

**Motherwell, 28 February 2002 at 11 am.**

**A Meeting of the SOCIAL WORK COMMITTEE**

**PRESENT**

Councillor H. McGuigan, Convener; Councillors Selfridge and Sullivan, Vice-Conveners; Councillors Cassidy, Chadha, Coyle, Devine, Gordon, Homer, Irvine, Jones, Lafferty, Love, Lunny, McCallum, McElroy, McKendrick, McLaughlin, M. Murray, Robertson, Saunders, Shaw and Shields.

**CHAIR**

Councillor H. McGuigan (Convener) presided.

**IN ATTENDANCE**

The Committee Services Officer, Director of Social Work, Head of Social Work Resources, Head of Social Work Services, Manager, Community Care Adult Services, Manager, Social Work Strategy, Property Services Manager and Accounting Manager.

**APOLOGIES**

Councillors Curley, Gormill, McCabe, J. McGuigan, J. Martin and Ross.

**CONVENER'S REMARKS**

1. The Convener advised that the Rushes Project had received a COSLA Leadership Award on Monday, 25 February 2002, congratulated the Project and its staff for the sterling work which had been undertaken and indicated that the Project Team would be invited to attend the next meeting of the Committee.

**MINUTES OF MEETINGS OF SUB-COMMITTEES**

2. There were submitted the Minutes of the meetings of the Social Work (Planning and Administration) Sub-Committee held on 12 February 2002 and the Social Work (Operations and Services) Sub-Committee held on 14 February 2002.

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

**ACCESS PROJECT FOR YOUNG PEOPLE - FUNDING**

3. With reference to paragraph 20 of the Minute of the meeting of the Housing and Technical Services Committee held on 10 January 2002 when that Committee, *inter alia*, (1) noted a report of 14 December 2001 by the Director of Housing and Property Services on the successful work and future plans of the Access Project which was jointly managed by the Housing and Property Services, Community Services and Social Work Departments together with Lanarkshire Careers Service, and (2) remitted the report to this Committee for information, there was submitted the said report by the Director of Housing and Property Services thereon.

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

**CONTRACTS**

**(1) CHILTERN HOME FOR THE ELDERLY, CHRYSTON - BOILER REPLACEMENT**

4. There was submitted a report dated 23 January 2002 by the Director of Housing and Property Services advising that (1) the lowest tender for the boiler replacement at Chilterns Home for the Elderly, Chryston was that of Morrison Property Care Limited, Coatbridge in the sum of £81,212.66, and (2) the Director of Administration was progressing the matter in terms of his delegated powers.

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

**(2) HERBISON HOME FOR THE ELDERLY, SHOTTS - BOILER REPLACEMENT**

5. There was submitted a report dated 10 January 2002 by the Director of Housing and Property Services advising that (1) the lowest tender for the boiler replacement at Herbison Home for the Elderly, Shotts was that of Morrison Property Care Limited, Coatbridge in the sum of £81,212.66, and (2) the Director of Administration was progressing the matter in terms of his delegated powers.

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

**(3) MONKLANDS HOME FOR THE ELDERLY, PLAINS - BOILER REPLACEMENT**

6. There was submitted a report dated 21 January 2002 by the Director of Housing and Property Services advising that (1) the lowest tender for the boiler replacement at Monklands Home for the Elderly, Plains was that of Truedeal Building Services Limited, Glasgow in the sum of £90,068.88, and (2) the Director of Administration was progressing the matter in terms of his delegated powers.

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

**(4) MUIRPARK HOME FOR THE ELDERLY, VIEWPARK - BOILER REPLACEMENT**

7. There was submitted a report dated 15 January 2002 by the Director of Housing and Property Services advising that (1) the lowest tender for the boiler replacement at Muirpark Home for the Elderly, Viewpark was that of Truedeal Building Services Limited, Glasgow in the sum of £89,423.88, and (2) the Director of Administration was progressing this matter in terms of his delegated powers.

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

**(5) ELECTRICAL SERVICES UPGRADING WORKS TO SIX HOMES FOR THE ELDERLY**

8. There was submitted a report dated 25 January 2002 by the Director of Housing and Property Services advising that (1) the lowest tender for the contract for the electrical services upgrading works to six homes for the elderly was that of Hills Electrical and Mechanical Limited, Glasgow in the sum of £68,452.85, and (2) the Director of Administration was progressing this matter in terms of his delegated powers.

