



Who's Who at The Consortium



February 2022

Community Lives Consortium

This document provides information about the staff who work within the services and our central office at Walter Rd. This will enable the people we support, relatives, staff and other professional agencies to understand more about all our staff and the jobs that they do.

WHO WE ARE

The Community Lives Consortium (CLC) provides care and support to people who have a learning disability who wish to live in the local area.

The Consortium believes that people with learning disabilities:

- Have a right to a normal pattern of life within the community
- Have a right to be treated and accepted as individuals
- Need additional help from the communities in which they live and from professional services if they are to develop their maximum potential as individuals.

The Community Lives Consortium is a non-profit making Charity which works alongside statutory organisations to make community care a practical and affordable reality.

WHERE WE ARE

Community Lives Consortium currently provides support to people living across houses and flats in the Swansea, Neath and Port Talbot areas.

Community Lives Consortium operates its central management and administration functions from:

24, Walter Rd, Swansea, SA1 5NN.

Tel 01792 646640, Fax 01792 476436

Email: info@communitylives.co.uk , Web: www.communitylives.co.uk

Operational Staff

Responsible Individual



Lynda Rosselli – is the Responsible Individual for the Consortium. Lynda was a Peripatetic Registered Network Manager and started working for the Consortium in February 1993 as a full time support worker, Lynda remained at this scheme until 2003 as a key worker and then was promoted to a Team Leader. Lynda became a Team Coordinator in 2004 and was part of network 4. In March 2006 Lynda became a Temporary Contract Manager; then became a Peripatetic Contract Manager in June 2007.

Support Staff

Within each of the schemes there are a number of support staff who provide the day to day support to the tenants.



There is a team of Support Workers, these people spend most of their time working with particular tenants but can move around to help tenants resolve particular problems, get intensive support to develop skills, or organise shared activities.

The Consortium currently employs approximately 450 Support Staff.

Personal Support Managers

NB Depending on the amount of people receiving support or staff support hours at a scheme, The Consortium will recruit a Personal Support Manager to provide the day to day management.

Personal Support Managers have responsibility for the overall management of one, possibly two schemes. They are also responsible for the support staff and services provided to the people receiving support within their scheme. Personal Support Managers are line managed by Locality Managers.



Registered Care Home Managers - have responsibility for the overall management of the 3 Registered Care Homes Schemes.

Locality Support Managers



Locality Support Managers provide support to various schemes across the Localities. They provide QCF assessment and support and advise the Personal Support Managers. The Locality Support Managers are line managed by Locality Managers.

The Consortium Currently employs 4 Locality Support Managers.

Support and Wellbeing Advisors

Support and
Well Being Advisors



Since February 2003 The Consortium in conjunction with Unison has established the 'Support and Wellbeing Advisory Service. The service is for Consortium staff. Experienced and trained Consortium staff have agreed to take on this voluntary role, and are ready to help staff with any advice, concerns, queries or problems that you don't feel you can address with their line manager or anyone else.

The advisors will themselves be provided with professional supervision as required from an experienced counsellor/supervisor external to the Consortium and will work to a strict code of confidentiality.

The advisors will generally be available between the hours of **9.00 a.m. and 9.00 p.m. seven days a week (apart from bank holidays).**

Union Representatives

CLC currently does not have any UNISON Stewards, if you are a member of UNISON you will need to contact them: here is their website: <https://www.unison.org.uk/>



Locality Managers

CLC have a team of 5 Locality Managers, they have responsibility for a Locality of houses (schemes).

Catherine Williams – Catherine is the Locality Manager for Locality 1. Catherine has worked for the Consortium since 1991 and has worked as a 24hr support worker, an Acting Team leader, a Team leader and Team Coordinator for Network 7 until she became a Contract Manager in 2014, as well as a Registered Network Manager.



Michelle Thomas – Michelle is the Locality Manager for Locality 2. Michelle has worked for the Consortium since 2010. Michelle was a Deputy Network Manager and was successful in achieving the role of Locality Manager in 2020.

Diane Jones - Diane is a Senior Locality Manager and is responsible for Locality 3 and assists the RI with the management of the Locality and Registered Network Managers. Diane is a qualified nurse and has been working for the Consortium since February 1994. Diane was previously the Senior Teamleader for two schemes before becoming a Support Manager in November 1999. Diane is responsible for developing respite services for people who challenge the services they receive.



