



**Belfast Health and
Social Care Trust**

carling supporting improving together

Belfast Health and Social Care Trust
Trust Headquarters
A Floor
Belfast City Hospital
Lisburn Road
Belfast
BT9 7AB

Our Ref: FOI 26250

3 February 2022

Private and Confidential

PA Duffy & Co Solicitors
7-9 Market Square,
Dungallnon
Co Tyrone
BT70 1AB

Dear Mr McGarrity

I refer to your letter received by the Trust's Medical Legal Department on 8 December 2021 requesting copies of records relating to Glenabbey Manor Nursing home under the Freedom of Information Act 2000.

I am very sorry that this response is substantially outside the 20-day response period we set out to achieve. The Belfast Trust workforce has been impacted due to the pandemic and this has resulted delays in responding to your request.

You requested disclosure of a number of documents and I have attached an updated Belfast Trust Position on each of the requests made.



Miss Gillian Traub

**Director of Adult Community, Older People's Services and Allied Health
Professionals**

On behalf of: Dr Cathy Jack, Chief Executive

Enclosed copies of emails and minutes of meeting with BHSCT & Runwood



F01 26250

Disclosure of the following documentation	BHSCT Trust Response
<p>1. Records of all hospital patients who were transferred to Glenabbey Manor Nursing Home from 1st March 2020 until 1st of January 2021.</p>	<p>This request is unable to be processed under Freedom of information legislation.</p> <p>The information requested is personal information pertaining to hospital patients. The legal requirement for the Trust and its staff is to treat personal information confidentially and hold it securely is set out in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.</p> <p>I understand the BHSCT Data Protection Team have been in contact with your office requesting clarification of your request.</p>
<p>2. Details of each patient's Covid-19 status prior to transfer to Glenabbey Manor Nursing Home</p>	<p>As above</p>

<p>3. Risk assessments in relation to the discharge of patients from hospital to nursing homes in operation from 1st of March 2020 until 1st of January 2021.</p>	<p>I have attached Public Health Agency correspondence dated 23 December 2020 Discharge from Hospitals to Care Homes</p> <p>I have also attached the latest version of the DHSSPS COVID-19: GUIDANCE FOR NURSING AND RESIDENTIAL CARE HOMES IN NORTHERN IRELAND, which was issued to Trusts and Care Homes June 2021.</p> <p>This guidance deals with a section on hospital discharge Page 12. Please note the first version of this guidance was issued on the 17 March 2020 and the latest copy attached is Version 3.4.</p> <p>Annex B of the guidance also includes a Pre-admission infection prevention and control risk assessment proforma. This is to be completed by the Care Home staff pre-assessing/ admitting the person to the care home from hospital</p>
<p>4. Copies of the Serious Adverse Incident (SAI) Investigation Report in relation to Glenabbey Nursing Home.</p>	<p>The BHSCT is aware that NHSCT as the Host Trust was undertaking an SAI in relation to Glenabbey Nursing Home and adherence with Covid Guidance and management.</p> <p>The BHSCT have not to date received any copy of the SAI report. This should be directed to NHSCT to respond to</p>
<p>5. Minutes of all meetings held in relation to the Trust's Investigation of Glenabbey Manor Nursing Home.</p>	<p>The BHSCT is aware that NHSCT as the Host Trust would hold the minutes of meetings in relation to the Investigation of Glenabbey Manor Nursing Home.</p>

<p>6. Details of any policy or document detailing the Trust's policy for discharging residents into Nursing Homes from 1st of March 202 until 1st of January 2021.</p>	<p>See comments under Point 3</p>
<p>7. Copies of all communication between the Trust and the PSNI in relation to the investigation of Glenabbey Manor Nursing Home.</p>	<p>The BHSCT is aware that NHSCT as the Host Trust was undertaking an Serious Adverse Incident investigation in relation to Glenabbey Nursing Home and its adherence with Covid guidance and management. Please direct this request to NHSCT to assist in providing this information.</p>
<p>8. Copies of all communication between the Trust and Glenabbey Manor Nursing Home from 1st of March 2020 until the present day.</p>	<p>The Trust is unable to provide personal information pertaining to individual residents. As advised under Points 1-2 the legal requirement for the Trust and its staff is to treat personal information confidentially and hold it securely is set out in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.</p> <p>The Trust has provided email correspondence and minutes of meetings held between BHSCT and Runwood Homes in relation to Glenabbey Manor nursing home:</p> <ul style="list-style-type: none"> • 11.05.20 - BHSCT Contract Service email correspondence to Runwood regarding residential and nursing home prices. • 14.06.20 – BHSCT email correspondence to Runwood requesting confirmation of attendance at annual contracts meeting • 18.08.20 - BHSCT Contract Service email correspondence inviting Runmwood for Contract

meeting regarding Glenabbey Manor nursing home.

- **04.09.20** - Copy of minutes of BHSCT Contracts Service correspondence to Runwood confirming BHSCT suspension of admission to Glenabbey
- **08.09.20** - BHSCT Contract Service email correspondence inviting Glenabbey to annual contracts meeting.
- **16.09.20** - BHSCT Contract Service email correspondence to Gavin O'Hare Connolly to arrange contract meeting.
- **12.10.20** – Email correspondence from Glenabbey Manor Manager to include copy of completed Contracts template.
- **13.10.20** – BHSCT Contract Service email correspondence confirming lifting of suspensions.
- **20.10.20** – BHSCT Contracts Service Email correspondence sharing information with Runwood in relation to 'Spend Local Scheme'
- **21.10.20** – BHSCT Contract Service email to Runwood regarding contract meeting.
- **14.04.21** – Runwood email correspondence and copies of Glenabbey Contracts, RQIA registration and insurance certificate
- **18.06.21** – BHSCT Contracts Service email correspondence inviting Glenabbey to contracts meeting 3.08.21
- **21.10.21** – BHSCT Contracts service email correspondence to Glenabbey and providing copy of minutes of meeting held 3.08.21

<p>9. All relevant details in respect of the Trust's involvement during the Covid-19 outbreak in Glenabbey Manor Nursing Home in April and May 2020.</p>	<p>As NHSCT was the host Trust for Glenabbey they led in relation to any Covid Outbreak supports and communication with the home during this timeframe. Please direct this request to NHSCT to assist in providing this information.</p>
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Community Contracts Team
Performance & Planning
Belfast Health and Social Care Trust
Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast BT8 8BH

14 April 2021

Dear sir/madam

Residential and Nursing Home Care Contract 2021/22

Following Sheena Crone's email dated 13 April 2021, please find enclosed contracts and copies of the respective RQIA registration and insurance certificates as requested.

Please note, our home manager for Oak Tree Manor, [REDACTED] and [REDACTED] home manager for the residential side of Rose court are awaiting their RQIA certificates. As soon as we are in receipt of these, we will forward to you without delay.

Yours sincerely

[REDACTED]

[REDACTED]
Executive Assistant

Enc.

Regional Residential and Nursing Home Provider

Specification and Contract Confirmation of Terms and Conditions 2021/2022

The Belfast Health and Social Care Trust is rolling forward the 2018/19 Residential and Nursing Home contract to cover the period 1st April 2021 to 31st March 2022 therefore the Terms and Conditions remain extant.

The Trust requires the Provider to respond to this notification within 10 working days confirming agreement to the Terms and Conditions of the 2018/19 Residential and Nursing Home contract.

Home Name (in full):	Glenabbey Manor
Home Address inc Postcode:	93-97 Church Road Glengormley Newtownabbey BT36 6HG
Trading Entity Name (in full):	Runwood Homes Limited
Trading Entity Address inc Postcode:	107 London Road Essex SS7 2QL
Company No.	

If you do not respond within the agreed timescales and fail to notify the Trust of your intention not to sign then the Trust will continue on the assumption that you/your Organisation are in agreement with the content of this letter and the arrangements outlined above. The Contract Terms and Conditions 2018/19 of the Regional Nursing and Residential Home Contract and Specification remain extant.

