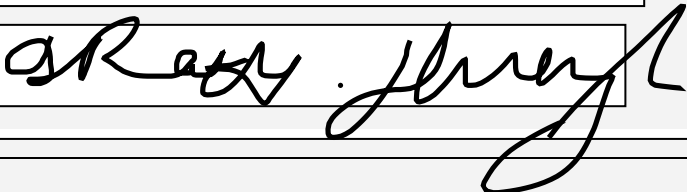


Action Plan

Service Name:	Welltree Ltd
Service number:	01673
Service Provider:	WellTree Ltd
Address:	Fleming House, Suite 1C, Fleming Road, Livingston, EH54 7BN
Date Inspection Concluded:	22 February 2023

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
Recommendation a: The service should produce and publish an annual duty of candour report (see page 8).	Our web support will add a link to our website for the duty of candour report	4 Weeks	Donna Rafferty/Jacqueline Lewington
Recommendation b: The service should develop a programme of regular audits to cover key aspects of care and treatment. Audits must be documented and improvement action plans implemented (see page 10).	Programme of audits now all in place with ongoing action plans and regular reviews.	Completed	Donna Rafferty/Jacqueline Lewington

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Circulation type (internal/external): Internal/External		

Name	Donna Rafferty Jacqueline Lewington	
Designation	Company Directors	
Signature		Date 05 / 04 /2023

In signing this form, you are confirming that you have the authority to complete it on behalf of the service provider.

Guidance on completing the action plan.

- **Action Planned:** This must be a relevant to the requirement or recommendation. It must be measurable and focussed with a well-defined description of how the requirement/recommendation will be (or has been) met. Including the tasks and steps required.
- **Timescales:** for some requirements can be immediate. If you identify a requirement/recommendation timescale that you feel needs to be extended, include the reason why.
- **Person Responsible:** Please do not name individuals or an easily identifiable person. Use Job Titles.
- Please do not name individuals in the document.

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- If you have any questions about your inspection, the requirements/recommendations or how to complete this action plan, please contact the lead inspector for your inspection.

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