

camphill
village
trust



Botton Village

Welcome to your Trustee road trip pack – June 2022

Community summary

Botton Village is set in the heart of the North York Moors National Park. The village was established in 1955, and covers an area of approximately 1000 acres.

Botton Village works with seven Local Authorities (LA) who currently commission with us, however the majority of people in receipt of services are funded by North Yorkshire County Council (NYCC). Three people are privately funded.

Accommodation

- We have 48 properties in total at Botton Village.
- A mix of shared supported living households.
- We have eight apartments (one and two bedrooms).
- 15 properties currently occupied and people supported by the Trust. Five properties have floating support and 10 have supported living.
- 13 houses, rented to, and managed by, the Avalon Group and are occupied by members of the Esk Valley Camphill Community.
- We have five houses that are occupied for other uses.
- We have 15 empty houses:
 - Trefoil, Hall North, Skylark, Gean and Tour were previously used as co-worker homes with people we support, however largely have not been used since 2017.
 - Tourmaline was used as guest volunteer accommodation up until 2020.
 - Honeybee Nest has been empty since it was built in 2012.
 - Merlin is a property in the centre of the village which housed retired co-workers up until 2019, however the building is in dilapidated state.
 - Iona is a two bedroom flat in the centre of the village which was previously deemed not suitable for accommodation for people we support.
- We have five current available voids
 - IO Station Road in nearby Castleton was recently vacated in April 2022, as the tenant wished to move back into Botton Village.
 - Hawthorn is having a wet-room installed and a person we are currently supporting in Thomas Weihs House (TWH) will be moving into this.
 - Staffa, a one bedroom flat, in the village centre, is also empty, having being vacated in March 2022, to support a temporary move to TWH.
 - There are plans for Oak, Ash, and Thorn to be converted into holiday lets.

Support needs

- We currently support 56 adults in our supported living services.
- 2050.50 hours are commissioned on a weekly basis. Average this number between 56 people is around 36 hours per week.
- The number of people in receipt of personal care (CQC regulated) is 24.
- We primarily support adults with a learning disability, as well as providing support for people with Autism, dementia, and high personal care needs.
- We have a mix of 24 hour support staff coverage in some households with floating support in others.
- Some people live alone with floating support needs.

Day opportunities

- These are mainly unfunded, we rely on fundraised income to bridge the deficit.
- 51 people currently attend our day opportunities, including those who live in the community, external attendees and people supported by Avalon.
- Opportunities include:
 - Woodland studio
 - Creative studio
 - Social farm
 - Inner garden
 - The Village Store
 - Coffee Bar
 - Creamery (award winning cheese!)

Staff

- 88 staff members across the village.
- We have 52 support workers at Botton Village.
- We currently use 15 FTE agency staff to cover our staff vacancies, sickness and holidays.

About our land

Botton Village has 650 acres of active farmland and 150 acres of planted forestry, all certified organically.

We have five individual farms – Honeybee Farm, Stormy Hall Farm, Botton Farm, High Farm and Falcon Farm.

The farms include:

- 30 dairy cows – calve year-round and all our milk is processed in our creamery.
- 140 breeding ewes & youngstock – a mixed flock.
- 25 suckler beef cows & youngstock – suckler herd predominantly Aberdeen Angus.
- Four sows – cross breed of Pietrain, Duroc and Large White.
- 50 laying hens.
- The majority of our pigs and lambs are sold privately to Gazegill Organics.



