

**Motherwell, 19 December 2002 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, Gordon, Gormill, Irvine, Jones, Lunny, McCallum, McKendrick, McLaughlin, M. Murray, Robertson and Saunders.

**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 and Accounting Manager.

**ALSO IN ATTENDANCE**

Principal Reporter and Authority Reporter, Scottish Children's Reporters Administration.

**APOLOGIES**

Councillors Love, McCabe, McElroy, J. McGuigan, Ross, Scott, Shaw and Stocks.

**CONVENER'S REMARKS**

1. The Convener advised the Committee that the Social Work Department had received four Charter Mark Awards in respect of Community Alarms, Mitchell Street Children's Unit, Supported Employment and East Stewart Street Gardens, Day Services for People with Dementia.

In addition, the Convener further advised that the Department had submitted four projects for COSLA Awards. All four projects had received a bronze award and the Supported Employment and Carers as Partners project had been shortlisted for the main award.

**WORK OF THE SCOTTISH CHILDREN'S REPORTERS ADMINISTRATION**

2. The Principal Reporter, Scottish Children's Reporters Administration (SCRA) provided a presentation on the work undertaken by SCRA within the Children's Justice System and the inter-agency working required to ensure an efficient and effective provision of services and thereafter responded to Members' questions.

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

**MINUTES OF MEETINGS OF SUB-COMMITTEES**

3. There were submitted the Minutes of the meetings of the Social Work (Planning and Administration) Sub-Committee held on 3 December 2002 and the Social Work (Operations and Services) Sub-Committee held on 5 December 2002.

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

**SOCIAL WORK DEPARTMENT SERVICE IMPROVEMENT PLAN 2002/2005**

4. With reference to paragraph 6 of the Minute of the meeting of the Policy and Resources Committee held on 17 September 2002 when, *inter alia*, the implementation and associated procedures for combined Service Improvement and Financial Planning for the period 2002/2003 to 2005/2006 within the authority, was noted, there was submitted a report by the Director of Social Work regarding the Social Work Service Improvement Plan 2002/2003 - 2004/2005 (1) advising that the Service Plan contained information relating to Current Service Provision (CSP), together with a review of progress against key actions identified in the 2002/2003 Service Plan, detailed actions for 2003/2004 and indicative proposals for 2004/2005; (2) intimating that whilst no significant alterations to the Service Plan were anticipated there may be minor alterations as a result of the finalisation of the Council's budget for 2003/2004, and (3) indicating that the progress of the implementation of the key actions of the service plan would be reported to the Committee on a quarterly basis.

**Decided:**

- (1) that the Social Work Service Improvement Plan for 2002/2003 - 2004/2005 be approved;
- (2) that it be noted that the Social Work Department's Revenue Budget for 2003/2004 would be subject of a separate report to this Committee by the Director of Finance;
- (3) that it be noted that any minor alterations to the Service Plan resulting from the finalisation of the Council budget would be reported to Committee in the first quarterly monitoring report of the Service Plan, and
- (4) that it be noted that the Director of Social Work would submit quarterly monitoring reports on the implementation of the key actions identified in the service plan.

**REVENUE ESTIMATES 2003/2004 - DEPARTMENT OF SOCIAL WORK AND SHELTERED EMPLOYMENT**

- C** 5. There were submitted reports (docketed) dated 27 November 2002 by the Director of Finance (1) seeking the Committee's approval of the revenue budgets for the Department of Social Work and Sheltered Employment for the financial year 2003/2004; (2) outlining the background relative thereto; (3) advising that the base budgets for 2003/2004 had been prepared incorporating Current Service Provision (CSP) adjustments into the current year's budget to reflect *inter alia* the transfer of responsibility and new initiatives announced by the Scottish Executive; (4) detailing in Appendix iv to the report in respect of the Department of Social Work efficiency savings brought forward by the Director of Social Work amounting to the sum of £700,000; (5) providing a budget summary in anticipation of the decisions taken in respect of efficiency savings; (6) indicating that the Council will, at its meeting on 13 February 2003 consider potential growth in service budgets prior to determining its overall spending plans and the Council Tax levels for the following year, and (7) recommending that the Committee (a) note the level of CSP movements and increases as set out within Appendices i and ii to each report; (b) agree the base budgets as set out in Appendix iii to each report prior to consideration of efficiency savings in respect of the Department of Social Work, and (c) consider and make recommendations to the Policy and Resources Committee on efficiency savings as detailed within Appendix iv of the report in respect of the Department of Social Work.

