

**From:** [Registration](#)  
**To:** [Joe Lynch](#)  
**Cc:** [REDACTED]; [Sunbeam House Services Company Limited By Guarantee](#)  
**Subject:** NF30A: Helensburgh - Information required regarding the governance and management arrangements in place for Helensburgh and Applevue PRISM:039100941  
**Date:** Tuesday 9 August 2022 11:12:48

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Dear Joe,

I hope this email finds you well.

I tried to call [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] As such I am contacting you as information is required.

In relation to the NF30A that was submitted for Designated centres, Helensburgh and Applevue, which states that the person in charge has departed on 1<sup>st</sup> of August 2022 and that Stephen Kearns will be in charge from 2<sup>nd</sup> of August, please note that a designated centre must have a person in charge in place. As the notification has noted that Stephen Kearns is now in charge, then he is effectively the person in charge and a NF30A, with the required documents, must be submitted for him.

In addition, taking in to account that Stephen Kearns is also responsible as PPIM for eight other designated centres, can I ask you provide assurances that he has the capacity to ensure the effective governance, operational management and administration of the designated centres concerned and the arrangements in place to demonstrate this. Furthermore, can you advise of the arrangements in place for both designated centres when the PPIM and PIC are on annual leave.

Can I ask you to respond to this email at [registration@hiqa.ie](mailto:registration@hiqa.ie) and cc a copy to [jjoynt@hiqa.ie](mailto:jjoynt@hiqa.ie) by close of business 11<sup>th</sup> of August and ensure that both NF30As with a named Person in charge are submitted.

Kind regards,

Jacqueline

Jacqueline Joynt | Inspector of Social Services  
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