

# Duffryn Ffrwd Manor Limited

## Annual Return 2025/2026

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The Annual Return is an online form that registered adults and children's services providers are legally required to complete each year under the [Regulations and Inspection of Social Care \(Wales\) Act 2016 \(RISCA\)](#). The purpose of Annual Returns is to provide the public with comprehensive, comparable and robust information on the quality of care and support services.

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## Provider: Duffryn Ffrwd Manor Limited

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### Provider summary

The provider was registered on:	27/12/2018
The following lists the provider conditions:	There are no conditions associated to the provider

### Training and workforce planning arrangements

<b>Arrangements in place during the last financial year for identifying, planning and meeting the training needs of staff employed by the service provider.</b>	We have a training matrix which is being updated regularly.  Depending on the needs of the residents, should additional training be required this is resourced and the relevant staff are booked onto the training.
<b>Arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider.</b>	We have a sponsorship licence which allows us to employ staff from overseas. We have recruited both locally and internationally during the last financial year. We also utilise agency staff as and when required.

### Regulated services delivered by this provider

Service name	Service type	Type of care
Duffryn Ffrwd Manor LTD	Care Home Service	Adults With Nursing

## Service: Duffryn Ffrwd Manor LTD

### Service summary

<b>Service Type</b>	Care Home Service
<b>Type of Care</b>	Adults With Nursing
<b>Approval Date</b>	27/12/2018
<b>Maximum number of places</b>	92
<b>Service Conditions</b>	<ul style="list-style-type: none"><li>• A maximum of 92 individuals can be accommodated at this service.</li><li>• The responsible individual for this service is Edison Hee Mee Hii</li><li>• Duffryn Ffrwd Manor Limited is registered to provide a Care Home Service at Duffryn Ffrwd Manor Ltd, OLD NANTGARW ROAD, NANTGARW, CARDIFF CF15 7TE</li></ul>
<b>How many people in total did the service provide care and support to during the last financial year?</b>	64

### Service management

<b>Responsible Individual(s)</b>	Edison Hii
<b>Manager(s)</b>	Jill Thomas, Gemma Wilson

### Service contact details

<b>Service Telephone Number</b>	<a href="tel:01443843005">01443843005</a>
<b>Service Contact Email Address</b>	<a href="mailto:info@dfmcarehome.co.uk">info@dfmcarehome.co.uk</a>

### Languages used at the service

<b>What is the main language through which the service is provided?</b>	English
<b>Other languages used in the provision of the service</b>	<ul style="list-style-type: none"><li>• Welsh</li></ul>
<b>Non-verbal communication methods used at the service</b>	<ul style="list-style-type: none"><li>• Non-formal communication (e.g. body language, facial expressions)</li><li>• Writing (Paper / Whiteboards)</li><li>• Lipreading</li></ul>

### Service facilities and accommodation

<ul style="list-style-type: none"><li>• Activities room (Art, Music, Games, Computers, etc.)</li><li>• Close to local shops / amenities</li><li>• Garden(s)</li><li>• Hairdressing / beauty services</li><li>• Internet access</li><li>• Laundry service</li><li>• Lifts</li><li>• Near public transport</li><li>• Number of bathrooms with assisted bathing facilities: 12</li><li>• Number of bedrooms with en-suite facilities: 51</li><li>• Number of communal lounges: 3</li><li>• Number of dining rooms: 1</li><li>• Number of shared bedrooms: 3</li><li>• Number of single bedrooms: 86</li><li>• On-site parking</li><li>• Outdoor seating / entertainment area</li><li>• Quiet areas</li><li>• Residents' kitchenette / communal kitchen</li><li>• Semi-independent flat</li><li>• Sensory areas</li><li>• TV point</li><li>• Wheelchair access</li><li>• Wildlife / domesticated animals</li><li>• Woodland / ponds</li></ul>
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## Engagement with people using the service

Resident's Meetings and completion of the annual questionnaires.

## Compliance and quality statement

### Inspected - Delivering Quality Care

During the reporting period, Care Inspectorate Wales visited our service. We're proud their findings show we provide safe, effective, and supportive care for the people who use our services, meeting the required standards under section 27(1) of the Regulation and Inspection of Social Care (Wales) Act 2016.

We also carry out regular reviews to make sure the care and support we offer continues to meet people's needs and helps them achieve positive outcomes.

## Fees charged by the service

The minimum weekly fee payable during the last financial year?	£950
The maximum weekly fee payable during the last financial year?	£1715

## Complaints processed by the service

Total number of formal complaints made during the last financial year	2
Number of active complaints outstanding	0
Number of complaints upheld	0
Number of complaints partially upheld	0
Number of complaints not upheld	2

## Staff working at the service

### Staff summary

The total number of full time equivalent posts at the service (as at 31 March)	119
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## Posts and vacancies

Role type	No. of staff in post	Total vacancies
Manager	3	0
Deputy Manager	1	0
Nursing Assistant / Auxiliary Nurse	1	0
Registered Nurse (1+ Years in Practice)	7	0
Senior Care Worker	11	0
Care Worker	53	0
Domestic staff	15	0
Catering staff	16	0
Other Staff	12	12

## Training undertaken

## Induction and Health & Safety

Role type	Induction	Health & Safety
Manager	All staff have completed	All staff have completed
Deputy Manager	All staff have completed	All staff have completed
Nursing Assistant / Auxiliary Nurse	All staff have completed	All staff have completed
Registered Nurse (1+ Years in Practice)	All staff have completed	All staff have completed
Senior Care Worker	All staff have completed	All staff have completed
Care Worker	All staff have completed	All staff have completed
Domestic staff	All staff have completed	All staff have completed
Catering staff	All staff have completed	All staff have completed
Other Staff	All staff have completed	All staff have completed