**Decided:** that the Committee

- (1) note the explanations of detailed CSP adjustments as set forth in Appendix ii to each of the reports by the Director of Finance and, for its interest approve the CSP adjustments to the department base estimates with regard to the Department of Social Work and Sheltered Employment, as detailed in Appendix i to each of the reports;

- (2) approve, for its interest, the base department budget for the Department of Social Work and Sheltered Employment as detailed in Appendix iii to each of the reports, subject to the following savings;
- (3) approve, for its interest, savings from the departmental base estimates for the Department of Social Work, as detailed in Appendix iv to that report, and
- (4) recommend accordingly to the Policy and Resources Committee and the Council.

**PURCHASE OF COMMUNITY ALARM UNITS - TENDER OUTCOME**

6. There was submitted a report (docketed) dated 18 November 2002 by the Director of Social Work advising (1) that the lowest tender for the supply of 1,200 dispersed community alarm units was that of Tunstall Telecom, Yorkshire in the sum of £108,000, 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.

**ELECTRICAL SERVICES UPGRADING TO FOUR HOMES FOR THE ELDERLY (PHASE 2)**

7. With reference to paragraph 8 of the Minute of the meeting of this Committee held on 28 February 2002 when it had been noted 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 the matter in terms of delegated powers, there was submitted a report (docketed) dated 4 December 2002 by the Director of Housing and Property Services (a) advising that an additional four homes for the elderly required electrical services upgrading; (b) intimating that the existing contractor, Hills Electrical and Mechanical Limited was willing to carry out the works at the same rates and conditions as the existing contract, and (c) proposing that the Director of Housing and Property Services negotiate an extension to the contract with Hills Electrical and Mechanical Limited to carry out the additional works at the same rates and conditions as the existing contract at an estimated cost of £44,000.

**Decided:** that the Director of Housing and Property Services be authorised to negotiate an extension to the existing contract with Hills Electrical and Mechanical Limited, Glasgow for the additional electrical services upgrading works at an estimated cost of £44,000.

**FIRE ALARM UPGRADING WORKS TO FOUR HOMES FOR THE ELDERLY (PHASE 2)**

8. With reference to paragraph 9 of the Minute of the meeting of this Committee held on 28 February 2002 when it had been noted that (1) the lowest tender for the fire alarm upgrading works 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 the matter in terms of his delegated powers, there was submitted a report (docketed) dated 4 December 2002 by the Director of Housing and Property Services (a) advising that an additional four homes for the elderly required fire alarm upgrading works; (b) intimating that the existing contractor ADT Fire and Security was willing to carry out the works at the same rates and conditions as the existing contract, and (c) proposing that the Director of Housing and Property Services negotiate an extension to the contract with ADT Fire and Security to carry out the additional works at the same rates and conditions as the existing contract at an estimated cost of £41,000.

**Decided:** that the Director of Housing and Property Services be authorised to negotiate an extension to the existing contract with ADT Fire and Security, Uddingston for the additional fire alarm upgrading works at an estimated cost of £41,000.

#### **MECHANICAL SERVICES ALTERATIONS TO FOUR HOMES FOR THE ELDERLY (PHASE 2)**

9. With reference to paragraph 10 of the Minute of the meeting of this Committee held on 28 February 2002 when it had been noted 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 the matter in terms of his delegated powers, there was submitted a report (docketed) dated 4 December 2002 by the Director of Housing and Property Services (a) advising that an additional four homes for the elderly required mechanical services alterations; (b) intimating that the existing contractor Truedeal Building Services Limited was willing to carry out the works at the same rates and conditions as the existing contract, and (c) proposing that the Director of Housing and Property Services negotiate an extension to the contract with Truedeal Building Services Limited to carry out the additional works at the same rates and conditions as the existing contract at an estimated cost of £80,000.

