

**NORTH LANARKSHIRE COUNCIL  
REPORT**

TO: Social Work Committee	Subject: <b>“SUPPORTING PEOPLE” DECISION MAKING PROCESS AND WORKING ARRANGEMENTS</b>
FROM: Director of Social Work	
DATE OF COMMITTEE: 25 January 2001	
REPORT AUTHOR: George McInally	
REF: JD/GMCI/DH	

**1 PURPOSE OF REPORT**

- 1.1 To advise the Social Work and Housing and Property Services Committees of the action which the Council requires to take for the implementation of the Supporting People programme.

**2 BACKGROUND**

- 2.1 A number of reports have been submitted to Committee over the previous year which have dealt with the principles and purpose of the Supporting People programme. This report stems from the latest guidance which has been received from the Scottish Executive and the action which is needed to meet the objectives indicated by the Executive.
- 2.2 The costs associated with the Supporting People programme during the three year transitional period, April 2000 to March 2003, are being met through transitional housing benefit. At the end of the three year period the budget which will be allocated to the Council to meet the ongoing cost of the programme will be based on the record of expenditure identified during this initial period. It is essential therefore that transitional housing benefit is maximised to ensure that the Council is properly resourced to meet its future expenditure commitments.
- 2.3 In accordance with an earlier request from the Scottish Executive the Council were required to appoint a lead officer who would have responsibility for the Supporting People programme. The Director of Social Work was allocated this responsibility.

### 3 ACTION REQUIRED

3.1 Following the latest guidance from the Scottish Executive (Consultation Paper 3, Decision Making and Working Arrangements - Implementation 2000 - 2003) a number of structures require to be established to oversee and deal with the strategic planning associated with the Supporting People programme.

#### 3.2 Core Co-ordination Group

This Group may comprise of representatives of all the partners and agencies including the local authority, other funders, the NHS providers, service users, and an elected member.

The role of the Core Co-ordination Group will be to:-

- ◆ establish protocols for partnership working
- ◆ oversee mapping of supply and needs assessment
- ◆ make key decisions
- ◆ set up and agree commissioning procedures
- ◆ consult with source providers and users
- ◆ make reports to elected members for approval

3.3 It is proposed that membership of the Core Co-ordination Group should comprise of representatives from the following:-

Lead Officer - Director of Social Work  
Director of Housing & Property Services  
Health Board (Nominee)  
Representative from Other Funders (Housing Association Nominee)  
Providers Representative (Nominee Non Landlord)  
Service Users Representative  
Housing Department (Nominee)  
Social Work Department (Nominee)  
N H Primary Care Trust (Nominee)  
Scottish Homes (Nominee)  
\*Elected Member

In accordance with the guidance from the Executive, the Core Co-ordination Group should be established by April 2001.

\*The Scottish Executive guidance makes reference to one elected member being part of the Core Co-ordination Group. If it is felt desirable Committee may wish to consider increasing this to two elected members which could be drawn from the Social Work and Housing & Property Services Committees.

### 3.4 **Supporting People Team**

In addition to the Core Co-ordination Group a Supporting People Team has to be established. In practice this team will consist of appropriate Council Officers. It is therefore proposed that the establishments should consist of staff nominated by the Director of Social Work and the Director of Housing and Property Services. However, because of the nature of the work which the Supporting People Team will require to undertake, authorisation is sought to have appropriate involvement of staff from the Councils Legal and I.T. Sections. In addition to Council staff representation will also be required from the Lanarkshire Health Board/Lanarkshire Health Care Trust.

### 3.5 The Supporting People Team will be responsible for delivering on the following matters:-

- ◆ Commission and co-ordinate the needs analysis
- ◆ Set up and maintain a complete database for the programme, generating reports and other information as required
- ◆ Commission and co-ordinate the supply analysis
- ◆ To service the Supporting People structure
- ◆ To manage the consultation process
- ◆ To draft strategic documents
- ◆ To deal with administration of all procurement exercises and contract negotiations
- ◆ To monitor contracts and contract compliance, carrying out reviews, visits and inspections
- ◆ To authorise payments in tune with contracts
- ◆ To deal with communication issues around the Supporting People programme
- ◆ To be the front line for dealing with complaints and enquiries in relation to the programme

