

**EAST AYRSHIRE COUNCIL****SOCIAL WORK COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 29 MARCH 2001 AT 1000 HOURS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Jane Darnbrough, Katie Hall, Danny Coffey, Lilian MacLean, John Weir, Drew McIntyre, David Macrae, Alex Walsh, Finlay MacLean, Eric Jackson, Jimmy Kelly, Julie Faulds, William Menzies, Robert Taylor and Jimmy Carmichael.

**ATTENDING:** David Montgomery, Chief Executive; John Mulgrew, Director of Educational and Social Services; Stephen Moore, Head of Social Work; Allan McDougall, Head of Resource Support; Euan Couperwhite, Departmental Finance Manager; Alex McPhee, Financial Services Manager; David Mitchell, Legal Services Manager; Joe Cassidy, Policy Officer (Homes and Technical Services); Jim Hazlett, Principal Officer (Children and Families); Jackie Donnelly, Principal Officer (Community Care); John Alexander, Principal Officer (Quality and Planning); Caroline Gordon, Public Relations Assistant; Donal Flannery, Service Unit Manager (Criminal Justice); Julie Armstrong, Principal Administrative Officer and Melanie Macleod, Administrative Officer.

**APOLOGIES:** Councillors Stephanie Young, Douglas Reid, Iain Linton, Jim Raymond and Tommy Farrell.

**CHAIR:** Councillor Jane Darnbrough, Chair.

**SUB-COMMITTEE MINUTES**

1. There were submitted and approved, both as a correct record and in respect of any recommendations contained therein, the undernoted Minutes (circulated) as contained in the Appendix to these Minutes.
- 1.1 **SOCIAL WORK INSPECTION UNIT ADVISORY COMMITTEE OF THE SOCIAL WORK COMMITTEE OF 2 MARCH 2001**

**BUDGETARY CONTROL SUMMARY STATEMENT – SOCIAL WORK TO 9  
FEBRUARY 2001 (PERIOD 11)**

2. There was submitted and noted a joint report dated 13 March 2001 (circulated) by the Directors of Educational and Social Services and of Finance on the current budgetary control position and the projected out-turn for the year for the Social Work Section for the period ended 9 February 2001 (Period 11).

It was also noted that, in connection with Paragraph 3.2 of the report, the Department's appeal in respect of non-domestic rates assessment for the Balmoral Road Centre had been only partially successful (with 51% Disablement Relief obtained), resulting in projected additional expenditure of £20,287 in the current financial year.

### AWARDING OF CONTRACT

3. There was submitted and noted a report dated 12 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the details of a tender which had been accepted, in respect of the undernoted contract.

CONTRACT	SUCCESSFUL CONTRACTOR	AMOUNT
Alterations to Ellisland Court Day Centre, Mauchline and the Kay Wing, Rosebank, Kilmarnock	Central Building Contractors (Glasgow) Ltd, Glasgow	£94,389.64

### THE SUPPORTING PEOPLE PROGRAMME

4. There was submitted a joint report dated 19 March 2001 (circulated) by the Directors of Homes and Technical Services and of Educational and Social Services on the arrangements being made for the implementation of the Scottish Executive initiative from April 2003.

It was agreed:-

- (i) to note that regular reports would be submitted to keep members informed of future developments; and
- (ii) otherwise, to note the content of the report.

#### **HM PRISON, KILMARNOCK – ADDITIONAL POST OF SOCIAL WORKER (Item 2, Page 4380, 96/99)**

5. There was submitted a report dated 16 February 2001 (circulated) by the Director of Educational and Social Services on the proposed creation of a Social Worker post additional to the current establishment at the Social Work Unit based in HM Prison, Kilmarnock and which sought agreement to refer the matter of recruitment to the Personnel and Property Sub-Committee of the Policy and Resources Committee.

It was agreed:-

- (i) to approve the creation of an additional Social Worker post to be located within the Social Work Unit at HM Prison, Kilmarnock;
- (ii) that the matter be referred to the Personnel and Property Sub-Committee of the Policy and Resources Committee for its consideration; and
- (iii) otherwise, to note the content of the report.

#### **FUTURE ARRANGEMENTS FOR MANAGING AND DELIVERING SOCIAL WORK SERVICES IN THE CRIMINAL JUSTICE SYSTEM (Item 3, Page 1228, 99/01)**

6. There was submitted a report dated 15 February 2001 (circulated) by the Director of Educational and Social Services which detailed progress made in developing formal partnership Criminal Justice Social Work services; sought endorsement of the arrangements being proposed, including the appointment of a criminal justice manager for the partnership and the timescale set out for the implementation of the partnership arrangements; and recommended approval of the submission of the revised proposal to the Scottish Executive.