Provider

Runwood Homes Limited

Belfast Health and Social Care Trust

SIGNATORY

Print Name: GAVIN O'HARE-CONNOLLY

SIGNATORY

Mrs Clare McMahon

Signature:



Signature:



DESIGNATION

Chief Operating Officer

DESIGNATION

Senior Contracts Manager

DATE

13/04/2021

DATE 1st April 2021

McMahon, Clare

From: [REDACTED]
Sent: 30 July 2020 15:37
To: [REDACTED]@runwoodhomes.co.uk; gavin.ohare@runwoodhomes.co.uk; [REDACTED]@runwoodhomes.co.uk; [REDACTED]@runwoodhomes.co.uk; gavin.ohare-conolly@runwoodhomes.co.uk
Subject: BHSCT R&NH 20.21 Contract Extensions
Attachments: Residential Nursing Home Extension Issue Letter 2020.21.pdf; Carrickfergus Manor_Contract Extension 20-21.pdf; Clifton NH_Contract Extension 20_21.pdf; Glenabbey Manor_Contract Extension 20-21.pdf; Kintullagh NH_Contract Extension 20-21.pdf; Madelayne Court_Contract Extension 20-21.pdf; Oak Tree Manor_Contract Extension 20-21.pdf; Orchard Lodge_Contract Extension 20-21.pdf; Rose Court CH_Contract Extension 20-21.pdf

Please find attached letter and Schedule relating to the above named Contract for the financial year 2020/2021 from the Belfast Health & Social Care Trust. Please contact me either via separate email or on the number below for the password to open the document attached.

Kind regards

[REDACTED]
Contracts Compliance Officer
Contracts Department
2nd Floor
Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH
[REDACTED]

**Belfast Trust
supports Pride**



Regional Residential and Nursing Home Provider

Specification and Contract Confirmation of Terms and Conditions 2020/21

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The Trust requires the Provider to respond to this notification within 10 working days confirming agreement to the Terms and Conditions of the 2018/19 Residential and Nursing Home contract.

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Home Address inc Postcode:	93-97 Church Road Glengormley Newtownabbey BT36 6HG
Trading Entity Name (in full):	Runwood Homes Limited
Trading Entity Address inc Postcode:	107 London Road Essex SS7 2QL
Company No.	██████████

If you do not respond within the agreed timescales and fail to notify the Trust of your intention not to sign then the Trust will continue on the assumption that you/your Organisation are in agreement with the content of this letter and the arrangements outlined above. The Contract Terms and Conditions 2018/19 of the Regional Nursing and Residential Home Contract and Specification remain extant.

Provider

Runwood Homes Limited

Belfast Health and Social Care Trust

SIGNATORY

Print Name:

SIGNATORY

Mrs Clare McMahon

Signature:

Signature:



DESIGNATION

DESIGNATION

Senior Contracts Manager

DATE

DATE 30th July 2020



The Regulation and
Quality Improvement
Authority

Certificate of Registration

Issued under Part III of the HPSS (Quality, Improvement
and Regulation) (Northern Ireland) Order 2003

Name of the establishment / agency

Glenabbey Manor

Responsible person / authorised person / authorised officer by

Mr Gavin O'Hare-Connolly - Registered

Address of the establishment / agency

93 - 97 Church Road, Glengormley

Newtownabbey

BT36 6HG

Reference number of the establishment / agency

Description of the establishment / agency

Residential (RC)

Condition(s) of registration

Maximum number of Approved Places - **76**

Categories of Care - **RC-I, RC-DE**

A maximum of 48 residents in category RC-I; 19 accommodated on the Ground Floor and 29 accommodated on the Second Floor. A maximum of 28 residents in category RC-DE accommodated on the First Floor.

Signed on behalf of RQIA

Date **30/10/2020**

Local number of registration **020215**

Unless the establishment / agency is carried on in accordance with the requirements and conditions specified in the certificate, the registration is liable to be cancelled by the Regulation and Quality Improvement Authority.

This certificate of registration relates only to persons named above and cannot be transferred to another person.

Assurance, Challenge and Improvement in Health and Social Care

RQIA 9th Floor, Riverside Tower, 6 Lanyon Place, Belfast BT1 3BT Northern Ireland
tel: 028 9536 1111 email: info@rqia.org.uk web: www.rqia.org.uk

Established under The Health and Personal Social Services (Quality, Improvement and Regulation) (NI) Order 2003



**Performance and Service Delivery Directorate
Meeting Notes/Actions**

Meeting Title	Meeting between the Belfast Trust and Kathryn Homes Limited in respect of Madelayne Court and Glenabbey Manor
Date	Friday 3 rd September 2021
Time	11.00am
Venue	MS Teams Meeting

Attendees	<p>Belfast Trust Colin Morgan (CM), Assistant Services Manager, Governance [REDACTED] (PM), Contracts Manager, Commissioned Services [REDACTED] (SC), Contracts Compliance Officer, Commissioned Services</p> <p>Provider Andrea Feeney (AF), Director of Operations & Responsible Person [REDACTED] [REDACTED] (LL), Home Manager Glenabbey Manor</p>
Apologies	

Agenda Item/ Issue	Notes/Actions	Resp	Date for Comp
Introduction and Purpose	Purpose of the meeting is to review and discuss any governance or contractual issues between the Trust and the Home.		
Madelayne Court			
Governance			
Proforma completed by Home	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
Trust Annual Report for Home	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		

Glenabbey Court			
Governance			
Proforma completed by Home	<p>Belfast Trust Residents There are 13 Belfast Trust Residents within the home.</p> <p>Staffing ■ confirmed her registration as Permanent Manager is now complete. Following the departure of the Deputy Manager for personal reasons ■ has now been appointed.</p>		
Trust Annual Report for Home	<p>The Trust Annual Report for the period 01/07/2020 – 31/06/2021 outlined the following points:</p> <p>RQIA registration The home is registered with RQIA for 76 beds of which 70 are occupied with 2 admissions planned.</p> <p>Home is registered under the following categories of care :-</p> <p>Residential Care (RC): I – old age not falling within any other category DE – dementia</p> <p>RQIA inspection report The last inspection took place in September 2020 where 5 areas for improvement were noted. ■ advised these have all been addressed and an evidence file is in place.</p> <p>CREST involvement The home currently has no aligned Practitioner and are aware of how to contact the duty office should the need arise.</p> <p>Adverse Incidents and QMRs CM acknowledged the home as a good reporter and assurances were given to appropriate reporting.</p> <p>CM confirmed 96 adverse incidents have been reported of which 40% have been in relation to falls and 35% in relation to behaviour. Due to the categories of care served by the home this is to be expected and no concerns were raised by the Trust.</p> <p>There has been one QMR in relation to communication with one family.</p> <p>Complaints – quarterly return The Trust has received 3 complaints in regards to the home which are believed to have been from one family. The family have been invited to become a care partner for their relative and this seems to have helped. ■ advised she has worked on building a partnership with the family which has seen them come to her with any issues. CM thanked ■ for continuing to work with the Trust and the family in these matters.</p> <p>The home is 100% compliant with Trust reporting procedures.</p> <p>Adult Safeguarding There have been 11 adult safeguarding referrals of which 3 have been screened out and 8 were screened as Adult at Risk of harm. The home continues to use dementia management to help reduce</p>		

