

# In the know

## Perthyn Belonging

## Chief Executive Update

Hello all and welcome to our latest newsletter.

Again it feels like summer has come and gone all too quickly and a lot has happened in a short space of time in the Care Sector.

Everyone will have seen the announcement in relation to the National Living Wage, something that we support and applaud. However, what we also need to see is that organisations like Perthyn are properly funded to be able to keep pace with legislation that affects our costs. To this end Trustees and Senior Management are part of the debate at a high policy level with input from Unions and other similar organisations. We are contributing to the collation and preparation of information that will be sent to government officials. The aim of this is to obtain the right level of funding in order to be able to recognise the valued work of staff with an appropriate level of remuneration.

There are also changes ahead in relation to the qualification framework for staff and we have included an article about this in this newsletter.

Finally it is timely that with the Rugby World Cup about to get underway in the UK this year, we have agreed a shirt sponsorship deal with a local rugby



club in West Wales that has a number of players with a learning disability. We employ a lot of people in this region and have worked closely with the community to integrate the people we support so that they are an inclusive part of that community. So it felt very appropriate to contribute in this way. You can read more about this in the next few pages.

Thanks once more for your continued support and hard work and don't forget if you have any comments or questions arising from any of the articles please get in touch, details of how to do this are on the back page.

Regards,  
Chris Bennett  
(on behalf of the Trustees and Executive Management Team)

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## 20 Years of Belonging - 2015



**Membership of UNISON gives you access to a huge range of benefits designed to help and protect you and to help you with a healthy work/life balance. Membership starts from just £1.30 a month.**

### **UNISON Membership Benefits:**

- Unrivalled protection and representation at work.
- Help with pay and conditions of service.
- Health and safety guidance and support.
- Confidential welfare services for you and your dependents in difficult times. Excellent legal services including free help with work problems.
- A special hotline, UNISON direct, for help and advice on workplace issues.
- Education training advice and courses.
- Deals on everything from mortgages, breakdown services, Home & Car insurance.
- UNISON holiday centre for members and families at the Devon seaside.

In addition to the above there are other benefits available, these are listed in the UNISON Rule book. Copies of the UNISON Rule Book 2015 are available for download from the Perthyn Intranet or via the following link: <http://www.unison.org.uk/for-members/about-membership/rulebook/>

All members working for Perthyn in Wales and East Midlands will be aware of the risks that can possibly occur in the performance of our duties, and if there is an instance of an accident and this results in an injury then there is a rule book benefit to provide support members. The requirements of a valid claim for accident benefit are as follows:

- Membership for at least 4 weeks prior to suffering the accident on which the claim is based and the entitlement is £4.20 per day:

- £21.00 per week maximum during the whole period in which the member is unable to work by reason of the accident up to a maximum of 30 days or £126.00 in any calendar year.

The accident must happen in the course of the member's employment, or whilst travelling to or from work or upon Union business.

There are a number of ways to join UNISON, online, by calling a freephone number or by contacting your local representative. Subscriptions can be paid from your salary or via Direct Debit.

Call **0800 171 2194**

or go to

<http://www.joinunison.org>

to make that step that will always give you support when required or contact the officers below for further information.

**Debbie Kitt-Geraghty** Nottinghamshire  
[debbie.kitt-geraghty@nottsunison.org.uk](mailto:debbie.kitt-geraghty@nottsunison.org.uk)

**Philip Warlow**  
UNISON Wales  
[philip.warlow@perthyn.org.uk](mailto:philip.warlow@perthyn.org.uk)

**Nicola Dean** Northamptonshire  
[unison.office@nhft.nhs.uk](mailto:unison.office@nhft.nhs.uk)

**Mick Alderson** Nottinghamshire  
[mickaldersonunison@gmail.com](mailto:mickaldersonunison@gmail.com)





## Warriors sponsorship

This year, Perthyn have provided some kit sponsorship to the Llanelli Warriors rugby team, which gives people with a learning disability the opportunity to play competitive rugby. The team was formed in 1995 have played across the UK and even as far as New Zealand. They have been instrumental in helping to establish sides in Yorkshire, Scotland and Shropshire.