Michael Connolly – Michael is a Locality Manager and was previously employed by the Consortium as a Support Worker in 1998; he then worked as a Contract Manager for the Consortium between 2006 - 2012. Michael comes from a teaching background. Michael had also worked in the Private Sector at a College for autistic students. Michael re-joined the Consortium in 2013 as a Contract Manager and is responsible for Locality 5.

Sheree Lewis-Jones - Sheree is a Locality Manager and is responsible for Locality 6. Sheree started with the Consortium in 1998.



Amanda Nicholas – Amanda is our **Assistive Technology Coordinator**. Amanda joined the Consortium in September 1999 and worked as a Housing Support Coordinator until October 2015.

Marina Burrows – Marina Burrows is the **Positive Behaviour Support Lead Officer**. Marina previously worked as a Temporary Locality Manager and has worked for the Consortium since 1997. Marina oversees the PBS training for CLC and ensures staff are suitably trained.



Central Support Services and Management

Health & Safety and Administration Manager

Debbie Chegwen - Debbie has been here since August 2002, and is the **Health & Safety and Administration Manager**. Debbie is responsible for overseeing the administration team and allocating day to day work, plus updating and reviewing the Consortium Website, organising meetings such as the AGM and taking minutes.



Debbie is also responsible for the **Health & Safety** aspects of the Consortium, and ensuring that the Consortium is a safe working environment by following H&S Legislation, and implementing changes to Legislation, Policies and Procedures.

Administration Team



Jane Devoy – Administration Officer - Jane joined the Administration Team in April 2005. Jane is responsible for various administration tasks plus providing additional general secretarial/ administration for the staff at Walter Road office. Jane provides support to various departments including HR where she assists with recruitment.

Jane is also Deputy to Debbie Chegwen and assists with updating Management Information and Supporting People Outcomes.

Julie Roberts – Administration Officer – joined CLC on the 1st February 2012. Julie joined the Administration Team in November 2017. Julie covers reception part time and is the first point of contact for Community Lives Consortium, meeting and greeting visitors, staff etc. Julie also provides Admin support for various departments.



Kim Musk – Administration Officer – joined CLC in November 2018. Kim works in the Admin Department full time, Kim also provides Admin support to various departments including HR where she assists with recruitment.

Jayne Cahill - Receptionist/Administrator - joined CLC in April 2021 as a Temporary Receptionist and was made permanent in December 2021. Jayne assists with covering reception and provides Admin support for various departments.



Lauren Somerfield - Receptionist/Administrator - joined CLC in November 2021 and covers reception. Lauren also provides support to the Administration Team and to other departments.

Learning and Development (Training)

The Learning and Development Department

Aims :- to enable staff to gain the knowledge, skills and attitudes to perform their role effectively and enable staff to gain relevant qualifications.

Summary of work :- assessing the learning and development needs of the staff, by liaising with their managers. Organising learning and development opportunities for staff (e.g. courses, workshops, library,). Ensuring that the organisation and staff are kept up to date with new developments in social care and learning disabilities.

Customers :- all the staff who work for CLC, the management committee. We do also provide some training opportunities for tenants and their relatives. We have also provided some training opportunities to staff from other service providers (e.g. Social Services)



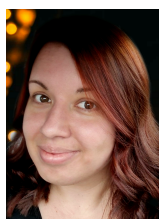
Rosanna Graham – Learning & Development Manager -

Rosanna manages the Learning and Development team and is responsible for investigating, developing and supporting the implementation of ICT applications and systems e.g. Rota software, on-line learning. She also delivers training on these applications and on other ICT skills. Rosanna also supports the production of performance data for the organisation.



Sue Cole – is the Vocational Qualifications Co-ordinator. Sue has worked for The Consortium since 1994 as a Teamleader and Senior Teamleader. Sue provides advice and support for all staff working towards QCF and Assessors Awards Sue also manages the Support & Well-being Advisory Service

Paul Gardner – Training Officer – Paul joined the Consortium in 1998. Paul's main role is providing Training to all Consortium staff and managers.



