

**Motherwell, 23 November 1999 at 11 am.**

A Meeting of the **SOCIAL WORK COMMITTEE**

**PRESENT**

Councillor H. McGuigan, Convener; Councillors Selfridge and Sullivan, Vice-Conveners; Councillors Cassidy, Chadha, Cox, Coyle, Devine, Gordon, Gorman, Homer, Irvine, Jones, Love, Lunny, McKinlay, McLaughlin, J. Martin, Morris, M. Murray, Robertson, Shaw and Shields.

**CHAIR**

Councillor H. McGuigan (Convener) presided.

**IN ATTENDANCE**

The Chief Committee Services Officer, Director of Social Work, Head of Social Work Development, Head of Social Work Resources, Head of Social Work Services, Principal Officer, Planning and Development and Accounting Manager.

**APOLOGIES**

Councillors Lafferty, McCabe, J. McGuigan, McKendrick, Ross, Saunders, Stocks and Valentine.

**MINUTES OF MEETINGS OF SUB-COMMITTEES**

**(1) MINUTE OF MEETING OF SOCIAL WORK (OPERATIONS AND SERVICES) SUB-COMMITTEE**

1. There was submitted the Minute of the meeting of the Social Work (Operations and Services) Sub-Committee held on 9 November 1999.

**Decided:** that the terms of the Minute be approved.

**MINUTE OF MEETING OF 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 16 November 1999.

**Decided:** that the terms of the Minute be approved.

**MINUTE OF MEETING OF SOCIAL WORK (COMPLAINTS REVIEW) SUB-COMMITTEE**

3. There was submitted the Minute of the meeting of the Social Work (Complaints Review) Sub-Committee held on 17 September 1999.

**Decided:** that the terms of the Minute be approved.

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### REVENUE ESTIMATES 1999/2000 - FINANCIAL MONITORING STATEMENT FOR THE SOCIAL WORK DEPARTMENT AND SHELTERED EMPLOYMENT

4. There were submitted reports dated 3 November 1999 by the Director of Social Work advising of Department spending levels for the Department of Social Work and Sheltered Employment for the period from 1 April to 10 October 1999 and providing a comparison with the approved budget.

**Decided:** that the terms of the reports be noted.

### REVENUE ESTIMATES 2000/2001 - BASE SUBMISSIONS FOR THE SOCIAL WORK DEPARTMENT

5. There was submitted a report (docketed) dated 5 November 1999 by the Director of Finance summarising the Base Revenue Estimates of the Department of Social Work for the financial year 2000/2001.

**Decided:** that the terms of the report be noted.

### COMPOSITE CAPITAL PROGRAMME 1999/2000 MONITORING REPORT - 1 APRIL TO 10 OCTOBER 1999

6. With reference to paragraph 4 of the Minute of the meeting of this Committee held on 5 October 1999 when, inter alia, the financial position of the Capital Programme for the Social Work Department was noted, there was submitted a report dated 16 November 1999 by the Director of Social Work (1) regarding the current progress being made on individual projects included in the Capital Programme as at 10 October 1999, and (2) intimating that expenditure and commitments against the approved budget amounted to £422,000 as detailed in Appendix 1 to the report.

**Decided:** that the progress of the Capital Programme for the Social Work Department as at 10 October 1999 be noted.

### ABSENCE MANAGEMENT STATISTICS - APRIL TO JUNE 1999

7. With reference to paragraph 19 of the Minute of the meeting of the Personnel Services Committee held on 3 December 1998 when it has been agreed, inter alia, that each department of the Council when providing statistics for absence management provide a commentary detailing the breakdown of the figures to enable effective monitoring to be carried out, there was submitted a report dated 14 October 1999 by the Head of Personnel Services providing absence statistics together with a commentary detailing the breakdown of figures within departments of the Council for the period from April to June 1999 for manual and craft employees, non manual staff and teachers.