### 3.6 As well as the establishment of the Core Co-ordination Group and the Supporting People Team, the Scottish Executive have set out an implementation blueprint which requires the Council to undertake the following tasks which require to be completed within a specified timescale:-

- ◆ Mapping Existing Supply and Planned Provision (April 2001)
- ◆ Needs Assessment (October 2001)
- ◆ Gaps
- ◆ Capital & Revenue Funding
- ◆ Systems (I.T.) Developed by December 2002

- ◆ Commissioning and Purchasing (October 2002)
- ◆ Review Existing Provision (October 2002)
- ◆ Negotiation, Tendering and Purchasing
- ◆ Cross Boundary Liaison (October 2002)
- ◆ Monitoring Framework (October 2002)
- ◆ Strategic Planning

3.7 Further guidance will be issued in due course by the Scottish Executive in relation to a number of the above tasks.

#### **4 RESOURCES REQUIRED TO IMPLEMENT THE PROGRAMME**

4.1 As can be noted from the Scottish Executive's Implementation Blueprint, there is a substantial work programme which needs to be implemented to meet the requirements of the Executive.

4.2 To date the work relating to the Supporting People programme has been processed by a small group of staff in Social Work and Housing & Property Services Departments. The nature and extent of the future work programme can not be sustained by the staff concerned. It is therefore recommended that immediate steps are taken to appoint the following additional staff to facilitate the Supporting People programme:-

	<b>Designation</b>	<b>Grade</b>
i)	Supporting People Co-ordinator	PO 8
ii)	Supporting People Assistant Co-ordinator	PO 2
iii)	Administrative Assistant	AP 1

It is proposed that these additional posts be added to the Social Work Department establishment.

4.3 As the work programme unfolds it may be necessary to seek approval for additional appointments in order to progress the work programme. It is likely that such posts may be required in the Housing Benefit Section, however, further reports will be submitted to the appropriate Committee as and when it is necessary.

#### **5 CONCLUSION**

5.1 The Supporting People programme is a welcome development as it provides the opportunities to provide support and assistance to allow people to remain in the community.

5.2 The tasks required to meet the Supporting People programme are considerable and of necessity, have to be properly resourced both in commitment and by additional staffing resources.

## 6 RECOMMENDATIONS

6.1 Committee is requested to approve:-

- i) The establishment of the Supporting People Core Co-ordination Group.
- ii) The Director of Social Work as lead officer for Supporting People to be authorised to seek nominations from the public and voluntary agencies identified in the report to serve on the Core Co-ordination Group.
- iii) That the Supporting People Team be established in accordance with this report.
- iv) Approval is given for the recruitment of the Supporting People Co-ordinator, the Assistant Co-ordinator and the Admin Assistant.
- v) the report remitted to the Personnel Committee for approval of the additional staff.
- vi) The Director of Social Work to provide regular reports on the progress of the Supporting People programme.
- vii) to otherwise note the report.



**Jim Dickie**  
**Director of Social Work**  
**11 January 2000**

*For further information on this report please contact, George McNally, Principal Officer (Strategy) (TEL: 01698 332063)*

**NORTH LANARKSHIRE COUNCIL  
SOCIAL WORK DEPARTMENT**

**JOB DESCRIPTION**

**POST TITLE :** Assistant Co-ordinator, Supporting People

**Post reports to :** Co-Ordinator, Supporting People

**Grade :** PO2

**Job Purpose :** As a member of the care group management team to contribute to the development and implementation of policies, procedures and services in line with National and Council Policy and to assist the Principal Officer, Strategy, monitor, co-ordinate and develop supporting people initiatives and other designated services either provided by or on behalf of the Council in partnership with other Departments and Agencies, promote and maximise funding opportunities to the Council and to provide specialist knowledge and information where required.

