

SOCIAL WORK (PLANNING AND ADMINISTRATION) SUB – 11 August 1998

Motherwell, 11 August 1998 at 11 am.

**A Meeting of the SOCIAL WORK (PLANNING AND
ADMINISTRATION) SUB-COMMITTEE**

PRESENT

Councillors Beekman, Chadha, Cox, Craig, Gordon, Heberton, Lunny, J. McGuigan, McKendrick, W. Mart Murphy, Robertson and Wallace.

CHAIR

In the absence of the Convener it was agreed that Councillor W. Martin be appointed to the Chair.

IN ATTENDANCE

The Chief Committee Services Officer, Director of Social Work, Principal Officer (Planning and Development) and Principal Officer (Inspection and Registration).

APOLOGIES

Councillors Leitch, McCulloch, H. McGuigan and Sullivan.

**REGISTRATION OF ESTABLISHMENTS: NEW REGISTRATION AND/OR NOTIFICATION OF
CHANGES TO THE REGISTRATION OF INDIVIDUAL ESTABLISHMENTS**

1. There was submitted a report (docketed) dated July 1998 by the Director of Social Work advising that, in accordance with Section 2 of the Social Work (Scotland) Act 1968 as amended by the Registered Establishments (Scotland) Act 1987, there had been approved new registrations and/or changes to registrations of establishments, details of which were appended to the report.

Decided:

- (1) that the terms of the report be noted, and
- (2) that the Director of Social Work organise a visit to St Philip's School, Plains, Airdrie, for Members of the Sub-Committee.

**THE BETTER REGULATION TASK FORCE: REPORT ON THE REVIEW OF REGULATION IN
LONG TERM CARE**

2. There was submitted a report (docketed) dated 15 July 1998 by the Director of Social Work regarding the findings and recommendations arising from the review of the Regulation in Long-Term Care which was carried out by the Better Regulation Task Force (1) outlining the background to and the aims and objectives of the report; (2) advising of the regulatory arrangements in North Lanarkshire; (3) detailing all key findings and recommendations from the review; (4) intimating that the findings though relevant were not currently applicable in Scotland and would require Legislation to implement full scale changes to the present regulatory and enforcement arrangements and for the wider development of single status care homes; (5) indicating that the establishment of a national body to set standards would be subject to future Government consideration, and (6) informing that these proposals and implemented in Scotland, could improve present regulatory arrangements.

Decided:

- (1) that the contents and findings from the review and their relevance to present regulatory arrangements in Scotland be noted, and
- (2) that the Director of Social Work consider the implications of the Task Force report in the context of implementation of awaited Scottish Office guidance on registration of establishments.

REGISTRATION/INSPECTION OFFICERS - REQUIREMENT FOR ADDITIONAL COVER

There was submitted a report (docketed) dated 27 July 1998 by the Director of Social Work proposing the employment of a temporary basis to assist with inspections to ensure compliance with Scottish Office targets and enforcement of registration standards (1) advising that Scottish Office guidance required that all local authority and independent sector residential establishments be subject to inspection on a minimum of two occasions each year; (2) intimating the inspection performance of the Council; (3) detailing the workload for the management of enforcement and inspection; (4) indicating that the work of the registration and inspection unit could be best supplemented by the employment of suitably temporary qualified and experienced persons, as and when required, and (5) informing that to meet the proposal additional funding of £30,000 would be sought from the forthcoming budget discussions, to meet the costs of employing staff on temporary contracts.

Decided:

- (1) that the employment of temporary staff to provide additional cover for registration and inspection functions be approved, subject to additional funding being made available or otherwise identified within the Social Work budget, and
- (2) that the report be remitted to the Personnel Services Committee for its consideration.

LAY PERSON INVOLVEMENT IN INSPECTION

4. There was submitted a report (docketed) dated 3 August 1998 by the Director of Social Work proposing involvement of lay persons in inspections of Residential and Day Care Services (1) outlining the background to lay persons' involvement at inspection visits; (2) detailing the definition of lay person and the recruitment and selection process; (3) intimating that in the first year of operation of the scheme each lay person would be involved in no more than six announced inspections per year at a fee of £25 per inspection, plus travel expenses; (4) advising that the Community Care Unit of Glasgow University had provisionally agreed to evaluate the impact of these new arrangements on the inspection process; (5) indicating that estimated costs in the first year would be £10,000 plus the costs of securing an external evaluation of the scheme; (6) recommending that subject to successful evaluation, the scheme be extended in subsequent years up to a maximum of £20,000 per annum, and (7) informing that as it was the intention of the Director of Social Work to seek additional resources to fund the initiative as part of the forthcoming budget discussions.

