

## ANGUS COUNCIL

MINUTE of MEETING of the **SOCIAL WORK AND HEALTH COMMITTEE** held in the Town and County Hall, Forfar on Thursday 21 August 2003 at 4.00 pm.

**Present:** Councillors GLENNIS MIDDLETON, BILL ROBERTON, FRANK ELLIS (substituting for IAIN GAUL), IAN MACKINTOSH, The Hon R J LESLIE MELVILLE, Provost BILL MIDDLETON, JOY MOWATT, PETER MURPHY, STEWART McGLYNN (substituting for ROB MURRAY), GEORGE NORRIE MBE, HELEN OSWALD, KITTY RITCHIE, RON SCRIMGEOUR, RICHARD SPEIRS and TERRY WOOD.

**Apologies:** Apologies for absence were intimated on behalf of Councillors IAIN GAUL and ROB MURRAY.

Councillor GLENNIS MIDDLETON, Convener, in the Chair.

### 1. 11<sup>TH</sup> SPECIAL OLYMPIC WORLD SUMMER GAMES IRELAND - 21-29 JUNE 2003

With reference to Article 17 of the minute of meeting of this Committee of 5 June 2003, the Convener welcomed to the meeting the athletes and coaches from Angus who had participated in the Special Olympic World Summer Games.

The Committee was advised that the Great Britain team had consisted of 259 athletes and coaches, with Tayside being represented by 15 athletes and 7 coaches, including the following from Angus:-

Mandy Cornwell from Forfar, winner of a bronze medal in athletics;

Tim Rink from Montrose, winner of three golds and one bronze medal in power lifting;

Nicholas Smith from Kellas, winner of a silver medal in football 5's;

Alex Gold from Forfar, winner of a silver medal in football 5's;

Gary Davidson from Montrose, winner of a silver medal in football 5's;

Nicola Reid from Forfar, winner of a gold and silver medal in equestrian;

Kevin Megaw from Monifieth, winner of two silver and two bronze medals in power lifting;

Grant Houghton from Kirriemuir, Coach for football 11's;

Jim Houghton from Kirriemuir, Head Coach for table tennis;

Elinor Phillips from Inverarity, Coach for equestrian; and

Laura Smith from Kirriemuir, Head Coach for athletics.

The Convener, on behalf of the Committee, congratulated them on their outstanding achievements.

### 2. DECLARATIONS OF INTEREST

Councillor Glennis Middleton declared an interest in item 11 as a Director of Forfar Day Care.

Councillor Mowatt declared an interest in item 11 as a Director of Brechin Day Care.

Councillor Ritchie declared an interest in item 11 as a Director/Volunteer of Montrose Day Care.

Councillor Robertson declared an interest in item 22 as a member of Angus ACCESS Panel.

Councillor Norrie declared an interest in item 24 being a relative of the member of staff recommended for appointment under Standing Order No 49.

### **3. MINUTE OF PREVIOUS MEETING**

The [minute of meeting of the Social Work and Health Committee of 5 June 2003](#) was approved as a correct record and signed by the Convener.

### **4. SOCIAL WORK DEPARTMENT REVENUE BUDGET OUTTURN 2002/2003**

With reference to Article 3 of the minute of meeting of the Social Work Committee of 14 January 2003, there was submitted [Joint Report No 845/03](#) by the Acting Director of Social Work and the Director of Finance advising the Committee of the outturn position for the Social Work Department's Revenue Budget for 2002/2003 and commenting on the major variances arising.

The Report indicated that approval had been sought to allocate the final year end balances (relating to new money) to the Local Capital Fund to facilitate developments in Social Work physical resources (Report 64/03 refers). The controllable element of the Department's Revenue Budget for 2002/2003 had been underspent by £93,000, the details of which were outlined in Appendix I to the Report. In accordance with Report No 64/03 a transfer to the Local Capital Fund had been arranged of £1,129,000 which was not included in the underspend figure. Accordingly, £46,000 (ie 50% of the controllable element) was the balance of the underspend which was available for virement between financial years in line with the Council's procedures. Within this total, there were a number of significant variances and these were commented upon within the Report.

The Committee, for its interest, agreed to note the contents of the Report.

