

North Lanarkshire Council

Report

Adult Health and Social Care

approval noting

Ref MF/PC

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East Stewart Gardens Integrated Day Service, Coatbridge - Update

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Executive Summary

The purpose of this report is to update Committee on the implementation of the closure of East Stewart Gardens Integrated Day Service, as agreed at Health and Social Care North Lanarkshire's Integrated Joint Board (IJB) meeting of 26th March 2019.

Members will recall that the workforce implications associated with the IJB's decision were detailed and approved at a special meeting of the Adult Health and Social Care Committee held on 17th April 2019.

Recommendations

It is recommended that the Committee:

- (i) Notes the work undertaken by the service to implement the closure of East Stewart Gardens as summarised in Appendix 1.
- (ii) Seeks further implementation updates at subsequent committee meetings.

Supporting Documents

The Plan for North Lanarkshire

- Improve the health and care of communities
- Targeting resources to those most in need

Appendix 1 Implementation Plan

1 Background

1.1 At the special Adult Health and Social Care Committee meeting of 17th April 2019, members were asked to note the budget savings measures identified by the IJB at their meeting of 26th March 2019. In addition, members were asked to approve workforce changes associated with the budget savings, including the deletion of posts at East Stewart Gardens.

- 1.2 In approving the identified workforce changes as a consequence of the IJB's report, members requested regular updates on the implementation of the closure of East Stewart Gardens Integrated Day Service were made available.
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2. Report

- 2.1 Appendix 1 details the work undertaken thus far in facilitating the closure of the day service based at East Stewart Gardens, Coatbridge.
 - 2.2 In summary, all service user's carers and families have been kept informed of decisions taken at the IJB and Adult Health and Social Care Committee both verbally and by letter. On-site meetings with carers and families took place on 11th April 2019 and followed up with a written summary in a 'Question & Answer' format. Confirmation was provided that no service user at East Stewart Gardens will be detrimentally affected by the change. Places at Sinclair Integrated Day Service, Coatbridge will be managed to ensure sufficient places are available for service users transferring there without having to wait for a place to become available.
 - 2.3 HR Business Partners have met informally with staff from East Stewart Gardens to clarify the likely process to be followed. As a consequence of the decision to agree the workforce changes associated with the IJB's budget savings, HR Business Partners have now met with individual staff on a formal basis to look at options open to them as a result of the closure.
 - 2.4 The day service at East Stewart Gardens, Coatbridge is sited within an annexe of a sheltered housing complex operated by Bield Housing. Formal notice of the decision to close the service has been given to Bield. A meeting with Bield senior management is scheduled to agree closure details.
 - 2.5 The service is registered with the Care Inspectorate. An application to cancel registration is in process.
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3. Equality and Diversity

3.1 Fairer Scotland

There are no specific impacts to note.

3.2 Equality Impact Assessment

A Stage 3 Equality Impact Assessment has been undertaken. Individual equality assessments will be available to view on the Council's website.

4. Implications

4.1 Financial Impact

The closure of East Stewart Gardens Integrated Day Service will contribute to the IJB achieving a balanced budget position for financial year 2019/20.

4.2 HR/Policy/Legislative Impact

Service management are liaising with colleagues in People and Organisational Development and Trades Unions to ensure that the relevant workforce development policies and procedures are applied to support affected staff.

4.3 Environmental Impact

None

4.4 Risk Impact

Specific risk impacts will be reflected in the service's risk register and managed accordingly.

5. Measures of success

- 5.1 Progress against achievement of financial savings is monitored on a monthly basis through the service's financial monitoring reports. These are presented regularly to the service's Resource Planning Group and to the IJB's Performance, Finance and Audit Sub-Committee.