Supported opportunities on the farm and gardens

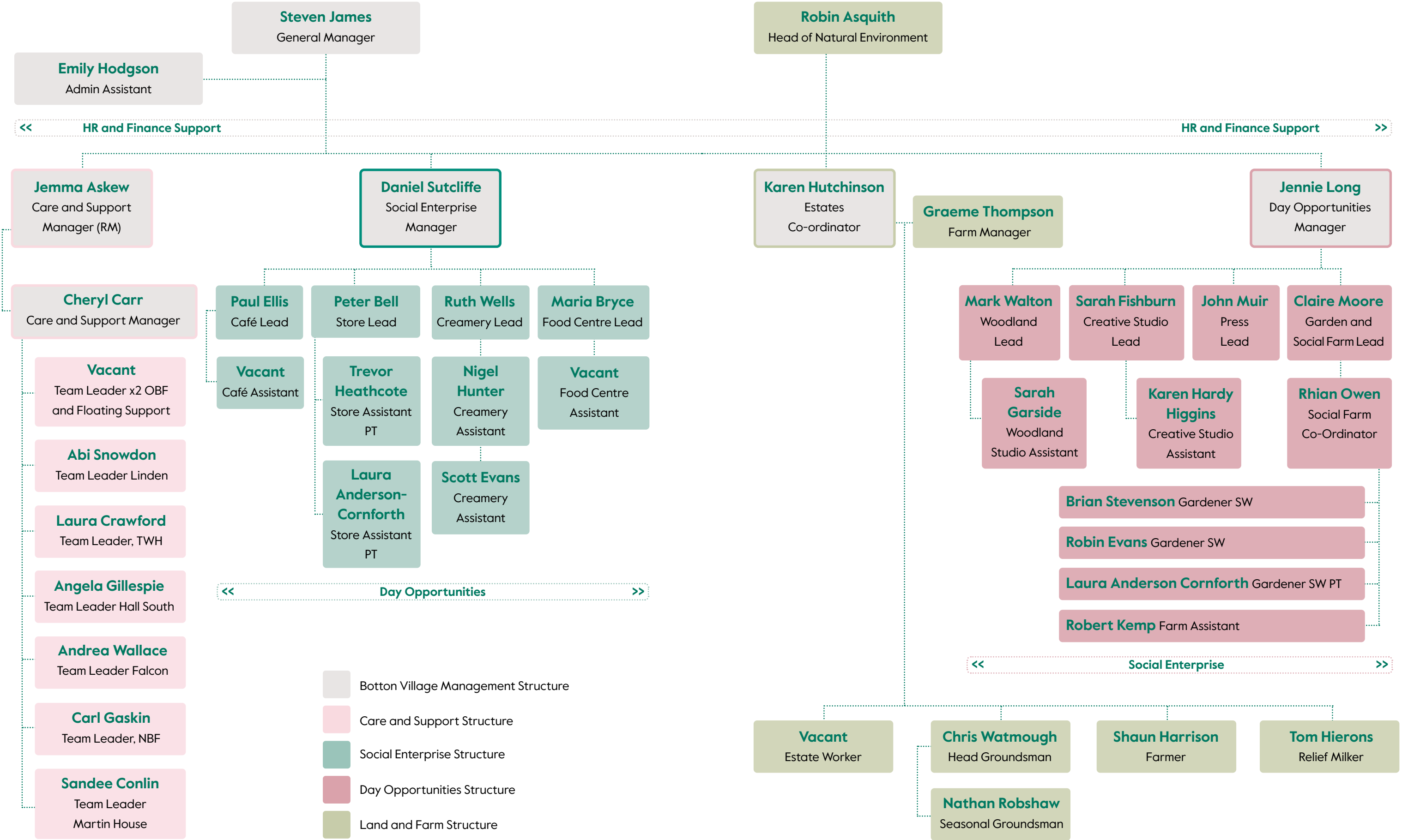
Social farming and gardening is the structured support of people with a defined need in a nature-based setting.

- Community members are supported on High Farm and the Inner Garden.
- Up to 12 people a day attending the farm and garden taking part in activities and tasks, such as:
 - Feeding the animals
 - Cleaning pens
 - Caring for animals and the land
 - Maintenance work
 - Gardening
- A staff team carry out tasks along with community members in the knowledge that people take priority. The main farm team carry out more complex / dangerous work.
- The Inner Garden has two assistants who support six community members per day.