Warriors Chairman Gwilym Lewis said:



**“I think it’s a mark of the Warriors progress that we’ve attracted such a company to sponsor us. Perthyn’s name comes from the principal that everybody belongs to the community and should have opportunities to build relationships and play an active role within it. These are things that the Warriors also value highly. You can’t get much more active than playing rugby and there’s no better place to earn respect. The relationships within the team are important. This makes Perthyn and the Warriors a great ethical fit and a sponsor we can feel comfortable wearing.”**

The Warriors are giving something that isn’t often offered to people with a learning disability – the chance to play a hard physical game in an integrated setting where people are judged on their ability to play rugby rather than having a disability.

Perthyn has had great support from the community in Carmarthenshire through volunteering projects we have been involved in and we are happy to give something back. We hope that this sponsorship will not only help the Warriors but also raise awareness of the work we do in the community and the employment opportunities we provide. As a company we are about challenging preconceptions so people who see and understand what the Warriors are doing will see us in that light too.

# Driving - Ergonomics



Ergonomic driving, do I really need that? Whether it is your daily commute or the extended road trip, by the end of the average week you have accumulated a lot of time behind the wheel of the vehicle. A good ergonomic setup can go a long way to enhancing both the comfort and effectiveness of your driving.

The driver's seat, is the most important thing you need to get right in order to avoid discomfort and fatigue while driving. Luckily the car companies have already done a lot of work to make it easy for you to get it just about perfect.

Adjusting the Driver's seat in your car for proper leg room is rather easy. Your legs should not be scrunched up, nor should you have to reach with them to use the pedals. Slide the seat so that you can operate the pedals with just your foot and your thigh is relaxed and supported. You should also be able to pick up your foot when operating the pedals without any discomfort. Your knees should be slightly bent.

### Proper adjustment:

It is easiest to start with a seat that is completely in the wrong position and bring it into the correct position. Start by pushing your seat all the way back, place it as low to the floor as able, and recline the back 30-40 degrees.





- Bring the seat height up until you can comfortably see the road and instruments and your hips are as high as your knees. If you are too low try adding a cushion or wedge to the seat. This can also decrease vibration from the road which has been shown to contribute to injury. Be sure it does not make you too high so that you have to bend your head down or to the side.
- Scoot the seat forward so you can reach and completely depress all the foot pedals without coming away from the seat back.
- Bring the back forward until you are reclined at a 100-110 degree angle. This decreases the pressure on the discs in your low back. Adjust your headrest so it rests in the middle of your head.
- Tilt seat cushion until it evenly supports your entire thigh without pressure in particular areas and does not hit the back of your knees. If it presses unevenly you can restrict circulation and cause discomfort in the legs.
- Adjust the seat belt to fit you instead of adjusting the seat to accommodate the seatbelt position.
- Bring the steering wheel down and toward you to minimize reach. The less your elbows reach forward and up the less the strain on your neck and upper back.



- Now adjust the mirrors. If you start to slouch down or get in a bad position the mirrors will feel as they need to be adjusted and cue you to sit back up.
- Fine tune as necessary.

Make minor adjustments to your position occasionally to change the stressors on your body. Be sure to stay in a safe supported position. Change your grip on the wheel occasionally.

How you hold the steering wheel is also important. Instead of holding close to the top of the wheel at the 10 and 2 o'clock positions lower them to 9 and 3 o'clock or lower. You can feel the shoulders muscles relax some when you do this. Other than while turning, avoid reaching across your body to hold the steering wheel. For example, don't hold the very top or right side of the wheel with your left arm or vice versa. Try to keep your wrist straight while holding the steering wheel.

Always remove items from your back pocket before sitting. This will help to avoid causing the pelvis to twist stressing the back.

When getting in to the car sit first and then swing your legs into the car. To get out slide the legs out first and then stand up to decrease low back strain.

*Take frequent breaks to get out and stretch at least every 2 hours. This is important for your back but also your hands as holding a steering wheel for long periods can contribute to carpal tunnel syndrome. If you get to your destination 3 minutes earlier but are stiff and painful you won't be very effective!*

## Environmental News

# Environmental Incentive Award Scheme

Hi folks,

Just a reminder we are still taking nominations for this year's award scheme. If you support someone who is doing something to benefit the environment or reducing their carbon footprint in some way then please contact [keli.walters@perthyn.org.uk](mailto:keli.walters@perthyn.org.uk) who can advise on how to enter and win a prize. Also, just to clarify, there is an additional award open to any office, day centre or transitional service that can demonstrate a positive impact on their environment. Closing date is the 30th September 2015 prize giving in October 2015.



