

Policy No: 03-0001	Version: 1.0	©GMP Systems 2022
STATEMENT OF PURPOSE (2022) <i>Health and Social Care Act 2008</i>		

This document is intended to provide a template for a Statement of Purpose that is required for compliance to Regulation 12 (Schedule 3) of the Health and Social Care Act 2008 for Domiciliary Care Service Providers. It is designed in draft format for the individual Organisation to adapt and customise as required.

STATEMENT OF PURPOSE (2022)

Health and Social Care Act 2008

In order to comply with *Regulation 12 (Schedule 3)* of the *Health and Social Care Act 2008*, Seven Day Care (Essex) Ltd is required to have in place a **Statement of Purpose**. Regulations require this document to be clear, concise, available to all staff and service users, and reflected in any relevant policies, procedures and guidance, as appropriate to the business.

The Organisation's **Statement of Purpose** is structured as a single document divided into the 4 Parts recommended by CQC for Registration purposes:

- Part 1:** The Organisation's name, legal status, address and other contact details. *This will include the full details of addresses used for the service of notices and other documents.*
- Part 2:** A summary of the Aims and Objectives of the Organisation.
- Part 3:** Each Address or Location where Domiciliary Care is provided, and for each location a summary of the following information:
- The persons who use the services there, and for each service user:
 - Their service types
 - Their Regulated Activities
- Part 4:** Details of the Registered Manager

Seven Day Care (Essex) Ltd

62 London Road
Southend on Sea

Essex
SS1 1PG

Business Tel: 01702330065
Mobile (Office):
Mobile (Out-of-Hours): 07966 398873
e-mail: info@sevendaycare.co.uk
Web: under construction

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STATEMENT OF PURPOSE (2022): Part 1

Details of the Registered Provider:

1.1 REGISTERED PROVIDER: Name and legal status:						
Full name:	Seven Day Care (Essex) Ltd					
CQC Provider ID:	1-10067157285					
Legal status:	Individual	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Organisation	<input checked="" type="checkbox"/>

1.2 PROVIDER'S address - including address for service of notices and other documents:	
Business address:	62 London Road
Town or City:	Southend-On-Sea
County:	Essex
Postcode:	SS1 1PG
Business Telephone:	01702330065
e-mail:	info@sevendaycare.co.uk

1.3 THE FULL NAMES OF ALL PARTNERS IN A PARTNERSHIP:	
Name:	n/a
Name:	n/a

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1.4 Management Team and Support Staff:

- 1.4.1 There is a Staff Organisation Chart which clearly shows Job Positions and staff reporting relationships within Seven Day Care (Essex) Ltd.
- 1.4.2 A Personal Job File is prepared for each vacant Job Position. This file will contain:
- Employee Specification (Person Profile)
 - Job Description
 - Training Plan
- 1.4.3 The Management Team and supporting staff of Home Care Workers (our “Care Team”), all operate from the Organisation’s Head Office.

1.5 Our Care Team:

- 1.5.1 A list of current staff and their qualifications is available on request and on display in the Office. The staff allocated to support the service user will be selected in order to match, as closely as possible, their skill sets with service user needs, and to minimise travel time between service users.
- 1.5.2 In addition to the direct support staff the management team work 48 hours a week, most of which will be additional to the levels of direct support staff displayed. Under certain circumstances the management team may be included in the staffing levels described.
- 1.5.3 Staffing levels may be changed at the discretion of the Manager if there are particular needs. Care staff work on a rota system which ensures that the service is always staffed by the appropriate numbers of staff with the right skill mix, including weekends and public holidays.
- 1.5.4 New employees are inducted to National Training Organisation standards within the first 12 weeks of employment. Care Staff are managed and trained with the aim that all our carers achieve NVQ level 2 plus. All other employees receive training appropriate to their work, ref. 1.5.5 below.
- 1.5.5 All employees receive annual training in these Health and Safety modules:
- Moving and Handling
 - Fire Awareness and Procedures
 - Safeguarding Procedures for Adults and Children
 - Infection Prevention and Control
 - First Aid
 - Food Hygiene
 - Document Handling and Control
 - Medicines Management
 - Dementia Care