	<p>resident on resident encounters.</p> <p>██████████ confirmed she is the Safeguarding Champion and when necessary will link in with ██████████ or ██████████</p>		
Covid Update	<p>The home was in outbreak March/April time with smaller outbreaks recently that have been contained to individual units.</p> <p>The home have carried out their deep clean and swabbing is due to take place throughout the whole home next week.</p>		
Visiting and Care Partner Arrangements	<p>The home have found managing families expectations towards visiting challenging whilst they have been in outbreak. Some families find it difficult as they are not care partners and are therefore not able to enter the home during outbreaks</p> <p>The home currently have 52 care partners and the scheme is going well with regular open communication.</p>		
Vaccination Uptake	<p>The home confirmed that 94% of staff have been vaccinated with 74 residents having had 2 doses and 2 residents having one dose with a date for their second dose.</p>		
Escalation	<p>The home was noted as a home of concern in June 2020 following a complaint from a family which resulted as an SAI. Further complaints were received in September 2020 and February 2021 along with a whistleblower in September 2020. The Northern Trust investigation into the whistleblowing allegations are ongoing and the home is awaiting the report to be published.</p> <p>The home was removed as a home of concern at the beginning of 2021.</p> <p>PM confirmed the Belfast Trust had suspended admissions into the home in September 2020 and this was lifted in October 2020 in line with Northern Trust as the host Trust.</p>		
Legionella Update	<p>PM noted the home previously had one positive sample for legionella. ██████████ confirmed the latest results were clear and the home is continuing with twice weekly flushing.</p>		
Madelayne Court & Glenabbey Manor			
Contracts			
Changes to trading entity	<p>The Trust is aware the homes are now owned by Kathryn Homes and all necessary documentation has been completed.</p>		
GDPR and reporting of data breaches	<p>██████████ reminded the homes that any data breaches need to be reported to the Trust as an Adverse Incident and any information being forwarded to the Trust with Patient identifiable information needs to be password protected or encrypted.</p>		
Business Continuity Planning	<p>Business Continuity Plans are in place and ██████████ reminded the homes of the importance to ensure staffing contingencies have been considered.</p>		
Finance	<p>██████████ confirmed uplift requests had been received.</p>		
Contractual position	<p>Following the change of the Responsible Individual ██████████ requested copies of RQIA certificates.</p>		

AOB	Following concerns raised by [REDACTED] in regards to a monitoring visit carried out by Trust CM confirmed that routine quality monitoring visits are being carried out. These, however are supportive visits to help with the working partnership between the home and the Trust. As Commissioners of care the Trust needs assurances that robust system and governance are in place. He further explained 2 staff will have been sent due to the size of the home and as a learning exercise for one staff member who is new to the team.		
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**Performance and Service Delivery Directorate
Meeting Notes/Actions**

Meeting Title	Meeting between the Belfast Trust and Runwood Homes in respect of Madelayne Court, Kintullagh Nursing Home and Glenabbey Manor
Date	Wednesday 21 st October 2020
Time	2pm
Venue	Teleconference

Attendees	<p>Belfast Trust Christine Wilkinson, Interim Divisional Lead (Commissioned Services) Colette McCorry-Hotchkiss, Interim Service Manager (CrEST & Commissioned Services) [REDACTED] Assistant Contract Manager [REDACTED] Contracts Compliance Officer</p> <p>Provider [REDACTED] Regional Operational Manager [REDACTED] [REDACTED] Deputy Home Manager</p>		
Apologies			

Agenda Item/ Issue	Notes/Actions Manor	Resp	Date for Comp
Introduction and Purpose	Purpose of the meeting is to review and discuss any governance or contractual issues between the Trust and the Home.		
Madelayne Court			
Confirmation of Registration	[REDACTED] [REDACTED] [REDACTED]		
Covid-19 Update	[REDACTED] [REDACTED] [REDACTED]		

Staff Ratio	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		
Business Continuity Planning	<p>[REDACTED]</p>		
Trust Annual Report for Home – RQIA Inspection	<p>[REDACTED]</p>		
Trust Annual Report for Home	<p>[REDACTED]</p> <p>[REDACTED]</p>		
Home Visiting	<p>[REDACTED]</p>		

	[REDACTED]		
Training and Support	[REDACTED]		
Complaints Procedure	[REDACTED]		
Contractual Arrangements	[REDACTED]	[REDACTED]	
Kintullagh Nursing Home			
Confirmation of Registration	[REDACTED]		
Covid-19 Update	[REDACTED]		
Staff Ratio	[REDACTED]		
Trust Annual Report for Home – RQIA Inspection	[REDACTED]		

	[REDACTED]		
MCA/DoLS	[REDACTED]		
Trust Annual Report for Home	[REDACTED]		
Home Visiting	[REDACTED]		
Training and Support	[REDACTED]		
Contractual Arrangements	[REDACTED]		

<p>Report for Home</p>	<p>01/10/2020 CW outlined the last RQIA inspection published was carried out on 30th April 2020. The following 2 standards requiring attention had been recommended, both of these were to be carried through to the next inspection:-</p> <ul style="list-style-type: none"> • The registered person shall ensure that all complaints are fully documented in line with the company's policies and procedures and best practice. • The registered person shall ensure that an agenda is prepared for each staff meeting and a system is put in place for the minutes of staff meetings to be shared with those staff who are not present. <p>█ gave assurances that both of these standards have been actioned and recommendations implemented.</p> <p>█ confirmed a further inspection was carried out in September 2020 however, they are still awaiting for the report to be published. The inspector gave limited verbal feedback, however any issues that were raised were addressed on the day.</p> <p>CW advised that 6 Adult Safeguarding referrals were made. Of the 6 Adult Safeguarding referrals one was a level 2 referral and is being progressed. The Terms of Reference for the SAI are awaited. One Adult Safeguarding issue has been closed off as it was deemed as malicious and past onto PSNI. Names of staff are being provided for investigation.</p> <p>█ was confirmed as Safe Guarding Champion</p> <p>CW confirmed the following 2 QMR's were reported:-</p> <ul style="list-style-type: none"> • concerns raised by family in relation to delay in responding to Service User when buzzer mat alarm was raised. Family were visiting their relative outside the bedroom window and reported 40 mins delay. Family have since reported formal complaint. • Complaint received in September 2020 related to concerns raised by family in relation to unexplained falls and delay in responding to Service User when buzzer mat was activated. Investigation remains ongoing. <p>A lengthy discussion took place in which █ advised Senior Management are willing to meet with the family to discuss this issue and to try and rebuild relationships. The Trust are happy to facilitate a meeting between the Home, family and Trust and this is being progressed by the Key Worker. CW encouraged the home to wait for the outcome of the mediation meeting before reaching any decision regarding the resident's future in the home.</p> <p>█ advised that there are 3 families who email on a daily basis and this has become relentless. Each email is responded to however responses are not found to be satisfactory by the families.</p> <p>The home provided assurances that buzzer mats and nurse call systems are all in perfect working order. All documentation is up to date and there appears to be discrepancies between the families and the care staff reporting in relation to timings.</p>		
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	<p>The 2nd complaint was reviewed under the SEA methodology, the home had taken part in this review, final draft due to be circulated shortly. CW confirmed that [REDACTED] was due to forward some outstanding information required from the review, [REDACTED] provided assurances she would forward these asap. Once the Trust report has been finalised [REDACTED] Assistant Service Manager CrEST, will be in contact with the home.</p> <p>CW advised that the Trust would exhaust their complaints process however, the family can take their complaints to the Ombudsman.</p>	CMcK /LL	
Trust Annual Report for Home – Adverse Incidents	<p>The Trust Annual Report highlighted 120 Adverse Incidents were reported.</p> <p>[REDACTED] confirmed that all AI's in relation to behaviour were because of Resident on Resident incidents. She confirmed that the home have a Dementia specialist coming to review Residents and that some have already been referred to GP for onward referral for Mental Health Assessment./review</p> <p>As there was a number of incidents related to accident/falls the home gave assurances that following an internal audit, a falls analysis is now carried out on a monthly basis by Senior Care Staff and the Home Manager. If a resident has 2 or more falls they are referred to a GP and the Falls Prevention Team. Aids are put in place as necessary and documented along with being mentioned during handovers.</p> <p>[REDACTED] confirmed due to current restrictions, any falls management assessments are being carried out over the telephone following receipt of a completed assessment form.</p> <p>It was confirmed that a Dietician had been contacted and measures had been put in place for 2 residents who had suffered unexplained weight loss. Families have been contacted and updated.</p> <p>Daily audits are in place to pick up quickly on any medication errors. Reflective work is carried out by each member of staff who make an error and they will have their competencies tested. This follows Regulation 29 process and all Regulation 30 reviews are forwarded to RQIA.</p>		
Complaints Procedure	<p>CW advised the home they have been non-compliant with Trust Complaints policy from January to March. However quarterly reports are now being received and she thanked the home for providing these stipulating the importance of this contractual requirement</p>		
Issues Raised by Home	<p>[REDACTED] highlighted that the home had not received any responses from Key Workers in relation to the Safeguarding referrals which remain open. CW to follow up.</p> <p>[REDACTED] advised Trust staff have been very supportive.</p>	CW	
Escalation Update	<p>CW confirmed Glenabbey Manor are on Trust Escalation Level 3 which is the highest level. She explained this was due to the ongoing Police Investigation and the Complaints. Outcomes from</p>		