**Decided:** that the terms of the report be noted.

### CONTRACT - SIR JOHN MANN CENTRE, BELLSHILL - ALZHEIMERS UNIT/DAY CARE CENTRE

8. There was submitted a report dated 3 November 1999 by the General Manager, Construction Services advising that (1) the lowest tenderer for the Sir John Mann Centre, Bellshill - Alzheimers Unit/Day Care Centre was that of Fullwood Holdings Limited, Bellshill in the sum of £143,291.37; (2) due to budgetary restrictions on the project, negotiations were entered into with the lowest contractor

to identify savings, and (3) the contractor Fullwood Holdings Limited, Bellshill had submitted a revised tender sum of £105,990.50.

**Decided:**

- (1) that the contract for the Sir John Mann Centre, Bellshill - Alzheimers Unit/Day Care Centre, be awarded to Fullwood Holdings Limited, Bellshill in the negotiated amount of £105,990.50, and
- (2) that the Director of Administration progress acceptance of the contract.

**EMBEDDED CHIP - YEAR 2000 COMPLIANCE UPDATE**

9. With reference to paragraph 6 of the Minute of the meeting of this Committee held on 5 October 1999 when the progress made towards ensuring that all Social Work equipment was Year 2000 compliant had been noted, there was submitted a report (docketed) dated 23 November 1999 (1) detailing the investigation process which had been undertaken to ensure that all Social Work equipment was Year 2000 compliant; (2) advising that funding had been made available to cover all modifications to control systems and replace the heating system at Meadowside House, Airdrie, and (3) setting out in the appendices to the report (a) systems which have been declared compliant; (b) systems for which survey had yet to be completed, and (c) systems for which compliance had not been confirmed.

**Decided:**

- (1) that, following concerns raised at the number of facilities which had not yet been confirmed as Year 2000 compliant, the Director of Social Work in consultation with the Convener continue to monitor progress, and
- (2) that the terms of the report be otherwise noted.

**SOCIAL WORK DEPARTMENT - SERVICE PLAN MONITORING REPORT**

10. There was submitted a report (docketed) dated October 1999 by the Director of Social Work advising of the implementation of the Department Service Plan for 1999-2002 and setting out in the Appendix to the report details of the progress of the seventeen key strategic development tasks identified therein.

**Decided:** that the progress of the key strategic development tasks as detailed in the Appendix to the report be noted.

**PANEL OF SAFEGUARDERS FOR NORTH LANARKSHIRE**

11. With reference to paragraph 10 of the Minute of the meeting of this Committee held on 24 August 1999 when, inter alia, it had been agreed that (1) existing Members of the Panel of Safeguarders be asked if they wished to seek re-appointment; (2) the Panel of Safeguarders be increased in size to twelve Safeguarders, and (3) press adverts be placed seeking interest from persons who wished to be considered for inclusion on the Panel of Safeguarders, there was submitted a report (docketed) dated 2 November 1999 by the Director of Administration (a) informing that following a press advertisement four applicants were interviewed for appointment to the Panel of Safeguarders for North Lanarkshire (b) advising that the eight existing Safeguarders wished to be re-appointed to the Panel of Safeguarders as specified in Appendix 1 to the report, and (c) intimating

that following interviews for appointment to the Panel of Safeguarders for North Lanarkshire three of the four persons interviewed were recommended for appointment as detailed in Appendix 2 to the report.

**Decided:**

- (1) that the re-appointment of the existing Safeguarders as specified in Appendix 1 to the report for the period from 1 January 2000 to 31 December 2002 be approved;
- (2) that the persons recommended by the Interview Panel as detailed in Appendix 2 be appointed to the Panel of Safeguarders for North Lanarkshire with effect from 1 January 2000 to 31 December 2002, and
- (3) that the Director of Administration make arrangements for Mr Stephen V. Murray to receive appropriate training.