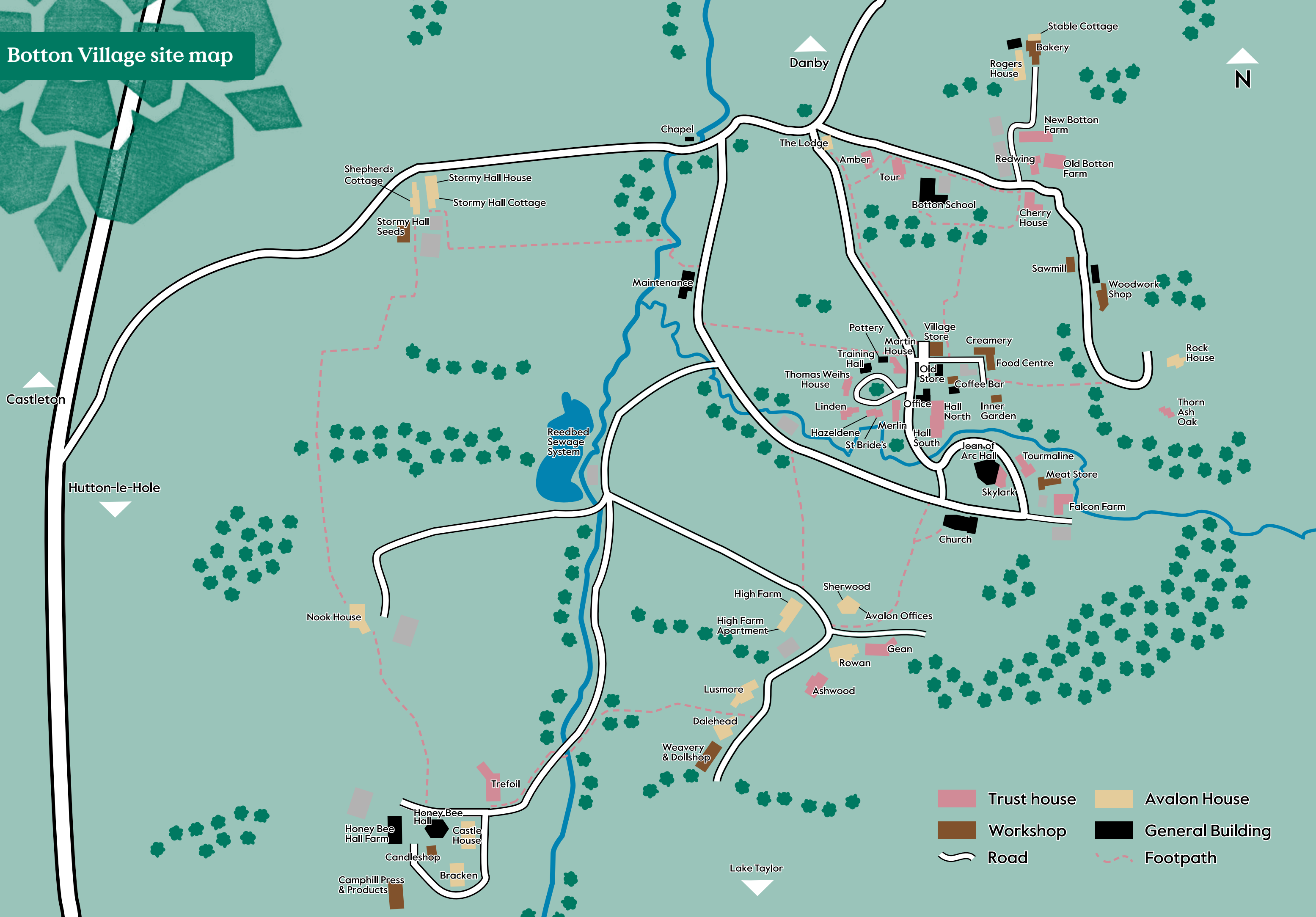


Steven James
General Manager
Botton Village

Community organisation chart

