve their best possible outcomes and provide care and support in a way that protects, promotes and maintains their independence, safety and well-being. If you have said that specialist care is offered, you must use this section to detail what makes it a specialist service. You should include details of any specific models of care being used at the service and the involvement of any external specialist agencies that will provide help and support in areas of expertise.

This section should also include:

- a) Arrangements for admitting, assessing, planning and reviewing people's care
 - *Arrangements for managing planned, urgent and respite admissions*
 - *Arrangements for initial and ongoing assessment of care and support needs*
 - *How the personal plan will be developed and reviewed in consultation with the person receiving care and support and or their representative*

- b) Standard of care and support
Where appropriate, this needs to describe how the service will support people to:
 - *be as physically, mentally and emotionally healthy as possible;*
 - *be safe;*
 - *be involved in activities, hobbies or individual interests;*
 - *access education, learning and development opportunities;*
 - *have control over everyday life and where relevant participation in work;*
 - *maintain their linguistic, cultural and /or religious identities;*
 - *maintain family and personal relationships; and develop their potential, learn and practice life skills.*

- c) Language and communication needs for people using the service
This section should also describe how the provider will meet people's language and communication needs including the extent to which the service makes provision for the Welsh language offer ([Welsh Government information pack on the active offer](#)).

Section 4B: How the service is provided (adoption services fostering services and adult placement services only)

In this section, you should set out clearly how you intend to provide the service. You should describe how you ensure:

- 1) *People feel their voices are heard, they have choice about their care and support, and opportunities are made available to them.*
- 2) *People are happy and supported to maintain their ongoing health, development and overall well-being. For children, this will also include intellectual, social and behavioural development.*
- 3) *People feel safe and protected from abuse and neglect.*

You should describe how you will support people to achieve their best possible outcomes and support prospective adopters and or adopters, foster parents and adult placement carers to provide care and support in a way that protects, promotes and maintains the independence, safety and well-being of those people.

This section should also include:

- a) Arrangements for assessing, planning and reviewing people's care and support¹
 - *Arrangements for considering the suitability of the service and any ongoing assessment of care and support needs (as required)*
 - *How the individual's personal plan, for an adult placement service, will be developed and reviewed in consultation with the individual receiving care and support and or their representative*
 - *How the fostering service or adoption service contributes to the individual's care and support plan or adoption/placement plan.*
- b) Standard of care and support
Where appropriate, this needs to describe how the service will support prospective adopters and or adopters, foster parents and adult placement carers to give people care and support which protects, promotes and maintains their safety and well-being and maintains their linguistic, cultural and/or religious beliefs.
- c) Language and communication needs for people using the service
This section should also describe how the provider will meet people's language and communication needs including the extent to which the service makes provision for the Welsh language offer ([Welsh Government information pack on the active offer](#)).

¹ For a regulated adoption service, reference to 'care and support' means 'support'.

Section 4C: How the service is provided (advocacy services only)

In this section, you should set out clearly how you intend to provide the service. You should describe how you ensure:

- 1) Children feel their voices are heard, they have choice about their care and support, and opportunities are made available to them.*
- 2) Children are happy and supported to maintain their ongoing health, development and overall well-being. For children, this will also include intellectual, social and behavioural development.*
- 3) Children feel safe and protected from abuse and neglect.*

You should describe how you will support children to meet their need for advocacy.

This section should also include:

- a) Arrangements for assessing, planning and reviewing children's advocacy*
 - Arrangements for considering the suitability of the service*
 - How the child's advocacy plan, will be developed and reviewed in consultation with the child receiving advocacy and or their representative*
- b) Service standards*

Where appropriate, this needs to describe how the service will ensure that advocacy is provided in a way which enables children to represent their views and to have those views represented; and which protects, promotes and maintains the safety and well-being of children. This should include how the service will maintain the child's linguistic, cultural and/or religious beliefs. The provider should also set out the steps it will take to obtain advice or assistance of legal or other specialist advice in cases where a child needs it.
- c) Language and communication needs for people using the service*

This section should also describe how the provider will meet children's language and communication needs including the extent to which the service makes provision for the Welsh language offer ([Welsh Government information pack on the active offer](#)).

Section 5: Staffing arrangements

This section needs to describe how the staffing arrangements are appropriate for the range of needs and specialist services to be provided as described in section 3.

It should demonstrate how staff will be deployed to provide reliable and safe care to individuals.