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

**(6) FIRE ALARM UPGRADING WORKS PHASE 1 - VARIOUS HOMES FOR THE ELDERLY**

9. There was submitted a report dated 11 January 2002 by the Director of Housing and Property Services advising that (1) the lowest tender for the fire alarm upgrading works Phase 1 to various homes for the elderly was that of ADT Fire and Security, Uddingston in the sum of £65,555.65, and (2) the Director of Administration was progressing this matter in terms of his delegated powers.

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

**MECHANICAL SERVICES ALTERATIONS TO SIX HOMES FOR THE ELDERLY**

10. There was submitted a report dated 11 January 2002 by the Director of Housing and Property Services advising that (1) the lowest tender for the contract for the mechanical services alterations to six homes for the elderly was that of Truedeal Building Services Limited, Glasgow in the sum of £82,622.78, and (2) the Director of Administration was progressing this matter in terms of his delegated powers.

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

**PRIVATE SECTOR HOME CARE - PURCHASING FRAMEWORK RECOMMENDATIONS**

11. With reference to paragraph 7 of the Minute of the meeting of this Committee held on 23 August 2001 when, *inter alia*, approval was 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 services to the Council, there was submitted a report (docketed) dated 22 February 2002 by the Director of Social Work seeking approval to commission three independent home care organisations as preferred providers of home care services in North Lanarkshire (1) outlining the background to the formulation of the contracts which were split into three geographic divisions North - Airdrie and Cumbernauld, Central - Bellshill and Coatbridge and South - Motherwell and Wishaw; (2) detailing the tender process which had been undertaken; (3) setting out the criteria used to evaluate the tenders; (4) intimating that the quality outcomes were rated on financial stability, management arrangements, systems and procedures, out of hours arrangements, capacity for growth, management experience, home support experience, induction and training and sustainability of service against proposed charges by providers; (5) advising that the preferred providers following the evaluation process were Scott Home Care, Glasgow, Community Care Line Service, Strathaven and Hazelhead Home Care Limited, Carluke, and (6) setting out the preferred areas of choice for each contractor.

**Decided:**

- (1) that the Director of Administration be authorised to award the three contracts for the provision of home care services in North Lanarkshire as follows:-
- |              |                            |   |
|--------------|----------------------------|---|
| North Area   | - Airdrie and Cumbernauld  | - Hazelhead Home Care Limited, Carluke    |
| Central Area | - Bellshill and Coatbridge | - Community Careline Services, Strathaven |
| South Area   | - Motherwell and Wishaw    | - Scott Home Care, Glasgow                |
- (2) that the Director of Social Work and the Head of Legal Services jointly progress the implementation of the contracts, and
- (3) that the Director of Social Work submit a further report outlining progress made in the provision of the services to a future meeting of the Committee.
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**SCOTTISH EXECUTIVE - ANNUAL REPORT VISIT TO NORTH LANARKSHIRE**

12. There was submitted a report dated 17 February 2002 by the Director of Social Work regarding the annual report visit to the Council's Social Work Department by the Scottish Executive's Social Work Services Inspectorate (SWSI) (1) advising that the SWSI visit had taken place on Tuesday, 26 February 2002, and (2) intimating that 11 areas of service provision as detailed in Section 2.5 of the report had been covered during the visit.

**Decided:**

- (1) that the visit by the Scottish Executive, Social Work Services Inspectorate to the Social Work Department on Tuesday, 26 February 2002 be noted, and
- (2) that the Director of Social Work submit a further report advising of the outcome of the annual report visit to a future meeting of the Committee.

**"GETTING OUR PRIORITIES RIGHT" - POLICY AND PRACTICE GUIDELINES FOR WORKING WITH CHILDREN AND FAMILIES AFFECTED BY PROBLEM DRUG USE**

13. There was submitted a report (docketed) dated 7 January 2002 by the Director of Social Work regarding the Scottish Executive consultation paper entitled "Getting Our Priorities Right" which provides policy and practice guidelines for working with children and families affected by problem drug use (1) setting out in Section 3.1 of the report, the six main sections of the consultation document, and (2) enclosing in Appendix 1 to the report, the Council's response to the consultation paper.

