

Motherwell, 6 October 1998 at 11 am.

A Meeting of the **SOCIAL WORK COMMITTEE**

PRESENT

Councillor W. Martin, Convener; Councillors McElroy and Sullivan, Vice-Conveners; Councillors Beekman, Chadha, Cox, Coyle, Craig, Curley, Gordon, Heberton, Lunny, McAlorum, McCulloch, J. McGuigan, McLaughlin, Maginnis, J. Martin, Murphy, S.V. Murray, Nolan, Robertson, Russell, Saunders, Scott, Shaw and Wallace.

CHAIR

Councillor W. Martin (Convener) presided.

IN ATTENDANCE

The Chief Committee Services Officer, Director of Social Work, Head of Social Work Development, Head of Social Work Resources, Principal Officer (Planning and Development), Principal Officer (Criminal Justice), Head of Support for Learning, Tenancy Services and Accommodation Manager and Accounting Manager.

ALSO ATTENDING

Secretary, Lanarkshire Health Council.

APOLOGIES

Councillors Connelly, Leitch, McCabe, McKendrick and Ross.

LANARKSHIRE HEALTH COUNCIL - PRESENTATION BY SECRETARY, LANARKSHIRE HEALTH COUNCIL

1. The Secretary of Lanarkshire Health Council was heard in relation to the role of Health Councils, the work undertaken by Lanarkshire Health Council and its aims and priorities and thereafter responded to Members' questions.

Decided: that the Secretary of Lanarkshire Health Council be thanked for her presentation.

MINUTES OF MEETINGS OF SUB-COMMITTEES

(1) SOCIAL WORK (PLANNING AND ADMINISTRATION) SUB-COMMITTEE

2. There was submitted the Minute of the meeting of the Social Work (Planning and Administration) Sub-Committee held on 22 September 1998.

Decided: that the terms of the Minute be approved.

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(2) SOCIAL WORK (OPERATIONS AND SERVICES) SUB-COMMITTEE

3. There was submitted the Minute of the meeting of the Social Work (Operations and Services) Sub-Committee held on 23 September 1998.

Decided: that the terms of the Minute be approved.

REVENUE ESTIMATES 1998/99 - FINANCIAL MONITORING STATEMENTS FOR THE SOCIAL WORK DEPARTMENT AND SHELTERED WORKSHOPS

4. There were submitted reports dated 18 September 1998 by the Director of Finance advising of Departmental spending levels for the Department of Social Work and Sheltered Workshop for the period from 1 April to 16 August 1998 and providing a comparison with the approved budget.

Decided: that the terms of the report be noted.

REMIT FROM FINANCE COMMITTEE - ANNUAL ACCOUNTS - AUDIT OF ACCOUNTS 1996/97

5. With reference to paragraph 3 of the Minute of the meeting of the Finance Committee held on 3 September 1998 when, inter alia, (1) the contents of the External Auditor's report on the audit of the Council's accounts for 1996/97 had been noted, and (2) it had been agreed that the report be remitted to all Committees to take such action as was appropriate in light of the Auditor's comments and recommendations, and specifically that all Committees monitor the Year 2000 situation closely in view of the problems likely to be encountered as a consequence of the Millennium digit change, there was submitted an excerpt of the said Minute and consideration was given to the Auditor's comments and recommendations in relation to Social Work.

Decided: that the Director of Social Work submit a report to a future meeting of the Committee in relation to the references to the Social Work service.

SPECIAL EDUCATIONAL NEEDS IN SCOTLAND

6. With reference to paragraph 21 of the Minute of the meeting of the Education Committee held on 1 September 1998 when that Committee, inter alia, referred to this Committee for information, a report dated 27 July 1998 by the Director of Education regarding the publication of a Scottish Office discussion paper entitled "Special Educational Needs in Scotland" which sought the Council's views on key areas of the delivery of education to pupils with special educational needs at a strategic and operational level, there was submitted the said report by the Director of Education thereon.

