

From: justine chew <justinechew45@gmail.com>
Sent: 27 July 2023 12:39:25 UTC+00:00
To: "Osborne, Lee" <Lee.Osborne@knowsley.gov.uk>
Subject: Re: External Mail: Re: 23/00559/CLD - 11 Berryhill Avenue Knowsley

Hi Lee

Many thanks for taking the time to speak with me. To clarify the staff rota and hand overs :

Day 1

A manager is on duty 9am - 5pm

Day staff A arrives at 10am and is on shift for 48 hours

Day staff B arrives at 8am and leaves at 10pm

Night staff A arrives at 10pm

No hand over is required as 1 staff is still on Duty.

Day 2

A manager is on Duty 9am - 5pm

The same as above except Day staff A are still on the premises and Night Staff A goes home at 10am and comes back at 10pm

Day 3

A manager is on Duty 9am-5pm

Day staff A goes home at 10am

Day staff C arrives at 10am and is on duty for 48hours

Day staff D arrives 8am and leaves at 10pm

Night staff B arrives at 10pm

Day 4

Same as day 2

Day 5

Same as day 3

This is a rolling rota with 1 handover on day 3.

Therefore the only disturbance at the property is 1 person arriving at 8am, 1 person leaving and another arriving at 10am. 1 Night staff arriving at 10pm. As previously mentioned not all staff will drive so parking will not be any different to the current situation of a family home. As you can appreciate with just 2 children and 2 staff members there should be no significant impact on neighbors or surrounding areas.

I am hoping with the rota chart and this explanation the understanding may be clearer. Please let me know should you feel it requires further input.

Many Thanks

Justine Chew

On Tue, 25 Jul 2023 at 16:42, justine chew <justinechew45@gmail.com> wrote:
Hi Lee

My partner Mike 07581477815 has tried calling you to clarify the shift pattern. If it would be easier for you to contact us please do so any time. My number is 07751770728.

Many thanks
Justine

On Tue, 25 Jul 2023 at 15:23, Osborne, Lee <Lee.Osborne@knowsley.gov.uk> wrote:

If you can give me an hour, I'm just trying to finish drafting some conditions.

Thanks

Lee

Lee Osborne
Senior Planner
Planning

Telephone: [0151 443 2395](tel:01514432395)

Knowsley Council, Knowsley, L36 9FB
Huyton Library, [Civic Way](#), [Huyton](#)



KNOWSLEY
news



From: justine chew <justinechew45@gmail.com>
Sent: Tuesday, July 25, 2023 3:21 PM
To: Osborne, Lee <Lee.Osborne@knowsley.gov.uk>
Subject: Re: External Mail: Re: 23/00559/CLD - [11 Berryhill Avenue Knowsley](#)

Hi Lee

Am I able to call and speak to you please ?

Thanks

Justine

On Tue, 25 Jul 2023 at 14:25, Osborne, Lee <Lee.Osborne@knowsley.gov.uk> wrote:

Hi Justine

So, to reiterate: there will be 2 day staff), with 1 waking night staff (8pm – 10am), and one of the day staff staying on as a sleeping night staff? The rota was difficult to interpret.

If the sleeping night staff is one of the day staff does the other day staff go home, and would that staff do the second night as a sleeping night staff with that first waking night staff going home? So, in effect there would be a daily shift hand over as the waking night staff left, and the other day staff arrived?

If I have this correct the waking night staff member arrives 8pm nightly and leaves 10am and this is for 2 nights. At the same time 1 of the day shift will stay as sleeping night staff and the other one goes in the morning? And the second night of the 48 hours rota the second day shift would stay as sleeping night staff and the other go home?. Day shift arrives at 10am, and one will leave at 8pm when the waking night staff arrives with the other staying and this is switched the following night in terms of sleeping night staff member?

Just need to get this right for my report, as it appears that it may not require planning permission but I do need to understand the staffing to confirm for my recommendation.

Thanks

Lee

Lee Osborne
Senior Planner

Planning

Telephone: [0151 443 2395](tel:01514432395)

Knowsley Council, Huyton Library, [Civic Way](#), [Huyton](#), Knowsley, [L36 9F](#)



From: justine chew <justinechew45@gmail.com>
Sent: Monday, July 24, 2023 9:38 PM
To: Osborne, Lee <Lee.Osborne@knowsley.gov.uk>
Subject: Re: External Mail: Re: 23/00559/CLD - [11 Berryhill Avenue Knowsley](#)

Good Evening Lee

Yes, that is correct. 2 children and a staff sleep room.

