**Establishment**:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Service Users**Quality discussions with service usersMedication audits being completed and detailedPCCP’s being reviewed 2 x specific monthly auditsFinances being audited.Safeguarding’s CQC.Service users forumsActivities / holidays |
| **Staffing**Rotas / staffing levels Issues raised by staffDiscussion with staff ( Topic of the month) |
| **Building and Environment**Cleanliness and decoration within the home Outside spaces – clear and tidyBuilding maintenance issues/ concernsLandlord / lease issues |
| **Audits** **Action plans this month****Common themes to share** |
| **Comments, compliments and complaints** |
| **Any other business** |

Service Manager:

Date: