

# Appendix 5 Halton Borough Council Service Closure Policy

## Project Closure Action Plan and Log

Date :        ? / ? /20  
(dd/mm/yy)

Name of Service    :

Address            :

Contact Telephone Number/s:

VERSION CONTROL:

### REFERENCE

Managed transfer of responsibility – Legal Authority to act under S2: Local Government Act 2000 'Well Being Powers'

## Appendix 5 Halton Borough Council Service Closure Policy

### OVERVIEW OF PROFESSIONALS INVOLVED IN THE HOME CLOSURE

NAME & DESIGNATION	CONTACT DETAILS
Owner of Service:	
DASS Lead	
Project Lead/s (with responsibility for completing this form):	
CQC Inspector:	
HBC Legal:	
Halton Accountable Lead:	
NHS Halton CCG Lead:	



## Appendix 5 Halton Borough Council Service Closure Policy

OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
<b>Risk Plan</b>			
Confirm Actions taken to support provider			
Confirm HBC legal view on closure			
Collate details of all Halton service users			
Confirm reviews requires/ action reviews			
Confirm contract requirements			
Prepare communications briefings (see Appendix 4 Communications Checklist)			
Confirm local voids and vacancies			
Meet with DASS Lead to confirm actions			
Arrange independent advocacy for those who may require			
Inform CQC of decisions			
Schedule meetings with Service owners			
<b>Staffing (on-going)</b>			
Confirm Responsible Manager supervision arrangements			
On-going review of staffing needs of home (care and ancillary)			

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OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
Responsibility for Commissioning staffing to cover for any shortfall			
Responsibility for rotas, supervision and personnel related queries/actions e.g. leave, sickness			
Out of hours/on call senior management cover			
<b>Finance</b>			
Agreement for Provision of funding stream for managed period			
Staffing			
Food			
Service Users Personal Allowance			
Utilities/services			
Property/buildings insurance			
Petty Cash			
<b>Maintaining existing service</b>			
Inventory to be completed with Proprietor at start of managed period			

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OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
Proposed agreement between Proprietor and LA re terms of reference for managed period			
Running activity and finance logs (to commence at point of handover until end of managed period)			
Handover of Home related information to include – Staff records, Staff rotas, suppliers of Goods/Services, Insurance cover, any planned facilities maintenance during managed period			
Communication with service users, relatives and other Local Authorities			
Risk assessments for Environment			
Risk assessments for service users			

OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
Engagement with health professionals e.g. DN/CPN/GP			
Handover of all resident related information e.g. care plans, medication charts, health records, relative contact details			

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OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY

### IDENTIFICATION OF NEW PLACEMENTS

OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
<b>Halton Funded Service Users</b>			
Information on local vacancies via placement officer			
Updating Community Care Assessment by Care Managers			
Detailed Community Care Assessment to placement officer			
Inventory of personal effects			
Communication with service user and relations			
Liaison/updating Transfer Coordinator			
<b>Non Halton LA Funded Service Users</b>			
Identification of named manager and communication	Halton Transfer Coordinator		
Updating Community Care Assessment			

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OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
Identification of vacancies			
Inventory of personal effects			
Communication with Service User and relatives			
Liaison with Transfer Coordinator			
<b>Self-Funding Service Users</b>			
Allocation of Care Manager for completion of Community Care Assessment			
Assistance and advice re placements			
Inventory of personal effects			
Liaison with Transfer Coordinator			
Completion of closing inventory of the home			
Communication with CQC re detail of closure			
On site Closure meeting with Proprietor			



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OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
Handover of keys			
Responsibility for financial recover and reconciliation			