**Decided:**

- (1) that the action taken by the Director of Social Work in submitting the Council's response to the Scottish Executive consultation paper entitled "Getting Our Priorities Right" be homologated, and
- (2) that the consultation document be remitted to the Children's Services Strategy Group/Child Protection Committee for its consideration and action.

**SCOTTISH EXECUTIVE'S ANNUAL REPORT ON DRUGS MISUSE**

14. There was submitted a report (docketed) dated 4 January 2002 by the Director of Social Work regarding the Scottish Executive's Annual Report on Drugs Misuse (1) detailing achievements which have been made in tackling drugs misuse in Scotland, and (2) setting out a range of new measures which form part of the 40 specific areas of action which the Executive will pursue to address drug misuse issues.

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

**IMPLICATIONS OF NEW MENTAL HEALTH LEGISLATION FOR LOCAL AUTHORITIES**

15. There was submitted a report (docketed) dated 21 January 2002 regarding the implications of new mental health legislation and seeking approval for use of the money allocated by the Scottish Executive to assist implementation (1) intimating that the Adults with Incapacity (Scotland) Act 2000 and the anticipated new Mental Health Act for Scotland were expected to significantly extend the responsibilities of Mental Health Officers; (2) setting out the 11 areas of work which were new or would significantly increase responsibility for local authorities; (3) advising that the Council had been allocated £60,000 to assist with the implementation of the new legislation; (4) intimating that the

Mental Welfare Commission had estimated that the Council would carry out an additional 2,758 hours of work per year as a result of the legislation, and (5) recommending the creation of posts of Resource Worker graded at AP4/5/QSW, Senior Clerical Assistant graded at GS3 and Clerical Assistant graded at GS1/2.

**Decided:**

- (1) that the implications of the implementation of the mental health legislation for the Council be noted;
- (2) that the establishment of the posts of Resource Worker at salary grade AP4/5/QSW, Senior Clerical Assistant at salary grade GS3 and Clerical Assistant at salary grade GS1 be approved, and
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**ASSESSMENT AND CARE MANAGEMENT FOR PEOPLE WITH LEARNING DISABILITIES**

16. With reference to paragraph 7 of the Minute of the meeting of this Committee held on 10 June 1997 when, *inter alia*, the creation of additional posts in relation to services to people with learning disabilities were approved, there was submitted a report (docketed) dated 17 January 2002 by the Director of Social Work seeking approval to enhance the Council's Assessment and Care Management capacity for people with learning disabilities (1) outlining the background to the duty placed upon local authorities to assess adults who require community care services; (2) intimating that the Scottish Executive strategy for people with learning disabilities required all local authorities to provide a person centred plan for those individuals who request one; (3) recommending the creation of a further six Care Managers Posts graded at AP4/5/QSW and six Clerical Assistant posts graded at GS1/2 at a total cost of £146,412 and £75,456 respectively, and (4) proposing that the former Joint Community Learning Disability Team consisting of two Senior Social Workers graded at PO2/5, two Social Workers graded at QSW and one Support Worker graded at AP1 be deleted from the establishment with the current post holder of the Support Worker post being subject to redeployment within the Department.

**Decided:**

- (1) that the establishment of six Care Manager posts at salary grade AP4/5/QSW and six Clerical Assistant posts at salary grade GS1/2 be approved;
- (2) that the former Joint Community Learning Disabilities Team consisting of two Senior Social Workers, two Social Workers and one Support Worker be deleted from the structure;
- (3) that the current post holder of the Support Worker post be redeployed within the Social Work Department, and
- (4) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**SUPPORTING PEOPLE : PROGRESS REGARDING IMPLEMENTATION AND FUTURE ACTION**

17. There was submitted a joint report by the Directors of Housing and Property Services and Social Work regarding progress in implementing the Supporting People Programme (1) outlining the background to the 38 requirements set out by the Scottish Executive in implementing the supporting people programme; (2) intimating that the Council was one of only four local authorities in Scotland which had achieved all of the initial seven actions in the First Stage audit in terms of setting up the necessary