	these will inform decisions relating to the escalation level.		
Whistle Blowing	CW raised the issue of Whistle Blowing within the Northern Trust Area and advised that meetings had taken place which the Belfast Trust had been part of. She acknowledged that the home are on enhanced monitoring visits as these are required to provide assurances to the Trusts.		
MCA/DoLS	CW confirmed there are no concerns relating to MCA and DoLS assessments for Belfast Trust residents.		
Contractual Arrangements	To comply with Contractual Arrangements [REDACTED] confirmed receipt of a signed Contract Extension in relation to the financial year 2020/2021. [REDACTED] advised the Trust held an RQIA certificate dated 15/04/2019 and requested that should a certificate have been issued after this date that it be forwarded to the Trust. A further request was made for up to date insurance documentation be returned to the Trust.	[REDACTED]	[REDACTED]
GDPR	[REDACTED] advised Trust and HSC colleagues had been carrying out work around GDPR however this has been put on hold due to the current situation. Once work resumes on this the Trust will be in contact with all Residential and Nursing Homes with updated contractual documentation. She reminded all homes that any GDPR breaches must be notified to the Trust.		
AOB	CW thanked the home for making the time to dial in to the teleconference during these extremely busy and testing times. There was no other business declared.		

[REDACTED]

From: [REDACTED]
Sent: 11 May 2020 10:02
To: [REDACTED]@runwoodhomes.co.uk
Cc: Runwood Homes; [REDACTED]
Subject: FW: Runwood Homes: Residential and Nursing Home Prices 2020-2021

Hi [REDACTED]

Thank you for returning your 2020/2021 fee increases to the Trust as the Trust received these on the 1st May any uplifts for self-funders will be applied from the 1st May, likewise if there is an increase on the Third Party charge.

Kind regards

[REDACTED]
Contracts Compliance Officer
Contracts Department
2nd Floor
Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH

[REDACTED]
 **Belfast Health and Social Care Trust**

Our open tender opportunities are now available at
www.e-sourcingni.bravosolution.co.uk



From: [REDACTED]@runwoodhomes.co.uk <[REDACTED]@runwoodhomes.co.uk>
Sent: 01 May 2020 10:42
To: [REDACTED]@belfasttrust.hscni.net>
Cc: [REDACTED]@runwoodhomes.co.uk
Subject: Residential and Nursing Home Prices 2020-2021

Hi [REDACTED]

Please find attached spreadsheets regarding residents in our homes in Northern Ireland funded by Belfast Trust.
New rates are effective from 01/04/2020.
If you have any queries, please do not hesitate to contact me.

Kind Regards

[REDACTED]
Senior Finance Officer
[REDACTED]



RUNWOOD HOMES
SENIOR LIVING

Good quality care at a fair price



**INVESTORS
IN PEOPLE**



From: Scanner <photocopier.directors@runwoodhomes.co.uk>

Sent: 01 May 2020 10:38

To: [REDACTED] <[\[REDACTED\]@runwoodhomes.co.uk](mailto:[REDACTED]@runwoodhomes.co.uk)>

Subject: Attached Image

Our Ref:CMcM

Contracts Department
2nd Floor, Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast BT8 8BH

Tel. No. 02895 040171

4th September 2020

Mr Gavin O'Hare-Connolly
Responsible Person
Runwood Homes Limited
107 London Road
Essex
SS7 2QL

Dear Mr O'Hare-Connolly,

Re: Suspension of admissions - Runwood Homes Limited (Company Number NI00731250), 107 London Road, Essex, SS7 2QL in respect of Glenabbey Manor, 93-97 Church Rd, Glengormley, Newtownabbey, BT36 6HG

I understand that following a number of issues raised in Glenabbey Manor the Northern Health and Social Care Trust (NHSCT) has suspended all admissions to the above named Home.

The Belfast Health and Social Care Trust (the Trust) considers that in this circumstance it is appropriate to implement clauses 8.0 (Unsatisfactory Performance) and 8A (Suspension) of the Regional Residential and Nursing Home Contract. As required under clause 8.1.1 I am providing formal written notification that as enabled under clause 8A.1 the Trust is suspending the above named Home from the Trust's list of available accommodation effective from the date of this letter. Therefore, you must ensure that there are no new admissions of Trust Residents throughout the suspension. The suspension will only be removed when the Trust is satisfied that all issues have been adequately addressed.

As set out under clause 8A.3 the Home must continue to co-operate and comply with any requirements of the Trust and NHSCT in order to resolve the suspension and to ensure the needs of Residents continue to be met. In addition, the terms of clause 8A.4 will apply, where applicable.

Please do not hesitate to contact me on the number above should you have any queries in respect of this letter.

Yours sincerely,



CLARE MCMAHON
Senior Contracts Manager

[REDACTED]

From: [REDACTED]
Sent: 08 September 2020 15:37
To: [REDACTED]@runwoodhomes.co.uk;
[REDACTED]@runwoodhomes.co.uk; [REDACTED]@runwoodhomes.co.uk;
[REDACTED]@runwoodhomes.co.uk'
Subject: ACTION REQUIRED. Residential & Nursing Home Annual Contract Review Meeting

Dear All

Re: BHSCT Contract in respect of Carrickfergus Manor, Glenabbey, Kintullagh, Madelayne Court and Rose Court

I would like to invite you to a **teleconferencing call**, in relation to your Annual Contract Meeting which will be held as follows:

Date: Tuesday 15th September 2020

Time: 1.30pm – 4pm

Can you please confirm within three working days that this is suitable and who will be attending at which stage we will confirm the telephone number and pin code to access the conference call and send you an agenda for the meeting.

To ensure all aspects can be covered at this time it is essential that you are prepared. Therefore, if you have any specific questions, please make us aware of these in advance of this meeting.

Kind regards

[REDACTED]
Contracts Compliance Officer
Contracts Department
2nd Floor
Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH

[REDACTED]
 **Belfast Health and Social Care Trust**

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www.e-sourcingni.bravosolution.co.uk

[REDACTED]

From: [REDACTED]
Sent: 14 September 2020 09:21
To: [REDACTED]@runwoodhomes.co.uk;
'gavin.ohare@runwoodhomes.co.uk'; [REDACTED]@runwoodhomes.co.uk;
[REDACTED]@runwoodhomes.co.uk'
Subject: FW: ACTION REQUIRED. Residential & Nursing Home Annual Contract Review Meeting

Dear All

Re: BHSCT Contract in respect of Carrickfergus Manor, Glenabbey, Kintullagh, Madelayne Court and Rose Court

I would like to invite you to a **teleconferencing call**, in relation to your Annual Contract Meeting which will be held as follows:

Date: 18th September 2020

Time: 12.30pm – 3pm

Can you please confirm within three working days that this is suitable and who will be attending at which stage we will confirm the telephone number and pin code to access the conference call and send you an agenda for the meeting.