Rebecca Lloyd – Training Officer – Rebecca, known as 'Bee' joined CLC in October 2021. She has previously worked as a secondary school teacher and also for Hafal's Mental Health Recovery Centre. Bee delivers training to all CLC staff and leads on the coaching programme for new starters.

TENANT SERVICES

The role of Tenant Services department is to manage the Consortium 'Appointeeship', Receivership or short order for the Court of Protection and claims to Housing Benefit and other benefit agencies. The services that the Tenant Services Department provides to individual tenants are agreed through the Individual Planning Process.

Tenant Services Manager



Del Rees – is the **Tenant Services Manager** and as such has responsibility for overseeing the department. Del previously managed a residential home for 11 years, before joining the Consortium in Jan 2002.

Tina Watson – Tina started with the Consortium as a support worker in 1994 and became a receptionist in July 2002. Tina started working as a Tenant Services Officer in 2004 and deals with tenant's benefits.



Rhys Jones – Rhys joined the Tenant Services Department in February 2010 as Tenant Services Officer. Rhys previously worked at Swansea Job Centre for 18 months as a financial assessor. Rhys is responsible for claiming all relevant benefits and managing bank accounts for individual service users.

Tony Thomas – Tony joined the Tenant Services Department in December 2015 as a Tenant Services Officer. Tony previously worked within the Prison Service teaching Maths, at T2 Business Solutions teaching English and Maths and at Hafal as a Criminal Justice Officer





Ian Stephens – Ian joined the Tenant Services Department in February 2018 as a Tenant Services Officer. Ian deals with tenant’s benefits.

Heather Beazley - Heather joined the Tenant Services Department in January 2020 as a Tenant Services Officer. Heather also deals with tenant’s benefits.



HUMAN RESOURCE DEPARTMENT

Human Resource Manager



Joanne Davies – joined the company as Human Resource Manager in August 2011. She has 7 years previous experience working within the social care sector and is a fully qualified Graduate Member of the Chartered Institute of Personnel and Development.

The HR Department provides an effective advisory, supportive and administrative service to all employees within the organisation. Joanne is responsible for all aspects of Consortium HR work and is continuously seeking to improve the terms and conditions for Consortium staff.

Sandra Jones – Sandra is the **Human Resource Co-ordinator** within the team. Sandra joined the Consortium in May 2001 and has a professional background in human resources and is a member of the Chartered Institute of Personnel and Development. Sandra’s duties include recruitment, sickness review procedures, pensions, administration, disciplinary matters and deputising for Joanne in her absence.





Debra Rhodes – Human Resource Assistant. Debra joined CLC in June 2006 and works as a Human Resource Assistant. Debra is responsible for human resource administration tasks such as; all paperwork for new staff, appointment letters, references, issuing contracts and maintaining the employee database. Debra has also achieved CIPD Level 3 Foundation

Certificate in Human Resources Practice.

COMPLAINTS and Safeguarding Investigator



Huw Griffiths – Complaints & Safeguarding Officer. Huw joined CLC in 2018 as a Complaints & Safeguarding Investigator, Huw's background has been with the Police Force.

BUSINESS, FINANCE & PAYROLL DEPARTMENT



The aim of the Business, Finance & Payroll Dept' is to provide the best possible service to Tenants, Relatives, Local Authority and Consortium staff. One of the objectives is to work closely with our Tenants Services Department to ensure that tenants under our appointeeship receive money due to them without unnecessary delay.

Another objective is to ensure the continued financial viability of the organisation is maintained, this is made possible in conjunction with our external auditors and bank. We also arrange the transfer of money to accounts held by each scheme for their use in running the service. Where we work with external receivers and appointees we will invoice them for the charges tenants pay for the services we provide.

The Business, Finance & Payroll Department also covers the following areas of work:
Transport - To work with staff, tenants, relatives, social services, suppliers to provide a safe and cost effective fleet of vehicles ensuring that tenants with mobility or transport needs, are fulfilled.

Information Technology - To maintain the central network of computers, to satisfy the companies information needs. Stay informed and make recommendations about new technology and how it might be used both at our central office and within Consortium schemes.

Insurance - To ensure that all possible risks are covered by the appropriate insurance and limit the possible expense to the company or tenants in the event of a loss.