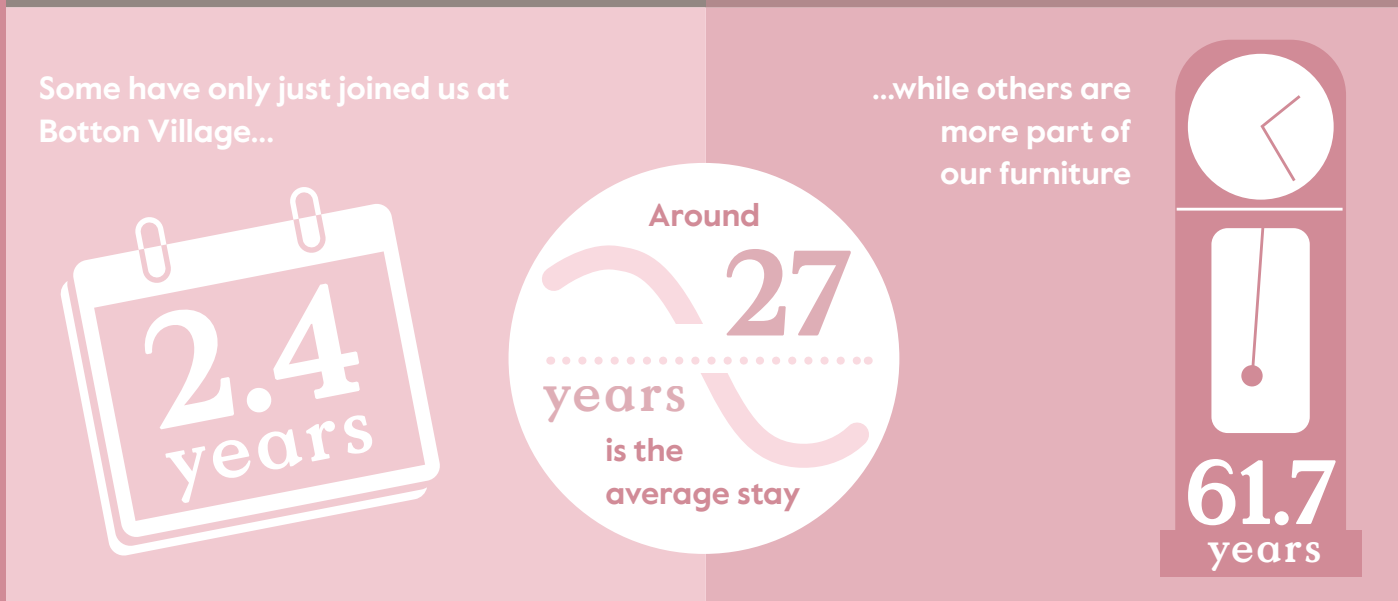
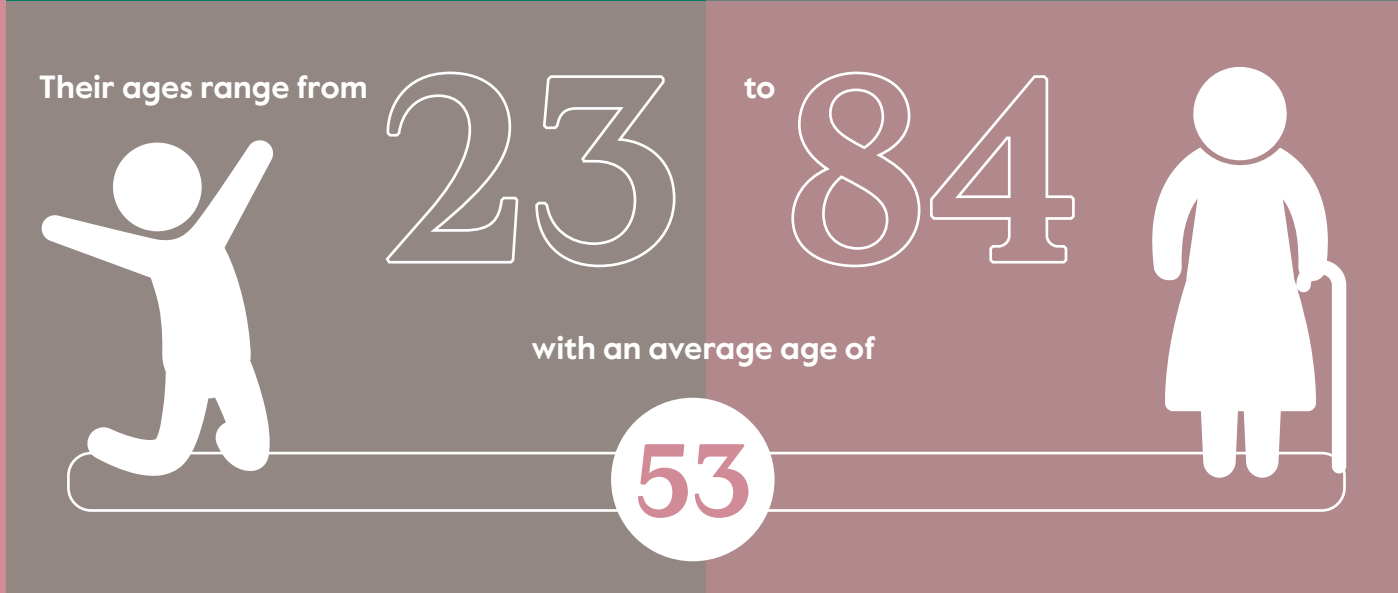
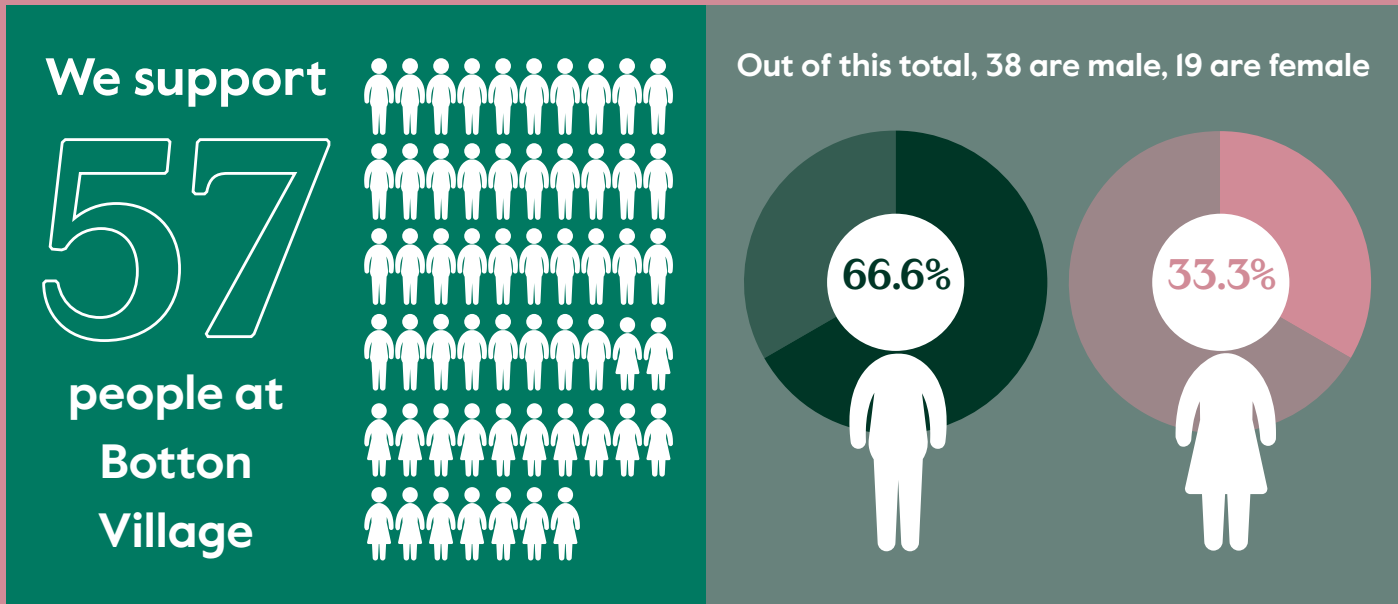


