

**Motherwell, 15 January 2004 at 11 am.**

**A Meeting of the SOCIAL WORK COMMITTEE**

**PRESENT**

Councillor H. McGuigan, Convener; Councillors Nolan and Sullivan, Vice-Conveners; Councillors Burrows, J. Coyle, S. Coyle, Devine, Fagan, Gemmell, Gordon, Gorman, Gormill, Lunny, McAuley, McCulloch, J. Martin, M. Murray, Ross, Saunders and Selfridge.

**CHAIR**

Councillor H. McGuigan (Convener) presided.

**IN ATTENDANCE**

The Committee Services Manager, Director of Social Work, Head of Social Work Development, Head of Social Work Resources, Head of Social Work Services and Accounting Manager.

**APOLOGIES**

Councillors Cassidy, M. Clark, Lyle, McCabe, McCallum, McElroy, J. McGuigan, McLaughlin and Shields.

**The Convener exercised his discretion to vary the order of business as hereinafter minuted.**

**MINUTES OF MEETINGS OF SUB-COMMITTEES**

1. There were submitted the Minutes of the meetings of the Social Work (Operations and Services) Sub-Committee held on 4 December 2003 and the Social Work (Planning and Administration) Sub-Committee held on 11 December 2003.

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

**CONVERSION OF UNIT 33 FERN STREET, MOTHERWELL**

2. There was submitted a report dated 28 November 2003 by the Director of Housing and Property Services advising that (1) the lowest tender for the conversion of Unit 33 Fern Street, Motherwell was that of JBC (Scotland) Limited, Kinross, in the sum of £222,665.55, and (2) the Director of Administration was progressing the matter in terms of his delegated powers.

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

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

3. There was submitted a report dated November 2002 by the Director of Social Work (1) detailing within Section 5.1 all tender returns received in respect of the purchase of Community Alarm Dispersed Units; (2) intimating that after checks and applying the contract award criteria of price and quality, the tender submitted by Tunstall Telecom, Yorkshire, have been awarded the highest number of points, and (3) proposing that the tender from Tunstall Telecom, Yorkshire in the sum of £90,000 be accepted.

**Decided:** that the Director of Administration be authorised to accept the tender submitted by Tunstall Telecom, Yorkshire in the sum of £90,000 for the supply of 1,000 community alarm dispersed units.

#### **SERVICES TO PEOPLE WITH DEMENTIA AND THEIR CARERS**

4. There was submitted a report (docketed) dated 25 November 2003 by the Director of Social Work regarding the range of services available to support people with dementia and their carers in North Lanarkshire (1) intimating that approximately 3,000 older people were affected with dementia in North Lanarkshire; (2) detailing the different types of dementia; (3) providing details of the services available to dementia sufferers and their carers, and (4) indicating that further service developments were required in respect of training, assessment, advocacy, multi-agency work and social work services.

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

#### **RE-DESIGNATION OF POSTS WITHIN THE SOCIAL WORK DEPARTMENT**

5. With reference to paragraph 1 of the Minute of the special meeting of this Committee held on 18 June 2001 when, *inter alia*, the 2001/2002 budget proposals were approved, there was submitted a report (docketed) dated 15 January 2004 by the Director of Social Work (1) setting out details of a number of posts recommended for redesignation, and (2) seeking approval to redesignate and regrade two posts of Senior Child Care Officer to salary grade PO2/5.

**Decided:**

- (1) that the redesignation of the posts identified within sections 3.1-3.6 of the report be approved;
- (2) that the redesignation and regrading of the two posts of Senior Child Care Officer to salary grade PO2/5 be approved, and
- (3) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

#### **THE INQUIRY INTO THE DEATH OF CALEB NESS COMMISSIONED BY EDINBURGH AND LOTHIAN CHILD PROTECTION COMMITTEE**

6. There was submitted a report (docketed) dated 2 December 2003 by the Director of Social Work regarding the findings and recommendations of the Inquiry into the death of Caleb Ness (1) outlining the background to the requirements and responsibilities of Local Authorities in respect of children who are looked after and accommodated or whose name has been placed on the Child Protection Register; (2) intimating that Edinburgh and Lothian Child Protection Committee commissioned an independent report into the death of Caleb Ness who was on the Child Protection Register at the time of his death; (3) informing that the Inquiry concluded that the death of Caleb Ness was avoidable; (4) indicating that the Inquiry found that, whilst no single agency was held responsible, fault had been found at almost every level with every agency involved; (5) highlighting the key findings of the Inquiry; (6) setting out the North Lanarkshire position in terms of Child Protection and the role of North Lanarkshire Child Protection Committee, and (7) intimating that a bid has been made to the Changing Children's Service Fund for additional resources to support the Child Protection Register and the Child Protection Committee.

