

SOCIAL WORK – 23 August 2001

Motherwell, 23 August 2001 at 11 am.

A Meeting of the **SOCIAL WORK COMMITTEE**

PRESENT

Councillor H. McGuigan, Convener; Councillors Selfridge and Sullivan, Vice-Conveners; Councillors Chadha, Coyle, Curley, Devine, Gordon, Gormill, Homer, Irvine, Jones, Lafferty, Love, Lunny, McCallum, McElroy, J. McGuigan, McLaughlin, J. Martin, M. Murray, Nolan, Robertson, Ross, Saunders, Scott and Smith.

CHAIR

Councillor H. McGuigan (Convener) presided.

IN ATTENDANCE

The Committee Services Officer, Director of Social Work, Head of Social Work Development, Head of Social Work Resources, Manager Community Care Older People Services, Manager Child and Families, Criminal Justice, Principal Officer, Early Years, Improvement Grants Manager and Accounting Manager.

APOLOGIES

Councillors Cassidy, McCabe, McKendrick, Shaw and Shields.

MINUTES OF MEETINGS OF SUB-COMMITTEES

1. There were submitted the Minutes of the meetings of the Social Work (Planning and Administration) Sub-Committee and the Social Work (Operations and Services) Sub-Committee held on 7 August 2001.

Decided: that the terms of the Minutes be approved.

DEVELOPMENT OF RESPITE CARE SERVICES FOR CHILDREN AND ADULTS WITH DISABILITIES IN NORTH LANARKSHIRE

2. With reference to paragraph 2 of the Minute of the meeting of this Committee held on 22 March 2001 when a presentation by GCA Architects Limited outlining plans for the development of the Pyramid Site in Motherwell for a new Respite and Carers Centre of Excellence for adults and children with disabilities in North Lanarkshire was noted, there was submitted a report (docketed) dated 14 August 2001 by the Director of Social Work (1) intimating that Section 74 consent to lease land at Hope Street, Motherwell to Parental Help Evenings and Weekend (PHEW) for a period of 99 years at a nominal sum had been obtained; (2) advising that National Lottery Funding of £600,000 had been awarded to PHEW to assist with the project; (3) setting out details of the funding requirements for the project totalling £1,670,000, £285,000 of which being the Council's contribution, and (4) proposing that authority be given to the Director of Administration to negotiate a contract with PHEW in respect of the conditions of the funding from the Council towards the capital costs, the right of access to the centre by the Council, future funding arrangements and the lease of the land at Hope Street, Motherwell site for a nominal rent.

- (1) that funding of £285,000 be provided to PHEW towards the cost of the new Respite and Carers Centre of Excellence at the Pyramid Site, Motherwell, and

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- (2) that the Director of Administration be authorised to conclude a contract with PHEW in the terms outlined in the report.

CARE DEVELOPMENT GROUP - CONSULTATION EXERCISE

3. With reference to paragraph 6 of the Minute of the meeting of this Committee held on 24 May 2001 when the Director of Social Work, in consultation with the Convener of the Social Work Committee was authorised to submit the Council's response to the Scottish Executive in relation to comments sought by the Care Development Group on proposals for long term care for older people, there was submitted a report dated 4 July 2001 by the Director of Social Work enclosing in the Appendix to the report the Council's response to the Scottish Executive in relation to comments sought by the Care Development Group in respect of long term care services for older people.

Decided: that the contents of the response to the Scottish Executive, Care Development Group in respect of long term care services for older people be noted.

BETTER CARE FOR ALL OUR FUTURES

4. With reference to paragraph 7 of the Minute of the meeting of this Committee held on 24 May 2001 when inter alia the Director of Social Work, in consultation with the Convener of the Social Work Committee was authorised to submit the Council's response to the Scottish Executive Consultation Paper entitled "Better Care - For All Our Futures", there was submitted a report dated July 2001 by the Director of Social Work enclosing the Council's response to the Scottish Executive Consultation Paper.

Decided: that the contents of the response to the Scottish Executive Consultation Paper entitled "Better Care - For All Our Futures" be noted.

THE FUTURE OF CARE HOMES IN SCOTLAND : A CONSULTATION PAPER

5. There was submitted a report (docketed) dated 12 July 2001 by the Director of Social Work regarding the Scottish Executive Consultation Paper in respect of the future of Care Homes in Scotland (1) outlining the background to the consultation exercise, and (2) enclosing in Appendix 1 to the report the Council's response to the Consultation Paper which had been formulated in consultation with the Convener of the Social Work Committee.

Decided:

- (1) that the action taken by the Director of Social Work in consultation with the Convener of the Social Work Committee in submitting the Council's response to the Scottish Executive Consultation Paper regarding the future of Care Homes in Scotland be homologated, and
- (2) that the Director of Social Work submit further reports to future meetings of the Committee highlighting relevant changes in the service standards.