Botton Village site map



Demographics

Demographics information was collated on the 28th February 2022.



Day opportunities capacity

Day Opportunities Capacity Per Week

| WORK AREA | CAPACITY | ACTUALLY TAKEN | VACANT SESSIONS |
|-----------------|----------|----------------|-----------------|
| CREATIVE STUDIO | 60 | 50 | 10 |
| INNER GARDEN | 60 | 47 | 13 |
| SOCIAL FARM | 60 | 59 | 1 |
| STORE | 11 | 11 | 0 |
| WOODLAND STUDIO | 60 | 39 | 21 |



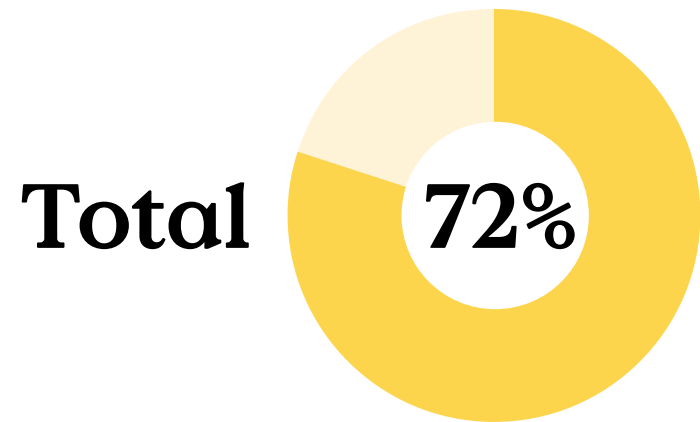
NYCC Contract and Commissioning Review - September 2021

Score is classified as follows:

| | |
|-----------------------|--------|
| 1. Not Met..... | Red |
| 2. Partially Met..... | Amber |
| 3. Almost Met..... | Yellow |
| 4. Fully Met..... | Green |

| Scoring | | Breakdown |
|---------|------|-----------|
| 0% | 49% | 1 |
| 50% | 70% | 2 |
| 71% | 89% | 3 |
| 90% | 100% | 4 |

| Topic | Score | Max score available | % |
|--------------------------------------|------------|---------------------|-----------|
| DIGNITY & RESPECT | 4 | 4 | 100 |
| INFORMATION FOR PEOPLE | 15 | 16 | 94 |
| REFERRAL, ASSESSMENT & REVIEW | 5 | 8 | 63 |
| SUPPORT PACKAGES | 2 | 8 | 25 |
| SUPPORT PLANNING | 4 | 8 | 50 |
| HEALTH & PERSONAL CARE | 19 | 36 | 53 |
| MEDICATION MANAGEMENT | 12 | 20 | 60 |
| EQUIPMENT | 1 | 4 | 25 |
| TRANSPORT | 4 | 4 | 100 |
| PERSONAL PROPERTY, FINANCE AND GIFTS | 11 | 12 | 92 |
| RECRUITMENT | 39 | 44 | 89 |
| STAFFING | 7 | 8 | 88 |
| STAFF TRAINING & SUPERVISION | 29 | 44 | 66 |
| MANAGEMENT & LEADERSHIP | 5 | 8 | 63 |
| PROTECTION | 8 | 8 | 100 |
| QUALITY ASSURANCE | 17 | 20 | 85 |
| TOTAL | 182 | 252 | 72 |