organisational structures; (3) detailing the current progress in relation to the transitional housing benefit scheme-claims process, supporting people-information technology, strategic planning and the next actions of the Scottish Executive requirements, and (4) proposing (a) that in order to enhance the range of service and provide the opportunity to discuss implementation service development proposals with key stake holders such as users, carers and providers, an "Inclusiveness Forum" be set up; (b) various measures in relation to purchasing and commissioning to ensure the smooth introduction of Supporting People arrangements from April 2002 as detailed in the report; (c) the establishment of the post of temporary Senior Supporting People Officer (Purchasing and Commissioning) graded at PO2 (£30,000 per annum) for an initial period of 15 months with start-up costs of £2,500; (d) the creation of the posts of (A) two temporary Senior Supporting People Officers (Needs Mapping and Assessment) graded at PO2 for a period of 15 months; (B) Administrative Assistant graded at AP1, and (C) two Clerical Assistants/Typist graded at GS1/2 with total cost of the 5 posts of £60,000 with initial start-up costs of £5,000, and (e) that a seasonal budget of £100,000 be set aside to support work for needs mapping and assessment which would allow remuneration to staff engaged in carrying out different aspects of needs assessment.

**Decided:**

- (1) that the progress in implementing the Supporting People Programme be noted;
- (2) that an Inclusiveness Forum be set up to enhance the range of and opportunity to discuss implementation service development proposals with key stake holders;
- (3) the various measures in relation to purchasing and commissioning to ensure the smooth introduction of Supporting People arrangements from April 2002 as detailed in the report be approved;
- (4) that the establishment of a temporary post of Senior Supporting People Officer (Purchasing and Commissioning) at salary grade PO2 and two temporary posts of Senior Supporting People Officer (Needs Mapping and Assessment) at salary grade PO2 be approved;
- (5) that the establishment of a post of Administrative Assistant at salary grade AP1 and two posts of Clerical Assistants/Typist at salary grade GS1/2 be approved;
- (6) that the creation of a sessional budget of £100,000 for staff remuneration in relation to needs mapping and assessment be approved, and
- (7) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**Prior to consideration of the following item of business Councillor Margaret Murray declared a non-pecuniary interest and took no part in its consideration or determination.**

**SECTION 10 GRANTS**

18. There was submitted a report (docketed) dated 15 February 2002 by the Director of Social Work regarding applications received from voluntary organisations requesting funding for 2002/2003 financial year under Section 10 of the Social Work (Scotland) Act 1968 (1) advising that the Section 10 budget allocation for 2002/2003 was £429,000; (2) detailing the criteria and the factors taken into consideration in determining the recommendations for funding; (3) detailing six organisations whose funding would be increased to reflect wage increases of £500 per full time employee; (4) setting out in Appendix 1 to the report the recommended level of grant for each organisation; (5) highlighting in Appendix 2 to the report those organisations not recommended to receive funding; (6) intimating that the balance of £68,449 would be set aside for additional applications received during 2002/2003, and

(7) indicating that to ensure a more efficient and effective system a review of all organisations who receive funding would be undertaken.

**Decided:**

- (1) that the recommended level of grant for those organisations set out in Appendices 1 and 2 of the report be approved;
- (2) that a review of all organisations who receive funding be carried out in order to meet the objectives as detailed in Section 3.5 of the report, and
- (3) that a further report on the outcome of the review of those organisations in receipt of the funding be submitted to a future meeting of the Committee.

**ADDICTION SERVICES (DEVELOPMENTS) - AUTHORITY WIDE SERVICES FOR YOUNG PEOPLE AT RISK AND ADDITIONAL RESOURCE IMPLICATIONS**

19. With reference to paragraph 12 of the Minute of the meeting of this Committee held on 23 August 2001 when, *inter alia*, the establishment of six Youth Support Workers and three Specialist Social Worker posts to assist the development of substance misuse services for children and young people was approved, there was submitted a report (docketed) dated 4 February 2002 by the Director of Social Work outlining further developments in relation to addiction services as a result of targets set by the Scottish Executive (1) proposing that in order to streamline the provision of addiction services, relevant staff from the Children and Family Service, current Addiction Service staff and the Drugs Action Team merge with the existing staff provision for young people at the Rushes Project and provide an authority wide dedicated service; (2) recommending that the service be based at the existing Rushes Project and that three Project Workers from the Rushes and the six Young Persons Workers merge to create a team of nine workers; (3) proposing the establishment of the posts of Project Leader graded at PO2/5, Addiction Worker graded at AP2/3, four Clerical Assistants/Typists graded at GS1/2 and Resource Worker/ Addictions graded at AP4/5/QSW, and (4) enclosing in Appendix 1 to the report the service specification for the young peoples drug and alcohol service.