**Decided:** that the Director of Housing and Property Services be authorised to negotiate an extension to the existing contract with Truedeal Building Services Limited for the additional mechanical services alteration works at an estimated cost of £80,000.

#### **RE-APPOINTMENT OF SAFEGUARDERS**

10. With reference to paragraph 11 of the Minute of the meeting of this Committee held on 23 November 1999 when, *inter alia*, the Council's existing safeguarders were re-appointed for the period from 1 January 2000 to 31 December 2002, there was submitted a report (docketed) dated 29 November 2002 by the Director of Administration advising of nine existing safeguarders who had applied for re-appointment to the Panel of Safeguarders for North Lanarkshire (1) intimating that two members of the Panel did not wish to be re-appointed to the Panel of Safeguarders; (2) providing details of the nine existing Safeguarders who had applied for re-appointment to the Panel of Safeguarders for North Lanarkshire in appendix 1 to the report, and (3) intimating that all the necessary consultations had been undertaken, the results of which had been satisfactory.

**Decided:** that, subject to statutory checks, the Committee approve the re-appointment of existing safeguarders as specified in Appendix 1 to the report for the period from 1 January 2003 to 31 December 2005.

#### **SERVICE DEVELOPMENTS - CRIMINAL JUSTICE, YOUTH JUSTICE AND RESTORATIVE JUSTICE**

11. There was submitted a report (docketed) dated 20 September 2002 by the Director of Social Work regarding service developments in respect of the Council's Criminal Justice Service Provision (1) outlining the background to a number of legislative changes in respect of Criminal Justice Services, Youth Justice and Restorative Justice and Women Offenders; (2) enclosing in Appendix 1 to the report the current Criminal Justice services infrastructure; (3) proposing that (a) the Crime Justice Service be renamed "Justice Services", and (b) the Community Services Team and Integrated Offenders Project be reconfigured to create an authority wide Restorative Justice and Community Services Team; (4) detailing alterations to the structure of the Justice Services and Restorative Justice and Community Service Teams as detailed in Sections 4.3 and 4.5 and Appendices 2 and 3 to the report; (5) setting out in Section 3.26 of the report the remit of the Restorative Justice and Community Services Team, and (6) proposing the development of a Group conferencing service within North Lanarkshire at a cost of £50,000 per annum.

**Decided:**

- (1) that the current Criminal Justice Service be reconfigured and renamed "Justice Services";
- (2) that the Community Services Team and Integrated Officers Project be reconfigured to create an authority wide Restorative Justice and Community Services Team;
- (3) that the staffing recommendations contained within the report be approved;
- (4) that the service developments in respect of the provision of Justice Services as detailed within the report be approved;
- (5) that the commissioning of a Group Conferencing Service in North Lanarkshire be approved at a cost of £50,000 per annum;
- (6) that the Director of Social Work submit a further report to a future meeting of the Committee detailing the progress of developments within Justice Services, and
- (7) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**BEST VALUE REVIEW - SERVICES TO OLDER PEOPLE - EXECUTIVE SUMMARY**

12. With reference to paragraph 7 of the Minute of the meeting of this Committee held on 24 October 2002 when the progress in respect of the cross cutting Best Value Review of Services to Older People was noted, there was submitted a report (docketed) dated 30 November 2002 by the Director of Social Work seeking approval of the Executive Summary of the Social Work Best Value Review of Services to Older People and the action plan developed in respect of the future provision of the service (1) outlining the background to the review, and (2) enclosing as an appendix to this report, the report of the Best Value Review of Services to Older People.

**Decided:**

- (1) that the contents of the Executive Summary Report and Improvement Action Plan for the Best Value Review of Services to Older People be approved, and
- (2) that the Improvement Action Plan be remitted to the Community Services, Housing and Technical Services and Planning and Environment Committees for consideration.