North Yorkshire County Council – Contracts and Commissioning Review, September 2021

In September 2021, NYCC undertook a contracts and commissioning review. Only one supported living household was reviewed, Thomas Weihs House (TWH)

Review results

- Overall score from the contract visit was 72% (almost met).
- Findings noted a lack of evidence around support plan/ risk assessment reviews and daily recording.
- As a result, we voluntarily suspended admissions given the findings.

What we did:

- Training has been increased along with more support and guidance for staff.
- A cultural shift in TWH from 'care home' to supported living for older people.
- Medication management has improved with a full review of the Medicine Administration Record (MAR) charts.
- Medication audits are routinely completed, and all support staff have completed medication competencies and undertook face-to-face medication training.
- A daily and weekly planner for each person we support has been implemented, which is reviewed every Sunday. This ensures that all staff, including agency, know what the outcome for that day's support will be.
- A staff allocation form completed by the Team Leader ensures the right staff member, with the right skills and experience is matched with the supported individual.

North Yorkshire County Council's Quality Improvement Team (QIT) will be performing another contract monitoring visit on 21st June 2022.

Whilst there are actions that remain outstanding, and ongoing, in terms of the action plan, I will be recommending that following a positive review from the local authority on 21st June 2022, that the voluntary suspension on admissions is lifted.





Botton Village last received a full inspection in February 2020. The inspection team spent time in four houses and enjoyed lunch with the people we support.

Inspection results

- 'GOOD' achieved in all areas; safe, well-lead, caring, effective and responsive.
- Positive interactions were highlighted between people supported and staff
- Feedback was gathered from two experts by experience who contacted and spoke with relatives by telephone, which was positive.
- Good protocols were in place for specific risks and conditions such as epilepsy.
- Good contact with external health professionals, such as podiatrists and GP's.
- Staff were found to have been recruited safely and received an induction and shadowed more experienced staff.
- Training was observed to be up to date apart from one person who was newly recruited and who had no record of completing fire safety training.
- Recommendations were made to:
 - further explore support staffs' understanding of the Mental Capacity Act and positive behavioural support, based on a review of two records,
 - to ensure clear protocols are in place in terms of administering 'as and when' medication.

Actions taken

- As noted previously increased training, recording of training and more staff support has been implemented.
- Audits take place on a regular basis internally, regarding medication along with further training.

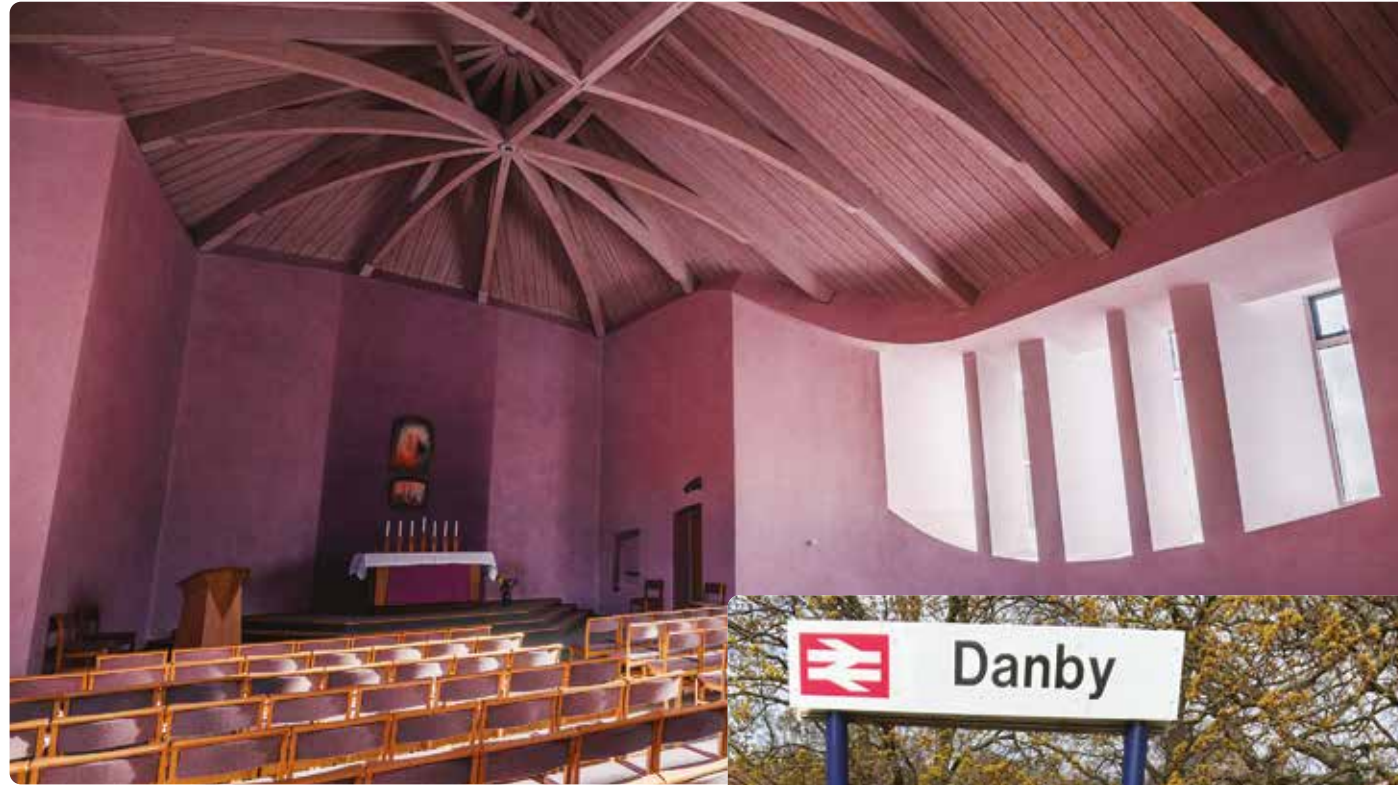
Since 2020, we have not received a further on-site inspection, however information is reviewed by CQC monthly based on intelligence received by the Local Authority and other stakeholders.