**Decided:**

- (1) that the establishment of an authority wide Young Persons Drug and Alcohol service based at the Rushes Project as detailed within the report be approved;
- (2) that the establishment of the posts of Project Leader at salary grade PO2/5, Addiction Worker at salary grade AP2/3, four Clerical Assistants/Typists at salary grade GS1/2 and Resource Worker at salary grade AP4/5/QSW, 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 bring forward a further report detailing the impact of the new service to a future meeting of the Committee.

**RECRUITMENT AND RETENTION OF SOCIAL WORKERS AND OCCUPATIONAL THERAPISTS**

20. With reference to paragraph 22 of the Minute of the meeting of this Committee held on 20 December 2001 when it was agreed that the Director of Social Work submit a report to the next meeting of the Committee on the outcome of discussions with staff and Trade Unions on proposals to improve the current staffing shortfall, there was submitted a report dated 5 February 2002 by the Director of Social Work outlining steps to improve the recruitment and retention of Social Workers and Occupational Therapists within North Lanarkshire (1) proposing that (a) in order to improve recruitment and

retention the concept of Senior Practitioners be introduced to provide Social Workers and Occupational Therapists an avenue to pursue a career as a Practitioner; (b) those appointed as Senior Practitioners would progress to the higher grade of PO2, which would include additional responsibilities, and (c) the appointment of the post of Senior Practitioner would be subject to annual review, and (2) enclosing in the Appendix to the report the details of the Scheme.

**Decided:**

- (1) that the Scheme to introduce Senior Practitioners in respect of Social Workers and Occupational Therapists within the Council's Social Work Department be approved, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**ASSESSMENT AND CARE MANAGEMENT FOR OLDER PEOPLE**

21. There was submitted a report (docketed) dated 5 February 2002 by the Director of Social Work seeking approval to enhance the Council's assessment capacity for older people with complex needs through the creation of additional posts to carry out those responsibilities (1) outlining the background to the increased activity in the provision of services to assess and care manage older people; (2) setting out in Section 2.3 of the report a number of areas in which the provision of Social Care services had substantially increased, and (3) proposing the establishment of six Social Work Assistant posts graded at AP2/3 and six Clerical Assistants/Typists posts graded at GS1/2 at a total cost of £94,302 and £75,456 respectively.

**Decided:**

- (1) that the establishment of six Social Work Assistant posts at salary grade AP2/3 be approved;
- (2) that the establishment of six Clerical Assistants/Typist posts at salary grade GS1/2 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 on future assessment care management requirements for services to older people to a future meeting of the Committee.

**DAY CARE SERVICES FOR OLDER PEOPLE**

22. With reference to paragraph 17 of the Minute of the meeting of this Committee held on 6 June 2000 when, *inter alia*, proposals for the service development of day care services for older people were approved, there was submitted a report (docketed) dated 5 February 2002 by the Director of Social Work setting out proposals for a further reorganisation of the provision of day care services for older people (1) advising that the Council operated stand alone Day Centres for frail older people at the Antonine Centre, Cumbernauld; Alexander Resource Centre, Coatbridge; Craigneuk Centre, Wishaw; Harry Walker Centre, Airdrie and the Sir John Mann Centre serving both Motherwell and Bellshill, and a Specialist Day Centre for older people with dementia at East Stewart Gardens, Coatbridge; (2) proposing that (a) a staff to service user ratio of 1:10 be established in all mainstream Day Centres and 1:5 in Specialist Day Centres, and (b) the following grades apply to staff in all Day Centres for older people in North Lanarkshire, Manager graded at RW26, Senior Care Officer graded at RW23, Social Care Worker graded at RW16 and new staff lacking in experience and with no qualifications the grade of RW12 apply in the first year; (3) detailing the impact that the staffing structure and new gradings would have on each Day Care Centre, and (4) indicating that the realigning of services



would require additional funding of £40,000 per annum, with a detailed analysis of the costs enclosed in Appendix 1 to the report.

**Decided:**

- (1) that the revised staffing structures and gradings for Day Centres for older people in North Lanarkshire as detailed in the report be approved, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**OLDER PEOPLE SERVICES : ADDITIONAL STAFFING**

23. There was submitted a report (docketed) dated 6 February 2002 by the Director of Social Work seeking approval for the establishment of a post of Senior Officer, Older People Services and a post of Clerical Assistant/Typist (1) intimating that since the introduction of the new staffing structure in the Social Work Department there had been significant growth in the provision of services to older people, and (2) proposing the establishment of a post of Senior Officer, Older People Services graded at PO2 and the post of Clerical Assistant/Typist graded at GS1/2.