This should include the following:

a) Numbers and qualifications of staff

This section should include the numbers and qualifications of the following staff (where relevant to the service):

- *manager and their specific qualifications;*
- *deputy manager and their specific qualifications;*
- *other supervisory staff and their specific qualifications;*
- *registered nurses and the nature of their registration e.g. RGN, RMN, RNLD etc;*
- *senior social care staff providing direct care and a description of the qualification levels i.e. level 2/3 QCF**;*
- *other social care staff providing direct care and a description of the qualification levels i.e. level 2/3 QCF** and*
- *other types of qualified staff not listed above and a description of the qualification levels.*

Where specialist care e.g. dementia, palliative care etc is provided, you must be able to demonstrate the staff qualifications, training and skills to provide this specialist care.

The number of staff required should be sufficient to draw upon to sustainably and reliably meet the needs of a typical rota.

***In the case of a domiciliary support service, you may wish to provide the total numbers of social care staff working in an average week, the total number of staff hours per week and description of the qualification levels i.e. level 2/3 QCF.*

****In the case of fostering, adoption, adult placement and advocacy services, you may wish to provide the total numbers of social care staff employed and a description of the qualification levels i.e. level 2/3 QCF.*

b) Staff levels (for accommodation based and domiciliary support services only)

Accommodation based services. *This section should include the day time and night time staffing levels that will normally be in place. This is the planned number of staff on a day to day basis the service will deploy i.e. the typical rota.*

- *In care home services where individuals are assessed as requiring 24 hour nursing care (due to the intensity, complexity and/or acuity of their needs), this section should describe the number of registered nurses that will be working at the service at all times.*

	<p>Domiciliary support services. This section should include the day time staffing levels that will normally be in place. This is the planned number of staff on a day to day basis the service will deploy i.e. the typical rota for a domiciliary support service.</p>
c) Specialist staff	<p>In this section record the number and details of any specialist staff involved with the service.</p>
d) Deployment of staff at service (for accommodation based services only)	<p>In this section describe how the staffing will be deployed across the care environment / accommodation design and layout to oversee and meet the needs of those individuals. This is of particular importance for multi-floor or multi-building sites.</p> <p>In describing staffing levels, you may have fixed numbers or ratios. You should explain how dependency levels are factored into your determination.</p> <p>You may wish demonstrate the staff structure by a diagram.</p>
e) Arrangements for delegated tasks (for accommodation based and domiciliary support services only)	<p>In this section detail the governance arrangements for the delegation of any specialist care tasks or decision making.</p> <p>Demonstrate how staff will be deployed to provide reliable and safe care to individuals</p>
f) Supervision arrangements	<p>In this section detail the supervision and support arrangements.</p>
g) Staff training	<p>In this section detail the staff training programme.</p>
h) Special Schools Residential Services	<p>Include a description of how the arrangements for the provision of the residential service are coordinated e.g. any co-dependency of staff teams, location of school in relation to residential accommodation, any other shared arrangements etc</p>

Section 6: Facilities and services

Accommodation based services only

This section is where you should describe the design, layout, facilities and/or equipment available and how they support the range of needs of the people the service is intended for as described in section 3 above. If there are any unique or specific features about these, you should describe them here.

N.B. *This section does not apply to supported living arrangements.*

You should provide information about:

a) Number of single and shared rooms	<i>Detail the number of single and shared rooms</i>
b) Number of rooms with en suite facilities	<i>Detail the number of rooms with en suite facilities</i>
c) Number of dining areas	<i>Detail the number of dining areas</i>
d) Number of communal areas	<i>Detail the number of communal areas</i>
e) Specialist bathing facilities	<i>Detail the specialist bathing facilities at this service</i>
f) Specialist equipment	<i>Detail the specialist equipment at this service</i>
g) Security arrangements in place and use of CCTV	<i>Detail the Security arrangements in place and use of CCTV</i>
h) Access to outside space and facilities at this service	<i>In this section describe the outside space and facilities available and how these can be accessed by people It is important that you describe how the environment and facilities support people with impairments to have as full a life as possible and to have access throughout the home and its surroundings.</i>

Domiciliary support, fostering, adoption, adult placement and advocacy services only

In this section you should;

- provide information about the facilities to; securely store records;*
- meet with individuals using the service;*
- provide staff training and/or meet with staff (where relevant).*

Section 7: Governance and quality monitoring arrangements

In this section, you should describe the oversight and governance arrangements in place to establish and maintain a culture which ensures that the best possible outcomes are achieved for individuals (or in the case of an advocacy service that the individuals' needs for advocacy are met).

This should include the arrangements for:

- *how the responsible individual will maintain oversight of the management, quality, safety and effectiveness of the service including frequency of visits to the service;*
- *management structure of the service, lines of accountability, delegation and responsibility;*
- *the measures that will be used to monitor, review and improve the quality of care and support (or in the case of an adoption service or an advocacy service, measures that will be used to monitor, review and improve the quality of that service);*
- *arrangements for dealing with complaints and*
- *arrangements for consulting people using the service, staff and other stakeholders to affect the way in which the service is delivered and improved.*