**Decided:**

- (1) that the Director of Social Work submit further reports to future meetings of the Committee in respect of the North Lanarkshire Child Protection Committee, and
- (2) that the report be remitted to the Policy and Resources Committee, North Lanarkshire Partnership, the Health and Care Partnership and the Community Safety Forum for information.

**SUPPORTED EMPLOYMENT CONFERENCE**

7. There was submitted a report (docketed) dated 5 November 2003 by the Director of Social Work seeking approval to convene a Lanarkshire Conference on Supported Employment in Spring 2004 (1) outlining the background to and the progress of the Supported Employment Initiative in North Lanarkshire; (2) recommending, that, in order to further enhance the partnership working with Supported Employment partners, a conference be convened involving service users, carers, supported employment staff and other key personnel to agree how supported employment can be improved and extended in order to deliver on the key area of Social Inclusion, and (3) requesting that £3,000 be provided towards the cost of the conference which had an estimated cost of £7,000.

**Decided:**

- (1) that approval be given to convene a Supported Employment Conference in North Lanarkshire;
- (2) that funding of £3,000 be allocated towards the cost of the conference;
- (3) that the Director of Social Work seek financial contributions from partner organisations to offset the conference costs, and
- (4) that the Director of Social Work submit a further report to a future meeting of the Committee on the outcome of the conference.

**SUPPORTING PEOPLE STRATEGY**

8. The Social Work Strategy Manager provided a presentation on the Council's Supporting People Strategy and advised the Committee:-

- of the primary purpose of Supporting People
- that the Council's Supporting People allocation for 2003/2004 was £24,845,631.00
- that there were 9,312 service users, 80% of which were older people
- of the key elements of the supporting people plan.

After responding to Members' questions, the Convener thanked the Social Work Strategy Manager for his informative presentation.

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

**DEPARTMENT OF SOCIAL WORK - SERVICE IMPROVEMENT PLAN 2003/2006 AND REVENUE BUDGET 2004/2005**

9. **C** There was submitted a joint report (docketed) dated 4 December 2003 by the Directors of Social Work and Finance (1) referring to the approval, by the Policy and Resources Committee at its meeting on 24 June 2003, of procedures and timescale for the preparation and submission of service and financial planning information; (2) submitting for consideration (a) the Service Improvement Plan for the Department of Social Work in respect of the period 2003/2006 as detailed in Appendix A to the report, and (b) the proposed revenue budget for the Department of Social Work in respect of the period 2004/2005 as contained in Appendix B to the report; (3) indicating that the proposed budget for the Department of Social Work shows an increase of £3,613,749 and the basis of that increase; (4) advising that Departmental budgets will be consolidated to enable the Council to evaluate and consider the potential for growth in service budgets prior to determining its overall spending plans for the forthcoming year, and (5) recommending that the Committee (a) approve the draft Service Improvement Plan for the Department of Social Work as contained in Appendix A to the report; (b) note the level of CSP movements and increases to the Departmental revenue budget as set out in Parts i and ii of Appendix B to the report; (c) agree the Departmental base budget as detailed in Part iii of Appendix B to the report; (d) consider and make recommendations to the Policy and Resources Committee on efficiency savings from the Departmental base budget as detailed in Part iv of Appendix B to the report; (e) note (A) that any alterations to the Service Improvement Plan for the Department of Social Work, required as a consequence of finalisation of the Council's budget, will be brought to the attention of this Committee, and (B) that the first six monthly performance report to be presented to this Committee in the financial year 2004/2005 will also contain updated information on the Departmental revenue budget for the financial year 2004/2005, and (f) otherwise note the contents of the report.