A review of the data available to CQC was last undertaken on 5 May 2022, and there was no evidence to suggest that they need to carry out an inspection or reassess the good rating at that stage.



| INDIVIDUAL KEY PERFORMANCE INDICATORS | KPI QTR 1 (Apr-Jun) | KPI QTR 2 (Jul-Sep) | KPI QTR 3 (Oct-Dec) | KPI QTR 4 (Jan-Mar) |
|---|---------------------|---------------------|---------------------|---------------------|
| 1. QUALITY ASSURANCE | | | | |
| Support plan audits 80%+ No. audited by Quality Auditor | 0/1 | 0/0 | 1/3 | 1/9 |
| Meds audit 80%+ No. audits by Quality Auditor | 0/4 | 0/0 | 0/0 | 1/3 |
| Incident logs monthly | Yes | Yes | Yes | Yes |
| Safeguarding logs monthly | Yes | Yes | Yes | Yes |
| PWS financial transactions audited | 33 out of 59 | 28 out of 59 | 38 out of 56 | 26 out of 56 |
| Quarterly meds audit | 24 out of 59 | 24 out of 59 | 40 out of 56 | 29 out of 56 |
| Outcome support plan review in last 12 mths | 39 out of 59 | 28 out of 59 | 35 out of 56 | 35 out of 56 |
| PWS offered GP health check in last 12 mths | 50 out of 59 | 47 out of 59 | 50 out of 56 | 41 out of 56 |
| 2. FINANCIAL SUSTAINABILITY AND GROWTH | | | | |
| Occupancy rates | 98% | 95% | 92% | 90% |
| Direct salary costs as % of care income - 80% or - | 73% | 74% | 81% | 80% |
| 3. CONNECTING PEOPLE WE SUPPORT AND FAMILIES | | | | |
| Support staff have full CVT Connect profile | 24/88 | 24/84 | 24/79 | n/a |
| Everyday Matters' w/shop attended within 6 mths of start | 41/88 | 41/84 | 31/79 | 36% |
| 4. HR AND PEOPLE | | | | |
| Agency hours as a % of contracted hours (<10%?) | 15% | 26% | 21.70% | 23.58% |
| 95% or + supervisions all contracted staff (4 per year) | 88% | 72.00% | 87% | 72% |
| 95% or + appraisals all contracted staff (in post + 12mths) | 60% | 54.00% | 51.00% | 45% |
| 95% or + on below mandatory training: | | | | |
| Safeguarding (induction/face to face - 3 yearly) | 95% | 95% | 72% | 72% |
| Safeguarding annual on-line refresher | 97% | 94% | 81% | 84% |
| MCA/DOLS (induction/face to face - 3 yearly) | 94% | 98% | 79% | 87% |
| MCA/DOLS on-line refresher | 97% | 96% | 94% | 98% |
| H&S (induction/annual on-line refresher) | 96% | 96% | 95% | 96% |
| Fire Safety (induction/face to face - 3 yearly) | 89% | 89% | 54% | 63% |
| Fire Safety annual on-line refresher | 96% | 98% | 95% | 95% |
| Moving & handling objects (induc/3 yr/on-line) | 84% | 91% | 95% | 95% |
| Equality and Diversity (induction) | 98% | 98% | 80% | 84% |
| GDPR (induction) | 96% | 98% | 78% | 80% |
| 95% or + on below core training: | | | | |
| Meds - support staff chosen to administer | 97% | 98% | 81% | 80% |
| NAPPI (face to face - annual) | 84% | 94% | 54% | 59% |
| Working in a person centred way (induction) | 96% | 98% | 88% | 91% |
| 5. PROPERTY AND SAFETY | | | | |
| Relevant props full fire risk ass in last 3 yrs | Yes | Yes | yes | yes |
| Relevant props full fire risk ass in last 12mths | no | no | yes | yes |
| High priority actions risk ass reviewed/completed | No | no | no | |
| Weekly fire alarm test and premises checks are documented and up to date | No | no | yes | yes |
| The fire system service schedule is up to date for each relevant property | Yes | yes | yes | yes |
| All lifting equipment has been serviced in last six months | Yes | yes | yes | yes |
| Water systems risk ass completed in last 2 yrs | No | no | no | no |
| Water temperature profiling is up to date | Yes | yes | yes | yes |
| Scheduled chlorination is up to date | No | no | yes | yes |
| Annual asbestos register review has been completed in the last 12 months | Yes | yes | yes | yes |
| PAT testing has been completed in the last 24 months | Yes | yes | yes | yes |
| 5 year hard wiring checks are in date | No | no | no | no |
| Annual gas safety checks have been completed in the last 12 months | yes | yes | yes | yes |