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STATEMENT OF PURPOSE (2022): Part 2

Aims and Objectives:

It is the aim of Seven Day Care (Essex) Ltd to deliver a service of personal care and associated domestic services to meet the needs of dependent clients ("service users") in their own (home) environment. This will be achieved by promoting a standard of excellence which embraces fundamental principles of Good Care Practice that is witnessed and evaluated through the practice, conduct and control of quality care in the domestic environment.

To meet these service user needs our Care Service is designed to achieve the following objectives:

1. To deliver a service of the highest quality that will improve and sustain the service user's overall quality of life in a person-oriented fashion.
2. To ensure that the service is delivered flexibly, attentively and in a non-discriminatory fashion while enabling the service user to make informed choices and to take risks.
3. To ensure that each service user's needs and values are respected in matters of religion, culture, race or ethnic origin, sexuality and sexual orientation, gender identity, political affiliation, marital status, parenthood and disabilities or impairments.
4. To ensure that the Care Service in whole is delivered in accordance with agreed Purchasing Contracts and Care Agreements.
5. To manage and implement a formal programme of staff planning, selection, recruitment, training and personal development to enable service user care needs to be met.
6. To match the nominated Care Worker as closely as possible with the service user and respecting the need to change the Care Worker in the event of subsequent incompatibility.
7. To manage the Care Service efficiently and effectively and to make best use of resources and to maximise value for money for the Purchaser of the Service.
8. To undertake a Risk Assessment of environmental Health & Safety hazards within the home of each new service user, and to ensure that areas of concern are duly reported to the Purchaser of the Service. Such Risk Assessments will take into account the right of the service user to take risks, ref. Clause 2 above.
9. To ensure that all service users receive written information on the Organisation's Procedure for Handling Complaints, Concerns, Comments and Compliments, and how to use it.

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STATEMENT OF PURPOSE (2022): Part 3

Locations, Persons and Services Provided, and Regulated Activities:

3.1 Locations where persons carry out the services provided and Regulated Activities:

3.1.1 As a Provider of Domiciliary Care Services, the Organisation operates from a single Head Office, at which all staff are based, and Company administration is carried out.

3.1.2 The information below is for **Location No: 1 of a total of 1 Locations**:

Name of Location:	Seven Day Care (Essex) Ltd	Location No: 1
Address:	62 London Road, Southend on Sea, Essex	
Postcode:	SS1 1PG	
Telephone:	01702330065	
e-mail:	info@sevendaycare.co.uk	

3.2 Description of Services and Regulated Activities provided by the Organisation:

3.2.1 The following services are provided from the Organisation's Head Office location:

Domiciliary Care Services

3.2.2 The following Regulated Activities apply to services provided by the Organisation:

- Personal Care
- Continence Management / Catheter Care
- Colostomy / Stoma Care
- Pressure Area / Management of Skin Integrity
- Medicinal Care / Management of Medicines
- Nutritional Care / PEG Feeding
- Safeguarding Procedures
- End-of-Life / Palliative Care

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3.2.3 The Organisation provides Care and Support Services for the following conditions:

- Alzheimer's
- Acquired Brain Injury (AQI)
- Auditory Impairment
- Cerebral Palsy
- Epilepsy
- Motor Neurone Disease
- Multiple Sclerosis
- Oncology / Cancer Care
- Parkinson's Disease
- Orthopaedic Conditions
- Speech Impairment
- Stroke
- Visual Impairment

3.3 CQC Service User Bands:

3.3.1 The Organisation provides services for the following Bands of Service Users:

- Adults aged 18-65
- Adults aged 65+
- Personal Care
- Physical disability
- Sensory impairment
- Dementia Care