**Decided:**

- (1) that the Service Improvement Plan for the Department of Social Work in respect of the period 2003/2006, as contained in Appendix A to the report by the Directors of Social Work and Finance be approved;
- (2) that the level of CSP movements and increases affecting the Departmental revenue budget, as set out in Parts i and ii of Appendix B to the report by the Directors of Social Work and Finance, be noted;
- (3) that the Departmental base budget, as set out in Part iii of Appendix B to the report by the Directors of Social Work and Finance, be agreed, subject to the consideration of efficiency savings;
- (4) that the proposed efficiency savings, as detailed in Part iv of Appendix B to the report by the Directors of Social Work and Finance, be approved and referred to the Policy and Resources Committee for consideration;
- (5) that it be noted (a) that any alterations to the Service Improvement Plan for the Department of Social Work, required as a consequence of finalisation of the Council's budget, will be brought to the attention of the Committee, and (b) that the first six monthly performance report to be presented to the Committee in financial year 2004/2005 will also contain updated information on the Departmental revenue budget for financial year 2004/2005, and
- (6) that, otherwise, the contents of the report be noted.

**This paragraph was dealt with by the Council at its Special Meeting on 12 February 2004.**

**DEPARTMENTAL RACE EQUALITY ACTION PLAN**

10. There was submitted a report (docketed) dated 12 November 2002 by the Director of Social Work regarding the progress of the implementation of the Race Relations (Amendment) Act 2000 (1) outlining the background to the Race Relations Act 1976 (Statutory Duties) (Scotland) Order 2002 which placed specific duties on Local Authorities; (2) intimating that the aim of the Act was to eliminate discrimination and promote the equality of opportunity and good race relations; (3) setting out in the Appendix to the report the Departmental Race Equality Action Plan, and (4) setting out a number of priorities contained within the Plan which would be addressed over the next two years.

**Decided:**

- (1) that the implementation of the Council's Race Equality Scheme be noted;
- (2) that the priorities and actions outlined in the Social Work Departmental Race Equality Action Plan be endorsed, and
- (3) that the Director of Social Work submit a further report to a future meeting of the Committee highlighting the progress of the implementation of the Race Equality Scheme and Departmental Action Plan.

**BRAIN INJURY NEEDS IDENTIFICATION WORK BY DISABILITY AND REHABILITATION EDUCATION (DARE) - PROGRESS REPORT**

11. With reference to paragraph 1 of the Minute of the meeting of the Social Work (Operations and Services) Sub-Committee held on 25 April 2002 when, *inter alia*, the review of services to people with brain injuries to be carried out by the DARE Foundation was approved at a cost of £36,510, there was submitted a report (docketed) dated 20 November 2003 by the Director of Social Work regarding the progress of the review (1) outlining the background to the review; (2) detailing the methodology of the review; (3) highlighting the progress which has been made to date, and (4) detailing the work which had still to be completed in order to finalise the review.

**Decided:** that the Director of Social Work provide a further report to a future meeting of the Committee outlining the findings, recommendations and financial implications of the review.

**CHOOSE LIFE: - A NATIONAL STRATEGY AND ACTION PLAN TO PREVENT SUICIDE IN SCOTLAND**

12. There was submitted a report (docketed) dated 20 November 2003 by the Director of Social Work seeking approval of the North Lanarkshire Local Action Plan in response to the Scottish Executive publication "Choose Life: A National Strategy and Action Plan to Prevent Suicide in Scotland" (1) outlining the background to the strategy which was seen as a key component of the National Programme to improve mental health and wellbeing; (2) intimating that the Council's allocation of funding to assist in the implementation of the Action Plan was £116,000 in 2003/04, £128,000 in 2004/05 and £141,000 in 2005/06; (3) setting out the guiding principles and objectives of the strategy as detailed in Appendix 1 to the report; (4) indicating that the Council had established a Steering Group to develop a North Lanarkshire Local Action Plan; (5) detailing in Appendix 2 to the report, the Council's Draft Action Plan; (6) advising that one of the key recommendations of the Draft Action Plan was the appointment of a Development Worker within the Independent Sector who would have the key responsibility for identifying local needs and issues, and (7) recommending that the Council enter into negotiations with the Scottish Association for Mental Health in respect of the creation of a Development Worker as detailed in Section 3.8 of the report.