Decided: that the terms of the report be noted.

MEETING THE CHILDCARE CHALLENGE

7. With reference to paragraph 22 of the Minute of the meeting of the Education Committee held on 1 September 1998 when that Committee, inter alia, referred to this Committee for information, a report dated 27 July 1998 by the Director of Education on the Scottish Office Consultation Paper entitled "Meeting the Childcare Challenge" which set out proposals for the development of a national childcare strategy for Scotland, there was submitted the report by the Director of Education thereon.

Decided: that the terms of the report be noted.

STRATEGY FOR HOUSING AND SUPPORT FOR VULNERABLE YOUNG PEOPLE

8. **C** There was submitted a report (docketed) dated 16 September 1998 by the Director of Social Work regarding the formulation of a Youth Housing Strategy with the Director of Housing which would assist in co-ordinating, planning and providing services for young homeless people in North Lanarkshire (1) outlining the background to the need for the strategy; (2) detailing the key elements of the strategy for housing and support for vulnerable young people; (3) intimating that an essential element of the strategy was the joint assessment procedure which was now being implemented following initial joint training between Housing and Social Work Support Workers, and (4) indicating that the strategy also contained a joint protocol which outlined the procedure to be followed when a young person was ready to live independently.

Decided:

- (1) that the strategy for Housing and Support for Vulnerable Young People be approved, and
- (2) that the terms of the report be noted.

JOINT SOCIAL WORK AND HOUSING OPERATIONAL PROCEDURES

(1) RENT ARREARS

9. There was submitted a joint report (docketed) dated 3 September 1998 by the Directors of Social Work and Housing regarding Operational Procedures (Rent Arrears) which were aimed at improving liaison arrangements between the two Departments (1) outlining the background to and the aims of joint working procedures for rent arrears; (2) advising that the operational procedures included the legislative background, roles and responsibilities of each Department, the objectives of joint working, the definitions of people who are vulnerable, the liaison procedures and monitoring arrangements, and (3) detailing the practices which the joint procedures will introduce.

Decided:

- (1) that the Joint Social Work and Housing Operational Procedures (Rent Arrears) which were appended to the report be approved;
- (2) that it be noted that the implementation of the protocol will be the subject of further reports, and
- (3) that the terms of the report be otherwise noted.

(2) HOMELESSNESS

10. There was submitted a joint report (docketed) dated 17 September 1998 by the Directors of Social Work and Housing regarding the Operational Procedures (Homelessness) which were aimed at improving liaison arrangements between the two Departments (1) outlining the background to and the aims of the joint working procedures on the issue of homelessness; (2) informing that joint working practice currently exists with regard to young people (aged 16-25 years) and that the Joint Operational Procedures (Homelessness) concentrates on families and vulnerable individuals over the age of 25 years; (3) advising that the operational procedures described the legislative background, roles and responsibilities of each Department, the objectives of joint working, the definitions of people who are vulnerable, the liaison procedures and monitoring arrangements, and (4) detailing the practices which the joint procedures will introduce.

Decided:

- (1) that the Joint Social Work and Housing Operational Procedures (Homelessness) which were appended to the report be approved;
- (2) that the implementation of the protocol be subject to further reports, and
- (3) that the terms of the report be noted.

REVIEW OF HOME CARE SERVICES

11. With reference to paragraph 10 of the meeting of the Council held on 17 September 1998 when, inter alia, it was noted that a further report would be brought forward to the Committee on the results of the Trade Union Consultation on the proposed changes and conditions of service for Home Care Staff, there was submitted a report (docketed) dated September 1998 by the Director of Social Work on the outcome of the consultation on the Home Care review and setting out the proposals for implementation of the roles, tasks and conditions of employment of Home Support Workers arising from the Review (1) advising that trade unions were consulted throughout the Review; (2) indicating that the proposals were positively received by the vast majority of staff who attended the meetings; (3) advising that the Director would implement the proposals incrementally as outlined in the Appendix to the report to achieve full implementation by 1 April 1999, and (4) intimating that implementation of the proposals could be achieved from within existing resources of the Department.