**Job Description:** The key tasks of the Assistant Co-ordinator Supporting People include:

1. To assist the Co-ordinator, Supporting People, monitor, co-ordinate and develop the Council's Supporting People and other designated services provided by, or on behalf of the Council, including the management of staff and budgets as required.
2. To contribute to the strategic development of Supporting People initiatives, and promote and maximise funding opportunities for the Council consistent with National, Council and Departmental policies, procedures, practice and service standards.
3. To assist Co-ordinator Supporting People provide specialist knowledge, information and support to staff working in the field.
4. To promote the co-ordination and integration of Supporting People and other designated services.
5. To assist the Co-ordinator Supporting People implement effective systems of accountability, quality assurance, performance management and review in respect of designated services and to ensure the effective development of resources.
6. To oversee designated budgets and to ensure the effective management of budgets with new area of responsibility consistent with the Council's finance procedures.
7. To ensure the implementation of effective supervision and workload management arrangements and to provide supervision to, and the management of relevant staff.
8. To assist the Co-ordinator Supporting People identify and address the training needs of staff.
9. To assist the Principal Officer, Strategy, ensure the effective liaison with other agencies, service users and carers to help identify unmet need and to assist with service development.

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10. To ensure that statutory and corporate health and safety standards are maintained.
11. To undertake such specific remits and functions as may be delegated by the Principal Officer, Strategy.

**NORTH LANARKSHIRE COUNCIL  
SOCIAL WORK DEPARTMENT**

**JOB DESCRIPTION**

**POST TITLE :** Supporting People Co-ordinator - Social Inclusion

**Post reports to :** Principal Officer, Strategy

**Grade :** PO8

**Job Purpose :** As a member of the care group management team to contribute to the development and implementation of policies, procedures and services in line with National and Council Policy and to assume a lead responsibility for the monitoring, co-ordination and development of the supporting people programme, to manage designated services and to deputise for the Manager, Social Inclusion.

**Job Description :** The key tasks required of the Services Co-ordinator, Supporting People include :

1. To assist the Principal Officer, Strategy, monitor, co-ordinate and develop the Council's Social Inclusion arrangements provided by, or on behalf of the Council, including the management of staff and budgets as required.
2. To assist the Principal Officer, Strategy, ensure the strategic development of Supporting People Programme and other designated services consistent with National, the Council's and Departmental policies, procedures, practice and service standards.
3. To assist the Principal Officer, Strategy, provide specialist support to staff operating in the field of Supporting People and other designated services.
4. To ensure the co-ordination and integration of Supporting People services.
5. To assist the Principal Officer, Strategy, ensure that there are effective systems of accountability, quality assurance, performance management, and review in place in respect of designated services and to ensure the effective deployment of resources.
6. To ensure the effective management of budgets for relevant areas of responsibility and to oversee the Departments budget for supported employment services in accordance with the Council's financial procedures.

7. To ensure the implementation of effective supervision and workload management arrangements for all staff and to provide supervision to and management of relevant staff.
8. To assist in informing elected members of the Department's activities and to ensure appropriate responses to elected members enquiries.
9. To assist the Principal Officer, Strategy, ensure effective liaison with other Agencies, service users and carers to help identify unmet need and assist with service development.
10. To promote effective working arrangements with a range of organisations, agencies and other Departments to identify gaps in service provision, commission services as appropriate and promote integrated provision.
11. To ensure that statutory and corporate health and safety standards are maintained.
12. To deputise for the Principal Officer, Strategy.
13. To undertake other such specific remits and functions as may be delegated by the Principal Officer, Strategy.

## NORTH LANARKSHIRE COUNCIL

### JOB DESCRIPTION

<b>Department:</b>	Social Work
<b>Division:</b>	HQ - Strategy
<b>Job Title:</b>	Administrative Assistant
<b>Responsible to:</b>	Co-ordinator Supporting People
<b>Grade:</b>	API
<b>Conditions of Service:</b>	SJC

#### **Main Duties and Responsibilities**

1. Preparation of statistical returns/information for departmental use and for Supporting People Programme information and advice networks.
2. Upkeep and revision as necessary of filing systems.
3. Answering of all routine enquiries.
4. Monitoring, processing and progress chasing of reports.
5. Attendance at meetings as required - minute taking and distribution.
6. Ensuring that general administrative duties related to the organisation of meetings, seminars, workshops etc. are achieved as directed.
7. Assisting in the collection of information from Area Teams and other units to maintain standards of service.
8. Setting up and maintain appropriate recording within information bank and library service.
9. Provide a comprehensive clerical service to staff within the allocated section, including word processing/desktop publishing where required.
10. Supervision of clerical staff.
11. Other duties as may be delegated from time to time.

The above job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive or exclusive but while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.