MODERNISING SOCIAL WORK SERVICES IN SCOTLAND : DRAFT NATIONAL CARE STANDARDS SECOND TRANCHE

6. There was submitted a report (docketed) dated 12 July 2001 by the Director of Social Work regarding the Scottish Executive Consultation Paper on Modernising Social Work Services in Scotland: Draft
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National Care Standards Second Tranche (1) outlining the background to the consultation exercise, and (2) enclosing in Appendix 1 to the report the Council's response to the Scottish Executive consultation.

Decided:

- (1) that the action taken by the Director of Social Work in submitting the Council's response to the Scottish Executive Consultation Paper on Modernising Social Work Services in Scotland : Draft National Care Standards Second Tranche be homologated, and
- (2) that the Director of Social Work submit further reports to future meetings of the Committee highlighting changes in the regulation and developments in national standards.

PRIVATE SECTOR HOME CARE - PURCHASING FRAMEWORK

7. There was submitted a report (docketed) dated July 2001 by the Director of Social Work seeking approval to pursue a strategic approach to commission and purchase home care services from private sector providers (1) outlining the background to the private home care sector services currently purchased by the Council; (2) detailing in Section 3 of the report, proposals designed to provide a strategic approach to the purchase of home care services from private sector providers; (3) proposing that the Director of Social Work, in consultation with the Head of Legal Services, to confirm details of service specification, tendering process and contracts in line with the Standing Orders approved by the Council for social care services, and (4) intimating that the budget for purchasing independent sector home care services for 2001/2002 was £600,000.

Decided:

- (1) that approval be given, in principle, to formulate a purchasing framework for private sector home care services to involve three home care contracts delivering an agreed level of care service to the Council;
- (2) that the implementation proposals be progressed jointly by the Director of Social Work and Head of Legal Services, and
- (3) that a further report outlining progress of the implementation be submitted to a future meeting of the Committee.

STRATEGY FOR CARERS - USE OF FUNDS 2001/2002

8. With reference to paragraph 17 of the Minute of the meeting of this Committee held on 24 May 2001 when, *inter alia*, the allocation of monies to support the Carers Strategy in North Lanarkshire was approved, there was submitted a report (docketed) dated 15 August 2001 by the Director of Social Work outlining additional proposals to create further direct services to carers (1) detailing three areas which had been provided with funding following finalisation of arrangements for monitoring and evaluation; (2) setting out in Section 3.2 of the report, a further five projects to be provided with funding which had been identified by the Carers Strategy Group totalling £50,020, and (3) recommending that the allocation of the balance of £28,850 be considered at future meetings of the Carers Strategy Group and reported to a future meeting of the Committee for consideration.

Decided:

- (1) that allocation of monies to support the Carers Strategy as set out in Section 3.2 of the report be approved, and

- (2) that the Director of Social Work submit further reports to future meetings of the Committee on proposals to allocate the balance of the funding.

CONSULTATION BY THE SCOTTISH EXECUTIVE ON PROPOSALS FOR NEW LAWS TO HELP CARERS

9. There was submitted a report (docketed) dated 2 July 2001 by the Director of Social Work regarding the Scottish Executive consultation document containing proposals for new laws to help carers (1) outlining the background to the consultation document, and (2) enclosing in Appendix 1 to the report the Council's response to the Scottish Executive's consultation on proposals for new laws to help carers.

Decided:

- (1) that the action taken by the Director of Social Work in enclosing the Council's response to the Scottish Executive's consultation document containing the proposals for new laws to help carers be homologated, and
- (2) that the contents of the report be otherwise noted.

JOINT COMMUNITY CARE PLAN 2001/2004

10. **C** With reference to paragraph 12 of the Minute of the meeting of this Committee held on 24 May 2001 when, *inter alia*, it was agreed that the Joint Community Care Plan 2001-2004 be issued for a period of consultation, there was submitted a report (docketed) dated 25 July 2001 seeking approval for the publication of the final version of the Joint Community Care Plan 2001 - 2004 (1) setting out details of the outcome of the consultation of the draft plan, extracts of which were contained in Appendix 1 to the report; (2) proposing that 4,500 copies of the Joint Community Care Plan and 10,000 copies of the plan summary be printed and distributed at a total cost of £13,000 to be shared equally between the Council and Lanarkshire Health Board, and (3) indicating that the Needs and Resources Factfile had been updated for the period 2001/2004 in order to complement the Joint Community Care Plan and that it was proposed that a 1,000 copies be printed at a total cost of £2,500.

Decided:

- (1) that the outcome of the consultation exercise be noted;
- (2) that the Joint Community Care Plan 2001/2004 be approved;
- (3) that the costs of printing and publishing the Joint Community Care Plan of £13,000 be shared equally between the Council and Lanarkshire Health Board, and
- (4) that the cost of printing and publishing the Needs and Resources Factfile for 2001/2004 of £2,500 be approved.

CONSULTATION PAPER ON THE PLAN FOR ACTION ON ALCOHOL MISUSE

11. There was submitted a report (docketed) dated 1 August 2001 by the Director of Social Work regarding the Scottish Executive consultation paper on the plan for action on alcohol misuse (1) outlining the background to the consultation paper, and (2) setting out in Appendix 1 to the report the Council's response to the Scottish Executive consultation paper on the plan for action on alcohol misuse.