Decided:

- (1) that a single set of conditions covering all Home Care staff be approved;
- (2) that approval be given for Home Care staff to be employed under nationally agreed APT & C residential conditions;
- (3) that two grades of homecare support workers with salaries set by fixed point shown below on the APT & C conditions be approved:-

Grade I Home Support Worker SCP6 £9,285 per annum - £4.71 per hour

Grade II Home Support Worker SCP9 £10,242 per annum - £5.18 per hour ;
- (4) that the Director, subject to consultation with trade unions, incrementally implement the conditions and proposals as outlined in the Home Care Review to achieve full implementation by 1 April 1999;
- (5) that further reports be brought forward to the Committee on proposed changes in (a) organisational structure of assessment and care management, and (b) the creation of an out of hours home care service, and
- (6) that the report be remitted to the Personnel Services Committee for its attention.

ISSUES FOR THE 1999-2002 SOCIAL WORK SERVICE PLAN

12. There was submitted a report dated 3 August 1998 by the Director of Social Work highlighting the issues to be addressed in the Social Work Service Plan for 1999-2002.

Decided: that the matter be continued to a future meeting of the Committee.

SCOTTISH OFFICE GUIDANCE - COMMUNITY CARE NEEDS OF FRAIL OLDER PEOPLE: INTEGRATING PROFESSIONAL ASSESSMENTS

13. There was submitted a report (docketed) dated 10 September 1998 by the Director of Social Work advising of the new Scottish Office Guidance on how Social Work, Health and Housing professionals should contribute more effectively to Community Care assessments and care arrangements for frail older people (1) outlining the background to the NHS and Community Care Act 1990, which places a duty on local authorities to lead and co-ordinate arrangements between agencies for assessing community care needs; (2) detailing the contents of the Scottish Office guidance on community care needs of frail older people; (3) intimating that the guidance underlines good practice in relation to a number of aspects of community care assessment and makes recommendations and suggestions which may have implications for practice and current joint work arrangements between Social Work and its partners in Community Care, and (4) informing that the guidance was currently being examined in detail in order to formulate implementation proposals for North Lanarkshire.

Decided:

- (1) that the contents of the Scottish Office guidance be noted, and
- (2) that the Director of Social Work discuss the implementation of the Scottish Office guidance with partner organisations in community care in North Lanarkshire and bring forward to a future meeting of this Committee a further report on the proposals for implementation.

REGISTERED ESTABLISHMENTS ACT 1998

14. There was submitted a report dated September 1998 by the Director of Social Work advising of new legislation relevant to the registration of residential and other establishments for adults and children (1) outlining the background to the new Act which remedies a flaw in the legislation; (2) intimating the discussions which had taken place to remedy the situation; (3) informing that all registered providers in North Lanarkshire had been re-examined and initial indications were that none of the presently registered services were affected by the flaw in legislation, and (4) indicating that protocols had been agreed between Local Authorities and Scottish Office for dealing with disputes arising over whether or not establishments had been appropriately registered.

Decided: that the new legislation and the actions taken by the Director of Social Work to ensure its implementation be noted.

SCOTTISH OFFICE GUIDANCE: COMMUNITY CARE: REGISTRATION OF RESIDENTIAL AND OTHER ESTABLISHMENTS FOR ADULTS AND CHILDREN

15. There was submitted a report (docketed) dated September 1998 by the Director of Social Work advising of the publication of new Scottish Office Guidance on the registration of residential and other establishments for adults and children and identifying the implications for existing Social Work Department Services (1) outlining the background to the guidance which was required after a Working Group set up by the Scottish Office had examined residential care home registration procedures; (2) informing that the purpose of the new guidance was to give emphasis to aspects of the Working Group's recommendations which did not require legislation; (3) intimating the areas which the Scottish Office intended the guidance to relate to; (4) detailing the content of the guidance which provides further clarification on other related matters of registration, and (5) indicating that the Scottish Office had given clear notice of the future intention to subject Local Authorities to regulation but had made no reference to financial or resource implications.