Decided: that approval, in principle, be given for the involvement of lay persons in the arms length inspection process, subject to the necessary resources being made available.

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STANDARDS DOCUMENT FOR THE INSPECTION OF DAY SERVICES

5. There was submitted a report (docketed) dated July 1998 by the Director of Social Work seeking endorsement of the introduction of a Standards Document to assist in the inspection of day services. The report (1) outlining the background to the Scottish Office guidance which set out parameters within which inspection should be carried out and the methods to be used; (2) detailing within Appendix 1 to the report, the Standards Document in which the key principles were of privacy, choice, dignity, independence, fulfilment and belief in residents' rights; (3) intimating that consultation had taken place with local authority and independent sector providers and with the Council's Advisory Committee on Inspection, and (4) proposing that the document be immediately implemented as basis for inspection of independent sector day services and for use by day service Managers of Council Day services as a means of self assessment of standards.

Decided: that the Inspection Standards Document as detailed in Appendix 1 to the report for use in the arms length inspection of Day Services be approved.

CONTRACTING ARRANGEMENTS FOR SOCIAL CARE - UPDATE REPORT

6. With reference to paragraph 3 of the Minute of the meeting of this Sub-Committee held on 19 May 1998 when, *inter alia*, progress in establishing social care contracts within North Lanarkshire Council had been noted, there was submitted a report (docketed) dated 27 July 1998 by the Director of Social Work (1) advising that a further standard format contract had been agreed in conjunction with the Director of Administration for the Supported Living Services in the Community organisation which was currently supporting the hospital discharge programme; (2) indicating that a standard documentation for adult placements in registered services outwith the Council, a standard letter for confirmation of funding and outline specification for use when services were being provided by a voluntary organisation on an agency basis on behalf of the Director of Social Work had also been agreed with the Director of Administration; (3) intimating that there were no new registered residential services which required a contract; (4) indicating that the Lanarkshire Health Board had indicated that no new nursing homes required to be included within the contractual framework, and (5) informing that there had been a requirement to secure services outwith North Lanarkshire Council for eleven individuals to accommodate client choice, as detailed within Appendix 2 to the report.

Decided: that the terms of the report be noted.

CONTRACTING ARRANGEMENTS FOR SOCIAL CARE - LIST OF AUTHORISED PROVIDERS OF SOCIAL CARE SERVICES - UPDATE

7. With reference to paragraph 4 of the Minute of the meeting of this Sub-Committee held on 19 May 1998 when, *inter alia*, it had been agreed that further amendments to the list of authorised providers of social services would be submitted to a future meeting of the Sub-Committee, there was submitted a report (docketed) dated 29 July 1998 by the Director of Social Work updating the computerised database of the Council's list of authorised providers as detailed within Appendix 1 to the report; (1) intimating that after full assessments by the Directors of Social Work, Finance and Administration one new provider had been included in the Council's list of authorised providers; (2) detailing the current status of six further applications by APEX Scotland, Community Service Volunteers, Hanbart Associates, Milbury Care Services Limited, Milnbank Housing Association and Keycare (Scotland) Limited, which were the subject of appropriate assessment by the Directors of Social Work, Finance and Administration, and (3) indicating that two organisations, Lorreto Housing Association and Barony Housing Association, already authorised as providers by the Council, had been assessed in relation to the provision of services to additional care groups.

Decided:

- (1) that the terms of the report be approved, and
- (2) that further additions and amendments of social care providers for inclusion on the list be submitted to future meetings of the Sub-Committee.