To ensure all aspects can be covered at this time it is essential that you are prepared. Therefore, if you have any specific questions, please make us aware of these in advance of this meeting.

Kind regards

[REDACTED]
Contracts Compliance Officer
Contracts Department
2nd Floor
Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH

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[REDACTED]

From: [REDACTED]
Sent: 16 September 2020 11:28
To: 'gavin.o'hare-connolly@runwoodhomes.co.uk'
Cc: [REDACTED]
Subject: Annual contract review meetings

Hi Gavin,

We have a number of contract meetings outstanding for Runwood homes, namely Carrickfergus Manor, Glenabbey, Kintullagh, Madelayne Court and Rose Court. We're happy to do them together or in 2/3 groups if that is easier.

Would you be able to advise who the best contact is to arrange and if possible, provide potential dates over the next few weeks?

Thanks in advance

[REDACTED]

[REDACTED]

Planning and Contracts
L2, Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH

[REDACTED]



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From: manager.glenabbey@runwoodhomes.co.uk
Sent: 12 October 2020 09:35
To: [REDACTED]
Subject: Belfast Trust
Attachments: annual belfast trust template.docx

Hi [REDACTED]

Please find attached form for Belfast trust.
Can I confirm re the skype call is it a video call or a telephone call? (Sorry for the silly question)
The manager is also not available is it ok for me to do the call?

Many Thanks

[REDACTED]

DEPUTYMANAGER
93-97 Church Road, Glengormley
Newtownabbey
Tel number: [REDACTED]
Mobile: [REDACTED]





Name of Nursing Home:

BHSCT Residents:	Self-Funded	Trust-Funded
Total Number of BHSCT Residents known to the Trust in Home:		
Total Number of BHSCT Residents where the Resident pays the Home Directly (i.e. not known to the Trust):		
Staffing:		
	Permanent (WTE)	Agency (WTE)
Management Staff		
Nursing Staff		
Senior Care Assistants		
Care Assistants		
Staff Turnover within 12 months prior to the Meeting		
	No. Left (WTE)	No. Replaced (WTE)
Management Staff		
Nursing Staff		
Senior Care Assistants		
Care Assistants		
Complaints Received within the 12 months prior to the Meeting:		
Compliments Received within the 12 months prior to the Meeting:		

Signed:

Date:

Please complete and email to [redacted] [@belfasttrust.hscni.net](mailto:[redacted]@belfasttrust.hscni.net) no later than three working days prior to the meeting.



Name of Residential Home: Glenabbey Manor

BHSCT Residents:	Self-Funded	Trust-Funded
Total Number of BHSCT Residents known to the Trust in Home:	1	10
Total Number of BHSCT Residents where the Resident pays the Home Directly (i.e. not known to the Trust):	1	
Staffing:		
	Permanent (WTE)	Agency (WTE)
Management Staff	3	n/a
Nursing Staff	n/a	n/a
Senior Care Assistants	17	n/a
Care Assistants	53	n/a
Staff Turnover within 12 months prior to the Meeting		
	No. Left (WTE)	No. Replaced (WTE)
Management Staff	0	n/a
Nursing Staff	n/a	n/n
Senior Care Assistants	13	6
Care Assistants	35	34
Complaints Received within the 12 months prior to the Meeting:		
	9	
Compliments Received within the 12 months prior to the Meeting:		
	6	

Signed: 

Date: 12/10/20

Please complete and email to @belfasttrust.hscni.net no later than three working days prior to the meeting.

[REDACTED]

From: manager.glenabbey@runwoodhomes.co.uk
Sent: 12 October 2020 10:35
To: [REDACTED]
Subject: RE: Belfast Trust

Hi [REDACTED]

Great thank you for your help

Many Thanks

[REDACTED]

DEPUTYMANAGER
93-97 Church Road, Glengormley
Newtownabbey
Tel number: [REDACTED]
Mobile: [REDACTED]



From: [REDACTED]@belfasttrust.hscni.net>
Sent: 12 October 2020 10:26
To: manager.glenabbey@runwoodhomes.co.uk
Subject: RE: Belfast Trust

Hi [REDACTED]

Thank you for your quick response.

It is not a silly question at all. It is a telephone call. You can dial in from a landline or mobile and when promoted enter your conference ID which was on the invite.

If you be able to comment on any Adult Safeguarding, Adverse Incidents etc then it is fine for you to join the call.

Kind regards

[REDACTED]
Contracts Compliance Officer
Contracts Department
2nd Floor

Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH



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www.e-sourcingni.bravosolution.co.uk



From: manager.glenabbey@runwoodhomes.co.uk <manager.glenabbey@runwoodhomes.co.uk>
Sent: 12 October 2020 09:35
To: [redacted]@belfasttrust.hscni.net>
Subject: Belfast Trust

Hi [redacted]

Please find attached form for Belfast trust.
Can I confirm re the skype call is it a video call or a telephone call? (Sorry for the silly question)
The manager is also not available is it ok for me to do the call?

Many Thanks
[redacted]

DEPUTYMANAGER
93-97 Church Road, Glengormley
Newtownabbey
Tel number: [redacted]
Mobile: [redacted]



[REDACTED]

From: [REDACTED]
Sent: 13 October 2020 09:51
To: 'gavin.o'hare-conolly@runwoodhomes.co.uk'
Subject: Lifting of suspension of admissions - Glenabbey Manor
Attachments: Suspension of Admissions Cessation Glenabbey Manor 131020.pdf

Dear Gavin,

Please see attached letter regarding of suspension of admissions for the Belfast Trust.

Kind Regards

[REDACTED]

[REDACTED]

Planning and Contracts
L2, Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH

[REDACTED]

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Our RefCMcM

Contracts Department
2nd Floor, Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast BT8 8BH

Tel. No. 02895 040171

13th October 2020

Mr Gavin O'Hare-Connolly
Responsible Person
Runwood Homes Limited
107 London Road
Essex
SS7 2QL

Dear Mr O'Hare-Connolly,

Re: Suspension of admissions - Runwood Homes Limited (Company Number NI00731250), 107 London Road, Essex, SS7 2QL in respect of Glenabbey Manor, 93-97 Church Rd, Glengormley, Newtownabbey, BT36 6HG

Further to our previous correspondence of 4th September, the Trust is satisfied that issues have now been addressed.

The Belfast Health & Social Care Trust will therefore lift the suspension to all new admissions to the above care home for Belfast Trust service users with immediate effect.

Please do not hesitate to contact me on the number above should you have any queries in respect of this letter.

Yours sincerely,



CLARE MCMAHON
Senior Contracts Manager

[REDACTED]

From: [REDACTED] on behalf of ContractsCommServ-SM
Sent: 20 October 2021 12:26
Cc: [REDACTED] McMahon, Clare; [REDACTED]
Subject: Local Spend Letter
Attachments: Local Spend Letter.docx

Hi

Please find attached letter from the Trust in relation to £100 High Street Scheme.

Kind regards

[REDACTED]
Contracts Compliance Officer
Contracts Department
2nd Floor
Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH

[REDACTED]
 **Belfast Health and Social Care Trust**

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www.e-sourcingni.bravosolution.co.uk



Our Ref CMcM/PM/sc

20th October 2021

SENT BY EMAIL

Dear Sirs

Re Spend Local Scheme

As you will be aware, the Department for the Economy are delivering the 'High Street Scheme' as part of a series of Covid-19 recovery programmes designed by the NI Executive.

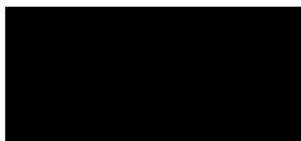
This entitles all resident in Northern Ireland, aged 18 or over on the 25 October 2021, to apply to claim a £100 pre-paid card to spend in local businesses with the aim of stimulating economic recovery.