Decided:

- (1) that the action taken by the Director of Social Work in submitting the Council's response to the Scottish Executive consultation paper on the plan for action on alcohol misuse be homologated, and
- (2) that the Director of Social Work submit a further report to a future meeting of the Committee on production of the plan for action on alcohol misuse detailing the response required by the Council.

ADDICTION SERVICES: DEVELOPMENT OF SERVICES FOR CHILDREN AND YOUNG PEOPLE VIA THE CHILDREN'S CHANGE FUND

12. There was submitted a report (docketed) dated 17 July 2001 by the Director of Social Work regarding the proposed development of substance misuse services for children and young people (1) intimating that the Scottish Executive had provided ring-fenced funding for the development of substance misuse services for children and young people; (2) indicating that initial allocations for the first three years were £293,000, £442,000 and £592,000 respectively; (3) setting out in Appendix 1 to the report outline proposals for utilising the additional ring-fenced funding from the Scottish Executive, and (4) setting out in Section 4 of the report proposals for six Youth Support Workers posts and three Social Workers posts in terms of the staffing element of the Council's bid.

Decided:

- (1) that the proposed service developments of addiction services to children and young people be noted;
- (2) that the establishment of 6 Youth Support Workers and 3 specialist Social Worker posts be approved;
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration, and
- (4) that the Director of Social Work submit a report to a future meeting of the Committee detailing the impact of the Children's Change Fund monies.

SUPPORTED EMPLOYMENT PLACEMENT SCHEME

13. With reference to paragraph 5 of the Minute of the meeting of this Committee held on 25 January 2001 when, *inter alia*, approval was given in principle to the development of a Supported Employment Placement Scheme as a framework for creating employment opportunities for disabled people within the Council, there was submitted a joint report by the Directors of Administration and Social Work regarding the establishment of a Supported Employment Placement Scheme (1) setting out the operational details of the Scheme; (2) detailing in Appendix 1 to the report, guidance notes on how the Scheme would operate; (3) intimating that in order to ensure that those individuals on the Work Placement Scheme were adequately supported throughout the period of placement, it would be necessary to employ 2 additional Job Coach posts graded at RW16, and (4) indicating that as part of the monitoring process, an annual report would be submitted to the Social Work (Planning and Administration) and Policy and Resources (Personnel) Sub-Committees.

Decided:

- (1) that the Supported Employment Placement Scheme guidance notes as set out in Appendix 1 to the report be approved, and
- (2) that the Directors of Administration and Social Work submit an annual report outlining the progress of the Supported Employment Placement Scheme to future meetings of the Social Work (Planning and Administration) and Policy and Resources (Personnel) Sub-Committees.

CHILD PROTECTION PROCEDURES

14. With reference to paragraph 3 of the Minute of the meeting of the Community Services Committee held on 30 May 2001 when that Committee (1) approved a report of 17 January 2001 by the Director of Community Services on the implementation of child protection proposals which outlined an individual employee's responsibility to respond to any situation where a child under 16 years of age may have been abused or neglected, and (2) remitted the report to this Committee for information, there was submitted the said report by the Director of Community Services thereon.

Decided: that the terms of the report be noted.

ABSENCE MANAGEMENT POLICY - STATISTICS FROM JANUARY TO MARCH 2001

15. With reference to paragraph 28 of the Minute of the meeting of the Policy and Resources (Personnel) Sub-Committee held on 11 June 2001 when, *inter alia*, it had been agreed that a report dated 15 May 2001 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 January to March 2001 for manual/craft employees, non-manual staff and teachers and which also provided a comparison with the statistics for April 1999 to March 2000 be remitted to all service Committees of the Council to enable consideration of the statistics for the appropriate department, there was submitted the said report by the Head of Personnel Services thereon.

Decided: that the terms of the report be noted.

CONTRACT WITH SLAM CENTRE : REVIEW OF ABSENCE LEVELS IN SOCIAL WORK

16. With reference to paragraph 14 of the Minute of the meeting of the Social Work (Planning and Administration) Sub-Committee held on 7 August 2001 when, *inter alia*, consideration of commissioning a review of absence levels by the Scottish Local Authority Management (SLAM) Centre was continued, there was submitted a report (docketed) dated 16 August 2001 by the Director of Social Work seeking approval to commission a review by the Scottish Local Authority Management Centre of absence levels in the Social Work Department (1) outlining the background to the need for the review of absence levels within the department, and (2) intimating that following considerable investigation SLAM had been identified as the sole organisation which could carry out the review to the department's specification at an estimated costs of £35,000.

Decided:

- (1) that the SLAM Centre be commissioned to provide a review of absence levels within the Social Work Department at an estimated cost of £35,000, and
- (2) that the Director of Social Work be authorised to conclude the specification for the review.