ISSUES FOR THE ELDERLY IN NORTH EAST GLASGOW - A CONSULTATION PAPER ISSUED BY THE GREATER GLASGOW HEALTH BOARD

With reference to paragraph 13 of the Minute of the meeting of this Sub-Committee held on 19 May 1998 when it had been agreed that the Director of Social Work express the Council's concerns to the Greater Glasgow Health Board, regarding their failure to consult the Council on proposals for Beds for the Elderly in North East Glasgow and that the Health Board be requested to defer any decisions on the proposals contained within the consultation document to allow the Council the opportunity to formally comment, that there was submitted a report (docketed) dated 27 July 1998 by the Director of Social Work (1) detailing within Appendix 1 to the report, the response prepared and submitted to the Greater Glasgow Health Board after consultation with local members in respect of bed reduction at Lenzie Hospital; (2) intimating that the Director of Commissioning for Greater Glasgow Health Board had since replied to the response from the Council to the consultation papers, as detailed within Appendix 2 to the report, and (3) advising that it was apparent from the content of the letter that a number of significant issues remain unresolved and that further negotiations were required with representatives from the Health Board and Stobhill NHS Trust to find a resolution.

Decided: that the Director of Social work be authorised

- (1) to convey to the Greater Glasgow Health Board the concern of the Council that a disproportionate number of patients currently resident at Lenzie Hospital, originate from North Lanarkshire;
- (2) to emphasise to the Health Board, that the proposals raised significant issues for the Council, both in terms of the needs of current residents and the funding implications of re-provisioning services provided at Lenzie Hospital;
- (3) to urge the Board to recognise the Council as a major stakeholder in this discussion, and
- (4) to seek a resolution of outstanding issues pertaining to proposed bed reductions at Lenzie Hospital through further discussions with the Greater Glasgow Health Board.

LANARKSHIRE COMMUNITY CARE FORUM - FUNDING REVIEW

9. With reference to paragraph 8 of the Minute of the meeting of this Sub-Committee held on 17 February 1998 when, *inter alia*, it had been agreed that the current tripartite funding arrangements with Lanarkshire Community Care Forum be continued at a cost of £7,084 for the period up to 30 September 1998, to allow further appraisal of funding options with South Lanarkshire Council and Lanarkshire Health Board, and to bring forward to a future Committee, a report on proposals for the establishment and support of user and carer networks in North Lanarkshire, there was submitted a report (docketed) dated 24 July 1998 by the Director of Social Work proposals for Lanarkshire Community Care Forum to continue working towards delivering effective support arrangements for user and carer networks in North Lanarkshire (1) outlining the background to and the main concern regarding the Lanarkshire Community Care Forum's effectiveness; (2) intimating the Forum's role and its future work; (3) advising that the Forum had agreed that the Lanarkshire Princess Royal Trust for Carers Centre set up its own management structure and to relinquish its management responsibility for the Mental Health Advocacy Project as soon as alternative arrangements could be

put in place; (4) detailing the funding arrangements for the next 6 months, the cost of which would be £7,084; (5) indicating that in North Lanarkshire considerable development was required to establish networks for users and carers and to support them effectively; (6) advising that the North Lanarkshire Joint Planning Forum had identified as a priority, the development of a strategy for consultation and participation of users and carers in Community Care issues in North Lanarkshire, and informing that there was a need to undertake a more critical reappraisal of the funding available from the Health Board and the Council to support user and carer work in North Lanarkshire and to examine the options for achieving best value in this area.

Decided:

- (1) that funding of £7,084 for the period to 31 March 1999 be approved, to complement the equivalent funding from South Lanarkshire Council and Lanarkshire Health Board, and
- (2) that the Director of Social Work be authorised to submit a report to the Sub-Committee advising of the progress made by Lanarkshire Community Care Forum in achieving the agreed aims in the next six months.

FUNDING FOR THE PRINCESS ROYAL TRUST FOR CARERS - LANARKSHIRE CARERS CENTRE

10. There was submitted a report (docketed) dated 31 July 1998 by the Director of Social Work regarding a request for additional funding, from the Princess Royal Trust for Carers - Lanarkshire Carers Centre to enable it to continue to provide a service to carers in North Lanarkshire when the present funding arrangement ends in September 1998 (1) outlining the background to and the current funding position of the Princess Royal Trust for Carers; (2) detailing all service developments since 1995; (3) intimating that to continue funding the project, the Council would be required to contribute an additional £6,250 per annum, in addition to the existing level of funding of £12,500, with an additional part year costs in the current financial year of being £3,125 which could be found from within the existing Community Care Budget; (4) advising that the funding partners recognised that a more detailed and independent evaluation of the Centre's work should be carried out prior to the consideration of further funding beyond March 1999; (5) informing that the Council had received separate bids for funding to support carers through an application for Section 10 funding from the Strathclyde Carers Forum, and (6) proposing that a full report be submitted to the Sub-Committee in due course advising of the range of initiatives to support carers across North Lanarkshire, and that a strategic framework within which individual bids for funding should be considered.