**A SHARED APPROACH : DEVELOPING ADULT MENTAL HEALTH SERVICES - A REPORT BY THE ACCOUNTS COMMISSION**

12. There was submitted a report (docketed) dated October 1999 by the Director of Social Work regarding a report issued by the Accounts Commission for Scotland entitled "A Shared Approach : Developing Adult Mental Health Services" (1) outlining the background to the report; (2) detailing in Section 3 a number of key factors necessary to change the way Mental Health Services for adults are delivered, and (3) advising that the Mental Health Development Fund and other sources of funding have been used to finance a number of joint local initiatives with Lanarkshire Health Board as detailed in Section 4.2 of the report.

**Decided:** that the terms of the report be noted.

**SCOTTISH PARLIAMENT HEALTH AND COMMUNITY CARE COMMITTEE - REVIEW OF COMMUNITY CARE**

13. There was submitted a report (docketed) dated 15 November 1999 by the Director of Social Work regarding a request which had been received from the Scottish Parliament Health and Community Care Committee seeking the Council's comments on the Review of Community Care (1) outlining the background to the review which was being focused on "Care of the Elderly and Mental Health"; (2) detailing the terms of reference of the review and the areas on which comments were being invited, and (3) advising that in view of the short timescale given for the Council's response an extension to the timescale had been granted by the Scottish Executive until 29 November 1999.

**Decided:** that the Director of Social Work prepare the Council's comments for submission to the Scottish Parliament Health and Community Care Committee in consultation with the Convener and that these be reported to a future meeting of the Committee.

**SOCIAL WORK STAFF NEWSLETTER**

14. There was submitted a report dated 1 November 1999 by the Director of Social Work regarding the initial edition of the Social Work staff newsletter and of proposals for future development (1) outlining the background to the need for the Social Work staff newsletter, and (2) advising that it was intended that future editions of the newsletter would be enhanced as a result of greater staff involvement.

**Decided:** that the terms of the report be noted.

**TRANSPORT UPDATE**

15. There was submitted a report (docketed) dated 25 October 1999 by the Director of Social Work regarding the use of transport services by the Social Work Department, (1) providing in Appendix 1 to the report the breakdown of the departments transport budget and a projected year end outturn for the three areas of activity; (2) detailing in Section 3 of the report arrangements for management of transport; (3) intimating that the budget set for the transport cost was insufficient to meet the projected outturn for the department, and (4) advising that a departmental review would be undertaken to identify the reasons for the variances in the budgetary position and that a value for money study on the utilisation and financing of transport covering the whole Council is to be carried out by the Internal Audit Section of the Finance Department.

**Decided:** that the Director of Social Work submit to a future meeting of the Committee, a report on the outcome of the budget review and on the Social Work aspects of the value for money study when completed.

**ALLOCATION OF FUNDING FOR MILLENNIUM SOCIAL WORK PROJECTS**

16. With reference to paragraph 10 of the Minute of the meeting of the Community Services Committee held on 19 October 1999, when inter alia, the additional funding for new millennium events and projects were approved, there was submitted a report (docketed) dated October 1999 by the Director of Social Work regarding the allocation of funds to the Social Work Department to mark the Millennium (1) outlining the background to the allocation of funding from the programme of events agreed by the Council's Community Services Committee on 19 October 1999; (2) providing details of the funding secured by the Social Work Department and proposing that the money would be spent on a carers project and in residential accommodation; (3) advising that funding of £92,000 was also being made available to establish a Shopmobility Scheme for North Lanarkshire, and (4) intimating that the Director of Social Work through the distribution of these funds intended to recognise the efforts of carers who contributed significantly to the needs of disabled people in the community.

**Decided:**

- (1) that the proposals for the distribution of funding be approved, and
- (2) that the report be remitted to the Social Inclusion Committee for its interest in relation to the Shopmobility Scheme.

**SOCIAL WORK DEPARTMENT MILLENNIUM CONTINGENCY PLANS**

17. With reference to paragraph 22 of the Minute of the meeting of the Personnel Services Committee held on 21 October 1999, when, inter alia, the financial arrangements for payment of overtime for employees required to work or who were called out from standby were approved, there was submitted a report (docketed) dated 1 November 1999 regarding the staffing arrangements made by the Director of Social Work to ensure that a level of service was maintained for users of Social Work services during the millennium holiday period.

