

To: SOCIAL WORK COMMITTEE	Subject: NORTH LANARKSHIRE COUNCIL CHILD PROTECTION COMMITTEE – PROPOSALS FOR SUPPORT POSTS
From: DIRECTOR OF SOCIAL WORK	
Date: 23 rd August, 2001. Ref: SP/HH	

1. PURPOSE OF REPORT/INTRODUCTION

To request that Committee approve the creation of corporate posts of Training Co-ordinator and Administrative Assistant for North Lanarkshire Council Child Protection Committee and approve associated costs for interagency training.

2. BACKGROUND

- 2.1 The North Lanarkshire Council Child Protection Committee was established in June, 1996 following guidance from the Scottish Executive. The NLC Child Protection Committee is a multi agency forum representing agencies and departments such as Health, Legal Services, Housing, Community Services, Education, Social Work and the Reporter's Department.
- 2.2 The function of the committee is to ensure that children within North Lanarkshire are safeguarded and protected from potential abuse.
- 2.3 A significant task of the Committee is to ensure that all departments and agencies undertake appropriate training, both departmental and inter agency.
- 2.4 Historically and currently there is no discrete budget for the servicing of the Child Protection Committee, despite recommendations that each member organisation of the Committee should contribute. The Committee has been serviced by administration from the Social Work Department. Currently the Committee is chaired by Dr. Charles Clark from the Lanarkshire Health Board.

3. CURRENT ISSUES

- 3.1 There is a significant training agenda for Council and agency staff in the field of child protection and this has been exacerbated by –
- (a) The introduction of new child protection procedures
 - (b) An increase in the membership of the Child Protection Committee involving departments and agencies who have no established in service training programme addressing child protection
 - (c) A new model of inter agency training being developed which requires local delivery.
- 3.2 Even those departments and agencies who already have the resources are overstretched and unable to provide an adequate level of training.
- 3.3 There have been several recent high profile cases in the media highlighting agencies and departments who have failed to safeguard children, in two cases to the cost of their lives. There have been investigations and recommendations, many of which have been concerned with the need for an appropriate level of training for staff.

- 3.4 The recent investigation in Dumfries and Galloway highlighted six issues in relation to training, three of which have not been addressed by the North Lanarkshire Council inter disciplinary training programme.
- 3.5 Each agency in the North Lanarkshire Council Child Protection Committee has identified a need for training at three levels –
- (a) Introduction
 - (b) Basic training for staff with ongoing work in child protection
 - (c) Specialist

4. PROPOSALS / CONSIDERATIONS

- 4.1 It has been agreed through the Child Protection Committee that there is a need to appoint a Co-ordinator for the Child Protection Committee at PO.5 level, an administrative post at GS3 and associated costs for the servicing of the Committee and the delivery of inter agency training. This is in line with recommendations from the Scottish Executive. These proposals were ratified at the Children's Services Strategy Group in August, 2001.
- 4.2 The Co-ordinator post will carry out a full range of duties which will involve close liaison with other department, training sections, the development and delivery of training programmes, involvement in the review of child protection cases on an interagency basis where necessary and other significant tasks. This necessitates the post being set at PO.5 level. See Appendix 1 for details.
- 4.3 The Administrative Post will carry significant responsibility for providing a full administrative service to the chair of the Child Protection Committee and the Child Protection Co-ordinator, including arranging meetings, typing duties, dealing with confidential work and the compilation of data and statistics. See Appendix 2 for details.
- 4.4 As the lead agency in Child Protection work it was agreed that the Social Work Department would manage both the Co-ordinator post and the administrative post. A separate budget line for inter agency child protection training would be set up.

5. FINANCIAL/PERSONNEL/LEGAL/POLICY IMPLICATIONS

- 5.1 Following discussions at the Children's Services Strategy Group it was agreed by the Assistant Chief Executive of the Council that such a corporate proposal could be funded for part year costs until 31st March, 2002 from Social Inclusion funding. Thereafter it was agreed the proposal would be funded on a pro rata basis by each department or agency (See Appendix 3).

6. SUMMARY

- 6.1 The need to ensure that North Lanarkshire Council has a robust training programme in place for staff has been established. A comprehensive inter agency training programme is required to ensure that North Lanarkshire children are safeguarded.

7. RECOMMENDATIONS

7.1 It is recommended that Committee –

- (a) Accept the proposals in this report
- (b) Remit the report to the Housing, Community Services and Education Committees for information
- (c) Ask the Director of Social Work to report back on training undertaken following introduction of the proposals.



Jim Dickie
Director of Social Work
August, 2001

For further information on this report please contact Sandra Paterson, Manager, Children and Families & Criminal Justice – Telephone 01698 332032

**NORTH LANARKSHIRE COUNCIL
CHILD PROTECTION COMMITTEE
JOB DESCRIPTION**

CO-ORDINATOR TO THE CHILD PROTECTION COMMITTEE

Main Tasks and Responsibilities

To act as Co-ordinator for the Child Protection committee, servicing the Committee and liaising with involved agencies on child protection issues.

- 1. To organise meetings of the Committee, minute taking, distribution of paperwork, preparation of agenda.**
- 2. To offer the chairperson advice, information and administrative support.**
- 3. To prepare information and reports as requested by the chairperson, including the collation of annual reports and statistical information from involved agencies.**
- 4. To co-ordinate, participate and develop training for agencies and inter agency**
- 5. To assist agency personnel develop strategy, policy, procedures and guidance and ensure inter agency compatibility**
- 6. To participate and facilitate sub groups as required.**
- 7. To undertake review of practice as required.**
- 8. To provide information to the Scottish Executive and other external bodies as necessary.**
- 9. To liaise with participating agencies on practice developments in service.**
- 10. To retain library and resource information.**

NORTH LANARKSHIRE COUNCIL
CHILD PROTECTION COMMITTEE
JOB DESCRIPTION

Title: Administrative Assistant to the Child Protection Committee
Responsible to: Child Protection Committee
Grade: GS3
Conditions of Service: SJC

Job Outline

To provide clerical and administrative support to the Child protection Committee and the Co-ordinator of the Child Protection Committee.

Main Duties and Responsibilities

1. Provision of a full administrative service to the Chair of the Child Protection Committee and the Child Protection Co-ordinator. This includes the maintenance of diary, arranging of meetings, all typing duties and dealing with all confidential work.
2. Compilation and presentation of statistical information and returns.
3. Liaison with other departments and agencies.
4. To record minutes of meetings as and when required, particularly the Child Protection Committee meetings.
5. Updating and maintaining Interagency Child Protection procedures as required.
6. Arranging meetings and venues as required.
7. Arranging nominations for training as required.
8. Co-ordination of statistical information or reports which may be requested by the Child Protection Committee.
9. To be familiar with SWIS and be able to extract information as required.
10. Any other duties as appropriate to the grade.

NORTH LANARKSHIRE COUNCIL
CHILD PROTECTION COMMITTEE

Estimated Costs

Training Co-ordinator salary (To include superannuation and mileage)	£27,000
Administrative Worker Salary	£10,000
Delivery of Training – Creation of packs, joining instructions	£3,000
<u>Sub Total</u>	<u>£30,000</u>
Initial costing for first year – venues	£13,000
	£43,000
Recurring annual cost – Reduced amount for venues after first year	£36,000