

Appendix 7 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’

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OVERVIEW OF PROFESSIONALS INVOLVED IN THE SERVICE CLOSURE

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

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OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
Risk Plan			
Confirm Actions taken to support provider prior to closure notification			
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			
Staffing (on-going)			
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			
Finance			
Agreement for Provision of funding stream for managed period			
Staffing			
Food			
Service Users Personal Allowance			
Utilities/services			
Property/buildings insurance			
Petty Cash			
Maintaining existing service			
Inventory to be completed with			

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OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
Proprietor at start of managed period			
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			

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OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
details			

IDENTIFICATION OF NEW PLACEMENTS

OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
Halton Funded Service Users			
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			
Non Halton LA Funded Service Users			
Identification of named manager and communication	Halton Transfer Coordinator		
Updating Community Care			

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OBJECTIVE	BY WHOM	TIMESCALE	COMMENTARY
Assessment			
Identification of vacancies			
Inventory of personal effects			
Communication with Service User and relatives			
Liaison with Transfer Coordinator			
Self-Funding Service Users			
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			