### **5. SOCIAL WORK SERVICE PLAN 2002/2004 PROGRESS REPORT**

With reference to Article 2 of the minute of meeting of the Social Work Committee of 20 August 2002, there was submitted [Report No 846/03](#) by the Acting Director of Social Work advising the Committee of progress made on the priority objectives and targets within the Social Work Service Plan 2002/2004.

The ongoing work of providing mainstream social work services had continued alongside progressing the new initiatives and service developments as detailed within last year's Service Plan and the number of priority objectives achieved over the past year demonstrated the Social Work Department's continued commitment to delivering a Best Value service through continuous improvement.

The Committee agreed to note the contents of the Report and the attached Progress Report on the Social Work Service Plan 2002/2004.

### **6. REVIEW OF HEALTH AND SAFETY 2002/2003**

With reference to Article 12 of the minute of meeting of the Social Work Committee of 4 June 2002, there was submitted [Report No 847/03](#) by the Acting Director of Social Work advising the Committee of the Health and Safety related activity undertaken within the Social Work Department during 2002/2003 and outlining areas which would be addressed in 2003/2004.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the areas, as detailed in the Report, to be addressed during 2003/2004.

### **7. LOCAL PARTNERSHIP AGREEMENT**

With reference to Article 3 of the minute of meeting of the Social Work Committee of 23 April 2002, there was submitted [Joint Report No 848/03](#) by the Chief Executive, the Acting Director

of Social Work and the Director of Housing advising the Committee of the development of a three year Local Partnership Agreement between Social Work, Health and Housing regarding the provision of Community Care Services, a copy of which was appended to the Report.

The Report indicated that the full Local Partnership Agreement had built on the initial Local Partnership Agreement agreed last year. It detailed the joint vision and direction for Community Care Services in Angus and set out ways in which the partners aimed to work together to improve the delivery of services for the benefit of all citizens of Angus. The Agreement should be seen within the context of the corporate developments relating to healthy, safe and caring communities and as such, the draft Agreement had been considered and endorsed by the Healthy, Safe and Caring Communities Partnership on 4 June 2003.

Given that the planning partners in Angus had agreed to adopt the approach of joint management and aligned budgets, ultimate accountability would remain with the individual partner agency's decision making mechanisms. However, on a day to day basis, accountability for joint services would be through the Joint Management Structure detailed within the Agreement which covered the period 1 April 2003 to 31 March 2006.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to endorse the draft Local Partnership Agreement, a copy of which was appended to the Report.

#### **8. 2002/2003 PERFORMANCE REPORT BASED ON THE BALANCED SCORECARD**

With reference to Article 3 of the minute of meeting of the Social Work Committee of 8 October 2002, there was submitted [Report No 849/03](#) by the Acting Director of Social Work advising the Committee of the Social Work Department's performance for the period April 2002 to March 2003 using the Balanced Scorecard as a performance management framework.

The Report indicated that the Balanced Scorecard was now being used in Social Work as a management tool to ensure that effective monitoring of performance was maintained and, where necessary, remedial action was undertaken. It was intended that Performance Management Reports would be presented to Committee twice per year and would incorporate progress in meeting the priority objectives set out in the Departmental Service Plan.

The Committee agreed to note the contents of the Report.

#### **9. PUBLIC INFORMATION ANNUAL REPORT 2002/2003**

With reference to Article 5 of the minute of meeting of the Social Work Committee of 15 January 2002, there was submitted [Report No 850/03](#) by the Acting Director of Social Work advising the Committee of the publication of the Public Information Annual Report which gave details of the progress made in the area of public information and making recommendations for the continued improvement of this service. A copy of the Annual Report which highlighted the Social Work Department's continued commitment to producing clear, accurate and accessible information about its services was appended to the Report.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the future recommendations detailed in the Public Information Annual Report.

#### **10. THE DRAFT JOINT COMMUNITY CARE PLAN 2003/2006**

With reference to Article 12 of the minute of meeting of the Social Work Committee of 2 October 2001, there was submitted [Report No 851/03](#) by the Acting Director of Social Work

advising the Committee that the draft Joint Community Care Plan 2003/2006 had been issued for consultation, following which, a copy of the final draft Plan would be issued to members of the Committee for any further comment and endorsement.