**Decided:**

- (1) that the North Lanarkshire Draft Action Plan - Choose Life: A National Strategy and Action Plan to Prevent Suicide in Scotland be approved;
- (2) that the Director of Social Work be authorised to enter into negotiations with the Scottish Association for Mental Health to create one post of Development Worker within the independent sector as detailed within the report, and
- (3) that the Director of Social Work submit further reports to future meetings of the Committee on the progress of the implementation of the recommendations of the Action Plan.

**SAFER HOMES INITIATIVE RAPID RESPONSE TEAM**

13. There was submitted a report (docketed) dated 4 December 2003 by the Director of Social Work regarding the establishment of a Rapid Response Team to serve Social Work referrals to the Safer Homes Initiative (1) outlining the background to the Safer Homes Project which was established by the Council's Planning and Environment Department and launched in April 2001 (1) indicating that a dedicated Safer Homes Rapid Response Team had been developed to deliver a priority service to referrals from the Social Work Department; (2) indicating that the service would benefit vulnerable service users where safety or security was an issue, and (3) detailing the types of equipment or services which would be provided under the Scheme.

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

**SECTION 10 GRANTS**

14. There was submitted a report (docketed) dated 21 November 2003 by the Director of Social Work regarding applications received from voluntary organisations requesting funding for 2003/2004 financial year under Section 10 of the Social Work (Scotland) Act 1968 (1) providing details of applications received from St. Patrick's Furniture Project, Shotts and North Lanarkshire Disability Forum, and (2) setting out in Appendix 1 to the report the recommended level of grant for each organisation.

**Decided:** that the recommendations for the provision of Section 10 Funding of £20,000 to St. Patrick's Furniture Project, Shotts and £9,772 to North Lanarkshire Disability Forum as set out in Appendix 1 to the report be approved.

**SPECIFIC GRANT - TRAINING**

15. There was submitted a report dated 17 November 2003 by the Director of Social Work seeking approval for the disbursement of a specific grant received from the Scottish Executive for training purposes (1) intimating that the Scottish Executive had provided a specific grant of £180,000 to the Council and Voluntary and Private Social Care Providers within North Lanarkshire; (2) indicating that there were 52 social care units in North Lanarkshire of which 29 were Council owned and 33 were privately run, and (3) recommending that £25,000 be allocated to support the training for staff needed to meet registration requirements, with the balance of the monies being allocated equally to each social care unit across both sectors.

**Decided:** that the proposals for the disbursement of the specific grant for training as detailed in Section 3 of the report be approved.

**MODERNISATION OF LOCAL AUTHORITY CHILDREN'S RESIDENTIAL HOMES IN NORTH LANARKSHIRE**

16. With reference to paragraph 5 of the Minute of the meeting of this Committee held on 30 October 2003 when the proposals to modernise Children's Homes in North Lanarkshire were approved, there was submitted a report dated 2 December 2003 by the Director of Social Work advising of the progress in the implementation of the modernisation of the provision of care for children and young people who need to be looked after and accommodated in a residential setting in North Lanarkshire (1) intimating that the relocation of Cecil Street Children's Home was ongoing and that the work at Buchanan Street was scheduled to begin in January 2004 and be completed in April/May 2004; (2) advising that in relation to Phase 2, the refurbishment of Cecil Street for the relocation of day services, currently provided at Kirknowe, Wishaw was scheduled to begin in June 2004 and be completed by October 2004; (3) intimating that work was scheduled to begin at Kirknowe, Wishaw to build a new six bedded Children's Home in November 2003 with a completion date of May 2005, and (4) informing that work was ongoing to identify a site in Cumbernauld to build a new six bedded Children's Home to replace Pine Court Children's Home and that three sites were currently under consideration.

**Decided:**

- (1) that the progress of the implementation of the modernisation of Local Authority residential homes in North Lanarkshire be noted, and
- (2) that the Director of Social work submit further progress reports to future meetings of the Committee.