CHILTERN HOME FOR THE ELDERLY, CHRYSTON - DINING ROOM CEILING CONTRACT

17. There was submitted a report dated 28 June 2001 by the Director of Housing and Property Services advising (1) that the lowest tender for the Dining Room Ceiling at Chilterns Home for the Elderly, Chryston was that of Peter Johnston Construction Limited, Cumbernauld in the sum of £35,178.65, and (2) that the Director of Administration was progressing the matter in terms of his delegated powers.

Decided: that the terms of the report be noted.

FINAL MEASUREMENTS

18. There was submitted a report dated 19 June 2001 by the Director of Housing and Property Services (1) detailing final measurements for two Social Work projects, and (2) advising that the total tender value for the two projects was £314,087.66 compared with a final cost of £323,762.01.

Decided: that the final measurements as detailed within the report be noted.

BEST VALUE SERVICE REVIEW - COMMUNITY MEALS

19. There was submitted a report (docketed) dated 2 August 2001 by the Director of Social Work seeking approval for the Best Value Review of Community Meals in North Lanarkshire and the improvement action plan which has been developed in respect of the future provision of the service (1) outlining the background to the review of community meals in North Lanarkshire; (2) intimating that the Community Meals Service had the capacity to provide approximately 237,748 meals per annum from a budget of £494,903 for 2000/2001; (3) detailing in Section 8 of the report a summary of the findings of the Best Value Review, and (4) providing as an Appendix to the report the Improvement Action Plan for future provision of the service.

Decided:

- (1) that the terms of the Best Value Review of Community Meals in North Lanarkshire be approved, and
- (2) that the Improvement Action Plan for the future provision of community meals in North Lanarkshire be approved.

EUROPEAN UNION OF SUPPORTED EMPLOYMENT - VISIT TO THE BASQUE REGION

20. With reference to paragraph 11 of the Minute of the meeting of this Committee held on 24 May 2001 when an invitation from the Basque Autonomous Government to officers of the Council to address the Basque Association for Sheltered and Supported Employment was accepted, there was submitted a report (docketed) dated 17 July 2001 advising of the outcome of the visit by officers of the Council to the Basque Region in relation to the Council's supported employment initiative (1) providing details of the programme of events and issues which were raised during the visit which took place from 16 to 20 June 2001; (2) proposing that the Council extend an invitation to Lantegi Batuak which was the local organisation responsible for Sheltered and Supported Employment in the Basque Region to visit North Lanarkshire to help enhance the Council's supported employment policy; (3) intimating that the Council had submitted an outline of a bid to the Equal Programme which is a European Union fund used to promote equal opportunities for disadvantaged groups, and

(4) indicating that should the bid be successful the Basque agencies would act as the Council's transitional partners.

Decided:

- (1) that the Director of Social Work extend an invitation to representatives of Lantegi Batuak to visit the Council's supported employment initiatives, and
- (2) that the Director of Social Work submit a further report to a future meeting of the Committee advising of the outcome of the application to the Equal Programme.

RECOGNITION OF STAFF ACHIEVEMENT

21. There was submitted a report (docketed) dated 10 August 2001 by the Director of Social Work advising of professional and vocational awards gained by staff of the Department over the last twelve months (1) providing details of presentations that had been made to a number of staff who had made a special contribution to the work of the Department, and (2) enclosing in the Appendix to the report details of all staff who had achieved professional and vocational awards over the past twelve months.

Decided: that the arrangements made to recognise the achievement of staff for their effort and contribution to the work of the Social Work Department be noted.

INITIATIVES PROMOTING SOCIAL INCLUSION

22. There was submitted a report (docketed) dated 14 August 2001 by the Director of Social Work setting out a number of initiatives designed to promote social inclusion in North Lanarkshire (1) outlining the background to the Council's policy for promoting social inclusion within North Lanarkshire, and (2) providing details of a number of initiatives designed to ensure income maximisation for older people, young people with special needs and carers.

Decided:

- (1) that the initiatives detailed in Section 3 of the report designed to promote benefit take-up and social inclusion within North Lanarkshire be approved, and
- (2) that the Director of Social Work submit reports to future meetings of the Committee detailing the outcome of the initiatives.

RECRUITMENT AND RETENTION OF SOCIAL WORKERS

23. The Head of Social Work Resources advised that discussions were ongoing with staff and Trade Unions in relation to the recruitment and retention of Social Workers and that a report would be submitted to a future meeting of the Committee.

Decided: that a report be submitted to a future meeting of the Committee following the outcome of discussions with staff and Trade Unions.

CHANGING FOR THE FUTURE - SOCIAL WORK SERVICES FOR THE 21ST CENTURY

24. With reference to paragraph 9 of the Minute of the meeting of this Committee held on 22 August 2000 when, *inter alia*, the Director of Social Work was authorised to submit a report to a future meeting of the Committee detailing the findings of the Social Work Services Inspectorate Annual Visit to North Lanarkshire Social Work Services, there was submitted a report (docketed) dated 18 July 2001 by the Director of Social Work (1) advising that the report was produced in two parts (a) a national overview of Social Work services across Scotland, and (b) a series of service reviews which covered each Local Authority in Scotland; (2) setting out details of the purpose and content of each of the reports; (3) detailing the findings of the review of the Council Social Work Services, and (4) setting out in Appendix 1 to the report the Council's response to the findings following the review of the Council's Social Work service provision.

