

Motherwell, 5 June 2003 at 11 am.

A Meeting of the **SOCIAL WORK COMMITTEE**

PRESENT

Councillor H. McGuigan, Convener; Councillor Sullivan, Vice-Convener; Councillors Burrows, Cassidy, Chadha, M. Clark, J. Coyle, S. Coyle, Devine, Fagan, Gemmell, Gordon, Gorman, Homer, Irvine, Lafferty, Lunny, Lyle, McAuley, McCallum, McCulloch, J. McGuigan, McKendrick, McLaughlin, M. Murray, Ross, Saunders, Selfridge, and Shields.

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, Head of Social Work Services and Senior Accountant.

APOLOGIES

Councillors McCabe, McElroy, Nolan and Shaw.

RECRUITMENT

1. With reference to paragraph 1 of the Minute of the special meeting of this Committee held on 11 April 2003 when the measures outlined in Section 3 of the report to improve the recruitment and retention of Social Workers, Senior Social Workers and Occupational Therapists were approved, there was submitted a report dated 12 May 2003 by the Director of Social Work regarding the progress of recruitment to posts within the Social Work Department (1) outlining the initiatives undertaken to improve recruitment within the Social Work Department, and (2) intimating that the initiatives had proved successful in the recruitment and retention of staff within the Social Work Department.

Decided:

- (1) that the success of the recruitment initiatives detailed within the report be noted, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for information.

DEVELOPMENT OF ADVOCACY IN NORTH LANARKSHIRE

2. There was submitted a report (docketed) dated 13 May 2003 by the Director of Social Work seeking approval to provide funding to support the development of independent advocacy in North Lanarkshire (1) outlining the background to the Lanarkshire Advocacy Plan which had been submitted to the Scottish Executive in consultation with a number of planning partners including the Lanarkshire Advocacy Forum (LAF); (2) intimating that one of the recommendations of the Plan was the funding of one post to support implementation arrangements on a tripartite basis between NHS Lanarkshire and North and South Lanarkshire Councils; (3) advising that South Lanarkshire Council had decided not to proceed with this course of action; (4) proposing that the Council in conjunction with NHS Lanarkshire jointly fund the creation of one post of Development Worker within LAF, and (5) recommending that the Council provide £20,000 per annum to fund the proposal.

Decided:

- (1) that the Council's contribution of £20,000 to jointly fund the creation of one post of Development Worker within Lanarkshire Advocacy Forum to oversee implementation arrangements be approved, and
- (2) that the contents of the report be otherwise noted.

INFRASTRUCTURE FOR FINANCE AND ADMINISTRATION SECTION, SOCIAL WORK DEPARTMENT

3. With reference to paragraph 19 of the Minute of the meeting of this Committee held on 22 August 2002 when, inter alia, the staffing proposals for the Finance and Administration Section within the Social Work Department were approved, there was submitted a report dated 12 May 2003 by the Director of Social Work seeking approval to (1) delete the post of Resource Officer, and (2) create one post of Accountant graded at AP5-PO6.

Decided:

- (1) that the deletion of the post of Resource Officer, at salary grade AP5 be approved;
- (2) that the creation of one post of Accountant at salary grade AP5-PO6 be approved, and
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

SERVICE DEVELOPMENTS

(1) CHANGING CHILDREN'S SERVICES FUND

4. With reference to paragraph 16 of the Minute of the meeting of this Committee held on 22 August 2002 when, inter alia, the bid for funding from the Changing Children's Services Fund of £1,747,000 in 2002/2003 and £2,361,000 in 2003/2004 was noted, there was submitted a report (docketed) dated 7 May 2003 by the Director of Social Work seeking approval, in principle, to progress the Social Work developments outlined in the Council's bid to the Changing Children's Services Fund (1) outlining the background to the Council's bid to the Scottish Executive which focussed on Child Protection and Early Intervention; (2) proposing that a pilot Early Intervention Team be set up to provide services to families and children at an early stage, and (3) detailing alterations to the staffing structure to facilitate the service developments should the bid be successful.

