

# WELLCOME CARE HOMES LTD

Reviewed June 2025

## CONTINGENCY PLAN FOR THE ABSENCE OF THE MANAGER FOR 28 DAYS OR MORE.

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Scenario	Trigger	Response	Who to inform	KEY RESPONSIBILITIES.	
<p>Manager is or likely to be absent/unavailable for 28 days or more.</p>	<p>Manager is incapacitated or unable to perform duties of Registered Manager as per Regulations.</p>	<p>R.I to Inform Service Provider and Service Regulator. Use contact numbers and implement contingency plan. R.I to liaise daily with Deputy manager</p>	<p>Care Inspectorate Wales. <a href="mailto:CIW@gov.wales">CIW@gov.wales</a></p> <p><a href="mailto:Dayv@caerphilly.gov.uk">Dayv@caerphilly.gov.uk</a> Service manager Commissioning.</p> <p>Business Partner Mr Syed Ali <a href="mailto:Syedmali77@yahoo.co.uk">Syedmali77@yahoo.co.uk</a> 07824 000000</p> <p>Business Manager Umar Ali <a href="mailto:admin@wellcomecarehomes.com">admin@wellcomecarehomes.com</a> 07411825839</p> <p>Manager at Annedd Care Home <a href="mailto:Allison.brown@wellcomecarehomes.com">Allison.brown@wellcomecarehomes.com</a> 01570481399</p>	<p><b>What</b> Notify Service Provider and Service Regulator of the arrangements which have been put in place for the effective management of the service.</p> <p>Oversee situation. Liaise with other home managers/Deputy's with weekly meetings and updates. Liaise with C.I.W, Commissioning, and regulators with updates on and projected return to post.</p> <p>Business manager to carry on as usual with financial aspects of running the business and instruct Deputy of any financial tasks normally carried out by the manager.</p> <p>R.I. and manger from other homes within the business to conduct weekly site visits to support the Deputy and reduce any interruptions and help to solve or anticipate any problems that may arise.</p>	<p><b>When</b> As soon as absence is confirmed. Ongoing until absence has ended.</p> <p>As soon as absence confirmed.</p> <p>Ongoing as soon as Manager is back at post.</p>

				If Manager is not to return to post use recruitment process to secure new manager as soon as possible. Notify regulators.	
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