The Belfast Health and Social Care Trust has explored with the Department for the Economy whether there is any mechanism to facilitate claims for residential and nursing home clients, particularly where the Trust plays the role of Corporate Appointee. This has not been possible for a variety of reasons and most specifically the restrictions of the General Data Protection Regulation (EU) which limits the means by which private data can be shared.

The Trust wishes Homes to be aware there is no central mechanism for claims and requests that Homes make residents and families aware that responsibility for making this claim lies with them personally.

Where the client does not have a record of their National Insurance Number they may request the Trust to provide them with this which will enable them or a representative to make a claim on their behalf.

Yours faithfully



Clare McMahon
Senior Contracts Manager

[REDACTED]

From: deputy.glenabbey@runwoodhomes.co.uk
Sent: 20 October 2020 14:42
To: [REDACTED]
Cc: [REDACTED]@runwoodhomes.co.uk
Subject: information
Attachments: annual belfast trust template.docx

Hi [REDACTED]

Sorry for the delay in getting this to you I thought that I had sent this 12/10/20

Many Thanks

[REDACTED]

DEPUTY MANAGER

93-97 Church Road
Glengormley
Newtownabbey
Tel No - [REDACTED]



INVESTORS
IN PEOPLE





Name of Nursing Home:

BHSCT Residents:	Self-Funded	Trust-Funded
Total Number of BHSCT Residents known to the Trust in Home:		
Total Number of BHSCT Residents where the Resident pays the Home Directly (i.e. not known to the Trust):		
Staffing:		
	Permanent (WTE)	Agency (WTE)
Management Staff		
Nursing Staff		
Senior Care Assistants		
Care Assistants		
Staff Turnover within 12 months prior to the Meeting		
	No. Left (WTE)	No. Replaced (WTE)
Management Staff		
Nursing Staff		
Senior Care Assistants		
Care Assistants		
Complaints Received within the 12 months prior to the Meeting:		
Compliments Received within the 12 months prior to the Meeting:		

Signed:

Date:

Please complete and email to [redacted]@belfasttrust.hscni.net no later than three working days prior to the meeting.



Name of Residential Home: Glenabbey Manor

BHSCT Residents:	Self-Funded	Trust-Funded
Total Number of BHSCT Residents known to the Trust in Home:	1	10
Total Number of BHSCT Residents where the Resident pays the Home Directly (i.e. not known to the Trust):	1	
Staffing:		
	Permanent (WTE)	Agency (WTE)
Management Staff	3	n/a
Nursing Staff	n/a	n/a
Senior Care Assistants	17	n/a
Care Assistants	53	n/a
Staff Turnover within 12 months prior to the Meeting		
	No. Left (WTE)	No. Replaced (WTE)
Management Staff	0	n/a
Nursing Staff	n/a	n/n
Senior Care Assistants	13	6
Care Assistants	35	34
Complaints Received within the 12 months prior to the Meeting:		
	9	
Compliments Received within the 12 months prior to the Meeting:		
	6	

Signed: [Redacted]

Date: 12/10/20

Please complete and email to [Redacted]@belfasttrust.hscni.net no later than three working days prior to the meeting.

Subject: Runwood Homes residential and nursing home contract review meetings - Glenabbey Manor, Kintullagh Nursing Home & Madelayne Court
Location: Skype Meeting
Start: Wed 21/10/2020 14:00
End: Wed 21/10/2020 16:00
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: [REDACTED]
Required Attendees: Coogan, Joanne; [REDACTED] Wilkinson, Christine; [REDACTED]@runwoodhomes.co.uk; manager.glenabbey@runwoodhomes.co.uk; manager.kintullagh@runwoodhomes.co.uk; [REDACTED]@runwoodhomes.co.uk; manager.[REDACTED]ni@runwoodhomes.co.uk
Optional Attendees: McCorryHotchkiss, Colette

Please find attached agenda in respect of your upcoming meeting with the Belfast Health & Social Care Trust.

Please also find attached annual template to be completed for each home and returned to myself before the meeting.

Should you have any queries please do not hesitate to contact me.

Kind regards

[REDACTED]
Contracts Compliance Officer
Contracts Department
2nd Floor
Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH
[REDACTED]

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[Join Skype Meeting](#)

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Join by phone

<tel:+442895040000,,4162473#> (Belfast) English (United Kingdom)

[Find a local number](#)

Conference ID: 4162473

[Forgot your dial-in PIN?](#) | [Help](#)



Belfast Health and
Social Care Trust

**RESIDENTIAL & NURSING HOME
ANNUAL CONTRACT REVIEW MEETING**

AGENDA

1. Introductions & Purpose of the Meeting
2. Confirmation of Address and Registration
3. Trust Annual Report for Home
 - a. RQIA
 - b. Adverse Incidents
 - c. Complaints
 - d. Adult Safeguarding
 - e. Quality of Care
 - f. Training
 - g. Compliments
4. Trust Monitoring Visit
5. Escalation Protocol
6. GDPR
7. Business Continuity Planning
9. Contractual Arrangements
10. AOB



Name of Nursing Home:

BHSCT Residents:	Self-Funded	Trust-Funded
Total Number of BHSCT Residents known to the Trust in Home:		
Total Number of BHSCT Residents where the Resident pays the Home Directly (i.e. not known to the Trust):		
Staffing:		
	Permanent (WTE)	Agency (WTE)
Management Staff		
Nursing Staff		
Senior Care Assistants		
Care Assistants		
Staff Turnover within 12 months prior to the Meeting		
	No. Left (WTE)	No. Replaced (WTE)
Management Staff		
Nursing Staff		
Senior Care Assistants		
Care Assistants		
Complaints Received within the 12 months prior to the Meeting:		
Compliments Received within the 12 months prior to the Meeting:		

Signed:

Date:

Please complete and email to [redacted]@belfasttrust.hscni.net no later than three working days prior to the meeting.



Name of Residential Home:

BHSCT Residents:	Self-Funded	Trust-Funded
Total Number of BHSCT Residents known to the Trust in Home:		
Total Number of BHSCT Residents where the Resident pays the Home Directly (i.e. not known to the Trust):		
Staffing:		
	Permanent (WTE)	Agency (WTE)
Management Staff		
Nursing Staff		
Senior Care Assistants		
Care Assistants		
Staff Turnover within 12 months prior to the Meeting		
	No. Left (WTE)	No. Replaced (WTE)
Management Staff		
Nursing Staff		
Senior Care Assistants		
Care Assistants		
Complaints Received within the 12 months prior to the Meeting:		
Compliments Received within the 12 months prior to the Meeting:		

Signed:

Date:

Please complete and email to [redacted]@belfasttrust.hscni.net no later than three working days prior to the meeting.

[Redacted]

From: [Redacted]
Sent: 01 June 2021 09:27
To: McMahon, Clare
Cc: [Redacted]
Subject: FW: Kathryn Homes Novations
Attachments: Meadow View - BHSCT - Novation Agreement_26.04.2021.pdf; MAGHER~1_Novation Agreement.pdf; Madelayne Court - BHSCT - Novation Agreement_26.04.2021.pdf; Kintullagh - BHSCT - Novation Agreement_26.04.2021.pdf; Glenabbey Manor - BHSCT - Novation Agreement_27.04.2021.pdf; City View Court - BHSCT - Novation Agreement - 26.04.2021.pdf; Carrickfergus Manor - BHSCT - Novation Agreement - 26.04.2021.pdf; Willow Grove - BHSCT - Novation Agreement_26.04.2021.pdf; Weavers House - BHSCT - Novation Agreement_26.04.2021.pdf; Rose Court - BHSCT - Novation Agreement_26.04.2021.pdf; Orchard Lodge - BHSCT - Novation Agreement_26.04.2021.pdf; Oak Tree Manor - BHSCT - Novation Agreement_26.04.2021.pdf

Clare,

As attached, Kathryn homes novations now complete with London registered address. Payment details have been transferred over to new account and name changes processed.