**Decided:**

- (1) that the establishment of a post of Senior Officer, Older People Services at salary grade PO2 be approved;
- (2) that the establishment of a post of Clerical Assistant/Typist at salary grade GS1/2 be approved, and
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**CRIMINAL JUSTICE SERVICES - PROGRESS ARISING FROM THE RECOMMENDATIONS WITHIN THE SCOTTISH EXECUTIVE'S "TOUGH OPTIONS" DOCUMENT**

24. With reference to paragraph 8 of the Minute of the meeting of this Committee held on 3 October 2000 when the action taken by the Director of Social Work in advising the Scottish Executive of the management and reporting proposals for Criminal Justice Services was homologated, there was submitted a report (docketed) dated 6 February 2002 by the Director of Social Work detailing progress made by the Council which had been grouped with South Lanarkshire Council for the provision of Criminal Justice Services in Lanarkshire in relation to Community Service and Supervisor Attendance Services, Throughcare Services, Joint Strategic Plan, Joint Planning Forum, Best Value Review, Court Services Review and Training.

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

**SCOTTISH COMMISSION FOR THE REGULATION OF CARE/NATIONAL CARE STANDARDS**

25. With reference to paragraph 10 of the Minute of the meeting of this Committee held on 25 October 2001 when, *inter alia*, it was agreed that the Director of Social Work submit further reports in respect of changes arising from the Regulation of Care (Scotland) Act 2001, there was submitted a report (docketed) dated 18 February 2002 by the Director of Social Work regarding imminent changes in regulatory arrangements and the finalisation and publication of National Care Standards (1) detailing the services which were covered by the Standards; (2) detailing the implications for the services

provided by the Council, and (3) enclosing in Appendix 1 to the report the phasing of the regulations by the Scottish Commission for the Regulation of Care.

**Decided:**

- (1) that the publication of the National Care Standards be noted, and
- (2) that the Director of Social Work submit further reports on the implications of the National Care Standards in North Lanarkshire to future meetings of the Committee.

**DAY CARE CENTRES - EXTENSION OF PROVISION**

26. There was submitted a report (docketed) dated 28 January 2002 by the Director of Social Work setting out proposals for the extension of Day Care Services for older people to allow provision in Day Care Centres over 7 days per week (1) setting out the current opening times of the six in-house Day Care Centres for older people; (2) proposing that the opening hours of Day Care Centres for older people be extended to allow more access to services at weekends and evenings to increase the number of day care places available for service users, and (3) intimating that the financial implications of extending the Day Care opening hours amounted to £95,000 per annum as detailed in Appendix 1 to the report.

**Decided:** that the extension of the opening hours of the Council's six day care centres for older people as detailed in the report be approved.

**REQUEST FOR SPECIAL LEAVE**

27. There was submitted a report dated 4 February 2002 by the Director of Social Work intimating that a member of staff had been authorised a period of 2 months special unpaid leave from 1 February 2002 to allow her to participate in an archaeological dig.

**Decided:**

- (1) that the action taken by the Director of Social Work in granting a period of 2 months special unpaid leave to a member of staff from 1 February 2002 be homologated, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**SCHEME FOR SECONDMENT TO THE DIPLOMA IN SOCIAL WORK**

28. There was submitted a report (docketed) dated 6 February 2002 by the Director of Social Work regarding the secondment scheme to the Diploma in Social Work (1) indicating that a best value investigation had been undertaken to identify whether it was feasible for existing unqualified staff within the department to undertake the Diploma in Social Work without the need for full time training; (2) intimating that a suitable Diploma in Social Work Programme was available on an Open Learning basis through Robert Gordon University; (3) advising that staff wishing to undertake the qualification required to undergo an internal selection process to determine their suitability for training; (4) informing that staff were required to sign an undertaking that they would remain within the department for 2 years on completion of their qualification, and (5) indicating that 6 members of staff were currently undertaking the course and a further 4 members of staff had successfully completed the departmental selection process.

**Decided:**

- (1) that the contribution of the secondment to the Diploma in Social Work scheme to the recruitment of qualified staff within the Department be noted, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for information.