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CQC - SERVICE USER BANDS

THE PERSONS THAT WILL USE THIS LOCATION ('THE WHOLE POPULATION' means everyone):

Adults aged 18-65:	<input checked="" type="checkbox"/>	Adults aged 65+:	<input checked="" type="checkbox"/>
Mental Health:	<input type="checkbox"/>	Sensory Impairment:	<input checked="" type="checkbox"/>
Physical Disability:	<input checked="" type="checkbox"/>	People Detained under the Mental Health Act:	<input type="checkbox"/>
Dementia:	<input checked="" type="checkbox"/>	People who Misuse Drugs or Alcohol:	<input checked="" type="checkbox"/>
People with an Eating Disorder:	<input type="checkbox"/>	Learning Difficulties or Autistic Disorder:	<input type="checkbox"/>
Children aged 0–3 years:	<input type="checkbox"/>	Children aged 4-12:	<input type="checkbox"/>
		Children aged 13-18:	<input type="checkbox"/>
THE WHOLE POPULATION:	<input type="checkbox"/>	OTHER (provide details in box below):	<input type="checkbox"/>

OTHER:

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STATEMENT OF PURPOSE (2022): Part 4

Details of the Registered Manager:

A separate Part 4 is required for each Registered Manager:

- 4.1 The information below is for **Manager No: 1** of a total of **1 Managers** working for the Provider shown in Part 3:1.3:

4.2 MANAGER'S FULL NAME:	Mrs Lesley Karen Mana
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4.3 MANAGER'S CONTACT DETAILS:	
Business address:	62 London Road
Town / City:	Southend-on-Sea
County:	Essex
Postcode:	SS1 1PG
Business telephone:	01702330065
Manager's e-mail address:	lesley@sevendaycare.co.uk
<i>(including address for service of notices and other documents)</i>	

4.4 Locations managed by the Registered Manager at 4.1 above:	
Reference Part 3 of this Statement of Purpose for full details of the Location(s)	
Name(s) of Location(s):	Percentage of time spent at this location
Seven Day Care (Essex) Ltd	100%

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4.5 Regulated Activities managed by this Manager:

Personal care	<input checked="" type="checkbox"/>	
Accommodation for persons who require nursing or personal care	<input type="checkbox"/>	
Accommodation for persons who require treatment for substance abuse	<input type="checkbox"/>	
Accommodation and nursing or personal care in the further education sector	<input type="checkbox"/>	
Treatment of disease, disorder or injury	<input type="checkbox"/>	
Assessment or medical treatment for persons detained under the Mental Health Act	<input type="checkbox"/>	
Surgical procedures	<input type="checkbox"/>	
Diagnostic and screening procedures	<input type="checkbox"/>	
Management of supply of blood and blood derived products etc	<input type="checkbox"/>	
Transport services, triage and medical advice provided remotely	<input type="checkbox"/>	
Maternity and midwifery services	<input type="checkbox"/>	
Termination of pregnancies	<input type="checkbox"/>	
Services in slimming clinics	<input type="checkbox"/>	
Nursing care	<input type="checkbox"/>	
Family planning service	<input type="checkbox"/>	

4.6 Locations, Regulated Activities and Job Shares:

Where this Manager does not manage all of the Regulated Activities ticked / checked at 4.5 above, at all of the Locations listed at 3 above, description of the Regulated Activities they manage at the Locations below.

Description of any Job Share arrangements that include or affect this Manager.

No job share

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4.7 RECORD OF UP-DATES TO THIS STATEMENT OF PURPOSE (2022):

STATEMENT OF PURPOSE (2022) <i>Health and Social Care Act 2008</i>		Issue Number: 1.0
Signature: <i>Zainab Yasín</i>	Position in Organisation: Director/Nominated Individual	Date: 26 th February 2024

Date of next Review of Statement of Purpose: 30th March 2028