Decided:

- (1) that funding of £12,500 for the period to March 1999 for the Princess Royal Trust for Carers - Lanarkshire Carers Centre be approved;
- (2) that additional funding of £3,125 (part year) and £6,250 (full year) be approved for Princess Royal Trust for Carers - Lanarkshire Carers Centre, and
- (3) that the Director of Social Work submit a further report proposing a strategic framework within which individual bids for funding of carers' organisations should be considered.

LOCAL CARE PARTNERSHIP SCHEME

11. With reference to paragraph 5 of the Minute of the meeting of this Sub-Committee held on 19 May 1998 when, *inter alia*, it had been agreed that the Directors of Social Work and Housing be authorised in partnership with the Lanarkshire Health Board and NHS Trust to submit a detailed bid to the Local Care Partnership Scheme, after consultation with the Conveners and Vice-Conveners of

the Social Work and Housing Committees and that a report on the outcome of the bid be submitted to a future meeting of the Sub-Committee, there was submitted a report (docketed) dated 28 July 1998 by the Director of Social Work regarding the jointly agreed proposal by officers of the Council, Lanarkshire Health Board and Lanarkshire Health Care NHS Trust under the Local Care Partnership Scheme in respect of developing a service in 1999/2000 for homeless people with mental illness (1) detailing the Local Care Partnership Proposal and its aims; (2) intimating the financial implications of the proposal in which the Council's contribution in the year one would be £24,918 and £79,836 in year two, with funding for year two being contingent upon the satisfactory outcome of the evaluation of year one; (3) proposing that the Council would meet its element of match funding costs in year one by staff secondment to the project, and (4) advising that if the bid was successful, the issue of meeting the Council's share of recurring revenue costs would be submitted for consideration as part of the forthcoming budget discussions.

Decided:

- (1) that the bid from the Council, in collaboration with Lanarkshire Health Board and Lanarkshire Health Care NHS Trust to the Local Care Partnership Scheme be approved, and
- (2) that if the bid was successful, the Director of Social Work be authorised to work with the Director of Housing, Lanarkshire Health Board and Lanarkshire Health Care NHS Trust to identify an appropriate location, management and evaluation arrangements and inter-agency planning agreements to enable the successful implementation of the project.

NORTH LANARKSHIRE CARE AND REPAIR PROJECT - PROGRESS REPORT

12. With reference to paragraph 4 of the Minute of the meeting of this Sub-Committee of 31 March 1998 when, *inter alia*, it had been agreed that a contribution of £9,905 being the Social Work Department's 20% share of the revenue support to North Lanarkshire Care and Repair Project be approved, and that the Director of Social Work be authorised to carefully monitor expenditure on the project and submit periodic progress reports to future meetings of the Sub-Committee, there was submitted a report dated 28 July 1998 by the Director of Social Work on the progress of establishing a Care and Repair Project in North Lanarkshire.

Decided:

- (1) that the terms of the report be noted, and
- (2) that the report be remitted to the Housing Committee for its interest.

VAMW HOMES LIMITED - REVISED MAINTENANCE RATE

13. With reference to paragraph 7 of the Minute of the meeting of this Sub-Committee held on 6 January 1998 when it had been agreed to approve the maintenance rates for the Voluntary Association for Mental Welfare (VAMW) Establishments, and that a full review of all the projects be undertaken over the next twelve months, there was submitted a report (docketed) dated 29 July 1998 by the Director of Social Work regarding the progress to date of the review and (1) proposing to vary maintenance rates as detailed below, to reflect agreed reductions in occupancy levels and improvements in staff/resident ratios, and without significant increase in overall budgeted expenditure for the services, and (2) intimating that the Maintenance Rates would be adjusted to take account of any inflationary increase in respect of staff costs which may be agreed by the Council to be applied to all supplemented establishments located within the Council area.