**SUPPORTED LIVING SERVICES PROVIDED BY THE RICHMOND FELLOWSHIP SCOTLAND - REVISED COSTS**

17. There was submitted a report (docketed) dated 15 December 2003 by the Director of Social Work seeking approval for revised costs for the Supported Living Services provided by Richmond Fellowship Scotland in North Lanarkshire (1) indicating that, as a result of a revised management and support structure of their services and to enable them to recruit and retain experienced staff, the Richmond Fellowship Scotland had re-calculated their running costs; (2) setting out in Section 2.6 of the report, the current costs of the Supported Living Services provided by the Richmond Fellowship; (3) detailing proposals submitted by the Fellowship in respect of their increased costs requiring an increase of £323,000 equating to an increase of 26% from the Council, and (4) recommending that (a) in respect of learning disability services a consolidated hourly rate of £13 (inclusive of core costs) to be paid for all care packages generating an additional £170,000 of funding; (b) in respect of mental health services the hourly rate be increased to £11.21 which would generate an additional income of £11,000, and (c) the core costs be increased by 10% to £72,000 for mental health services which would generate an additional income of £6,500.

**Decided:**

- (1) that a consolidated hourly rate of £13 (inclusive of core costs) be paid for all learning disability service care packages from 1 April 2003;
- (2) that the hourly rate for mental health services be increased to £11.21 from 1 April 2003, and
- (3) that the core costs for mental health services be increased to £72,000 as from 1 April 2003.

**REVISED MAINTENANCE RATES - ENABLE HOMES, CUMBERNAULD**

18. There was submitted a report dated 9 December 2003 by the Director of Social Work seeking approval of revised maintenance rates in respect of services provided by Enable Homes,
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Cumbernauld for 2003/2004 (1) intimating that Enable Homes had requested a revision of their maintenance rates due to a 4% increase in salaries, increased costs for national insurance and pension costs, and (2) proposing that the new maintenance rates for the projects be as set out detailed below:-

<b>Unit</b>	<b>Current Rate per Week</b>	<b>Proposed Rate per Week</b>
	£	£
1	530.28	577.12
2	619.35	622.75
3	563.56	572.45
4	1,122.47	1,143.03

**Decided:** that the revised maintenance rates for Enable Homes, Cumbernauld, as proposed by the Director of Social Work be approved.

#### **NORTH LANARKSHIRE CARE AND REPAIR - APPOINTMENT OF MANAGING AGENT 2004-2007**

19. With reference to paragraph 20 of the Minute of meeting of this Committee held on 22 March 2001 when, *inter alia*, Clyde Valley Housing Association were re-appointed to manage the North Lanarkshire Care and Repair Scheme for the period up to 31 March 2004, there was submitted a report (docketed) dated 18 December 2003 by the Directors of Housing and Property Services and Social Work seeking approval to reappoint Clyde Valley Housing Association as Managing Agent to the Care and Repair service within North Lanarkshire for 2004-2007 (1) outlining the background to the North Lanarkshire Care and Repair Scheme; (2) indicating that Clyde Valley Housing Association had acted as Managing Agent for the project for the previous six years; (3) setting out Clyde Valley Housing Association's proposals to take the project forward, the key features of which were the focus on the National Agenda for Care and Repair in particular the move to provide a range of complementary services to elderly and disabled people and the expansion of the small repair service to better meet the huge potential demand; (4) enclosing in Appendix 1 to the report the executive summary of the Business Plan and proposed revenue budgets for the project, and (5) setting out within the Business Plan two options for the budget and staffing structure of the service.

**Decided:**

- (1) that Clyde Valley Housing Association be re-appointed to manage the North Lanarkshire Care and Repair Project for the period up to 31 March 2007;
- (2) that the budget detailed as option 2 in the Business Plan be approved for 2004/2005 and agreed in principle for 2005/2006 and 2006/2007, and
- (3) that the current funding arrangements for the project be continued.

#### **PETITION - COMMUNITY GROUPS USING THE ALEXANDER RESOURCE CENTRE, COATBRIDGE**

20. There was submitted a report dated 2 December 2003 by the Director of Social Work in response to a petition received from Community Groups using the Alexander Resource Centre, Coatbridge (1) outlining the background to the concerns raised by the petitioners; (2) advising that the Council had a lease arrangement in place with NHS Lanarkshire Board until March 2004; (3) indicating that as a result of Care Commission inspection reports, significant issues regarding the fabric of the building had been identified and any re-investment would not be cost effective as the building was no longer fit

for purpose, and (4) intimating that the Director of Social Work was seeking alternative arrangements to ensure that any relocation occurs at a time that minimises disruption to service users and carers.