Decided:

- (1) that the action taken by the Director of Social Work in submitting the Council's response to the Social Work Services Inspectorate findings into the Council's Social Work service provision be endorsed, and
- (2) that the Director of Social Work submit reports to future meetings of the Committee advising of developments in the annual review process.

ADMINISTRATION OF TOP-UP FUNDS FOR DISABLED ADAPTATION IMPROVEMENT GRANTS

25. There was submitted a report (docketed) dated 8 August 2001 by the Director of Housing and Property Services seeking approval for a Scheme of Administration for Top-Up Funds in respect of improvement grants for adaptations for the disabled (1) intimating that following consideration by the Joint Equipment and Adaptations Member/Officer Working Group, administration of improvement grants and top-up grants was now the responsibility of the Housing and Property Services Department; (2) advising that the transfer of responsibility was being phased in with applications from 1 June 2001 administered solely by the Housing and Property Services Department with funds of £50,000 per annum being transferred on a recurring basis from the Social Work to non-HRA Housing Budget; (3) setting out proposals for the administration of the scheme which would now be managed on a centralised basis, and (4) indicating that the formation of strategic policy in respect of the grants would be jointly agreed by the Directors of Housing and Property Services and Social Work.

Decided: that the scheme of administration for the Top-Up Funds for Improvement Grants for disabled adaptations as set out in Section 3 of the report be approved.

SURESTART INITIATIVE 2000/2004

26. With reference to paragraph 18 of the Minute of the meeting of the Education Committee held on 2 May 2000 when, *inter alia*, the establishment of various full-time and part-time posts to support the development of childcare projects and expansion of the early years service in North Lanarkshire was approved, there was submitted a report (docketed) dated 16 August 2001 by the Director of Education outlining the progress of the projects (1) setting out in Appendix 1 to the report the details and progress of each project; (2) enclosing in Appendix 2 to the report details of new projects proposed for funding in 2001/2002; (3) intimating that the full year costs for the proposals for 2001/2002 would be £791,232 comprising £503,618 project costs, cleaning costs of approximately £46,382 and costs associated with the Homelink Team of £241,232, and (4) detailing in Appendices 2 and 3 the establishment of posts required for the Projects on a temporary basis until March 2004.

Decided:

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- (1) that the progress of the Surestart Initiative Projects as detailed in Appendix 1 to the report be approved;
- (2) that the implementation of the projects for 2001/2002 as detailed in Appendix 2 to the report be approved;
- (3) that the establishment of the short-term posts until March 2004 as detailed in Appendices 2 and 3 of the report be approved;
- (4) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee to consider the establishment of the posts listed in the Appendices to the report, and
- (5) that it be noted that the Director of Education would submit reports to future meetings of the Committee detailing the progress of the Surestart Initiative and proposals on the use of those funds currently unallocated.

IMPLEMENTATION OF BUDGET PROPOSALS 2001/2002

27. With reference to paragraph 1 of the Minute of the Special meeting of this Committee held on 18 June 2001 when, *inter alia*, it was agreed that (1) detailed proposals in relation to staffing enhancements arising from the Best Value Review be reported to a future meeting of the Committee, and (2) the Director of Social Work in consultation with the Chief Executive and the Convener of the Social Work Committee be authorised to implement those proposals contained within Appendix 6 of the report which remain unaltered following a Best Value Review, there was submitted a report (docketed) dated 15 August 2001 by the Director of Social Work (a) outlining the background to the Best Value Review; (b) intimating that 24 posts as detailed in the Appendix to the report had now been approved for implementation with the remaining 5 posts subject to further consideration, and (c) proposing that the accrued revenue which had resulted as a consequence of the Best Value Review be applied to reducing the waiting list for assessed needs for equipment for people with mobility problems.

Decided:

- (1) that the establishment of the 24 posts detailed in Part B of the Appendix to the report be noted;
- (2) that it be noted those posts not supported by the Best Value Review would be subject to further consideration;
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for information, and
- (4) that the monies accrued as a consequence of the Best Value Review be applied to reduce the waiting list for assessed needs for equipment for people with mobility problems.

NORTH LANARKSHIRE COUNCIL CHILD PROTECTION COMMITTEE - PROPOSALS FOR SUPPORT POSTS

28. There was submitted a report (docketed) dated August 2001 by the Director of Social Work seeking approval for the creation of corporate posts of Training Co-ordinator and Senior Clerical Assistant for the North Lanarkshire Council Child Protection Committee (1) outlining the background to the role of North Lanarkshire Council Child Protection Committee; (2) highlighting the issues which had exacerbated the need for further training of staff in the field of child protection; (3) recommending the creation of posts of Training Co-ordinator and Senior Clerical Assistant for the North Lanarkshire

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Council Child Protection Committee, and (4) setting out in Appendix 3 to the report the funding details of the proposals.