Our facilities and those accessed externally



Botton Village facilities and hosting events

- We have a state-of-the-art hall (Joan of Arc), used for community activities and external events. With a 300-person capacity, sound engineer booth and stage.
- Attached to the hall is a study library.
- Weekly co-production meetings are held in St Brides, which also has a book out space for external storytelling and musical sessions.
- A sensory room is also located in St Brides, it used for some of those we support to meet their sensory needs and for a relaxing space.
- The village is home to a stunning church, holding services, funerals, christenings and wedding.
- Botton Village is part of the Stronger Communities Partnership hosting meetings in our training room. The partnership works stakeholders across North Yorkshire, with the aim of reducing inequalities, improving wellbeing and social connectedness.
- The Old Store hosts the co-production hub. It is used by people we support as a social space. And also has a TV, computers and internet access.
- We have a community library in partnership with Whitby Library – open to community members and local area.
- The village has a store and café – the café is under improvements at present.



Outside of Botton Village

- We adopted Danby Train Station - a group of community members look after the plants, flowers and aesthetics.
- Community members are part of the wider community in Castleton and Danby. From frequenting the local restaurants and pubs, to taking part in singing sessions, and joining in with activities with the elderly in the local care home and church.
- People have been raising money and collecting items to donate to the Ukraine crisis as well as supporting food bank initiatives in Middlesbrough.
- Community members enjoy the surrounding moors and the local seaside towns of Whitby and villages like Runswick Bay and Robin Hoods Bay.

Planned projects 2022/2023



Botton Village Coffee Bar

The Coffee Bar project will bring facilities up to a good standard to ensure it can provide a great place for community members and visitors alike. It will be run as a social enterprise to support people in learning new skills, growing in confidence, gaining work experience, and paid employment.

The Coffee Bar is a social hub offering people a space to come together and create opportunities for friendships and building relationships.

The Coffee Bar will offer healthy alternatives for community members and create opportunities to learn about food and why healthy eating is so important. This speaks to our values as a Trust.

Treehouse conversion and Nook Barn

The Executive Management Team (EMT) approved a plan to create three new open market holiday lets and to reinvigorate an existing barn.

This project will generate a fresh income stream, bring people into the village, and help utilize some empty buildings.

The North York Moors National Park contributes over £700 million to the local economy on a yearly basis from tourism.

Further benefits include the increase in people visiting Botton Village. People who stay in the camping barns and holiday cottages may also wish to purchase day activities/experiences such as cheesemaking sessions, food processing, woodworking, farming and gardening, and crafting.



Thomas Weihs House, Hall South and Falcon kitchens

A generous donation has been made which will enable a full kitchen refit at Thomas Weihs House, and some kitchen improvement work at Hall South and Falcon House.



Thank you for visiting Botton Village!



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