## NEWS

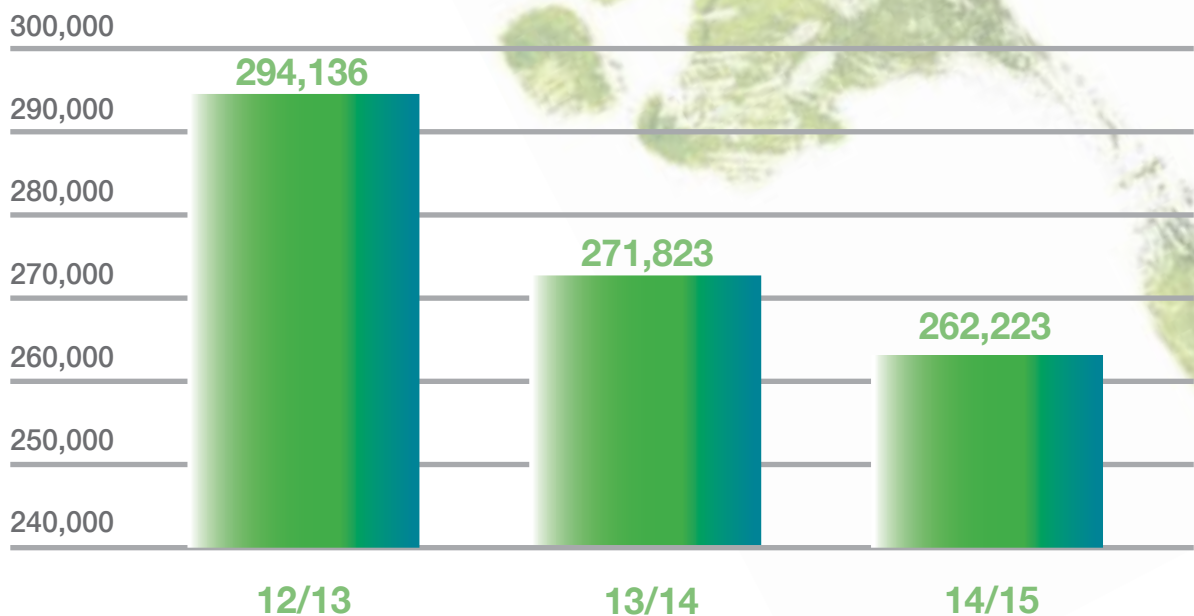
### ESOS energy savings opportunity scheme

ESOS is a new mandatory energy assessment scheme for organisations in the UK which comes into effect at the end of the year. From now on organisations must carry out ESOS assessments every 4 years. These assessments are audits of the energy used by their buildings, processes and transport to identify cost-effective energy saving measures. In short, from December 2015 Perthyn will be required by law to measure and report on our Environmental Impact in terms of our Carbon Footprint (KgCo<sup>2</sup>e). Perthyn takes its environmental responsibilities seriously and has done for a few years, so whilst you may be surprised to learn Perthyn has quite a significant Carbon Footprint I hope you won't be surprised to learn that we have already made a start and can evidence year on year reductions.



This graph shows the amount of Carbon (in Kilograms) that Perthyn has emitted into the atmosphere each year since 2012/13. Last year we emitted 262 tonnes. Whilst it's true the weather is the biggest variable (the cooler the winter the more energy we use to heat our buildings) the biggest positive impact we have been able to make has been in terms of reducing the business miles travelled. Last year Perthyn staff travelled 434,000 miles – that is equivalent to 17.5 times the circumference of the Earth. Perhaps this is a good time to plug Perthyns Car Share Policy and also the Ride to Work scheme. See intranet for details.

Carbon  
Kilograms



# Introducing the Care Certificate to Perthyn

## Why has the Care Certificate been developed?

In the wake of the Francis Inquiry, and following the identification of serious challenges in some other health and social care settings in 2013, Camilla Cavendish was asked by the Secretary of State to review and make recommendations on: the recruitment, learning and development, management and support of healthcare assistants and social care support workers, ensuring that this workforce provides compassionate care.

The resulting report, The Cavendish Review: An Independent Review into Healthcare Assistants and Support Workers in the NHS and Social Care Settings (July 2013) found that preparation of healthcare assistants and social care support workers for their roles within care settings was inconsistent and she recommended development of a Certificate of Fundamental Care – the ‘Care Certificate’.

## When is the Care Certificate being introduced and who will undertake it?

Perthyn will start delivering the Care Certificate to new employee’s in October 2015. It will be delivered through a blend of eLearning and practice assessment by Managers. The Care Certificate will be completed by Support Staff throughout the organisation.

## What does the Care Certificate cover?

The Care Certificate is the start of the career journey for Support Workers and is only one element of the training and development that will make staff ready to practice.

The Care Certificate standards are listed below.

The Standards:

1. Understand your Role
2. Your Personal Development
3. Duty of Care
4. Equality and Diversity
5. Work in a Person Centred Way
6. Communication
7. Privacy and Dignity
8. Fluids and Nutrition
9. Awareness of mental health, dementia and learning disabilities
10. Safeguarding Adults
11. Safeguarding Children
12. Basic Life Support
13. Health and Safety
14. Handling Information
15. Infection Prevention and Control

## Is the Care Certificate knowledge only?

No, the Care Certificate contains both knowledge and competence outcomes. Assessment of knowledge and understanding is prefixed with verbs such as ‘describe,’ ‘explain,’ ‘define,’ ‘list,’ or ‘identify’ and can be undertaken using written or verbal evidence such as the workbook, written questions, case studies or sound files.

Evidence of performance prefixed with words such as ‘demonstrate,’ ‘take steps to,’ ‘use’ or ‘show’ must be undertaken in the workplace during the learners real work activity and observed by the assessor unless the use of simulation is expressly allowed. Learners can practice and develop their new skills in a classroom or similar setting but the assessment evidence must be collected during real work activity.







### **Is the Care Certificate a replacement for induction?**

The Care Certificate does not replace the induction specific to the environment in which practice will take place, nor will it focus on the specific skills and knowledge needed for a specific setting.

### **What happens to the Common Induction Standards/Induction Framework?**

The Care Certificate will replace the Common Induction Standards/Induction Framework and Support Workers starting within a new role within the scope of this certificate are expected to have training, education and assessment as part of this certificate, within the first 12 weeks of employment.

### **What is the assessment process?**

Assessment will differ dependent upon the element of the Care Certificate. Most assessment should be within the care setting, in practice, with Individuals who use our services, and should be completed face to face by an occupationally competent assessor. Simulated evidence can only be used where the evidence could not reasonably be assessed in a real work situation or is unlikely to occur during the induction period for example basic life support.

### **Will the Care Certificate be accredited?**

It is not the intention or expectation that the Care Certificate will be accredited as a national qualification. The Care Certificate does not require local accreditation by any awarding body or Higher Education Institution, and there is no requirement for

it to have external quality assurance. It is however an expectation that the Care Certificate would provide evidence towards QCF qualifications.

### **If I have already completed my CIS do I have to do the Care Certificate?**

No, the Care Certificate is for Support Workers starting within a new role. Those who have completed their CIS have already completed preparation for their roles and will continue to be recognised.

### **If a Support Worker moves in to a new job role or employer do they have to re-do the Care Certificate?**

No, once the Care Certificate is completed it is portable and therefore does not have to be retaken.

*Perthyn welcomes the development of the Care Certificate, which sets standards for the induction of Support Workers. These individuals play an essential role providing people with some of the most personal and fundamental support and are a significant part of the workforce in the services we oversee. It is crucial they are valued, supported and trained to do their important job well. The Care Certificate will help new members of our workforce to develop and demonstrate key skills, knowledge, values and behaviours, enabling them to provide people with safe, effective, compassionate, high-quality care.*

# Thank you and good luck

**Shirley Evans who has worked for Perthyn for over 17 years will be retiring at the end of September.**

Shirley is a very valued member of the staff team at Plasnewydd in Powys and will be greatly missed by her work colleagues and the people she has supported.

We would like to thank Shirley for all her hard work and for being such a good support worker in all her years of service.

Thanks Shirley, we all hope you have a brilliant retirement.



## Equality and Diversity

**Perthyn strives to integrate equality and diversity into our policy development, service delivery and employment practices, but what is it?**

Everyone is a unique person. Even though people have things in common with each other they are also different in all sorts of ways. Differences include visible and non-visible factors, for example, personal characteristics such as background, culture, personality, and work-style, size, accent, language and so on.

Equality is a legal framework to protect against discrimination, promote equality of opportunity and foster good relations between people with 'protected characteristics'.

A number of personal characteristics are covered by discrimination law to give people protection against being treated unfairly. The 'protected characteristics' are race, disability, gender reassignment, sex, marriage and civil partnership, pregnancy and maternity, religion and belief, sexual orientation and age.