The Report indicated that the draft Joint Community Care Plan 2003/2006 outlined the major national initiatives and local policy priorities and, on the basis of these, together with needs assessment and consultation, strategic objectives for the development of community care services for the range of care groups were set out. The Plan also reflected agreed community planning priorities. A range of specific objectives for the year 2003/2004 for each care group was also identified. Future reviews of the Plan would concentrate on considering whether the strategic objectives remained and on progress made on the specific objectives.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the issuing of the draft Joint Community Care Plan 2003/2004 for consultation; and
- (iii) to instruct the Acting Director of Social Work to submit a final draft to Committee for endorsement at a future date.

*Councillor Robertson chaired the meeting for the following item.*

#### **11. DAY CARE FOR OLDER PEOPLE IN ANGUS - PROPOSALS FOR FUNDING 2003/2004**

With reference to Article 7 of the minute of meeting of the Social Work Committee of 8 October 2002, there was submitted [Report No 852/03](#) by the Acting Director of Social Work seeking approval for a proposal to provide voluntary providers of day care for older people in Angus with additional funding.

The proposal outlined in the Report would represent an additional investment of £114,805 for voluntary day care providers for 2003/2004 and would bring the cumulative average increase in funding between 2000/2001 and 2003/2004 to 45%. Implementation of the recommendations made in the Report would provide security of funding for voluntary sector providers of day care and reinforce the partnership between Social Work and the Voluntary Sector Providers of Day Care for Older People in Angus.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the funding proposals for voluntary day care providers in Angus as outlined in the Report; and
- (iii) to note the reinforced commitment to the partnership between Social Work and the Voluntary Day Care Providers which the proposals represented.

#### **12. DIRECT PAYMENTS**

With reference to Article 10 of the minute of meeting of the Social Work Committee of 29 May 2001, there was submitted [Report No 853/03](#) by the Acting Director of Social Work advising the Committee of the authority's new statutory duty to implement direct payments and setting out proposals for amending the existing Direct Payments Scheme in Angus. A copy of the new Scottish Executive Policy and Practice Guidance on Direct Payments had been placed in the members' lounge for information.

The Report outlined the current Direct Payments Scheme in Angus and the proposals for extending those payments. A new Direct Payments Policy for the Angus scheme was described in full in Appendix I to the Report. An information pack would be given to each service user when direct payments were being considered as an option and a draft copy of this pack was attached to the Report as Appendix II.

Concern was expressed that the Scottish Executive had not provided any additional funding for the duties placed on local authorities in relation to direct payments. Their position was based on the premise that local authorities were already funded for the services to be provided and therefore there should not be any additional costs arising. It was not possible, however, to predict what the level of demand and associated costs would be, therefore all expenditure on direct payments would be actively monitored by the Social Work Department's Senior Management Team to ensure that departmental expenditure was contained within the agreed revenue budget. If significant cost pressures arose, they would be reported to the Committee.

Following discussion, the Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to endorse the proposed policy relating to the operation of the Direct Payments Scheme in Angus as outlined in Appendix I to the Report; and
- (iii) to endorse the proposal to establish a support service independent from Social Work, as detailed in the Report.

### **13. THE INTRODUCTION OF A MONEY ADVICE SELF-HELP PACK**

There was submitted [Report No 854/03](#) by the Acting Director of Social Work advising the Committee of the introduction of a Money Advice Self-Help Pack which was a guide for those experiencing problems with debt.

The Report indicated that, in response to the growing problem of people facing multiple debts, the Welfare Rights Team had initiated a joint working arrangement with Angus Citizens' Advice Bureau and Angus Money Advice Service to produce a Money Advice Self-Help Pack. The Pack contained advice and information on how to deal with debt in a systematic way and provided details of how to get further advice where necessary. It was planned to make the pack available through the Angus Council ACCESS Line and the partner agencies, ie Welfare Rights, Angus Citizens' Advice Bureau and Angus Money Advice Service. It was also envisaged that the Pack would be available via the Angus Council Intranet Service in the near future which would provide access throughout the Council. A copy of the Pack had been circulated to all members.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to welcome the introduction of the Money Advice Self-Help Pack and congratulate all those involved in this excellent initiative;
- (iii) to welcome the joint working arrangement between Angus Council Social Work, Welfare Rights, Angus Citizens' Advice Bureau and Angus Money Advice Service; and
- (iv) to congratulate George Meechan, Welfare Rights Manager, on his appointment as the first Chairman of Advice Scotland.