Decided:

- (1) that the bid for funding from the Changing Children's Services Fund of £2,361,000 for financial year 2003/2004 be noted;
- (2) that the service developments and the personnel recommendations as detailed in the report be approved, subject to the Council's bid to the Changing Children's Services Fund being successful, and
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

(2) JUSTICE SERVICES DEVELOPMENTS - THROUGH-CARE, DRUG TREATMENT AND TESTING ORDERS

5. With reference to paragraph 11 of the Minute of the meeting of this Committee held on 19 December 2002 when, inter alia, (1) the Criminal Justice Services was reconfigured and renamed Justice Services, and (2) the staffing recommendations in respect of Justice Services and Restorative Justice and Community Service Teams were approved, there was submitted a report (docketed) dated 13 May 2003 by the Director of Social Work seeking approval for further service developments in relation to Criminal Justice, Throughcare Services, Drug Treatment and Testing Orders and Restorative Justice and Community Service (a) intimating that an additional £220,000 had been allocated to the Lanarkshire Criminal Justice Grouping for financial year 2003/2004; (b) advising that the Lanarkshire Criminal Justice Grouping had agreed that (A) North Lanarkshire Council manage Criminal Justice Throughcare Services, and (B) South Lanarkshire Council manage Drug Treatment and Testing Orders; (c) detailing a number of service developments in respect of Throughcare Services, Drug Treatment and Testing Orders and Restorative Justice and Community Services, and (d) setting out a number of alterations to the staffing structure of Justice Services.

Decided:

- (1) that the additional funding of £220,000 for the Lanarkshire Criminal Justice Grouping be noted and the Director of Social Work submit a further report to a future meeting of the Committee on the expansion of the service;
- (2) that the management of the Drug Treatment and Testing Orders by South Lanarkshire Council Criminal Justice Services on behalf of the Lanarkshire Criminal Justice grouping be noted;
- (3) that the management of the Throughcare Services by North Lanarkshire Council Criminal Justice Services on behalf of the Lanarkshire Criminal Justice grouping be noted;
- (4) that the service developments in respect of Throughcare Services be approved;
- (5) that the staffing recommendations contained with the report be approved;
- (6) that the Director of Social Work submit a further report to a future meeting of the Committee detailing the progress of the developments of Throughcare Services and Drug Treatment and Testing Orders, and
- (7) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

(3) PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE: SERVICE REVIEW AND PROPOSED FUNDING ARRANGEMENTS

6. There was submitted a report (docketed) dated 8 May 2003 by the Director of Social Work regarding a review of services provided by the Princess Royal Trust Lanarkshire Carers Centre (1) outlining the background to the work undertaken by the Princess Royal Trust Lanarkshire Carers Centre and the current funding arrangements; (2) setting out the findings of a review of the funding arrangements at the Centre; (3) detailing proposed funding arrangements for the centre for the next three years, and (4) intimating that a draft partnership agreement which sets out the aims and objectives of the Centre was currently being drafted.

Decided:

- (1) that the findings of the review of funding arrangements of the Princess Royal Trust Carers Centre in Lanarkshire be noted;

- (2) that the three year funding proposals set out in Section 3.3 of the report be approved, and
- (3) that the Director of Social Work be authorised to develop a partnership agreement in respect of the Centre between North and South Lanarkshire Councils and Lanarkshire Health Board.

UPRATING OF STANDARD CHARGES FOR RESIDENTIAL ACCOMMODATION OPERATED BY THE COUNCIL

7. There was submitted a report (docketed) dated 15 May 2003 by the Director of Social Work seeking approval for the uprating of standard charges for residential accommodation operated by the Council for the elderly and people with learning disabilities (1) advising that the current charge in North Lanarkshire was the average cost of providing a residential place in the homes operated by the Council; (2) proposing that the charges for long term care in residential homes for the elderly be increased to £372 per week and £607 per week for people with learning disabilities in residential homes, and (3) recommending that the flat rate client contribution towards the cost of short term respite care in local authority establishments be set at £59.95 per week.