**Decided:**

- (1) that the terms of the report be noted, and
- (2) that the Director of Social Work report to a future meeting of the Committee if there had been any significant problems over the Millennium holiday period.

**PROPOSAL FOR A MEMBER/OFFICER REVIEW GROUP ON THE PROVISION OF EQUIPMENT AND ADAPTATIONS FOR DISABLED PEOPLE**

18. **C** With reference to paragraph 13 of the Minute of the meeting of this Committee held on 5 October 1999 when it had been agreed that the Directors of Social Work and Housing and Property Services in consultation with the Conveners of the Committees bring forward a report outlining the terms of reference to conduct a joint review of the policies and practices to be undertaken for the provision of equipment and adaptations for disabled people, there was submitted a joint report by the Directors of Housing and Property Services and Social Work regarding proposals for a review of the Council's provision of equipment and adaptations to disabled people (1) setting out the background to the range of services provided by the Council for people with physical disabilities; (2) detailing the areas which would be examined by the review; (3) outlining the options for establishing the format of the group to undertake the review, and (4) intimating that in view of the urgency of undertaking a review an interim report would be produced within three months and the final report be produced by May 2000.

**Decided:**

- (1) that the proposed review of the provision of equipment and adaptations for disabled people including occupational therapy services be approved;
- (2) that the review be conducted by a small member/officer working group consisting of the Conveners of the Social Work and Housing and Property Services Committees Councillors Grant, Selfridge and Shaw and two members of the minority group with officers from both Departments;
- (3) that the nominations to fill the vacancies on the Group for two elected Members from the Minority Group be continued to the next meeting of the Council;
- (4) that the proposed timescale for the review be approved, and
- (5) that the Directors of Social Work and Housing and Property Services bring forward further reports to future meetings of the Committees as the review progresses.

**REVIEW OF THE NORTH LANARKSHIRE JOINT COMMUNITY CARE AND ACCOMMODATION STRATEGY**

19. With reference to paragraph 20 of the Minute of the meeting of this Committee held on 24 August 1999 when it had been agreed that the draft review of the North Lanarkshire Joint Community Care Plan and Accommodation Strategy be issued for a period of consultation, there was submitted a report (docketed) dated 15 November 1999 by the Director of Social Work regarding the issue of the annual review of the North Lanarkshire Joint Community Care Plan and Accommodation Strategy following submission of comments from a number of bodies as detailed in Appendix 1 and extracts of which were attached at Appendix 2 to the report (1) advising that the North Lanarkshire Joint Planning Forum had agreed the final version of the plan in November 1999, and (2) advising that Lanarkshire Community Care Forum were appointing a North Lanarkshire Development Worker whose remit would include co-ordination of future consultation on such plans;

- Decided:** that the outcome of the consultation exercise and subsequent issue of the review of the North Lanarkshire Joint Community Care Plan and Accommodation Strategy be noted.

**LOCAL AND NATIONAL INFORMATION REQUIREMENTS FOR SOCIAL WORK - CONSULTATION PAPER - JULY 1999**

20. There was submitted a report (docketed) dated 15 November 1999 regarding the response which had been submitted by the Council on the Social Work Information Review Group consultation paper "Local and National Information Requirements for Social Work" (1) outlining the background to the consultation paper, and (2) setting out in the appendix to the report the Council's response to the consultation paper.

**Decided:** that the action taken by the Director of Social Work to advise COSLA of the Council's comments on the consultation paper "Local and National Information Requirements for Social Work" be homologated.

**CONFERENCES**

**(1) "DEVELOPING MENTAL HEALTH POLICY - DEALING EFFECTIVELY WITH PERSONALITY DISORDERS"**

21. There was considered an invitation from QMW Public Policy Seminars to attend a conference entitled "Developing Mental Health Policy - Dealing Effectively with Personality Disorders" which had been held in London on 19 October 1999.