Project Address	1997/98 Rate Per Week	1998/99 Rate Per Week
	£	£

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Main House 150 Gavin Street Motherwell	329.00	441.00
Project Address	1997/98 Rate Per Week	1998/99 Rate Per Week
	£	£
107/9/111 Gavin Street Motherwell	343.00	392.00

Decided:

- (1) that the changes to the organisation in line with recommendations made by the Director of Social Work be noted, and
- (2) that the proposed revised maintenance rates, as detailed within the report be approved.

SUPPLEMENTATION RATE INCREASES IN ESTABLISHMENTS OUTWITH THIS AUTHORITY

14. There was submitted a report (docketed) dated 21 July 1998 by the Director of Social Work setting out Supplementation Rate Increases for Establishments outwith the Authority.

Decided: that the new Supplementation Rate Increases as detailed within Appendix 1 to the report be approved.

SUPPORTED EMPLOYMENT - BLINDCRAFT, GLASGOW

15. There was submitted a report (docketed) dated 22 July 1998 by the Director of Social Work in respect of the current status of North Lanarkshire Council's agreement with Blindcraft, Glasgow, which currently employs a total of 110 disabled employees of which seven are from North Lanarkshire; (1) detailing the current situation in which Blindcraft had been integrated into the Building Services Department of Glasgow City Council; (2) indicating the funding arrangements between Supported Employment Procurement and Consultancy Services (SEPACS) and the authorities which make up the joint User Group; (3) advising that currently (SEPACS) were investing at the status of Blindcraft; (4) intimating that financial reports to the User Group had shown a deficit in 1996/97 of £1,420,743 and in 1997/98 £1,736,000; (5) informing that any member of the Joint User Group who wished to withdraw must give twelve months notice to the Lead Authority, and (6) advising that the status of seven disabled employees was being reviewed in the event of loss of (SEPACS) Support.

Decided:

- (1) that the terms of the report be noted;
- (2) that the Director of Social Work organise a visit to Blindcraft, Glasgow, for members of the Sub-Committee, and
- (3) that a further progress report be submitted to the Sub-Committee.

OVERTIME - MONITORING REPORT

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16. With reference to paragraph 16 of the Minute of the meeting of this Sub-Committee held on 6 January 1998 when, inter alia, it had been agreed that the Director of Social Work ensure that overtime was only worked by officers above SCP35 when it was deemed essential to meet the obligations and responsibilities of the Department, and that a report of such hours worked be made to Committee on a six weekly basis, there was submitted a report dated 20 July 1998 by the Director of Social Work regarding overtime hours worked by officers paid above SCP35 during the period from 1 April 1998 to 30 June 1998 (1) detailing that there were 291.5 hours overtime worked relating to child protection, 102 hours overtime for occupational therapy and 170.5 hours overtime in (residential units) for emergency staff cover; (2) intimating that the costs related to the payments would be met from current revenue budgets, and (3) indicating that permission to work overtime was given in line with criteria laid down in the Council's Core Conditions of Employment.

Decided: that the terms of the report be noted.

STAFFING LEVELS - CHILD CARE ADMINISTRATION

17. There was submitted a report dated 28 July 1998 by the Director of Social Work requesting two additional GS1/2 Clerical Support Posts for the Child Care Team (1) outlining the background to and the need for the additional two posts, and (2) intimating that the increase in staffing costs would be £24,000 in a full year, with the budget provision being met from the monies for the implementation of the Children (Scotland) Act 1995.

Decided:

- (1) that the creation of 2 posts at GS 1/2 be approved, and
- (2) that the report be remitted to the Personnel Services Committee for its consideration.