Decided:

- (1) that the standard charge for long-term care in residential homes for the elderly be increased to £372 per week with effect from 7 April 2003;
- (2) that the standard charge for long-term care for people with learning disabilities in residential homes be increased to £607 per week with effect from 7 April 2003, and
- (3) that the flat rate client contribution for short term respite care in local authority establishments be set at £59.95 per week with effect from 7 April 2003.

RESTRICTED TENDERING PROCESS: REMAND FOSTERING SCHEME

8. There was submitted a report (docketed) dated 19 May 2003 by the Director of Social Work seeking approval to proceed with a restricted tendering process for a Remand Fostering Service (1) outlining the background to the Remand Fostering Service; (2) recommending that, in view of the nature of the services provided, a restricted tendering process be adopted, and (3) proposing that Barnardos, National Children's Homes and Includem be invited to tender for the Remand Fostering Scheme.

Decided:

- (1) that a restricted tendering process for the provision of a Remand Fostering Service be approved;
- (2) that Barnardos, National Children's Homes and Includem be invited to submit a tender for the Remand Fostering Scheme, and
- (3) that the Director of Social Work submit a report on the outcome to a future meeting of the Committee.

RESTRICTED TENDERING PROCESS: GROUP CONFERENCING

9. There was submitted a report (docketed) dated 19 May 2003 by the Director of Social Work seeking approval to proceed with a restricted tendering process for a group conferencing service (1) outlining the background to the group conferencing service; (2) recommending that, in view of the nature of the
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services provided, a restricted tendering process be adopted, and (3) recommending that SACRO and Children 1st be invited to tender for a group conferencing service.

Decided:

- (1) that a restricted tendering process for the provision of a group conferencing service be approved;
- (2) that SACRO and Children 1st be invited to submit a tender for group conferencing services in North Lanarkshire, and
- (3) that the Director of Social Work submit a report on the outcome to a future meeting of the Committee.

FUNDING FOR A MAJOR ADAPTATION TO AN OWNER/OCCUPIED PROPERTY IN NORTH LANARKSHIRE - MS. AC

10. There was submitted a report (docketed) dated 19 May 2003 by the Director of Social Work (1) seeking approval to provide funding for adaptations to the home of an adult with learning disabilities; (2) outlining the background to the need for the adaptations, the cost of which was estimated at £37,750; (3) 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 (4) proposing that funding of £37,750 be provided to meet the cost of the adaptations.

Decided:

- (1) that £37,750 of funding be provided to facilitate the adaptation to the owner/occupied property 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.

SECTION 10 GRANT FUNDING - PROPOSED EXTENSION OF NORTH LANARKSHIRE DISABILITY FORUM PREMISES, MOTHERWELL

11. There was submitted a report (docketed) dated 22 May 2003 by the Director of Social Work seeking approval to provide funding to North Lanarkshire Disability Forum for the extension of their existing premises at 42 Civic Square, Motherwell (1) outlining the background to the services provided by the North Lanarkshire Disability Forum; (2) intimating that the organisation had requested an expansion into the vacant premises at 41 Civic Square, Motherwell; (3) recommending that Section 10 funding of £7,150 be provided to North Lanarkshire Disability Forum to meet the non recurring costs of the adaptation work, and (4) indicating that the recurring costs of the adaptations were being assessed and would be subject to further consideration.

Decided:

- (1) that Section 10 funding of £7,150 be provided to North Lanarkshire Disability Forum to meet the non-recurring costs of the adaptation work at 41 Civic Square, Motherwell, and
 - (2) that the Director of Social Work submit a report to a future meeting of the Committee regarding the recurring costs of the adaptations.
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BUDGET MONITORING REPORT FOR THE SOCIAL WORK DEPARTMENT AND SHELTERED EMPLOYMENT - 1 APRIL 2002 TO 31 MARCH 2003 - OUTTURN REPORT

12. There were submitted reports dated 20 May 2002 by the Director of Social Work detailing the outturn expenditure for financial year 2002/2003 for the Department of Social Work and Sheltered Employment (1) providing a comparison of actual expenditure and income with approved budget with explanations of the more significant variances, and (2) proposing that £1.7m of additional Transitional Housing Benefit be utilised to fund increased cost pressures within the Supplementation and Cross Boundary Budgets within Payments to Other Bodies.