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

**(2) "SOCIAL WORK FINANCE - THE FUTURE FOR SERVICE DELIVERY"**

22. There was considered an invitation from CIPFA and the Association of Directors of Social Work to attend a conference entitled "Social Work Finance - The Future for Service Delivery" which had been held in Edinburgh on 17 November 1999.

**Decided:** that the attendance of Councillor H. McGuigan as Convener and Councillor Sullivan as Vice-Convener at the conference be homologated.

**(3) "DELIVERING THE CHANGES - DEVELOPING THE ACTION PLAN"**

23. There was considered an invitation from the Scottish Community Care Forum to attend a conference entitled "Delivering the Changes - Developing the Action Plan" which had been held in Edinburgh on 22 November 1999.

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

**(4) "MILLENNIUM FAMILIES - CHANGING FAMILIES IN A CHANGING NATION"**

24. There was considered an invitation from the Couple Counselling Scotland to attend a conference entitled "Millennium Families - Changing Families in a Changing Nation" to be held in Edinburgh on 24 November 1999.

**Decided:** that no attendance at this conference be authorised.

**(5) “MEETING NEEDS - ADDRESSING DEEDS - DEVELOPING STRATEGIES FOR WORKING WITH YOUNG PEOPLE WHO OFFEND”**

25. There was considered an invitation from COSLA and NCH Action for Children to attend a conference entitled “Meeting Needs - Addressing Deeds - Developing Strategies for Working with Young People who Offend” to be held in Glasgow on 26 November 1999.

**Decided:** that Councillor H. McGuigan as Convener be authorised to attend.

**(6) “IMPLEMENTING THE MENTAL HEALTH NATIONAL SERVICE FRAMEWORK”**

26. There was considered an invitation from the University of Birmingham to attend a conference entitled “Implementing the Mental Health National Service Framework” to be held in Birmingham on 26 November 1999.

**Decided:** that no attendance at this conference be authorised.

**(7) “LOOKING AFTER CHILDREN IN SCOTLAND: GOOD PARENTING, GOOD OUTCOMES”**

27. There was considered an invitation from the Scottish Executive to attend a conference entitled “Looking After Children in Scotland: Good Parenting, Good Outcomes” to be held in Cardenen, Fife on 30 November 1999.

**Decided:** that Councillors Chadha and Lafferty be authorised to attend.

**(8) “THE CHANCE TO MAKE A DIFFERENCE”**

28. There was considered an invitation from The Centre for Residential Child Care to attend a conference entitled “The Chance to Make a Difference” to be held in Glasgow on 1 December 1999.

**Decided:** that no attendance at this conference be authorised.

**It was agreed in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, that the public be excluded from the meeting for the following item on the grounds that the business involved the likely disclosure of exempt information as defined in paragraphs 3, 5 and 7 of Part 1 of Schedule 7A of the Act.**

**SOCIAL WORK (COMPLAINTS REVIEW) SUB-COMMITTEE - 17 SEPTEMBER 1999**

29. There was submitted a report dated 4 November 1999 by the Director of Administration in relation to a meeting of the Social Work (Complaints Review) Sub-Committee which had been held on 17 September 1999 to hear a complaint by JS against the Social Work Department and enclosing a report by the Sub-Committee together with its recommendations and a response to the findings by the Director of Social Work.

**Decided:**

- (1) that the recommendations of the Sub-Committee as hereinafter detailed be approved:-
  - (a) that the Director of Social Work review the procedures in place for medical examinations to be undertaken in authorised establishments;
  - (b) that the Director of Social Work again reiterate the procedures expected of his staff when dealing with children on Voluntary Measures of Care, and
  - (c) that the Director of Social Work ensures that clients are made aware of their rights under the Access to Personal Files (Social Work) (Scotland) Regulations 1989;
- (2) that it be noted that the Director of Social Work had reported the measures he had introduced to address issues raised in the case, and
- (3) that the response by the Director of Social Work be noted.