**SELF DIRECTED SERVICES**

13. There was submitted a report (docketed) dated 18 November 2002 by the Director of Social Work advising of progress in relation to the development of Self Directed Services (1) outlining the background to Self Directed Services which were services directly controlled by an individual and which offered increased choice and control for people with disabilities; (2) intimating that as part of the overall strategy to promote Self Directed Services, the Department of Social Work had produced a Self Directed Services Policy and Procedures; (3) recommending that the Council undertake partnership work to establish a North Lanarkshire Self Directed Services Support Services which would be run independently of the Council; (4) detailing the benefits which would accrue from such a service; (5) seeking approval to enter into a tendering process to identify an organisation with appropriate skills and experience for a three year partnership at a cost of approximately £10,000 per year, and (6) proposing the creation of one temporary post of Senior Development Officer, Self Directed Services, graded at PO2/5.

**Decided:**

- (1) that the service developments in relation to Self Directed Services as detailed within the report be approved;
- (2) that the establishment of one temporary post of Senior Development Officer, Self Directed Services at salary grade PO2/5 be approved, and
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**FUNDING FOR A MAJOR ADAPTATION TO AN OWNER OCCUPIED PROPERTY IN NORTH LANARKSHIRE - MR. W**

14. There was submitted a report (docketed) dated 26 November 2002 by the Director of Social Work (1) seeking approval to provide funding for adaptations to the parental home of a adult suffering from deteriorating multiple sclerosis, insulin dependent diabetes, mellitus and poor hearing; (2) outlining the background to the circumstances to the need for the adaptations, the cost of which was estimated at £37,999.50; (3) intimating that a Home Improvement Grant of £9,450 had been obtained from the Council's Department of Housing and Property Services for the works; (4) advising that the Director of Administration would seek to secure a Standard Security registered in the title deeds of the property specifying repayment of the grant on a sliding scale if the property was disposed of within 10 years as the amount exceeded £10,000, and (5) proposing that funding of £28,574.50 be provided to meet the cost of the adaptations.

**Decided:**

- (1) that £28,574.50 of funding be provided to facilitate the adaptations to the parental home as detailed in the report, and
- (2) that the Director of Administration secure a Standard Security to be registered in the title deeds of the property.

**NORTH LANARKSHIRE CARERS TOGETHER CONFERENCE - 7 NOVEMBER 2002 - "WORKING FOR YOU"**

15. There was submitted a report (docketed) dated 19 November 2002 by the Director of Social Work regarding the North Lanarkshire Carers Together Conference held on 7 November 2002 (1) outlining the background and aims of North Lanarkshire Carers Together Conference, and (2) providing a report of the topics covered at the conference and a summary of feedback gathered from the event;

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

**HOME SUPPORT SERVICES - INTEGRATION OF PROJECTS**

16. There was submitted a report (docketed) dated 19 November 2002 by the Director of Social Work regarding proposals for the integration of the Home from Hospital Schemes and Intensive Home Support Projects into mainstream Home Support services (1) outlining the background to the schemes and projects; (2) detailing the current provision of home support services within North Lanarkshire; (3) intimating the provision of services had shifted to community based services and had led to an increase in the number of home support hours provided per annum and funding relative thereto; (4) proposing that the Home from Hospital Schemes and Intensive Home Support Projects be integrated into the Council's mainstream home support service provision; (5) detailing in Sections 5(a)

and (b) of the report proposed alterations to the staffing structure of the schemes and projects necessary to integrate both into the mainstream home support service provision, and (6) proposing the creation of an Out of Hours Service management structure to ensure effective work with partner agencies, details of which are contained in Section 5(c) of the report.