Thereon the Director of Social Work advised that a bid had been submitted to the Social Inclusion Fund for part year funding until 31 March 2002 and thereafter the Child Protection Committee would be funded on a pro-rata basis by each partner department or agency.

Decided:

- (1) that the creation of the posts of Training Co-ordinator graded at PO5 and Senior Clerical Assistant graded at GS3 be approved;
- (2) that the Director of Social Work submit a report to a future meeting of the Committee following the outcome of the bid for funding to the Social Inclusion Fund;
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration;
- (4) that the report be remitted to the Community Services, Education and Housing and Technical Services Committees for information;
- (5) that the Director of Social Work submit a report to a future meeting of the Committee on the training undertaken following introduction of the proposals, and
- (6) that the matter be referred to the Policy and Resources Committee in respect of the bid for funding from the Social Inclusion Fund.

REQUEST FOR SPECIAL LEAVE

29. There was submitted a report (docketed) dated 15 August 2001 by the Director of Social Work seeking approval to allow a member of staff a period of 6 months special unpaid leave from 1 February 2002 to enable her to visit her partner, currently working in Australia.

Decided:

- (1) that the request for special unpaid leave for a period of 6 months from 1 February 2002 be approved, and
- (2) that the report be remitted the Policy and Resources (Personnel) Sub-Committee for consideration.

PROGRESS REPORT ON THE REVIEW AND DEVELOPMENT OF NORTH LANARKSHIRE RESIDENTIAL CHILD CARE SERVICES

30. With reference to paragraph 19 of the Minute of the meeting of this Committee held on 24 May 2001 when the progress of the review into Residential Child Care Services in North Lanarkshire was noted, there was submitted a report (docketed) dated August 2001 by the Director of Social Work (1) setting out in Section 3 of the report the work ongoing to improve services, and (2) intimating that following the review work was currently ongoing to give consideration to regrading residential child care staff.

Decided:

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- (1) that the progress in implementing the review of Residential Child Care Services in North Lanarkshire be noted, and
- (2) that the Director of Social Work submit reports to future meetings of the Committee detailing the progress in relation to proposals for the regrading of residential child care staff.

A HOME FOR THE FUTURE - IMPLEMENTATION PLAN

31. With reference to paragraph 7 of the Minute of the meeting of this Committee held on 21 November 2000 when, *inter alia*, it was agreed that the Director of Social Work bring forward reports to future meetings of the Committee detailing the progress in the implementation of the recommendations of the "A Home for the Future" Member/Officer Working Group, there was submitted a report (docketed) dated August 2001 by the Director of Social Work summarising in Appendix 1 to the report the progress in implementing the recommendations of the "A Home for the Future" Member/Officer Working Group.

Decided:

- (1) that the progress in implementing the recommendations of the "A Home for the Future" Member/Officer Working Group be noted, and
- (2) that progress reports on the implementation of the recommendations of the "A Home for the Future" Member/Officer Working Group be submitted to future meetings of the Committee.

IMPLEMENTATION OF THE RECOMMENDATIONS OF THE JOINT EQUIPMENT AND ADAPTATIONS MEMBER/OFFICER WORKING GROUP

32. With reference to paragraph 15 of the Minute of the meeting of this Committee held on 22 March 2001 when, *inter alia*, it had been agreed that reports advising of progress made in implementing the decisions of the Joint Equipment and Adaptations Member/Officer Working Group be submitted to future meetings of the Housing and Property Services and Social Work Committees, there was submitted a joint report (docketed) dated 1 August 2001 by the Directors of Housing and Property Services and Social Work (1) summarising in Appendix 1 to the report, progress in implementing the recommendations of the Joint Equipment and Adaptations Member/Officer Working Group, and (2) seeking approval to purchase a sophisticated stock control system know as MESaLS 2000 designed specifically for equipment stores and loan systems at a total non-recurring cost of £30,550.

Decided:

- (1) that the progress in implementing the decisions of the Joint Equipment and Adaptations Member/Officer Working Group be noted;
- (2) that approval be given for the purchase of a stock control system designed specifically for equipment stores and loan systems at a total cost of £30,550, and
- (3) that progress reports be submitted to future meetings of the Housing and Technical Services and Social Work Committees.

BUDGET MONITORING REPORT FOR THE SOCIAL WORK DEPARTMENT AND SHELTERED EMPLOYMENT - 1 APRIL 2000 TO 31 MARCH 2001 - OUTTURN REPORT

33. There was submitted a report dated 26 July 2001 by the Director of Social Work detailing the outturn expenditure for the financial year 2000/2001 for the Department of Social Work and Sheltered Employment and providing a comparison of actual expenditure and income with the approved budget with explanations of the most significant variances.

Decided: that the terms of the report be noted.