### **14. CRIMINAL JUSTICE (SCOTLAND) ACT 2003**

There was submitted [Joint Report No 855/03](#) by the Director of Social Work, the Director of Housing, the Director of Law and Administration and the Chief Executive advising the Committee of the contents of the Criminal Justice (Scotland) Act 2003. This Act made provision regarding public protection, victim rights, sexual offences, prisoners and sentencing, drugs courts, non-custodial sentences, child care issues, evidential issues, bribery and corruption, criminal records, local authority functions and other miscellaneous matters. The Report highlighted key provisions contained within the Act and the implications for Angus Council.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to instruct the Acting Director of Social Work to make any necessary changes to operational instructions and procedures resulting from the Criminal Justice (Scotland) Act 2003, in particular as it related to risk assessment and management of high risk offenders, remands of the young people by courts and child protection.

#### **15. CRIMINAL JUSTICE THROUGH-CARE SERVICES**

There was submitted [Report No 856/03](#) by the Acting Director of Social Work advising the Committee of funding which had been made available by the Scottish Executive across Scotland for an extension of services provided by Criminal Justice Social Work to long term prisoners and their families following sentence and recommending an increase in the Social Work staff establishment of one Social Worker. The Report also described the contents of the Tayside Criminal Justice Social Work Partnerships Throughcare Plan, a copy of which was appended to the Report.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note the background to the increased funding allocation for throughcare to the Tayside Criminal Justice Partnership;
- (iii) to note the contents of the Throughcare Plan, a copy of which was appended to the Report; and
- (iv) to approve the establishment of one Social Worker post (SCP27-35).

#### **16. SCOTTISH SOCIAL SERVICES COUNCIL - REGISTRATION**

With reference to Article 5 of the minute of meeting of the Social Work Committee of 19 November 2002, there was submitted [Report No 857/03](#) by the Acting Director of Social Work advising the Committee of the introduction of registration of social service workers by the Scottish Social Services Council.

The Report indicated that registration of the workforce was a major initiative (alongside the codes of practice already issued to staff and employers) by the Scottish Social Services Council which would support the drive for higher standards in social services and would strengthen and support the professionalism of the workforce. Registration would help give staff the recognition they deserved and would enable service users to have confidence in the service staff delivered to them.

Due to the size of the social service workforce in Scotland, registration would begin incrementally and would take some years to complete. Work roles were being used as the groupings to phase in the registration. The timescale for Angus Council staff for Phase 1 registration was December 2004/January 2005 with Phase 2 due to commence in 2006.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to note the introduction of registration for the workforce and the timescales for Angus Council employees to become registered.

#### **17. ESTABLISHMENT OF HOUSING SUPPORT TEAM IN ANGUS**

There was submitted [Report No 858/03](#) by the Acting Director of Social Work seeking approval to establish Housing Support Worker posts and a Housing Support Co-ordinator post in Angus. These posts would span all service areas in Community Care within Social Work,

enabling housing support to be provided on the basis of assessed need, thereby helping to maintain service users in their own homes. This proposal would enhance the independence of vulnerable people, which was a key aim of the 'Supporting People' policy.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the establishment of eight posts of Housing Support Worker GS3 (SCP13-15) each for 24 hours per week; and
- (iii) to approve the establishment of one post of Housing Support Co-ordinator AP2 (SP19-22) for 30 hours per week.

**18. MANAGEMENT PROVISION FOR KINNAIRD STREET YOUNG PERSONS' UNIT, ARBROATH**

There was submitted [Report No 859/03](#) by the Acting Director of Social Work seeking approval to establish the post of Depute Manager at Kinnaird Street Young Persons' Unit, Arbroath. This new post would improve the level of supervision and support that staff received and enable the management standards, duties and requirements of the Scottish Commission for the Regulation of Care to be appropriately discharged at Kinnaird Street.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the establishment of one Depute Manager post (SCP35-38).