**Decided:**

- (1) that the integration of the Home from Hospital Schemes and Intensive Home Support Projects into the Council's mainstream home support service provision be approved;
- (2) that the staffing recommendations contained within the report be approved, and
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**HOME SUPPORT SERVICES - DEVELOPMENT PROPOSALS**

17. With reference to the preceding paragraph when, *inter alia*, the staffing recommendations for the provision of an integrated Home Support Service and an Out of Hours Management Service were approved, there was submitted a report (docketed) dated 20 November 2002 by the Director of Social Work seeking approval to create a number of administrative posts to support the Out of Hours Service and the Home Support Service within Area Teams (1) outlining the background to the provision of home support services within North Lanarkshire, and (2) recommending (a) the creation of two full time Clerical Assistant posts graded at GS1/2 for the Out of Hours Service, and (b) the creation of 3.6 Clerical Assistant/Typist posts graded at GS1/2 for the Home Support Service within Area Teams.

**Decided:**

- (1) that the creation of two Clerical Assistant/Typist posts graded at GS1/2 for the Out of Hours Service as detailed in Section 3.2 of the report be approved;
- (2) that the creation of 3.6 Clerical Assistant/Typist posts graded at GS1/2 based within the mainstream Home Support Service Area Teams as detailed in Section 3.6 of the report be approved, and
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**ESTABLISHMENT OF THE HOMESHARE ADULT FAMILY PLACEMENT SCHEME**

18. With reference to paragraph 5 of the Minute of the meeting of the Social Work (Planning and Administration) Sub-Committee held on 23 April 2002 when, *inter alia*, a further £11,630 was provided to the Adult Family Placement Service to cover administration and office costs, there was submitted a report (docketed) dated 19 November 2002 by the Director of Social Work regarding the progress in implementing agreed developmental priorities for people with learning disabilities in respect of the Adult Family Placement Scheme (1) outlining the background to the development of the scheme; (2) detailing the progress of the scheme, and (3) intimating that the Council was currently engaged in concluding contractual agreements with Cornerstone Community Care in relation to the provision of Homeshare Services.

**Decided:**

- (1) that the progress of the Adult Family Placement Scheme and development of Homeshare Services in North Lanarkshire be noted, and

- (2) that the Director of Social Work submit progress reports to future meetings of the Committee on a six monthly basis.

**“IT’S EVERYONES JOB TO MAKE SURE I’M ALRIGHT” - REPORT ON THE CHILD PROTECTION AUDIT AND REVIEW - SCOTTISH EXECUTIVE: SOCIAL WORK SERVICES INSPECTORATE**

19. There was submitted a report (docketed) dated 28 November 2002 by the Director of Social Work regarding the publication of the Multi Disciplinary Child Protection Audit and Review (1) outlining the background to the Review; (2) detailing the key findings of the Review; (3) setting out the recommendations of the Review report which had implications for all agencies involved in child protection; (4) intimating the further action to be taken by the Scottish Executive; (5) indicating that within North Lanarkshire, the Children’s Services Strategy Group and the Child Protection Committee were responsible for children’s services and inter agency child protection matters, and (6) proposing that both groups consider the implications of the Review and develop an action plan to enable the Council to meet its statutory responsibilities.

**Decided:**

- (1) that the publication of the Scottish Executive: Social Work Services Inspectorate Child Protection Audit and Review be noted;
- (2) that the Children’s Services Strategy Group and the Child Protection Committee consider the implications of the review and submit recommendations to a future meeting of the Committee, and
- (3) that the report be remitted to the Policy and Resources, Housing and Technical Services, Education and Community Services Committees for information.

**GROWTH AND DEVELOPMENT - SOCIAL WORK SERVICES FOR THE 21ST CENTURY - THE REPORT OF THE CHIEF INSPECTOR OF SOCIAL WORK SERVICES FOR SCOTLAND 2002**

20. There was submitted a report (docketed) dated 26 November 2002 by the Director of Social Work regarding the findings of the Chief Inspector of Social Work Services for Scotland report into the provision of Social Work Services in Scotland (1) highlighting the key findings of the Annual Report 2002; (2) intimating that each local authority was provided with an individual report on Community Care, Children and Families, Criminal Justice, Finance, Staffing, Modernising Services and the Future; (3) intimating that the report highlights a number of areas which required further development; (4) setting out a number of observations on the Council’s provision of Social Work Services, and (5) intimating that the Director of Social Work would seek clarification from the Scottish Executive regarding the level of Grant Aided Expenditure (GAE) spent on Children’s Services.