I have attached a rota for your reference. Only 1 of the day staff will sleep in the evening and 1 waking night staff will be brought in. At any one time the maximum staff on the premises would be 5 for half an hour at 10am every 3rd day for a 30 minute hand over. A separate handover period for waking night staff is not required as the other 2 staff will still be on Duty. The majority of the day will have 3 staff on the premises and each evening will be 2. May I mention that not all staff will drive so parking will not be an issue.

BESD is when a young person cannot manage their emotions, and are often anxious, scared and misunderstood. The young person may have had early life trauma, been a victim of abuse or even suffered the effects of alcohol or drugs before they were born.

Would it be a better option to arrange a meeting with you to answer or explain any further questions ? Myself and my partner (who will be manager) are more than happy to do that.

Kind Regards

Justine Chew

On Mon, Jul 24, 2023 at 3:56 PM Osborne, Lee <Lee.Osborne@knowsley.gov.uk> wrote:

Hi Justine

So, as I understand it there would now be 2 children, with the third bedroom for the sleeping staff member.

I am trying to understand the shift system. You say staff would on a 1-1 basis so there would be 2 staff at the home during the day, plus a manager. In the night one staff will sleep in plus a waking night staff, 7 days a week. Does this mean that the two day-staff will be the two night-staff or will there be 2 different night-staff. You've said that the staff will be 6 residential staff and 3 waking night staff, is the waking night staff part of

the 6 residential staff? You've also said that the rota will be on a 2 on 4 off rolling rota with a handover period of 30 minutes every 3rd day. If there is a separate waking staff different to the residential staff would there not be a daily shift arrival/departure for that waking night-staff additional to the 3 day shift handover for the residential staff? What time would the stated shift handover take place, 10-10.30am?

If you can clarify the staff/shift situation for the premises please, and can you tell me what BESD means?

Thank you

Kind Regards

Lee

Lee Osborne
Senior Planner
Planning

Telephone: [0151 443 239](tel:01514432395)
[5](#)

Knowsley Council, Huyton Library, [Civic Way](#), [Huyton](#), Knowsley, [L36 9FB](#)



KNOWSLEY 
news



From: justine chew <justinechew45@gmail.com>
Sent: Friday, July 21, 2023 10:49 PM
To: Osborne, Lee <Lee.Osborne@knowsley.gov.uk>
Subject: External Mail: Re: 23/00559/CLD - [11 Berryhill Avenue Knowsley](#)

CAUTION: This email originated from an external source. If you suspect a potential phishing email, report it via the IT Self Service Portal which can be found within the Quick Links section on Bertha

Good evening Justin, thank you for your reply. Since the application we have re looked at the functionality of the home and revised the capacity of the home to a two bedroom home.

The staffing model will now be on a 1-1 basis so the staff at the home 2 staff at the home during the day, plus a manager. In the night one staff will sleep in plus a waking night staff. 7 days a week.

This will be a staff team of 6 residential staff and 3 waking night staff.

The rota will be on a 2 on 4 off rolling rota to ensure a consistent, therapeutic and holistic care provision.

There will be a handover period of 30 minutes every 3rd day and very occasionally visitors to the home, friends and family of the children have been in touch with the commissioning manager for children Ross McCooley about providing beds for Knowsley children.

The OFSTED registration will be for children with BESD no physical disabilities or adaptations to the home will be required.

If you need any further information please do not hesitate to contact me.

Thanks in advance.

On Fri, 21 Jul 2023 at 18:33, Osborne, Lee <Lee.Osborne@knowsley.gov.uk> wrote:

Hello Justin

On the application forms for the above you note that there will 6 support staff operating 10am to 10am shifts i.e. a 24 hour shift. However, you have not indicated how many staff would be at the site during any one shift and what the shift handover period would be. Would two staff be on over one 24-hour period (10am – 10am) with presumably a 15-minute handover at either 9.45am or to 10.15am, with two staff operating on a 1 on and 2 off policy (one 24 hour shift on, two 24 hour shifts off). Please confirm or otherwise explain the working practise that would be used at the premises. I note that the property has three bedrooms, which will be for the children, so where will the staff sleep? Will there be a manager there 9am-5pm Monday to Friday? Will the children at the home have any special needs? Will any other persons be visiting the site on a regular or ad hoc basis?