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

29. With reference to paragraph 18 of the Minute of the meeting of this Committee held on 20 December 2001 when the progress of the review into Residential Child Care Services in North Lanarkshire was noted, there was submitted a report (docketed) dated February 2002 by the Director of Social Work (1) setting out in Section 3 of the report the work ongoing to improve services, and (2) advising that work with the Scottish Institute for Residential Child Care regarding qualifications and remuneration to assist recruitment and retention of qualified residential child care staff was still ongoing.

**Decided:** that the progress being made in implementing the review of Residential Child Care Services in North Lanarkshire be noted.

**A HOME FOR THE FUTURE - IMPLEMENTATION PLAN**

30. With reference to paragraph 7 of the Minute of the meeting of this Committee held on 21 November 2000 when, *inter alia*, the Director of Social Work was requested to submit reports to future meetings of the Committee detailing the progress in implementing the recommendations of the "A Home for the Future" Member/Officer Working Group, there was submitted a report (docketed) dated 5 February 2002 by the Director of Social Work regarding the progress of the implementation of the Member/Officer Working Group recommendations to date and providing in the Appendix to the report an updated action plan.

**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 further 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.

**EQUIPMENT AND ADAPTATION SERVICE - PERFORMANCE REPORT**

31. 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 in implementing recommendations 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 14 January 2002 by the Directors of Housing and Property Services and Social Work regarding the performance in the provision of equipment and adaptations to people with disabilities (1) setting out in Section 3 of the report Departmental responsibility in relation to the provision of services; (2) indicating in Appendix 1 to the report the scale of assessed need for the provision of adaptations for people with disabilities, and (3) setting out in Appendix 2 to the report, information in relation to waiting lists for occupational therapy assessment.

**Decided:** that the performance of the Equipment and Adaptations Service be noted.

**JOINT EQUIPMENT SERVICE - DEVELOPMENT REPORT**

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 in implementing recommendations 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 report (docketed) dated 9 January 2002 by the Director of Social Work summarising the progress in implementing the recommendations.

**Decided:**

- (1) that the progress in implementing the recommendations of the "Joint Equipment and Adaptations" Member/Officer Working Group be noted;
- (2) that further reports advising of the progress in implementing the decisions of the "Joint Equipment and Adaptations" Member/Officer Working Group be submitted to a future meeting of the Committee, and
- (3) that the report be remitted to Housing and Technical Services Committee for information.

**TENDERING EXERCISE - JOINT EQUIPMENT STORE, FERN STREET, MOTHERWELL - ADDITIONAL EQUIPMENT**

33. There was submitted a report (docketed) dated 4 February 2002 by the Director of Social Work seeking approval to purchase essential items for the Joint Equipment Store at Fern Street, Motherwell (1) intimating that (a) there was a requirement for an Aquaphase washing facility to clean and disinfect certain types of equipment; (b) the Aquaphase equipment was supplied solely by BES Rehab, and (c) the cost of the equipment was £31,963 with recurring costs of £1,500 per annum for service, maintenance and chemicals, and (2) indicating that racking and shelving systems at a cost of £14,250 and a fork lift truck at a cost of £7,450 had been purchased to facilitate the use of the store.

**Decided:**

- (1) that the Director of Social Work's action in negotiating with BES Rehab, the sole supplier of the Aquaphase washing facility in the sum of £31,963 with recurring costs of approximately £1,500 per annum be homologated;
- (2) the purchase of the Aquaphase washing facility be approved, and
- (3) that the purchase of the shelving/pallet racking system at a cost of £14,250 and the purchase of the fork lift truck at a cost of £7,450 with recurring annual maintenance costs of £700 be noted.

**EQUIPMENT AND ADAPTATION SERVICES IN SCOTLAND: A SURVEY OF WAITING TIMES FOR SOCIAL WORK PROVISION**

34. There was submitted a report (docketed) dated 21 January 2002 regarding the findings of a Scottish Executive Survey of waiting times for the provision of equipment and adaptations in Scotland (1) outlining the background to the survey; (2) detailing the main findings of the research, and (3) highlighting the progress of the Council in reviewing its equipment and adaptation service.