Decided:

- (1) that the outturn variances for the Social Work Department and Sheltered Employment for 2002/2003 be noted, and
- (2) that £1.7 m of additional Transitional Housing Benefit be utilised to fund increased cost pressures within the Supplementation and Cross Boundary Budget within Payments to Other Bodies.

COMPOSITE CAPITAL PROGRAMME 2002/2003 - MONITORING REPORT FOR THE SOCIAL WORK DEPARTMENT - 1 APRIL 2002 TO 31 MARCH 2003

13. There was submitted a report (docketed) dated 12 May 2003 by the Director of Social Work (1) detailing the progress made in individual projects contained in the Capital Programme for the Department of Social Work as at 31 March 2003; (2) intimating that expenditure against approved budget amounted to £1.219 m as detailed in Appendix 1 to the report, and (3) highlighting a number of projects which would be carried forward to the 2003/2004 programme.

Decided: that the progress of the Capital Programme for the Department of Social Work as at 31 March 2003 be noted.

APPROVED RATES FOR CARE HOME FEES 2003/2004

14. With reference to paragraph 13 of the Minute of the meeting of this Committee held on 9 May 2002 when rates for residential nursing home fees were approved subject to the Director of Social Work concluding discussions with Scottish Care on the issue of third party contributions, there was submitted a report (docketed) dated 12 May 2003 by the Director of Social Work regarding the approved rates for independent sector residential and nursing homes (1) outlining the background to the agreement between the Scottish Executive, COSLA and Scottish Care for the uprating of residential and nursing home fees; (2) intimating that the agreement had outlined benchmark rates of £406 per week for nursing home places and £346 per week for residential home places; (3) advising that the rates were conditional on care home owners not applying top ups to individuals admitted to care homes after 7 April 2003; (4) intimating that the Council had written to all care home owners outlining the conditional offer based on national rates with an alternative of applying an uplift of 2.9% in line with the annual retail price index; (5) proposing that (a) where care home owners do not accept the conditions attached to the national offer, the Council would continue to pay at the 2002/03 levels whilst negotiations continued; (b) where the terms of the offer have been agreed the revised 2003/04 rates would be implemented forthwith, and (c) where owners fail to respond the increase would be at the retail price index rate, and (6) recommending that the standard charge for respite services to Council funded clients be set at £59.95.

Decided:

- (1) that the Director of Social Work be authorised to continue negotiations with Scottish Care to reach a settlement for the conditions applied to the national agreement for care home fees for 2003/04;
- (2) that the fee for nursing home places be set at £406 per week, with places in shared rooms being set at £15 less;
- (3) that the fee for residential home places be set at £346 per week, with places in shared rooms being set at £15 less;
- (4) that the standard charge for respite services to Council funded clients for respite care and independent sector services be set at £59.95 per week, and
- (5) that the application of a 2.9% inflationary increase to homes which do not accept the terms of the national agreement be approved.

STUDY OF ABSENCE LEVELS

15. With reference to paragraph 16 of the Minute of the meeting of this Committee held on 23 August 2001 when, inter alia, the SLAM Centre was commissioned to provide a review of absence levels within the Social Work Department at an estimated cost of £35,000, there was submitted a report (docketed) dated 12 May 2003 by the Director of Social Work regarding the findings of the study into absence within the Social Work Department (1) setting out the main findings of the study; (2) enclosing as an Appendix to the report an executive summary of the report, and (3) summarising in Section 3 of the report the main recommendations.

Decided:

- (1) that the findings of the study into absence within the Social Work Department and the recommendations contained therein be approved, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for information.

