



**The Regulation and  
Quality Improvement  
Authority**

**Carlisle House  
RQIA ID: 1587  
2-4 Henry Place  
Clifton Street  
Belfast  
BT15 2BB**

**Inspector: Joe McRandle  
Inspection ID: IN023700**

**Tel: 0289032 8308  
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**Announced Finance Inspection  
of  
Carlisle House**

**9 September 2015**

**The Regulation and Quality Improvement Authority  
9th Floor Riverside Tower, 5 Lanyon Place, Belfast, BT1 3BT  
Tel: 028 9051 7500 Fax: 028 9051 7501 Web: [www.rqia.org.uk](http://www.rqia.org.uk)**

## 1. Summary of Inspection

An announced finance inspection took place on 9 September 2015 from 10:30 to 11:00. Less than twenty four hours' notice was given prior to the inspection. Areas for improvement were identified and are set out in the Quality Improvement Plan (QIP) appended to this report. This inspection was underpinned by the Residential Care Homes Regulations (Northern Ireland) 2005.

### 1.1 Actions/Enforcement Taken Following the Last Inspection

Other than those actions detailed in the previous QIP there were no further actions required to be taken following the last inspection.

### 1.2 Actions/Enforcement Resulting from this Inspection

Enforcement action did not result from the findings of this inspection.

### 1.3 Inspection Outcome

	Requirements	Recommendations
Total number of requirements and recommendations made at this inspection	0	1

The details of the QIP within this report were discussed with Mr David Cuthbert, registered manager, as part of the inspection process. The timescales for completion commence from the date of inspection.

## 2. Service Details

<b>Registered Organisation/Registered Person:</b> Board of Social Witness	<b>Registered Manager:</b> Mr David Cuthbert
<b>Person in Charge of the Home at the Time of Inspection:</b> Mr David Cuthbert	<b>Date Manager Registered:</b> 01/04/2005
<b>Categories of Care:</b> RC-A, RC-D	<b>Number of Registered Places:</b> 16
<b>Number of Residents accommodated on the day of Inspection:</b> N/A	<b>Weekly Tariff at Time of Inspection:</b> N/A

## 3. Inspection Focus

The inspection sought to assess progress with the issues raised during and since the previous inspection and to determine if the following themes have been met:

**Statement 1**

The home maintains complete and up to date records in respect of the terms and conditions of the provision of accommodation and personal care.

**Statement 2**

Arrangements for receiving and spending residents' monies on their behalf are transparent, have been authorised and the appropriate records are maintained.

**Statement 3**

A safe place is provided within the home premises for the storage of money and valuables deposited for safekeeping; clear, up to date and accurate records are maintained.

**Statement 4**

Arrangements for providing transport to residents are transparent and agreed in writing with the resident/their representative.

**4. The Inspection****4.1 Review of Requirements and Recommendations from Previous Inspection**

The previous inspection of the home was an unannounced care inspection dated 23 July 2015, the findings from which will be reported on separately.

**4.2 Review of Requirements and Recommendations from the last Finance Inspection**

There has been no previous finance inspection of this service.

**4.3** Discussion with the registered manager confirmed that due to the nature of the service provided it was the policy of the home for residents to manage their finances independently. The registered manager also confirmed that the home did not receive fees from any resident. As there were no records in relation to the management of residents' finances to inspect, it was agreed that the inspection would not proceed. The registered manager agreed to inform RQIA when the working practices within the home of managing residents' finances changed from the time of the inspection on 9 September 2015.

**Areas for improvement**

A recommendation is listed within the QIP to this report in relation to this finding.

**5 Quality Improvement Plan**

The issue(s) identified during this inspection are detailed in the QIP. Details of this QIP were discussed with Mr David Cuthbert, registered manager, as part of the inspection process. The timescales commence from the date of inspection.

The registered person/manager should note that failure to comply with regulations may lead to further enforcement action including possible prosecution for offences. It is the responsibility of the registered person/manager to ensure that all requirements and recommendations contained within the QIP are addressed within the specified timescales.

Matters to be addressed as a result of this inspection are set in the context of the current registration of your premises. The registration is not transferable so that in the event of any future application to alter, extend or to sell the premises the RQIA would apply standards current at the time of that application.

### **5.1 Statutory Requirements**

This section outlines the actions which must be taken so that the registered person/s meets legislative requirements based on The HPSS (Quality, Improvement and Regulation) (Northern Ireland) Order 2003, The Residential Care Homes Regulations (Northern Ireland) 2005.

### **5.2 Recommendations**

This section outlines the recommended actions based on research, recognised sources and The Residential Care Homes Minimum Standards. They promote current good practice and if adopted by the registered person may enhance service, quality and delivery.

### **5.3 Actions Taken by the Registered Manager/Registered Person**

The QIP should be completed by the registered person/registered manager and detail the actions taken to meet the legislative requirements stated. The registered person will review and approve the QIP to confirm that these actions have been completed. Once fully completed, the QIP will be returned to [finance.team@rqia.org.uk](mailto:finance.team@rqia.org.uk) and assessed by the inspector.

It should be noted that this inspection report should not be regarded as a comprehensive review of all strengths and weaknesses that exist in the home. The findings set out are only those which came to the attention of RQIA during the course of this inspection. The findings contained within this report do not absolve the registered person/manager from their responsibility for maintaining compliance with minimum standards and regulations. It is expected that the requirements and recommendations set out in this report will provide the registered person/manager with the necessary information to assist them in fulfilling their responsibilities and enhance practice within the home.

## Quality Improvement Plan

### Recommendations

#### Recommendation 1

Ref: Standard 20.10

Stated: First time



#### To be Completed by:

The date working practices of managing residents' finances change.

The registered person must inform RQIA if the working practices within the home for managing residents' finances change from the time of the inspection on 9 September 2015.

#### Response by Registered Person(s) Detailing the Actions Taken:

RQIA will be notified if any changes occur.

Registered Manager Completing QIP		Date Completed	12/10/15
Registered Person Approving QIP		Date Approved	16/10/15
RQIA Inspector Assessing Response	J. N. N. N.	Date Approved	30/10/15

*\*Please ensure the QIP is completed in full and returned to [finance.team@rqia.org.uk](mailto:finance.team@rqia.org.uk) from the authorised email address\**