**19. INCREASED STAFFING ESTABLISHMENT FOR THE FIRS, CARNOUSTIE**

With reference to Article 14 of the minute of meeting of the Social Work Committee of 15 January 2002, there was submitted [Report No 860/03](#) by the Acting Director of Social Work advising the Committee of a proposed increase in the staffing establishment for The Firs Residential Unit in Carnoustie, which would enhance the quality of service provided and bring this unit into line with other residential facilities in Angus.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the establishment of two posts of Social Care Officer (SCP16-23).

*The following matter was, on the determination of the Convener, dealt with as a matter of urgency in order that it could be reported timeously.*

**20. ANGUS JOINT HEALTH IMPROVEMENT PLAN 2003/2004 CONSULTATION**

There was submitted Report No 970/03 by the Chief Executive providing notice of the development of the Angus Joint Health Improvement Plan (JHIP).

The Report indicated that the Scottish Executive had charged each Community Planning Partnership across Scotland with the preparation of a Joint Health Improvement Plan (JHIP) for their area. The Angus Community Planning Partnership had devolved the responsibility of the production of the Angus JHIP to the Health Improvement and Community Safety Group. The draft Angus JHIP 2003/2004 had now entered the consultation stage which would be wide-ranging and include Angus Council, Angus LHCC, NHS Tayside, Community Councils and the voluntary sector. Copies of the draft Plan and the summary version had been circulated to all elected members and could be accessed on the Council's web-site.

The Committee agreed:-

- (i) to note the contents of the Report; and

- (ii) to note the first draft of the Angus Joint Health Improvement Plan which had been issued for consultation.

## **21. EXCLUSION OF PUBLIC AND PRESS**

The Committee resolved, in terms of Standing Order 27(2), that the public and press be excluded during consideration of the following items so as to avoid the disclosure of information which was exempt in terms of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973, paragraphs 1, 4, 6, 8, 9 and 10.

## **22. GRANT AID TO VOLUNTARY ORGANISATIONS 2003/2004**

With reference to Article 11 of the minute of meeting of the Social Work Committee of 20 August 2002, there was submitted [Report No 861/03](#) by the Acting Director of Social Work advising (a) on decisions regarding grant aid applications of up to £500 made by voluntary organisations which had been approved in accordance with the Council's Guidelines on Grant Aid to the Voluntary/Community Sectors; and (b) of the Acting Director's recommendations regarding applications over £500 which required to be considered by the Social Work and Health Committee.

The Committee agreed:-

- (i) to note the payments of grant aid up to £500 to be made to voluntary organisations, as listed in Appendix I to the Report; and
- (ii) to approve the payments of grant aid over £500 proposed to voluntary organisations, as listed in Appendix II to the Report.

## **23. PROVISION OF CLINICAL/SANITARY WASTE DISPOSAL SERVICES CONTRACT**

With reference to Article 14 of the minute of meeting of the Social Work Committee of 23 April 2002, there was submitted [Report No 862/03](#) by the Acting Director of Social Work advising the Committee of the need for a contract for the provision of clinical/sanitary waste disposal services to Angus Council Social Work establishments and reporting on the responses received to an advertisement seeking expressions of interest from potential suppliers.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to issue tender documents to the suppliers detailed in the Report; and
- (iii) to instruct the Acting Director of Social Work to report back to Committee on tenders received.

## **24. APPROVAL OF APPOINTMENT UNDER STANDING ORDER NO 49**

There was submitted [Report No 863/03](#) by the Acting Director of Social Work seeking approval, in accordance with Standing Order No 49, to the appointment of a relative of an elected member to the post of Senior Social Care Officer within the Adult Mental Illness Service.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the appointment of a relative of an elected member to the post of Senior Social Care Officer based at Cliffview Court, Arbroath.

*The following matter was, on the determination of the Convener, dealt with as a matter of urgency in order that the Committee be kept informed of the situation.*

**25. DEATH OF LOOKED AFTER CHILD**

With reference to Article 13 of the minute of meeting of the Social Work Committee of 8 April 2003, the Acting Director of Social Work advised the Committee that the funeral of the child who had died while being looked after by Angus Council would take place the following day. Members of Social Work staff who had known and worked with the child would attend.

The Committee agreed to note the position.