**Decided:**

- (1) that the findings of the second annual report of the Chief Inspector of Social Work Services for Scotland in relation to the provision of Social Work Services in Scotland be noted, and
- (2) that the Director of Social Work write to the Chief Inspector of Social Work Services for Scotland clarifying the Council’s spending on Children’s Services.

**SERVICES FOR PEOPLE WITH SENSORY IMPAIRMENTS: PROPOSALS FOR REGRADING OF REHABILITATION OFFICER POSTS**

21. There was submitted a report (docketed) dated 5 December 2002 by the Director of Social Work seeking approval to regrade and redesignate the three Rehabilitation Officer posts within the Sensory Impairment Service (1) outlining the background to the duties undertaken and grading of the posts; (2) enclosing in Appendix 2 to the report a revised job description which more accurately reflects the wide range of duties undertaken by the postholders, and (3) recommending that the posts be regraded to AP4/5 and redesignated to Mobility and Rehabilitation Officer.

**Decided:**

- (1) that the existing posts of Rehabilitation Officer be redesignated and regraded to Mobility and Rehabilitation Officer at salary grade AP4/5, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**REQUESTS FOR SPECIAL LEAVE**

22. There was submitted a report dated 25 November 2002 by the Director of Social Work seeking approval to allow one member of staff a 12 months period of special unpaid leave.

**Decided:**

- (1) that approval be given for the Director of Social Work to grant a period of 12 months special unpaid leave to a member of Social Work Department staff, and
- (2) that the report be remitted to Policy and Resources (Personnel) Sub-Committee for consideration.

**CODES OF PRACTICE FOR SOCIAL CARE STAFF AND EMPLOYING ORGANISATIONS**

23. There was submitted a report (docketed) dated 17 November 2002 by the Director of Social Work regarding the publication of the Codes of Practice for Social Care Staff and organisations in which they are employed (1) intimating that the Codes of Practice were set out in the context of the Regulation of Care for Staff and agencies providing social care services, and (2) enclosing in Appendix 1 to the report a copy of the Codes of Practice for Social Care Workers and Codes of Practice for Employers of Social Care Workers - September 2002.

**Decided:**

- (1) that the introduction of the Codes of Practice for Social Care Workers and Codes of Practice for Employers of Social Care Workers be noted, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for information.

**NATIONAL ASSOCIATION OF SUPPORTED EMPLOYMENT - ANNUAL CONFERENCE**

24. There was submitted a report (docketed) dated 26 November 2002 by the Director of Social Work regarding a request from the National Association of Supported Employment to hold their annual conference for 2003 in North Lanarkshire (1) outlining the background to the National Association of

Supported Employment, and (2) recommending that the Council (a) endorse and sponsor the event, and (b) provide a contribution of £5,000 towards the cost of the conference.

**Decided:**

- (1) that the National Association of Supported Employment National Conference 2003 be held in North Lanarkshire;
- (2) that the Council sponsor the conference and provide a contribution up to a maximum of £5,000 towards meeting the cost of the conference, and
- (3) that the Director of Social Work provide further reports to future meetings of the Committee in respect of the conference.

**SECTION 10 GRANTS**

25. With reference to paragraph 4 of the Minute of the meeting of this Committee held on 22 August 2002 when, *inter alia*, (1) the establishment of a Council wide Grants Value for Money Review Working Group was noted and the delay in the Social Work Department's Review of Section 10 processes was approved, and (2) a grant of £9,212 was provided to Craigneuk Benefits Group for the period up to 30 November 2002 pending the review of Section 10 funded organisations, there was submitted a report (docketed) dated 26 November 2002 by the Director of Social Work regarding the findings and recommendations of the Review of Section 10 Grant processes and procedures and seeking approval for recommendations arising from the review (a) outlining the background to the Review and to the six key areas examined by the Review; (b) intimating that as part of the Review an evaluation of eight organisations in receipt of Section 10 funding was undertaken; (c) enclosing in Appendix 1 to the report, the report of the Review of Section 10 Grant processes and procedures and the recommendations contained therein; (d) proposing that (A) projects in receipt of funding over £10,000 would require to have a service level agreement in place, and (B) projects in receipt of over £30,000 would require a more formal contract to be put in place; (e) providing details of an application received from Chryston District Carers Support Group, and (f) recommending that a further £12,282 be provided to Craigneuk Benefits Group and £4,000 to Chryston District Carers Support Group leaving a balance of £74,332.