If you can get the above to me as soon as possible I will endeavour to draw this to a decision shortly after, and I do apologise for the delay in decision.

Kind Regards

Lee

Lee Osborne
Senior Planner
Planning

Telephone: [0151 443 239](tel:01514432395)
[5](tel:01514432395)

Knowsley Council, Huyton Library, [Civic Way](#), [Huyton](#), Knowsley, [L36 9F](#)
| [n](#) y [B](#)



This e-mail and any attachments are confidential. It may contain privileged information and is intended for the named recipient(s) only. It must not be distributed without consent. If you are not one of the intended recipients, please notify the sender immediately and do not disclose, distribute, or retain this email or any part of it and do not take any action based on it.

Unless expressly stated, opinions in this email are those of the individual sender, and not of [Knowsley](#) MBC. Legally binding obligations can only be created for, or be entered into on behalf of, Knowsley MBC by duly authorised officers or representatives.

Knowsley MBC excludes any liability whatsoever for any offence caused, any direct or consequential loss arising from the use, or reliance on, this e-mail or its contents. We believe but do not warrant that this e-mail and any attachments are virus free. You must therefore take full responsibility for virus checking and no responsibility is accepted for loss or damage arising from viruses or changes made to this message

after it was sent. Knowsley MBC reserves the right to monitor and/or record all e-mail communications through its network in accordance with relevant legislation.

This e-mail and any attachments are confidential. It may contain privileged information and is intended for the named recipient(s) only. It must not be distributed without consent. If you are not one of the intended recipients, please notify the sender immediately and do not disclose, distribute, or retain this email or any part of it and do not take any action based on it.

Unless expressly stated, opinions in this email are those of the individual sender, and not of Knowsley MBC. Legally binding obligations can only be created for, or be entered into on behalf of, Knowsley MBC by duly authorised officers or representatives.

Knowsley MBC excludes any liability whatsoever for any offence caused, any direct or consequential loss arising from the use, or reliance on, this e-mail or its contents. We believe but do not warrant that this e-mail and any attachments are virus free. You must therefore take full responsibility for virus checking and no responsibility is accepted for loss or damage arising from viruses or changes made to this message after it was sent. Knowsley MBC reserves the right to monitor and/or record all e-mail communications through its network in accordance with relevant legislation.

This e-mail and any attachments are confidential. It may contain privileged information and is intended for the named recipient(s) only. It must not be distributed without consent. If you are not one of the intended recipients, please notify the sender immediately and do not disclose, distribute, or retain this email or any part of it and do not take any action based on it.

Unless expressly stated, opinions in this email are those of the individual sender, and not of Knowsley MBC. Legally binding obligations can only be created for, or be entered into on behalf of, Knowsley MBC by duly authorised officers or representatives.

Knowsley MBC excludes any liability whatsoever for any offence caused, any direct or consequential loss arising from the use, or reliance on, this e-mail or its contents. We believe but do not warrant that this e-mail and any attachments are virus free. You must therefore take full responsibility for virus checking and no responsibility is accepted for loss or damage arising from viruses or changes made to this message after it was sent. Knowsley MBC reserves the right to monitor and/or record all e-mail communications through its network in accordance with relevant legislation.

This e-mail and any attachments are confidential. It may contain privileged information and is intended for the named recipient(s) only. It must not be distributed without consent. If you are not one of the intended recipients, please notify the sender immediately and do not

disclose, distribute, or retain this email or any part of it and do not take any action based on it.

Unless expressly stated, opinions in this email are those of the individual sender, and not of Knowsley MBC. Legally binding obligations can only be created for, or be entered into on behalf of, Knowsley MBC by duly authorised officers or representatives.

Knowsley MBC excludes any liability whatsoever for any offence caused, any direct or consequential loss arising from the use, or reliance on, this e-mail or its contents. We believe but do not warrant that this e-mail and any attachments are virus free. You must therefore take full responsibility for virus checking and no responsibility is accepted for loss or damage arising from viruses or changes made to this message after it was sent. Knowsley MBC reserves the right to monitor and/or record all e-mail communications through its network in accordance with relevant legislation.