**Decided:**

- (1) that the Director of Administration write to the signatories of the petitioners, service users, carers and voluntary organisations detailing the arrangements to minimise disruption of services provided by Alexander Resource Centre, and
- (2) that the Director of Social Work submit a further report to a future meeting of the Committee in relation to any proposals for changes in the services provided from the Alexander Resource Centre, Coatbridge.

**REPORT ON MENTAL HEALTH STAKEHOLDER EVENT AND SERVICE DEVELOPMENTS**

21. With reference to paragraph 4 of the Minute of the meeting of this Committee held on 24 October 2002 when it was agreed that the Director of Social Work submit a further report to a future meeting of the Committee setting out the action plan for the future delivery of services in relation to Mental Health, there was submitted a report (docketed) dated 4 December 2003 seeking approval of proposals to enhance services for people with mental health problems in North Lanarkshire (1) intimating that a stakeholder event was held in November 2003; (2) providing details of the content of the event, and (3) seeking approval of service developments for people with mental health problems in respect of Advocacy, Day Opportunities, Homelessness and Information.

**Decided:**

- (1) that the Service Developments for services to people with mental health problems as set out in section 3 of the report be approved, and
- (2) that the contents of the report be otherwise noted.

**PROPOSED LANARKSHIRE COMMUNITY USERS AND CARERS FORUM**

22. There was submitted a report dated 27 November 2003 by the Director of Social Work regarding the proposals to fund a separate North Lanarkshire Community Users and Carers Forum (1) outlining the background to Lanarkshire Community Forum which was established to represent the voice of service users and carers in Lanarkshire; (2) setting out details of the funding arrangements which are on a tripartite basis between North and South Lanarkshire Councils and NHS Lanarkshire; (3) detailing a number of operational issues raised by North Lanarkshire Members of the Forum and the Forum Management Committee; (4) intimating that following consideration of these issues North Lanarkshire Steering Group had expressed a wish to establish a separate forum for North Lanarkshire, and (5) intimating that a North Lanarkshire Steering Group had produced a draft constitution and that financial arrangements were being put in place to sustain a viable North Lanarkshire Forum.

**Decided:**

- (1) that the Director of Social Work submit a further report to a future meeting of the Committee setting out a fully costed plan for the establishment of a North Lanarkshire Community Users and Carers Forum, and
- (2) that the terms of the report be otherwise noted.

**BEST VALUE REVIEW OF INDEPENDENT LIVING SERVICES**

23. There was submitted a report (docketed) dated 20 November 2003 by the Director of Social Work advising of the findings and recommendations of the Best Value Review of Independent Living Services.

**Decided:** that consideration of this matter be continued to a future meeting of the Committee.

**POST OF SERVICE MANAGER - HEALTH ACTION**

24. With reference to paragraph 8 of the Minute of the meeting of the Social Work (Planning and Administration) Sub-Committee of 11 December 2001 when, *inter alia*, the establishment of a post of Service Manager, Health Action graded at PO11 for a three year period was approved, there was submitted a report dated 27 November 2003 by the Director of Social Work (1) seeking approval to establish the post on a permanent basis, and (2) setting out the financial arrangements for funding the post.

**Decided:**

- (1) that the establishment of the post of Service Manager, Health Action at salary grade PO11 on a permanent basis be approved, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**NORTH LANARKSHIRE STRATEGY FOR CARERS : PROGRESS REPORT ON THE USE OF FUNDS TO SUPPORT CARERS**

25. With reference to paragraph 3 of the Minute of the meeting of this Committee held on 30 October 2003 when, *inter alia*, the allocation of funding to carer organisations were approved, there was submitted a report (docketed) dated 19 November 2003 by the Director of Social Work seeking approval to provide funding for services to carers in North Lanarkshire (1) setting out, in Table 1 of the report, a number of additional projects identified for funding for 2003/2004; (2) proposing the establishment of a post of Project Assistant (CLASP) at salary grade AP1 for a 3 year period, and (3) intimating that the balance of £159,873 would be subject to further consideration by the Carers Strategy Implementation Group and reported to a future meeting of the Committee.

**Decided:**

- (1) that the allocation of funding to the organisations identified in Table 1 of the report be approved;
- (2) that the establishment of one post of Project Assistant (CLASP) at salary grade AP1 for a 3 year period, be approved;
- (3) that the Director of Social Work submit further reports to future meetings of the Committee on the use of the balance of the development funds, and
- (4) that the report be remitted the Policy and Resources (Personnel) Sub-Committee for consideration.