Diversity is the valuing of our individual differences and talents, creating a culture where everyone can participate, thrive and contribute.

All staff in Perthyn have a duty to behave in ways that promote equality and diversity and this applies to the those you work with and those you support.

Further information can be obtained at:

<http://www.legislation.gov.uk/>  
<http://www.equalityhumanrights.com/legal-and-policy/legislation/equality-act-2010/what-equality-act>



# Questions & Answers



## Helen Mitchell Flexi Shropshire

**The best thing about my job is...**  
Supporting people in achieving what they want to do.

**If you could learn to do anything, what would it be?**

Really good at being able to use a computer well.

**My favourite meal is...**

Indian food.

**If you could have two famous people to dinner, who would they be?**

Jeremy Vine and Emma Holmes.

**If you could choose a super power, what would it be and why?** To click my fingers and be transported to where I want to go to straight away.

**What chores do you absolutely hate doing?**

Cleaning out the airing cupboard!

**Favourite song**

Dreamers – by Jack Sauerti.

**What is your ideal holiday location and why?**

Maldives.

**Favourite film**

Charlie and the chocolate factory.

**Top tips for doing the job well...**

Putting effort and concentration into what you're doing.



## Nikki Jakeway Support Worker Conway Drive Shrewsbury

**The best thing about my job is...**  
Getting out and about and helping the people I support to do what they want to do.

**If you could learn to do anything, what would it be?**

Formula one driver.

**My favourite meal is...**

Sunday dinner or spaghetti bolognaise.

**If you could have two famous people to dinner, who would they be?**

Lee Evans and Jude Law.

**If you could choose a super power, what would it be and why?**

Psycic – To get the 6 numbers on the lottery!

**What chores do you absolutely hate doing?**

Ironing.

**Favourite song**

Michael Jackson – Man in the mirror.

**What is your ideal holiday location and why?**

Mexico – just amazing.

**Favourite film**

The Holiday.

**Top tips for doing the job well...**

Listen to other people's opinions because they count and work together as a team.



## Tracy Love Flexi Shropshire

**The best thing about my job is...**  
As a flexi I get to go to all houses and work with lots of different people.

**If you could learn to do anything, what would it be?**

Famous actress.

**My favourite meal is...**

Curry.

**If you could have two famous people to dinner, who would they be?**

David Beckham (in his boxer shorts) and Brendan Carroll (Mrs Browns Boys).

**If you could choose a super power, what would it be and why?**

To be invisible, so I could be everywhere and nobody would know.

**What chores do you absolutely hate doing?**

Ironing, house work.

**Favourite song**

Up (Olly Murs).

**What is your ideal holiday location and why?**

Relaxing holiday Caribbean, sandy beaches, blue sea.

**Favourite film**

Dirty Dancing.

**Top tips for doing the job well.....**

Do what the managers say, work together as a team and listen and respect everyone.

## Congratulations to the following staff for achieving their social care qualifications:

QCF Level 3 in Health and Social Care

**Tracy Williams**  
**Julie Rumbelow**  
**Karen Brennan**  
**Mandy Dean**

Level 2 QCF Diploma in Health and Social Care

**Charles Dewa**  
**Paul Bradley**  
**Stephanie Fry**



## Income Tax Update - Marriage Allowances

If your income is £10,600 or less, you may be able to reduce your husband, wife or civil partner's tax by £212. You may still be eligible if your income is more because of tax-free savings interest.

Marriage Allowance lets you transfer £1,060 of your Personal Allowance to your partner. This is £10,600 for the 2015 to 2016 tax year.

You can check that you're eligible.

### Example

You earn £9,000 and your partner earns £25,000 before tax.

You transfer £1,060 to your partner through Marriage Allowance.

Your partner now has a Personal Allowance of £11,660 (£10,600 plus £1,060). Your Personal Allowance is now £9,540 (£10,600 minus £1,060).

If you or your partner were born before 6 April 1935, you may be able to claim Married Couple's Allowance instead.

For further information check the Government website at:

<https://www.gov.uk/marriage-allowance-guide>



If you have any comments, suggestions or articles please send them to the address below. If you are sending photo's please send them as Jpegs.



[keli.walters@perthyn.org.uk](mailto:keli.walters@perthyn.org.uk)



Or by mail to: Keli Walters,  
Perthyn, Vivian Court, Llys Felin  
Newydd, Phoenix Way  
Swansea SA7 9FG