Thanks

[Redacted]

From: [Redacted]
Sent: 01 June 2021 09:19
To: [Redacted]@runwoodhomes.co.uk
Subject: RE: Kathryn Homes Novations

Hi [Redacted]

Thanks for this, see attached signed novations.

[Redacted]

From: [Redacted]@runwoodhomes.co.uk <[Redacted]@runwoodhomes.co.uk>
Sent: 26 May 2021 10:19
To: [Redacted]@belfasttrust.hscni.net>
Subject: RE: Kathryn Homes Novations

Dear [Redacted]

I note Magherafelt Manor (residential) and Meadow View were not included in the bundle I sent, apologies and please find attached.

Kind regards

[Redacted]

Executive Assistant



Runwood Homes Ltd, Runwood House, 107 London Road, Benfleet. SS7 2QL

Tel: 01702 427133 Fax: 01702 427138

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From: [redacted]@runwoodhomes.co.uk
Sent: 25 May 2021 15:58
To: [redacted]@belfasttrust.hscni.net>
Subject: RE: Kathryn Homes Novations

Thank you Patricia and please find the Word versions attached. I haven't changed anything with the RI but please do address and send back, your input is much appreciated.

Kind regards

[redacted]
Executive Assistant



Runwood Homes Ltd, Runwood House, 107 London Road, Benfleet. SS7 2QL

Tel: 01702 427133 Fax: 01702 427138

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From: [REDACTED]@belfasttrust.hscni.net>
Sent: 25 May 2021 14:15
To: [REDACTED]@runwoodhomes.co.uk
Subject: RE: Kathryn Homes Novations

Thanks [REDACTED] could you send word versions for Belfast trust? We don't usually refer to the RI in the novation as this is specific to the RQIA registration so would prefer if this wasn't changed. Happy to make this amendment and send back to you for agreement.

Thanks
[REDACTED]

From: [REDACTED]@runwoodhomes.co.uk <[REDACTED]@runwoodhomes.co.uk>
Sent: 25 May 2021 13:49
To: [REDACTED]@belfasttrust.hscni.net>
Subject: RE: Kathryn Homes Novations

Dear [REDACTED]

Apologies for my delay, I had a couple of enquires from some of the Trusts and wanted to ensure I addressed all of them before sending the attached updated Novation Agreements, I should have made you aware of this delay.

Amendments are:

- The registered address for Kathryn Homes is now 107 London Road, Hadleigh
- The date at the top of the first page has been omitted on each Novation Agreement
- The Company Number for Kathryn Homes is [REDACTED]
- Clifton Nursing Home name has been changed to City View Court

As you are aware, and thank you for bring this to my attention, we need to keep the registered address for Kathryn Homes as 107 London Road to match with Companies House, however, Kathryn Homes head office will remain as 2a Hopewell Avenue.

If you have any further enquires, please do not hesitate to contact me.

Kind regards

[REDACTED]
Executive Assistant



Runwood Homes Ltd, Runwood House, 107 London Road, Benfleet. SS7 2QL

Tel: 01702 427133 Fax: 01702 427138

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From: [REDACTED]@belfasttrust.hscni.net>
Sent: 25 May 2021 11:17
To: [REDACTED]@runwoodhomes.co.uk
Subject: RE: Kathryn Homes Novations

Hi [REDACTED]

Just following up on below as we haven't changed over bank account or contracts pending confirmation of address.

Thanks

From: [REDACTED]@runwoodhomes.co.uk <[REDACTED]@runwoodhomes.co.uk>
Sent: 14 May 2021 15:17
To: [REDACTED]@belfasttrust.hscni.net>
Subject: RE: Kathryn Homes Novations

Dear [REDACTED]

I will enquire and come back to you asap.

Kind regards

[REDACTED]
Executive Assistant



Runwood Homes Ltd, Runwood House, 107 London Road, Benfleet. SS7 2QL

Tel: 01702 427133 Fax: 01702 427138

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From: [REDACTED]@belfasttrust.hscni.net>
Sent: 14 May 2021 14:31
To: [REDACTED]@runwoodhomes.co.uk
Cc: [REDACTED]@belfasttrust.hscni.net>
Subject: RE: Kathryn Homes Novations

Thanks [REDACTED] the address on the novations needs to be the registered office address. Are there any plans to change this to Hopewell Avenue?

[REDACTED]

From: [REDACTED]@runwoodhomes.co.uk <[REDACTED]@runwoodhomes.co.uk>
Sent: 14 May 2021 14:05
To: [REDACTED]@belfasttrust.hscni.net>
Cc: [REDACTED]@belfasttrust.hscni.net>
Subject: RE: Kathryn Homes Novations

Hi [REDACTED]

Not a problem and thank you for your query, I confirm the address for Kathryn Homes is correct, 2a Hopewell Avenue.

Kind regards

[REDACTED]
Executive Assistant



Runwood Homes Ltd, Runwood House, 107 London Road, Benfleet. SS7 2QL

Tel: 01702 427133 Fax: 01702 427138

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From: [REDACTED]@belfasttrust.hscni.net>
Sent: 14 May 2021 13:26
To: [REDACTED]@runwoodhomes.co.uk
Cc: [REDACTED]@belfasttrust.hscni.net>
Subject: Kathryn Homes Novations

Hi [REDACTED]

Sorry another query, can I check the registered office address in the novations is 2A Hopewell Avenue, Belfast. BT13 1DR, however the company number (13064972) is registered at Runwood House 107 London Road, Hadleigh, Benfleet, England, SS7 2QL.

Could you please advise?

Thanks

[REDACTED]

[REDACTED]

Contracts Manager – Commissioned Services
L2, Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH

[REDACTED]

[REDACTED]



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If you have received this message in error please notify the sender immediately

This email has been scanned for the presence of computer viruses

[REDACTED]

From: [REDACTED] on behalf of ContractsCommServ-SM
Sent: 18 June 2021 10:04
To: 'dermot.parsons@kathrynhomes.co.uk'; [REDACTED]@kathrynhomes.co.uk
Subject: R&N Home Contract review Meeting - Glenabbey; Kintullagh & Madelayne
Attachments: Annual Template to be Completed by Homes Prior to Meeting.docx; Agenda for meetings.docx

Hi Dermot and [REDACTED]

Hope you are both well, I would like to invite you to an MS Teams meeting, in respect of the above homes, would you be available for the following date and time:-

Date: 3rd August 2021

Time: 10.30am

Can you please confirm **within three working days** if this is suitable or not at which stage we can either forward you the MS Teams Link or offer the date and time to another home.

In addition, please refer to the following supplementary documents for your information/action:

- Agenda
- Annual Review Template for Completion by Homes – I would be grateful if you would ensure that this is completed and returned via email to sheena.crone@belfasttrust.hscni.net **no later than three working days prior to the scheduled meeting.**

To ensure all aspects can be covered at this time it is essential that you are prepared. Therefore, if you have any specific questions, please make us aware of these in advance of this meeting.

Kind regards

[REDACTED]
Contracts Compliance Officer
Contracts Department
2nd Floor
Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH



**Belfast Health and
Social Care Trust**

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**CARE HOME PROFORMA
APPENDIX A**

NAME OF HOME:

NAME OF MANAGER:

BHSCT Residents:	Self-Funded/Private Resident	Trust-Funded Resident
Total Number of BHSCT Residents in the Home: (home to provide initials)		
Total Number of BHSCT self-funded/private residents		
Staffing:		
	Permanent (WTE)	Agency (WTE)
Management Staff		
Nursing Staff		
Senior Care Assistants		
Care Assistants		
Staff Turnover within 12 months prior to the Meeting		
	No. Left (WTE)	No. Replaced (WTE)
Management Staff		
Nursing Staff		
Senior Care Assistants		
Care Assistants		
Complaints Received within the 12 months prior to the Meeting:		
Compliments Received by BHSCT residents and their families within the 12 months prior to the meeting:		

Signed:

Date:



**Belfast Health and
Social Care Trust**

caring supporting improving together

Please complete and email to contractscommserv@belfasttrust.hscni.net
no later than three working days prior to the meeting.