**Decided:**

- (1) that the recommendations contained within the report on the Review of Section 10 Grant procedures and processes be approved;
- (2) that funding of £12,282 be provided to Craigneuk Benefits Group;
- (3) that funding of £4,000 be provided to Chryston and District Carers Support Group, and
- (4) that the contents of the report be otherwise noted.

**INCLUDEM HOME PROJECT**

26. With reference to paragraph 4 of the Minute of the meeting of this Committee held on 9 May 2002 when, *inter alia*, (1) it was agreed that the Council continue to purchase services from Includem Offenders Project for young people who offend, and (2) that £79,152 be provided to Includem for years 2002/2003 and 2003/2004 with a grant for 2003/2004 being subject to an inflationary increase only, there was submitted a report (docketed) dated 9 December 2002 by the Director of Social Work seeking approval to renew and expand the contract with Includem Home Project (a) outlining the background to the services provided by Includem under the agreement with the Council; (b) detailing the outcome of an evaluation and review of the work carried out by the Project in light of the expiry of

the contract in March 2003; (c) intimating that the Review concluded that Includem had been successful in stabilising the situation of a number of young people and assisting them to move from their placements in Children's Units; (d) recommending that in light of increased demand the 24 hour helpline be provided with a further £12,000 for 2003/2004, and (e) proposing that the Council payment to Includem be increased to £215,498 per annum for years 2003/2004 and 2004/2005 with the 2004/2005 grant being subject to an inflationary increase only.

**Decided:**

- (1) that the Council continue to purchase services from the Includem Home Project for young people who offend;
- (2) that an additional payment of £12,000 be provided to Includem for 2003/2004 to meet the increased demands of the 24 hour helpline, and
- (3) that £215,498 be provided to Includem for years 2003/2004 and 2004/2005 with the grant for 2004/2005 being subject to an inflationary increase only.

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

27. With reference to paragraph 6 of the Minute of the meeting of this Committee held on 21 November 2000 when, *inter alia*, the Committee (1) endorsed the preferred options recommended by the "Joint Equipment and Adaptations" Member/Officer Working Group which were designed to create major improvements in occupational therapy services and the provision of equipment and adaptations, and (2) requested that the Directors of Housing and Property Services and Social Work submit a joint progress report on the implementation of the recommendations, there was submitted a joint report (docketed) dated 11 September 2002 by the Directors of Housing and Property Services and Social Work regarding the progress of the implementation of the Member/Officer Working Group recommendations to date and providing in the Appendices to the report details of waiting lists for assessment and adaptations expenditure.

**Decided:**

- (1) that the progress in implementing the recommendations of the "Joint Equipment and Adaptations" Member/Officer Working Group be noted, and
- (2) that further progress reports on the implementation of the recommendations of the "Joint Equipment and Adaptations" Member/Officer Working Group be submitted to future meetings of the Committee.

**MEMBER/OFFICER REVIEW OF DAY OPPORTUNITIES FOR PEOPLE WITH LEARNING DISABILITIES: PROGRESS REPORT**

28. There was submitted a report (docketed) dated 12 November 2002 by the Director of Social Work regarding the Member/Officer Working Group established to review day opportunities for people with learning disabilities (1) detailing the progress to date, and (2) intimating that a report would be submitted to a future meeting of the Committee containing an analysis of financial, personnel and other implications.