#### Equality, Diversity & Human Rights and Infection, prevention & control

Role type	Equality, Diversity & Human Rights	Infection, prevention & control
Manager	All staff have completed	All staff have completed
Deputy Manager	All staff have completed	All staff have completed
Nursing Assistant / Auxiliary Nurse	All staff have completed	Not relevant to this staff group
Registered Nurse (1+ Years in Practice)	All staff have completed	All staff have completed
Senior Care Worker	All staff have completed	All staff have completed
Care Worker	All staff have completed	All staff have completed
Domestic staff	All staff have completed	All staff have completed
Catering staff	All staff have completed	All staff have completed
Other Staff	All staff have completed	All staff have completed

#### Manual Handling and Safeguarding

Role type	Manual Handling	Safeguarding
Manager	All staff have completed	All staff have completed
Deputy Manager	All staff have completed	All staff have completed
Nursing Assistant / Auxiliary Nurse	All staff have completed	All staff have completed
Registered Nurse (1+ Years in Practice)	All staff have completed	All staff have completed
Senior Care Worker	All staff have completed	All staff have completed
Care Worker	All staff have completed	All staff have completed
Domestic staff	All staff have completed	All staff have completed
Catering staff	All staff have completed	All staff have completed
Other Staff	All staff have completed	All staff have completed

#### Medicine Management and Dementia

Role type	Medicine Management	Dementia
Manager	All staff have completed	All staff have completed
Deputy Manager	All staff have completed	All staff have completed
Nursing Assistant / Auxiliary Nurse	All staff have completed	All staff have completed
Registered Nurse (1+ Years in Practice)	All staff have completed	All staff have completed
Senior Care Worker	All staff have completed	All staff have completed
Care Worker	Not relevant to this staff group	All staff have completed
Domestic staff	Not relevant to this staff group	All staff have completed
Catering staff	Not relevant to this staff group	All staff have completed
Other Staff	Not relevant to this staff group	All staff have completed

#### Positive Behaviour Management and Food Hygiene

Role type	Positive Behaviour Management	Food Hygiene
Manager	All staff have completed	All staff have completed
Deputy Manager	All staff have completed	All staff have completed
Nursing Assistant / Auxiliary Nurse	Not relevant to this staff group	Not relevant to this staff group
Registered Nurse (1+ Years in Practice)	All staff have completed	All staff have completed
Senior Care Worker	All staff have completed	All staff have completed
Care Worker	All staff have completed	All staff have completed
Domestic staff	All staff have completed	Not relevant to this staff group
Catering staff	All staff have completed	All staff have completed
Other Staff	All staff have completed	Not relevant to this staff group

#### Contractual arrangements

##### Permanent Staff, Fixed Term Contracted Staff and Volunteers

Role type	No. of permanent staff	No. of fixed term contracted staff	No. of volunteers
Manager	3	0	0
Deputy Manager	1	0	0
Nursing Assistant / Auxiliary Nurse	1	0	0
Registered Nurse (1+ Years in Practice)	5	0	0
Senior Care Worker	11	0	0
Care Worker	24	19	0
Domestic staff	12	0	0
Catering staff	16	0	0
Other Staff	12	0	0

##### Agency/Bank Staff & Non-Guaranteed Hours (zero hours) Staff

Role type	No. of agency/bank staff	No. of non-guaranteed hours (zero hours) staff
Manager	0	0
Deputy Manager	0	0
Nursing Assistant / Auxiliary Nurse	0	0
Registered Nurse (1+ Years in Practice)	2	0
Senior Care Worker	0	0
Care Worker	10	0
Domestic staff	3	0
Catering staff	0	0
Other Staff	0	0

#### Full time v part time information

Role type	No. of full time staff	No. of part time staff
Manager	3	0
Deputy Manager	1	0
Nursing Assistant / Auxiliary Nurse	1	0
Registered Nurse (1+ Years in Practice)	5	2
Senior Care Worker	11	0
Care Worker	47	6
Domestic staff	10	5
Catering staff	9	7
Other Staff	11	1

#### Staff qualifications

##### Hold required qualification & Working towards required qualification - not apprenticeship

Role type	Hold required qualification	Working towards required qualification - not apprenticeship
Manager	3	0
Deputy Manager	1	0
Nursing Assistant / Auxiliary Nurse	1	0
Registered Nurse (1+ Years in Practice)	7	0
Senior Care Worker	10	0
Care Worker	46	0
Domestic staff	0	0
Catering staff	0	0
Other Staff	3	0

##### Working towards required qualification - apprenticeship & Qualification not required for role

Role type	Working towards required qualification - apprenticeship	Qualification not required for role
Manager	0	0
Deputy Manager	0	0
Nursing Assistant / Auxiliary Nurse	0	0
Registered Nurse (1+ Years in Practice)	0	0
Senior Care Worker	0	0
Care Worker	3	0
Domestic staff	0	0
Catering staff	0	0
Other Staff	9	0

#### Typical shift patterns

Role type	Typical shift patterns
Nursing Assistant / Auxiliary Nurse	7.30am-7.30pm
Registered Nurse (1+ Years in Practice)	7-30am-7.30pm, 7.30am-2pm, 1pm-7.30pm,7.30pm-7.30am
Senior Care Worker	7.30am-7.30pm, 7.30am-2pm,1pm-7.30pm, 2-3 senior day, 1-2 senior night
Care Worker	7.00am-7.00pm, 7.30am-7.30pm,7.30am,2.00pm,1pm-7.30pm, 7.30am-11.30am, Staffing number average 9 Morning, 7 afternoon, 4/5 by afternoon