TRAINING ESTABLISHMENT

18. Having heard the Convener, it was agreed that this item be withdrawn.

CURATORS AD LITEM AND REPORTING OFFICERS - FEES

19. There was submitted a report dated 3 July 1998 by the Director of Administration regarding fees for Curators Ad Litem and Reporting Officers (1) advising that the Adoption Act 1978 (Section 58) and the Children (Scotland) Act 1995 (Section 101) provided for the appointment of persons to act as Curators Ad Litem and Reporting Officers in adoption and adoption related proceedings; (2) intimating that in most circumstances the Reporting Officer and Curator Ad Litem would be the same person; (3) detailing the duties of both the Reporting Officer and the Curator Ad Litem, and (4) proposing that as COSLA review annually the Scale of Fees, the fees for the period 1 April 1998 to 31 March 1999 be increased as undernoted:-

1998/99	Recommended Fees 1997/98	Recommended	Fees
	Exclusive of V.A.T. £	Exclusive of V.A.T. £	
Fixed sum payable to Curator <u>Ad Litem</u> or Reporting Officer in the event of separate appointments	83.00	85.00	

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1998/99	Recommended Fees 1997/98	Recommended	F
	Exclusive of V.A.T. £	Exclusive of V.A.T. £	
Fixed sum payable to Curator <u>Ad Litem</u> or Reporting Officer in the event of joint appointment	91.00	94.00	
Fixed sum payable to Curator <u>Ad Litem</u> in the event of Petition going to proof and his being required to give evidence	36.00	37.00	
Travelling expenses as per Council Elected Members' Scheme			
Decided:	the recommended fees for Curator <u>Ad Litem</u> and Reporting Officers as detailed within the report be approved.		

CAPITAL WORKS - UPDATE ON LESLIE STREET CHILDREN'S UNIT, MOTHERWELL

20. There was submitted a report dated 28 July 1998 by the Director of Social Work in respect of the current position regarding the new Leslie Street Children's Residential Unit, Motherwell advising that refurbishment work was now complete, and the anticipated date for occupancy was the end of August.

Decided: that the terms of the report be noted.

CAPITAL WORKS - UPDATE ON PREMISES FOR CUMBERNAULD SOCIAL EDUCATION CENTRE

21. With reference to paragraph 8 of the Minute of the meeting of this Sub-Committee held on 31 March 1998 when the terms of the report regarding the relocation of Cumbernauld Social Education Centre had been noted, there was submitted a report dated 28 July 1998 by the Director of Social Work in respect of the current progress of the new premises at 3 South Wardpark Place, Cumbernauld advising that the building was completed by the contractor three weeks ahead of schedule on 17 July 1998 and that staff and clients from Stoneylee Road would move into the new premises as soon as the Completion Certificate was issued with the other two centres at Alder Road and Cedar Road moving a week later.

Decided: that the terms of the report be noted.

CHANGES TO YMCA/YWCA SERVICE AT KILDRUM HOUSE, CUMBERNAULD

22. With reference to paragraph 13 of the Minute of the meeting of the Housing Committee held on 11 March 1998 when, inter alia, it had been agreed that the operation and management of the Blue Triangle Project, Cumbernauld be the subject of a further joint review by the Directors of Housing and Social Work with a view to bringing the level of deficit funding into line with the base budgetary provision, there was submitted a report (docketed) dated 6 August 1998 by the Director of Social Work regarding changes in services provided by the YMCA/YWCA at Kildrum House, Cumbernauld

(1) advising that for several years Kildrum House, Cumbernauld had experienced fluctuating occupancy levels and that over the past year the occupancy level had dropped as low as 50% which resulted in the need for deficit funding to be provided; (2) detailing all recent developments which has resulted in the YMCA/YWCA seeking de-registration of Kildrum House with effect from 17 August 1998; (3) intimating that joint work with the Housing Department had led to the identification of suitable alternative accommodation, which was contingent upon appropriate levels of support being made available; (4) proposing that in order to provide the necessary additional support in the interim that temporary staff be employed by the Social Work Department to offer services especially at evenings and weekends, when young people may be most vulnerable with a budget being set aside to cover seasonal staffing, travel and emergency requirements, and (5) indicating that it would be necessary to recruit three staff for this purpose with the cost of the proposal being approximately £56,000, which could be met from existing resources used to fund places at Kildrum House.

Decided:

- (1) that the proposal to de-register Kildrum House, Cumbernauld and change funding arrangements be noted;
- (2) that the interim arrangements to provide support be approved;
- (3) that the report be remitted to the Personnel Services Committee for its consideration, and
- (4) that the Director of Social Work be requested to bring forward a report on substantive arrangements for supported accommodation to a future meeting.