**RESIDENTIAL & NURSING HOME
ANNUAL CONTRACT REVIEW MEETING**

AGENDA

1. Introductions & Purpose of the Meeting

Governance

2. Proforma completed by Home
 - a. Belfast Trust Residents
 - b. Staffing
 - c. Staff Turnover
 - d. Complaints
 - e. Compliments
3. Trust Annual Report for Home
 - a. RQIA registration
 - b. RQIA inspection report
 - c. CREST involvement
 - d. Care Reviews
 - e. MCA/DoLs
 - f. Adverse Incidents and QMRs
 - g. Complaints – quarterly return
 - h. Adult Safeguarding
 - i. Training
4. Visiting and care partner arrangements
5. Vaccination uptake
6. Escalation Protocol

Contracts

7. Changes to trading entity
8. GDPR and reporting of data breaches

9. Business Continuity Planning

10. Finance

11. Contractual position

12. AOB

[REDACTED]

From: [REDACTED]
Sent: 28 June 2021 14:26
To: 'dermot.parsons@kathrynhomes.co.uk'; [REDACTED]@kathrynhomes.co.uk'
Subject: FW: RESPONSE REQUIRED: R&N Home Contract review Meeting - Glenabbey; Kintullagh & Madelayne

Hi

I would be grateful if you could advise if the date and time below is suitable for annual contract review meeting for the above homes.

Kind regards

[REDACTED]
Contracts Compliance Officer
Contracts Department
2nd Floor
Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH

 **Belfast Health and Social Care Trust**

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From: [REDACTED] On Behalf Of ContractsCommServ-SM
Sent: 18 June 2021 10:04
To: 'dermot.parsons@kathrynhomes.co.uk' <dermot.parsons@kathrynhomes.co.uk>; [REDACTED]@kathrynhomes.co.uk' <[REDACTED]@kathrynhomes.co.uk>
Subject: R&N Home Contract review Meeting - Glenabbey; Kintullagh & Madelayne

Hi Dermot and [REDACTED]

Hope you are both well, I would like to invite you to an MS Teams meeting, in respect of the above homes, would you be available for the following date and time:-

Date: 3rd August 2021

Time: 10.30am

Can you please confirm **within three working days** if this is suitable or not at which stage we can either forward you the MS Teams Link or offer the date and time to another home.

In addition, please refer to the following supplementary documents for your information/action:

- Agenda
- Annual Review Template for Completion by Homes – I would be grateful if you would ensure that this is completed and returned via email to [REDACTED]@belfasttrust.hscni.net **no later than three working days prior to the scheduled meeting.**

To ensure all aspects can be covered at this time it is essential that you are prepared. Therefore, if you have any specific questions, please make us aware of these in advance of this meeting.

Kind regards

[REDACTED]
Contracts Compliance Officer
Contracts Department
2nd Floor
Admin Building
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH
[REDACTED]

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Subject: Glenabbey, Kintullagh & Madelayne - R&NH Contract Review Meetings
Location: MS Teams
Start: Wed 18/08/2021 14:00
End: Wed 18/08/2021 16:00
Show Time As: Tentative
Recurrence: Weekly
Recurrence Pattern: every Wednesday from 14:00 to 16:00
Meeting Status: Not yet responded
Organizer: ContractsCommServ-SM
Required Attendees: [Redacted] Kirkpatrick, Anna; Morgan, Colin;
dermot.parsons@kathrynhomes.co.uk; [Redacted]

Dermot, [Redacted]

New date as requested. Grateful if you could forward to Home Managers as appropriate

S

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Dated 26/04/2021

NOVATION AGREEMENT

between

BELFAST HEALTH AND SOCIAL CARE TRUST

and

Runwood Homes Limited

and

Kathryn Homes Limited

in respect of

Glenabbey Manor

CONTENTS

CLAUSE

1.	Novation	1
2.	Release of obligations and liabilities	2
3.	Indemnity	2
4.	Counterpart.....	2
5.	Governing law	2
6.	Jurisdiction	2

THIS AGREEMENT is dated 26/04/2021

PARTIES

- (1) BELFAST HEALTH AND SOCIAL CARE TRUST having its headquarters at A Floor, Belfast City Hospital, Lisburn Road, Belfast, BT9 7AB (**Continuing Party**).
- (2) Runwood Homes Limited incorporated and registered in Northern Ireland with company number 731250 whose registered office is at 107 London Road, Essex, SS7 2QL (**Outgoing Party**).
- (3) Kathryn Homes Limited incorporated and registered in Northern Ireland with company number 13064972 whose registered office is at 107 London Road, Hadleigh, Benfleet, England, SS7 2QL (**Incoming Party**).

BACKGROUND

- (A) The Continuing Party and the Outgoing Party are party to a contract for Residential & Nursing Care Services with commencement date of 1st April 2018 (**Contract**) a copy of which is annexed to this contract.
- (B) As part of Runwood Homes transfer to Kathryn Homes the Responsible Individual will now be Mr Dermot Parsons, Managing Director. Runwood Homes has transferred its business to the Incoming Party. As a result, the Outgoing Party wishes to transfer its rights and obligations under the Contract to the Incoming Party.
- (C) The Outgoing Party and the Incoming Party have agreed to be jointly and severally liable for any liabilities arising as a result of the Outgoing Party's failure to perform its obligations under the Contract before the Effective Date.
- (D) The Incoming Party has agreed to assume responsibility for all other liabilities so arising in the Outgoing Party's place.
- (E) The parties have therefore agreed to novate the Outgoing Party's rights and obligations under the Contract to the Incoming Party on the terms of this Agreement with effect from the 26/04/2021.

AGREED TERMS

In consideration of the mutual promises set out in this Agreement, the parties agree as follows:-

1. NOVATION

- 1.1 With effect from the Effective Date, the Outgoing Party transfers all its rights and obligations under the Contract to the Incoming Party. The Incoming Party shall enjoy all the rights and benefits of the Outgoing Party under the Contract, and all references to the Outgoing Party in the Contract shall be read and construed as references to the Incoming Party.

1.2 The Incoming Party agrees to perform the Contract and be bound by its terms in every way as if it were the original party to it in place of the Outgoing Party.

1.3 The Continuing Party agrees to perform the Contract and be bound by its terms in every way as if the Incoming Party were the original party to it in place of the Outgoing Party.

2. RELEASE OF OBLIGATIONS AND LIABILITIES

2.1 The Continuing Party and the Outgoing Party release each other from all future obligations to the other under the Contract.

2.2 Each of the Outgoing Party and the Incoming Party will be jointly and severally liable for any claim or demand that the Continuing Party may have against the Outgoing Party under or in connection with the Contract arising before the Effective Date.

2.3 Without prejudice to clause 2.2, each of the Continuing Party and the Incoming Party shall have the right to enforce the Contract and pursue any claims and demands under the Contract against the other with respect to matters arising before, on or after the Effective Date as though the Incoming Party were the original party to the Contract instead of the Outgoing Party.

3. [INDEMNITY]

4. COUNTERPART

4.1 This Agreement may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

4.2 No counterpart shall be effective until each party has executed at least one counterpart.

5. GOVERNING LAW

This Agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of Northern Ireland.

6. JURISDICTION

Each party irrevocably agrees that the courts of Northern Ireland shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this Agreement or its subject matter or formation.

This agreement has been entered into on the date stated at the beginning of it.

Signed by 
for and on behalf of
Belfast Health & Social Care Trust

Clare McMahon
Senior Manager
Contracts & Planning

Signed by 
for and on behalf of
Runwood Homes Limited

Gavin O'Hare-Connolly
Director

Signed by 
for and on behalf of
Kathryn Homes Limited

Dermot Parsons
Director