MAINTENANCE RATE INCREASES IN ESTABLISHMENTS WITHIN NORTH LANARKSHIRE - 2003/2004

16. There was submitted a report (docketed) dated 14 May 2003 by the Director of Social Work setting out changes to the maintenance rates for registered residential and day care establishments within North Lanarkshire.

Decided: that the new maintenance rates as detailed in Appendix 1 to the report be approved.

SUPPLEMENTATION RATE INCREASES IN ESTABLISHMENTS OUTWITH THIS AUTHORITY

17. There was submitted a report (docketed) dated 13 May 2003 by the Director of Social Work setting out changes to the supplementation rate set by other local authorities for registered residential and day care establishments based in the voluntary sector within their areas.

Decided: that the new supplementation rates as detailed in Appendix 1 to the report be approved.

OVERTIME MONITORING REPORT

18. There was submitted a report (docketed) dated 13 May 2003 by the Director of Social Work providing details of overtime worked by officers paid above SCP35 from 31 January to 31 March 2003 and paid at SCP35.

Decided: that the terms of the report be noted and remitted to the Policy and Resources (Personnel) Sub-Committee for its interest.

ABSENCE MONITORING

19. There was submitted a report (docketed) dated 12 May 2003 by the Director of Social Work detailing the level of staff absence throughout the Social Work Department from 1 January to 31 March 2003.

Decided: that the terms of the report be noted.

SOCIAL WORK SERVICE IMPROVEMENT PLAN - 2001-2004 QUARTERLY MONITORING REPORT

20. There was submitted a report (docketed) dated 30 April 2003 by the Director of Social Work advising of the implementation of the Social Work Service Improvement 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.

NORTH LANARKSHIRE CARE AND REPAIR PROJECT PROGRESS REPORT

21. With reference to paragraph 4 of the Minute of the meeting of the Social Work (Planning and Administration) Sub-Committee held on 31 March 1998, there was submitted a report dated 9 May 2003 by the Director of Housing and Property Services intimating that as at 31 March 2003 (1) the project had 1,412 clients of whom 64% were over 70 years of age and over 84% had a disability; (2) that 856 building cases were complete or in the course of completion, and (3) the Small Repairs Service had visited 760 clients and completed work in 733 houses, 70% of the clients being over 70 years of age and 75% having a disability.

Decided: that the terms of the report be noted.

DAY OPPORTUNITIES FOR PEOPLE WITH LEARNING DISABILITIES - MEMBER/OFFICER REVIEW

22. With reference to paragraph 20 of the Minute of the meeting of this Committee held on 27 February 2003 when, inter alia, the recommendations of the Day Opportunities for People with Learning Disabilities Member/Officer Working Group were approved, there was submitted a report (docketed) dated 30 April 2003 by the Director of Social Work regarding the progress of the implementation of the Member/Officer Working Group recommendations to date.

Decided:

- (1) that the progress in implementing the recommendations of the Day Opportunities for People with Learning Disabilities Member/Officer Working Group be noted, and
- (2) that further progress reports on the implementation of the recommendations of the Day Opportunities for People with Learning Disabilities Member/Officer Working Group be submitted to future meetings of the Committee.

CONFERENCES

23. There was submitted a report (docketed) dated 27 May 2003 the Director of Administration advising that eleven 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:-

Conference	Venue	Date	Attendance
The 2003 Annual Long Term Care for Older People Conference	London	27 March 2003	Councillor Robertson
European Union of Supported Employment Conference 2003	Helsinki	21-23 May 2003	Councillor Saunders

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

Conference	Venue	Date	Attendance
Scottish Institute for Residential Child Care Annual Conference	Edinburgh	17-18 June 2003	Councillor Chadha and Councillor Saunders
The Headway Showcase	Glasgow	20 June 2003	Councillor Sullivan
Tackling Youth Crime in Scotland	Edinburgh	25 June 2003	Councillor Chadha, Councillor Homer and Councillor H. McGuigan
Mending Social Networks	Edinburgh	27 June 2003	Councillor McAuley and Councillor Sullivan

and

- (3) that otherwise no attendance be authorised.