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

**MEMBER/OFFICER WORKING GROUP: CHILDREN AND YOUNG PEOPLE'S SERVICES**

29. With reference to paragraph 16 of the Minute of the meeting of this Committee held on 24 October 2002 when (1) the progress in implementing the review of Child Care Services in North Lanarkshire was noted, and (2) it was agreed that further reports be submitted to future meetings of the Committee detailing the findings of the Member/Officer Working Group established to review children's services in North Lanarkshire, there was submitted a report (docketed) dated 25 November 2002 (a) setting out in Section 4 of the report the work ongoing to improve child care services in North Lanarkshire, and (b) detailing in Section 3 of the report the progress of the Member/Officer Working Group established to review children and young people's services.

**Decided:**

- (1) that the progress being made in implementing the review of Child Care Services in North Lanarkshire be noted, and
- (2) that further reports be submitted to future meetings of the Committee detailing the findings of the Member/Officer Working Group established to review Children's Services in North Lanarkshire.

**REVENUE ESTIMATES 2002/2003 - FINANCIAL MONITORING REPORT FOR THE SOCIAL WORK DEPARTMENT - 1 APRIL TO 8 NOVEMBER 2002**

30. There was submitted a report dated 5 December 2002 by the Director of Social Work (1) advising of departmental spending levels for the Department of Social Work for the period from 1 April to 8 November 2002 and providing a comparison with the approved budget, and (2) recommending that in light of an over recovery of £1.4 m in Transitional Housing Benefit (a) £600,000 be used to enhance the budget for Equipment and Adaptations, and (b) £800,000 be utilised to enhance staffing levels within the Home Care Division to meet increased client demand.

**Decided:**

- (1) that the virement of £600,000 from income to property costs as detailed within the report be approved;
- (2) that the virement of £800,000 from income to employee costs as detailed within the report be approved, and
- (3) that the terms of the report be otherwise noted.

**REVENUE ESTIMATES 2002/2003 - MONITORING REPORT FOR SHELTERED EMPLOYMENT - 1 APRIL TO 8 NOVEMBER 2002**

31. There was submitted a report dated 5 December 2002 by the Director of Social Work advising of spending levels for Sheltered Employment for the period from 1 April to 8 November 2002 and providing a comparison with the approved budget.

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

**COMPOSITE CAPITAL PROGRAMME 2002/2003 - MONITORING REPORT FOR THE SOCIAL WORK DEPARTMENT - 1 APRIL TO 8 NOVEMBER 2002**

32. There was submitted a report (docketed) dated 6 December 2002 by the Director of Social Work (1) detailing progress made in individual projects included in the Capital Programme for the Department of Social Work as at 8 November 2002, and (2) intimating expenditure against the approved budget as detailed in Appendix 1 to the report.

**Decided:** that the progress of the Capital Programme for the Department of Social Work as at 8 November 2002 be noted.

**SOCIAL WORK SERVICE PLAN 2001/2004 - QUARTERLY MONITORING REPORT**

33. There was submitted a report dated 11 November 2002 by the Director of Social Work advising of the implementation of the Social Work Service Plan for 2001/2004 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.

**CONFERENCES**

34. There was submitted a report (docketed) dated 29 November 2002 by the Director of Administration advising that five invitations had been received in respect of attendance at conferences, and seeking consideration of the invitations.

**Decided:**

- (1) that the following conference attendance be homologated.

<b>Conference</b>	<b>Venue</b>	<b>Date</b>	<b>Attendance</b>
The Best Possible Start	Glasgow	22 November 2002	Councillor Lunny

- (2) that consideration of attendance at the "See the Bigger Picture" conference to be held in Edinburgh from 2 to 3 April 2003 be continued, and
- (3) that otherwise no attendance be authorised.

**The Convener being of the opinion that the following item of business was of an urgent nature, authorised its consideration to enable arrangements to be made timeously.**

**EXTENSION OF HALF PAY PERIOD OF SICKNESS ABSENCE ENTITLEMENT**

35. There was submitted a report dated 18 December 2002 by the Director of Social Work seeking approval to extend the half pay period of sickness absence for a period of six months in respect of a member of staff who is suffering from a terminal illness.

**Decided:**

- (1) that the Director of Social Work be authorised to extend the period of half pay sickness entitlement for a period of six months in respect of a member of the Social Work Department staff, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.