Telecommunications - To ensure that both mobile and static communications are maintained and that the people who require them have the necessary equipment to do so.

Other areas of Responsibility include:

Office building infrastructure, Utilities such as Gas, Electric, Water, TV licences, Rates etc.

BUSINESS & FINANCE MANAGER



Mandy Hopkins – Mandy joined the Consortium in December 2000 as a Finance Assistant. Her current role is **Business & Finance Manager**, which includes the management of work for all staff within the department and their supervision.

Jason Bromham - Jason joined CLC as **Business & Finance Administrator** in June 11. He is responsible for the day to day running of our Activity Centre and general administration within the department such petty cash, bank account and mandate applications and general data entry into our accounting systems. Jason previously attended the Cad Centre where he achieved a number of Administrative skills and qualifications.



Sharon Blackford - joined us as **Business & Finance Officer** in 2019. Sharon is responsible for payments to external organisations. She is also responsible for the administration and reconciliation of all scheme bank accounts and provides payroll and PAYE services for external clients.

PAYROLL DEPARTMENT

Gaynor Bujega - Gaynor joined the Consortium in October 2002 as a Payroll/Personnel Assistant. Gaynor is now **Payroll Co-ordinator** as of June 2006, her duties in Payroll include dealing with pay queries, inputting data from timesheets, sickness benefits and maternity.



Josephine Marvelley – Jo started with the Consortium in October 2012 as a **Payroll Officer**. Jo previously worked for 22 years with Alberto Culver within their Payroll Department.

IT Co-ordinator

Sarah Thomas – Sarah started with the Consortium in February 2003 as a Support Worker. Sarah is now full time IT Co-ordinator. Sarah is responsible for IT support, and maintenance.



Tenant Participation Officer



Julie Davies – Julie has worked for the Consortium since 1998, she has considerable experience as an advocate, having spent 10 years voluntarily advocating for different client groups. During Julie's time with the Consortium she has worked as a support worker and deputy team leader. Over the last few years Julie has taken a lead role both in the implementation and training of staff in inclusive communication. Julie is responsible for coordinating Person Centred Planning in the organisation. Julie will be working alongside the Tenants Group and Tenant Lives Group supporting their work. Julie is also keen to find out the things that are important to tenants, supporting them and their supporters to have their say.



Chief Executive






Rick Wilson – is the Chief Executive of CLC. Rick started with the Consortium in 1995; he has overall responsibility for services provided by The Consortium and overall management responsibility.






CLC Management Committee

The Management Committee have a responsibility to oversee the management of the Community Lives Consortium.

Members of the committee are committed to attend regular Management Committee Meetings each year to assist with the development and management of the Consortium. They are also available to discuss with tenants and staff any concerns or problems they are facing and how the committee might be able to help.

<p>Stuart Harper - Chair - Committee Member since August 2011 and elected Vice Chair in 2013 and elected as Chair in 2018.</p>	
<p>Nicola Roberts – Vice-Chair Committee Member since October 2004 – Nicola represents People we support.</p> <p>Nicola has been a tenant supported by the Consortium since 1989. Nicola was a founder member of the Consortium Tenant Participation Group.</p>	
<p>Christopher Edwards Committee Member since October 2004. Christopher represents People we support.</p> <p>Chris has been a tenant supported by the Consortium since 1995. Chris was a founder member of the Consortium Tenant Participation Group.</p>	
<p>Paul Shuttleworth - Committee Member since March 2017</p> <p>Paul’s background is that he qualified as a solicitor in 1999 and have specialised in Employment Law and HR for 10 years+. Paul also lectures part time at UWTSD on the CIPD course for HR professionals.</p>	
<p>Lynne Stainsby – Committee Member since March 2019</p> <p>Lynne used to work for CLC as a Registered Network Manager and is now an external representative of the Committee.</p>	

<p>Sue Cole - Committee Member since March 2019</p> <p>Sue works for CLC as a Vocational Qualification Co-ordinator</p>	
<p>Phill Jones - Committee Member since March 2019</p>	
<p>Ian Davies - Committee Member since March 2019</p>	
<p>Paul Lawrence - Co-opted Committee Member since January 2021</p>	