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REVENUE ESTIMATES 2001/2002 FINANCIAL MONITORING STATEMENT FOR THE SOCIAL WORK DEPARTMENT AND SHELTERED EMPLOYMENT - 1 APRIL TO 20 JULY 2001

34. There were submitted reports dated 9 August 2001 by the Director of Social Work advising of the Departmental spending levels for the Department of Social Work and Sheltered Employment for the period from 1 April to 20 July 2001 and providing a comparison with the approved budget.

Decided: that the terms of the reports be noted.

COMPOSITE CAPITAL PROGRAMME 2001/2002 - MONITORING REPORT FOR THE SOCIAL WORK DEPARTMENT - 1 APRIL TO 20 JULY 2001

35. There was submitted a report dated 9 August 2001 by the Director of Social Work (1) detailing the progress being made in individual projects included in the Capital Programme as at 20 July 2001; (2) intimating that the revised annual approved programme for 2001/2002 amounted to £1,538,592 of which £807,917 related to properties providing residential accommodation and £730,675 related to other projects; (3) indicating that a budget realignment totalling £167,000 was required to fund the Bank Street Project which would be funded from slippage from other projects carried forward from the previous financial year, and (4) advising that the projected outturn expenditure was estimated at £1,117,092 which represented 72% of the programme.

Decided:

- (1) that the progress of the Capital Programme for the Social Work Department as at 20 July 2001 be noted, and
- (2) that the report be remitted to the Policy and Resources Committee for consideration.

CUSTOMER SERVICE CHARTER - MONITORING REPORT 2000/2001

36. With reference to paragraph 20 of the Minute of the meeting of this Committee held on 6 June 2000 when the development and implementation of the Customer Service Charter was approved, there was submitted a report (docketed) dated 26 June 2001 by the Director of Social Work regarding the performance of the Social Work Department in relation to the Customer Service Charter (1) intimating the background and principles of the Charter; (2) enclosing in the Appendix to the report the performance of the Department for the period from 1 January to 31 March 2001, and (3) detailing further proposals designed to enhance the monitoring of the performance of the Charter in 2001/2002.

Decided:

- (1) that the performance of the Social Work Department in relation to the Customer Service Charter in the final quarter of 2001 be noted, and
- (2) that the proposals designed to enhance the future monitoring of the performance of the Customer Service Charter in 2001/2002 be approved.

PUBLIC PERFORMANCE REPORTING 2000/2001

37. There was submitted a report (docketed) dated 26 June 2001 by the Director of Social Work regarding the performance of the Social Work Department in public reporting in 2000/2001 (1) setting out details of the Social Work Department's performance in relation to public performance reporting

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in 2000/2001, and (2) providing in Appendix 1 to the report the proposed public performance reporting schedule for 2001/2002.

Decided:

- (1) that the performance of the Social Work Department in respect of public performance reporting for 2000/2001 be noted, and
- (2) that the public performance reporting schedule for the Social Work Department for 2001/2002 be approved.

STATUTORY PERFORMANCE INDICATORS - ANNUAL REPORT 2000/2001 AND FIRST QUARTER MONITORING REPORT 2001-2002

38. There was submitted a report (docketed) dated 26 June 2001 by the Director of Social Work setting out in Appendices 1 and 2 to the report the Social Work Department's Performance Indicators for 2000/2001 and for the first quarter of 2001/2002 for submission to the Accounts Commission for Scotland.

Decided: that the terms of the report be noted.

SOCIAL WORK SERVICE PLAN - 2001/2002 QUARTERLY MONITORING REPORT

39. There was submitted a report (docketed) dated 26 June 2001 by the Director of Social Work advising of the implementation of the Departmental Service Plan for 2001/2002 and setting out in the Appendix to the report details of the progress of the 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.

SOCIAL WORK DEPARTMENT - RESTRUCTURE - APPOINTMENTS

40. There was submitted a report dated 7 August 2001 by the Director of Social Work detailing the revised structure for the Social Work Department following the restructure of the staffing establishment.

Decided: that the revised staffing structure for the Social Work Department be noted.

CONFERENCE - ADSW ANNUAL CONFERENCE - SHAPING THE FUTURE

41. With reference to paragraph 29 of the Minute of the meeting of this Committee held on 24 May 2001 when, *inter alia*, it had been agreed not to attend the conference entitled "ADSW Annual Conference - Shaping the Future" held in Perthshire from 6 to 8 June 2001.

In terms of Standing Order 29 on the motion of Councillor Coyle, seconded by Councillor Scott, the Committee approved the suspension of Standing Order 40 in order that the matter be further considered.

Thereon Councillor Selfridge, Vice-Convener advised that Councillor Sullivan had represented the Council at the conference.

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Decided: that the attendance of Councillor Sullivan at the “ADSW - Shaping the Future” conference held in Perthshire from 6 to 8 June 2001 be homologated.