Decided:

- (1) that the publication of the guidance be noted, and
- (2) that the Director of Social Work report to a future meeting of the Committee on the possible resource implications arising from the guidance.

ABSENCE MANAGEMENT POLICY - MONITORING

16. With reference to paragraph 13 of the Minute of the meeting of the Personnel Services Committee held on 3 September 1998, there was submitted a report (docketed) dated 30 September 1998 by the Director of Social Work advising of current levels of absence in the Social Work Department and of the steps being taken to reduce absence levels (1) outlining the background to the steps taken to reduce the high levels of absence in the Department; (2) advising that a Working Group including officers and Trade Union representatives was set up to consider solutions to reduce the absence levels in the Department; (3) setting out the action taken following the recommendations by the Working Party; (4) indicating that the action taken or proposed by the Department complied with the Absence Management Policy for the Council, and (5) setting out the APT & C absence levels for the period from 17 August to 13 September 1998.

Decided: that the terms of the report be noted.

CRIMINAL JUSTICE SERVICES - SEX OFFENDER ACT - REVISED GUIDANCE

17. There was submitted a report (docketed) dated 31 August 1998 by the Director of Social Work setting out the Council's response to the Scottish Office in relation to the Sex Offender Act 1997 Revised Guidance (1) outlining the background to the Sex Offender Act which gave the Police responsibility to hold a register of sex offenders who had committed a range of specified sexual offences; (2) informing that consolidated guidance was issued to the various agencies who would be involved in the assessing and management of sex offenders to ensure clarity of action, and (3) detailing the Council's comments on the main issues in the guidance.

Decided:

- (1) that the terms of the report be noted, and
- (2) that the comments set out in Section 3 of the report be endorsed as the Council's formal response to the Sex Offender Act 1997 Revised Guidance.

SECTION 10 FUNDING

18. With reference to paragraph 10 of the Minute of this Committee held on 21 April 1998 when, inter alia, it had been agreed that, pending the submission of a full report by the Director of Social Work on the criteria used in the assessment of Section 10 funding applications, grant of 50% be made to voluntary organisations as recommended in the report meantime and the balance of funding be reconsidered thereafter, there was submitted a report (docketed) dated 16 September 1998 by the Director of Social Work advising of the criteria used by the Social Work Department in recommending Section 10 grants to voluntary organisations (1) outlining the background to Section 10 of the Social Work (Scotland) Act 1968, which allows local Authorities to make contributions by way of a grant or loan to any voluntary organisations for which the sole or primary objective is to promote Social Welfare; (2) indicating that the Section 10 budget for 1998/99 was £226,000 which was a reduction of £12,000 on the previous year's figure; (3) setting out in the report the criteria and

the factors which were taken into consideration in determining whether funding was recommended; (4) advising that 68 requests for funding were received; (5) recommending that (a) funding be awarded to 38 organisations as detailed in Schedule 1 of the report; (b) that two applications be refused, and (c) that the applications detailed in Schedule 3 while supported, be refused due to insufficient resources being available, and (6) indicating that the funding recommended for CRUSE Bereavement Lanarkshire should relate to CRUSE Bereavement Care (Scotland), Strathkelvin.

Decided:

- (1) that the terms of the report be noted, and
- (2) that the recommendations as set out in the report be approved.