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

**REVENUE ESTIMATES 2001/2002 - FINANCIAL MONITORING REPORT FOR THE SOCIAL WORK DEPARTMENT - 1 APRIL 2001 TO 4 JANUARY 2002**

35. With reference to paragraph 19 of the Minute of the meeting of this Committee held on 25 October 2001, there was submitted a report (docketed) dated 23 January 2001 advising of Departmental spending levels for the Department of Social Work for the period from 1 April 2001 to 4 January 2002 and providing a comparison with the approved budget.

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

**REVENUE ESTIMATES 2001/2002 - FINANCIAL MONITORING STATEMENT FOR SHELTERED EMPLOYMENT - 1 APRIL 2001 TO 4 JANUARY 2002**

36. There was submitted a report dated 23 January 2002 by the Director of Social Work advising of the spending levels for sheltered employment for the period from 1 April 2001 to 4 January 2002 and providing a comparison with approved budget.

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

**COMPOSITE CAPITAL PROGRAMME 2001/2002 - MONITORING REPORT FOR THE DEPARTMENT OF SOCIAL WORK - 1 APRIL 2001 TO 1 FEBRUARY 2002**

37. There was submitted a report dated 14 February 2002 by the Director of Social Work (1) detailing the progress made in individual projects including the capital programme for the Department of Social Work as at 1 February 2002; (2) intimating that expenditure against approved budget amounted to £0.532m, as detailed in the Appendix to the report, and (3) advising that the projected outturn was estimated at £1.450m which represented an overspend of £0.339m.

**Decided:** that the progress of the capital programme for the Department of Social Work as at 1 February 2002 be noted.

**BEST VALUE SERVICE REVIEW - HOME CARE SERVICES**

38. There was submitted a report (docketed) dated 11 February 2002 by the Director of Social Work seeking approval for the Best Value Review of Home Care Services 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 Home Care Services in North Lanarkshire, and (2) providing as an Appendix to the report the improvement action plan for the future provision of the Service.

**Decided:**

- (1) that the terms of the Best Value Review of Home Care Services in North Lanarkshire be noted;
- (2) that the improvement action plan for the future provision of Home Care Services in North Lanarkshire arising from the Best Value Review be approved, and
- (3) that the report be remitted to the Scrutiny Panel Service Delivery and Performance for information.

**SOCIAL WORK SERVICE PLAN 2001/2002 - QUARTERLY MONITORING REPORT**

39. There was submitted a report dated 28 February 2002 by the Director of Social Work advising of the implementation of the Social Work 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.

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

40. With reference to paragraph 2 of the Minute of the meeting of this Committee held on 23 August 2001 when, *inter alia*, funding of £285,000 was provided to PHEW towards the cost of the new Respite and Care Centre of Excellence at the Pyramid site, Motherwell, there was submitted a report (docketed) dated 18 February 2002 by the Director of Social Work regarding progress towards the establishment of a new Respite and Carers Centre of Excellence at the Pyramid site, Motherwell proposing that (1) the Council provide an additional grant of £150,000 to PHEW to cover increased costs of the project, and (2) the Director of Social Work ascertain prior to 31 March 2002 whether the mortgage requirement of PHEW could be reduced by providing further grant assistance.

**Decided:**

- (1) that a grant of £150,000 be provided to PHEW to cover the increased costs of the project subject to confirmation of the availability of resources beyond current outturn projections;
- (2) that the Director of Social Work ascertain prior to 31 March 2002, the feasibility of reducing the mortgage required by PHEW by providing further grant assistance, and
- (3) that the report be remitted to the Policy and Resources Committee for consideration.

**CONFERENCES**

41. There was submitted a report (docketed) dated 8 February 2002 by the Director of Administration advising that 14 invitations had been received in respect of attendance at conferences, and seeking that consideration be given to these invitations.

**Decided:**

- (1) that the Council be represented at the undernoted conferences:-

<b>Conference</b>	<b>Venue</b>	<b>Date</b>	<b>Attendance</b>
Delivering for Scotland	Glasgow	1 March 2002	Councillor H. McGuigan
Plan of Action for Alcohol Problems	Glasgow	18 March 2002	Councillors Shaw and Sullivan
Community Care for the 21st Century - Working Together to Make Life Better	Edinburgh	20 March 2002	Councillors H. McGuigan and Shaw
Community Care : Policy into Practice	Birmingham	8 May 2002	Councillor Sullivan

and

- (2) that otherwise no attendance be authorised.