CONFERENCES

42. There were considered invitations from:-

- (1) Caring Times and Laing and Busson to attend a conference entitled “Care Expo” held in Birmingham on 13-14 June 2001;
 - (2) Neil Stewart Associates to attend a conference entitled “Supporting Children as Witnesses” held in London on 14 June 2001;
 - (3) DeafBlind Scotland to attend a conference entitled “Do We Care for our DeafBlind Community” held in Perth on 18 June 2001’
 - (4) The Local Government Information Unit to attend a conference entitled “Scrutiny and Health” held in London on 10 July 2001;
 - (5) Harrogate Management Centre to attend a conference entitled “Integrating Health and Social Care” held in Harrogate on 10 July 2001;
 - (6) Harrogate Management Centre to attend a conference entitled “NSF for Older People - Innovative Inter-Agencies Services” held in London on 17 July 2001;
 - (7) Age Concern to attend a conference entitled “Breaking the Silence on Elder Abuse” to be held in Stirling on 28 August 2001;
 - (8) The Robert Gordon University, Aberdeen to attend a conference entitled “Democratic Accountability in the NHS in Scotland” to be held in Edinburgh on 31 August 2001;
 - (9) Children in Scotland to attend a conference entitled “Developing an Education and Training Strategy for Child Psychotherapy Services in Scotland” to be held in Stirling on 6 September 2001;
 - (10) Children in Scotland to attend two conferences entitled “Children’s Voices” to be held in Glasgow and Peebles on 7 September 2001 and from 1 to 2 November 2001;
 - (11) The University of Leicester to attend a conference entitled “Dealing with Drug Use” to be held in Leicester from 11 to 13 September 2001;
 - (12) Harrogate Management Centre to attend a conference entitled “Mental Health in NSF” to be held in Harrogate on 12 September 2001;
 - (13) ADSW to attend a conference entitled “Joint Future and Beyond” to be held in Polmont on 12 September 2001;
 - (14) The Safe Partnership to attend a conference entitled “Safe - Caring for Older People” to be held in Oxford on 12 September 2001;
 - (15) Harrogate Management Centre to attend a conference entitled “Mental Health NSF - Implementing the Mental Health Needs of Women” to be held in London on 18 September 2001;
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- (16) Harrogate Management Centre to attend a conference entitled "Older People NSF" to be held in Harrogate on 19 September 2001;
- (17) The National Homecare Council to attend a conference entitled "The Challenges Facing Domicilliary Care Services" to be held in Leeds on 25 September 2001;
- (18) Harrogate Management Centre to attend a conference entitled "Child and Adolescent Mental Health Problems - Meeting the Needs Through Joint Working" to be held in Harrogate on 28 September 2001;
- (19) Harrogate Management Centre to attend a conference entitled "Primary Care in the Next Five Years" to be held in London on 2 October 2001, and
- (20) The Public Health Institute of Scotland to attend a conference entitled "Public Health in Scotland" to be held in Ayrshire on 29 and 30 November 2001.

Decided:

- (1) that the attendance of Councillors Cassidy and Love at the "Do We Care for our DeafBlind Community" conference held in Perth on 18 June 2001 be homologated;
- (2) that the attendance of Councillor H McGuigan at the "Integrating Health and Social Care" conference held in Harrogate on 10 July 2001 be homologated;
- (3) that the attendance of Councillor J Martin at the "NSF for Older People: Innovative Inter-Agency Services" conference held in London on 17 July 2001 be homologated;
- (4) that the attendance of Councillor McKinlay at the "Breaking the Silence of Elder Abuse" conference to be held in Stirling on 28 August 2001 be approved;
- (5) that the attendance of Councillor J Martin at the "Democratic Accountability in the NHS in Scotland" conference to be held in Edinburgh on 31 August 2001 be approved;
- (6) that the attendance of Councillor Scott at the "Children's Voices" conferences to be held in Glasgow and Peebles on 7 September and from 1 to 2 November 2001 respectively be approved;
- (7) that the attendance of Councillor Love at the "Dealing with Drug Use" conference to be held in Leicester from 11 to 13 September 2001 be approved;
- (8) that the attendance of Councillor Ross at the "Joint Future and Beyond" conference to be held in Polmont on 12 September 2001 be approved;
- (9) that the attendance of Councillors Cassidy and Lunny at the "The Challenges Facing Domicilliary Care Services" conference to be held in Leeds on 25 September 2001 be approved;
- (10) that the attendance of Councillors J Martin and McKinlay at the "Public Health in Scotland" conference to be held in Ayrshire on 29 and 30 November 2001 be approved, and
- (11) that no attendance at the 10 other conferences 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 paragraph 7 of Part 1 of Schedule 7A of the Act.

DEATH OF A LOOKED AFTER CHILD

43. There was submitted a report dated 19 July 2001 by the Director of Social Work advising of the death of a child who was looked after (1) detailing the background to the circumstances of the death and (2) advising that a full report of the circumstances of the child's death would require to be submitted to the Scottish Ministers and that following the response, a report would be presented to a future meeting of the Committee.

Decided:

- (1) that the terms of the report be noted, and
- (2) that the Director of Social Work provide a report to a future meeting of the Committee following the response from the Scottish Ministers on the circumstances of the death.