TACKLING DRUGS TO BUILD A BETTER BRITAIN - THE GOVERNMENTS 10 YEAR STRATEGY FOR TACKLING DRUG ABUSE

19. There was submitted a report (docketed) dated 17 September 1998 by the Director of Social Work in relation to the White Paper "Tackling Drugs to Build a Better Britain" and the strategy for dealing with drug misuse (1) advising of the main aims of the 10 year strategy for tackling misuse; (2) indicating that a guidance booklet aimed at individuals, groups and organisations which have responsibility for implementing some or all aspects of the White Paper had been issued; (3) summarising in Section 3 of the report the relevant areas which the guidance booklet covers for developing the strategy; (4) setting out a range of good practices which had been devised to help tackle the drugs misuse problem, and (5) indicating that many of the issues highlighted in the document can be applied in North Lanarkshire and the Strategy will be of significant importance in helping to shape the proposed addiction policy which will shortly be considered by the Committee.

Decided: that the terms of the report be noted.

COSLA PUBLICATION - ASYLUM SEEKERS - MODEL POLICY/GUIDANCE FOR COUNCILS

20. There was submitted a report (docketed) dated 17 September 1998 by the Director of Social Work in relation to the recent COSLA publication on Asylum Seekers Model Policy/Guidance for Councils (1) outlining the background to the guidance which was as a result of the introduction of the Asylum and Immigration Act 1996; (2) intimating that the motivation behind the document was to ensure that (a) the action of Councils was consistent with their legal responsibilities; (b) Councils met the terms of the special grants which provide reimbursement from Government to Councils, and (c) Councils were assured that they were employing efficient and cost effective ways of meeting their responsibilities, and (3) advising that an inter-departmental group involving Social Work, Housing, Education and Legal Services in consultation with relevant outside agencies had been formed to draft a Code of Guidance on Asylum Seekers for North Lanarkshire Council.

Decided:

- (1) that the terms of the report be noted, and
- (2) that the Director of Social Work act as lead Officer in matters relating to Asylum Seekers in North Lanarkshire.

RESPITE CARE

21. With reference to paragraph 1 of the Minute of the meeting of the Social Work (Planning and Administration) Sub-Committee held on 22 May 1996, there was submitted a report (docketed) dated 21 September 1998 by the Director of Social Work advising of the progress made to develop respite care services for people with disabilities in North Lanarkshire (1) outlining the background to the Scottish Office guidance on respite care; (2) intimating that respite care for older people and people with dementia takes a range of forms and is provided at both Area Team and Authority wide level; (3) setting out the current position for respite provision for people with learning disabilities and children with disabilities in North Lanarkshire; (4) indicating that most other respite provision tends to take the form of home based or day based services, and (5) intimating that a internal Working Group had been set up to canvass the views of service users and carers to consider options for the future and to assess how best to meet the wide ranging needs of service for users and carers.

Decided:

- (1) that the Director of Social Work submit a report on respite care to a future meeting of the Committee, and
- (2) that the terms of the report be noted.

CONFERENCES

(1) RIGHT TO KNOW

22. There was considered an invitation from the Scottish Local Government Information Unit to attend a conference entitled Right to Know which had been held in Glasgow on 9 September 1998.

Decided: that it be noted that no attendance at this conference had been authorised.

(2) HOW SAFE WOULD YOU FEEL

23. There was considered an invitation from COSLA to attend a conference entitled How Safe Would You Feel which had been held in Perth on 16-17 September 1998.

Decided: that it be noted that no attendance at this conference had been authorised.

(3) THE FUTURE OF THE CHILD

24. There was considered an invitation from the Scottish Out of School Care Network to attend a conference entitled The Future of the Child which had been held in Edinburgh on 29 September to 2 October 1998.

Decided: that it be noted that no attendance at this conference had been authorised.

(4) IMPLEMENTING NEW GOVERNMENT POLICY ON CHILD SERVICES

25. There was considered an invitation from QMW Public Policy Seminars to attend a conference entitled Implementing New Government Policy on Child Services to be held in London on 13 October 1998.

Decided: that no attendance at this conference be authorised.