**ESTABLISHMENT OF ADDITIONAL POSTS OF ADMINISTRATIVE ASSISTANTS WITHIN THE SOCIAL WORK DEPARTMENT**

26. There was submitted a report (docketed) dated 15 January 2004 by the Director of Social Work seeing approval to establish 7 posts of Administrative Assistant within the Social Work Department (1) intimating that an evaluation of the Reception Services Teams highlighted the requirement to establish a permanent Administrative Assistant post within each team; (2) setting out the duties of the Administrative Assistant within each Team, and (3) recommending that one full time Administrative Assistant post in each of the six Area Teams and one post within the Departmental Headquarters at salary grade AP1 be established.

**Decided:**

- (1) that the establishment of seven posts of Administrative Assistant at salary grade AP1 as detailed within the report be approved, and
- (2) that the report be remitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

**REVENUE ESTIMATES 2003/2004 - FINANCIAL MONITORING REPORT FOR THE SOCIAL WORK DEPARTMENT ON SHELTERED EMPLOYMENT - 1 APRIL TO 7 NOVEMBER 2003**

27. There were submitted reports dated 26 November 2003 by the Director of Social Work advising of departmental spending levels for the Department of Social Work and Sheltered Employment for the period from 1 April to 7 November 2003 and providing a comparison with the approved budget.

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

**COMPOSITE CAPITAL PROGRAMME 2003/2004 - MONITORING REPORT FOR THE SOCIAL WORK DEPARTMENT - 1 APRIL TO 5 DECEMBER 2003**

28. There was submitted a report (docketed) dated 18 December 2003 by the Director of Social Work (1) detailing progress made in individual projects contained within the Capital Programme for the Department of Social Work as at 5 December 2003, and (2) providing a comparison of 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 5 December 2003 be noted.

**SOCIAL WORK SERVICE IMPROVEMENT PLAN 2002/2005 - QUARTERLY MONITORING REPORT**

29. There was submitted a report (docketed) dated 11 November 2003 by the Director of Social Work advising of the implementation of the Social Work Service Improvement Plan for 2002/2005 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.

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

30. 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 20 November 2003 by the Director of Social Work regarding the progress of the implementation of the 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.

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

31. 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 Director of Social Work submit reports on the implementation of the recommendations, there was submitted a report (docketed) dated 20 November 2003 by the Director of Social Work regarding the progress of the implementation of the Member/Officer Working Group recommendations to date and setting out the budgetary position for equipment and minor adaptations and major adaptations.

**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 a future meetings of the Committee.

**CONFERENCES**

32. There was submitted a report dated 5 January 2004 by the Director of Administration advising that Twenty eight 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>
Getting to Know You - Children and Young People Building Relationships	Nairn	6 November 2003	Councillor Saunders

## SOCIAL WORK – 15 January 2004

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Conference	Venue	Date	Attendance
Continuous Care - Improving Services for Looked After Children and Young People	Edinburgh	12 November 2003	Councillor Cassidy
Anti-Social Behaviour Conference	Edinburgh	24 November 2003	Councillor H. McGuigan
Involving Older People	Glasgow	1 December 2003	Councillor M. Clark
West of Scotland Secure Care Centre	Glasgow	9 December 2003	Councillor McAuley

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

Conference	Venue	Date	Attendance
Restorative Justice and Approaches : From Inspiration to Results	Hampshire	24-26 March 2004	1 Member of Social Work Committee
Understanding and Tackling Violence	Edinburgh	31 August - 3 September 2004	1 Member of Social Work Committee

(3) that otherwise no attendance be authorised.

It was agreed in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, that the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 7 of Part 1 of Schedule 7A of the Act.

### DEATH OF A LOOKED AFTER CHILD

33. With reference to paragraph 29 of the Minute of the meeting of this Committee held on 27 February 2003 when, *inter alia*, it was agreed that the Director of Social Work provide a report to a future meeting of the Committee following a response from the Scottish Ministers on the circumstances of the death of a looked after child, there was submitted a report dated 19 December 2003 by the Director of Social Work intimating that the Scottish Executive had examined the information provided from a medical and social perspective and were satisfied that the Council had offered relevant and appropriate Social Work services to the child and her family.

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