Margaret French
Interim Head of Adult Social Work Services
Health and Social Care North Lanarkshire

Implementation Plan

East Stewart Gardens, Coatbridge – closure

Activity	Task	Timescale	Lead Officer	RAG status (as of 12.04.19)	Comments
Service users	1. Initial letter advising of closure proposal.	Immediate	Co-ordinator		Complete
	2. Post IJB letter	27.03.19	Senior Officer		Complete
	3. Review of support	6-8 weeks	Co-ordinator Senior Social Worker	Amber	Reviews to commence week beginning 22.04.19 and end by 14.06.19
	4. Advocacy	Post IJB	Co-ordinator		Complete. Equals Advocacy are participating in meetings with Carers and open sessions at Sinclair
	5. Letter post Adult Health & Social Care Committee	By 24.04.19	Co-ordinator		Complete
Carers/Families	1. Initial letter advising of proposal.	Immediate	Co-ordinator		Complete
	2. Post IJB letter	27.03.19	Senior Officer		Complete

	<ol style="list-style-type: none"> 3. Review of support 4. Arrange meeting at ESG 5. Transcript of Q&A at both carer meetings to be circulated to all carers. 6. Open sessions at Sinclair for ESG carers 7. Carer Support 	<p>6-8 weeks</p> <p>By 09.04.19</p> <p>Prior to 17.04.19</p> <p>By 30.04.19</p> <p>Post IJB</p>	<p>Co-ordinator Senior Social Worker</p> <p>Co-ordinator</p> <p>Senior Officer</p> <p>Co-ordinator</p> <p>Co-ordinator</p>	<p>Amber</p>	<p>Reviews to commence week beginning 22.04.19 and end by 14.06.19</p> <p>Complete – meetings took place on 11th April 2019</p> <p>Complete</p> <p>Complete – evening sessions took place on 23.04.19 and 25.04.19</p> <p>Complete – Lanarkshire Carers Centre engaged with carers attending the initial meeting and open sessions</p>
<p>HR Processes</p>	<ol style="list-style-type: none"> 1. Initial staff group meeting 2. Informal individual staff meetings post IJB 3. Formal individual staff meetings 4. Completion of personal profiles 5. HR liaison 	<p>20.03.19</p> <p>12.04.19 & 16.04.19</p> <p>tbc</p> <p>post 17.04.19</p> <p>ongoing</p>	<p>Manager, Adults Co-ordinator</p> <p>HR Business Partner</p> <p>HR Business Partner</p> <p>All staff HR Business Partner</p>	<p></p> <p></p> <p>Green</p> <p>Green</p> <p>Green</p>	<p>Complete</p> <p>Complete</p> <p>On target</p> <p>On target</p> <p>Ongoing</p>

			HR Business Partner Senior Officer		
Bield	1. Informal contact	20.03.19	Senior Officer	Green	Complete - Housing Manager advised of proposal
	2. Formal communication post Adult SW Committee	17.04.19	Manager, Adults Senior Officer		Complete
	3. Arrange meeting to explore implications	By 30.04.19	Senior Officer	Green	Scheduled for
	4. Agree termination date	tbc	Senior Officer	Green	To be confirmed at scheduled meeting
Care Inspectorate	1. Contact inspection team	Post 17.04.19	Senior Officer	Green	Complete. Senior Officer email to HQ Accountant dated 12.04.19
	2. Complete and submit notification to cancel registration	Post 17.04.19	Senior Officer	Green	
	3. Advise Finance re registration fee	Post IJB	Senior Officer		
Sinclair	1. Staff meeting	Post IJB	Co-ordinator		Complete
	2. L&OD input to staff group	When services merge	Co-ordinator	Green	Liaise with Senior Officer (T&OD)
	3. Develop service model	Post IJB	Co-ordinator Senior Nurse Senior Officer	Amber	Initial meeting to be scheduled

Catering/Cleaning	1. Liaise with Business Partner for catering & cleaning service	Post IJB	HR Business Partner Co-ordinator	Green	Ongoing
	2. Ensure Facilities Services staff are aware of communication processes	Ongoing	Co-ordinator HR Business Partner (AMQ)	Green	Staff up to date on HR processes. Senior management at Facilities Support aware of closure.
Communication	1. Weekly update of Implementation Plan to Head of Service/Senior Management	Ongoing	Senior Officer Co-ordinator	Green	As requested by HoS at meeting of 12.04.19
Other	1. Ensure contracted taxi operator is informed post IJB	By 29.03.19	Co-ordinator Senior Officer (QA)		Complete
	2. Ensure all contracts in relation to supplies and services are cancelled in accordance with terms	By 30.04.19	Co-ordinator Senior Officer	Green	Ongoing