It was agreed:-

- (i) to endorse the revised proposal as a basis for managing and delivering Criminal Justice Social Work services across Ayrshire;
- (ii) to endorse the arrangements for the appointment of a Partnership Manager;
- (iii) to endorse the timescale set out in the report for the implementation of the partnership arrangements;
- (iv) to approve the submission of the revised proposal to the Scottish Executive;
- (v) to recommend to Council approval of a Draft Minute of Agreement between the three Ayrshire Councils in respect of the management arrangements as described in Section 3 of the report and that the Solicitor to the Council facilitate the formal signing of the Minute between the three Ayrshire Councils; and
- (vi) otherwise, to note the content of the report.

**THE DISCHARGE OF PEOPLE WITH LEARNING DISABILITIES FROM THE ROYAL SCOTTISH NATIONAL HOSPITAL (RSNH) AND OTHER LONG STAY HOSPITALS (Item 11, Page 2426, 99/01)**

7. There was submitted a report dated 12 March 2001 (circulated) by the Director of Educational and Social Services on plans to reduce the number of people with learning disabilities living at the Royal Scottish National Hospital (RSNH) and other long stay hospitals and which sought approval to develop community-based support arrangements for individuals originating from East Ayrshire.

It was agreed:-

- (i) to approve the approach outlined within Section 5 of the report in respect of the development of community-based accommodation and support for people with learning disabilities currently living in hospital and for those in the community requiring such support in due course;
- (ii) to incorporate within the Social Work Health Board Revenue Account the additional recurring funding (totalling £168,600 plus £24,000 start-up) for the three identified individuals detailed in Section 6 of the report;
- (iii) to note the need to continue to improve the availability of community support for future generations in light of hospital closures and the desires of people with disabilities for ordinary living arrangements; and
- (iv) otherwise, to note the content of the report.

**ACCOUNTS COMMISSION PERFORMANCE AUDIT REPORT: SOCIAL WORK PERFORMANCE INDICATORS 1999/2000**

8. There was submitted a report dated 12 March 2001 (circulated) by the Director of Educational and Social Services on the Council's performance against key Social Work performance indicators audited by the Accounts Commission.

It was agreed:-

- (i) to note the performance of the Council in 1999/2000 against the key Social Work performance indicators as summarised in Section 3 and Appendix 1 of the report;
- (ii) to approve the action plan set out in Section 4 of the report; and

- (iii) otherwise, to note the content of the report.

### **JOINT FUTURE GROUP**

9. There was submitted a report dated 12 March 2001 (circulated) by the Director of Educational and Social Services which indicated the proposals and recommendations of the report of the Joint Future Group ("Community Care: A Joint Future"); advised members of the Committee of the response to the Joint Future Group report, as submitted by officers; and sought authority to make local arrangements, in conjunction with Social Work, Health and Housing partners in Ayrshire, to implement the recommendations of the Joint Future Group report.

It was agreed:-

- (i) to note the recommendations of the Joint Future Group report as detailed in Appendix I of the report;
- (ii) to note the Council's response as detailed in Appendix II of the report;
- (iii) to note the policy, legal and financial implications as detailed within Sections 5 and 6 of the report;
- (iv) to authorise officers to continue to work jointly with Health, Housing and Social Work colleagues in Ayrshire to develop local arrangements in response to the Joint Future Group priorities, within the timescales set out within the Joint Future Group report; and
- (v) to invite the Director of Educational and Social Services to provide progress reports to the Social Work Committee on developments, in accordance with the timescales set out in the Joint Future Group report.

### **CHANGING CHILDREN'S SERVICE FUND – A CONSULTATION ON PRIORITY OBJECTIVES AND MECHANISMS FOR THE ALLOCATION OF FUNDING**

10. There was submitted a report dated 14 March 2001 (circulated) by the Director of Educational and Social Services which sought approval of the draft response to a consultation paper "Changing Children's Service Fund – A Consultation on Priority Objectives and Mechanisms for the Allocation of Funding".

It was agreed:-

- (i) to approve the draft response to the "Changing Children's Service Fund" set out in Appendix I of the report; and
- (ii) otherwise, to note the content of the report.

The meeting terminated at 1045 hours.

**EAST AYRSHIRE COUNCIL**

**SOCIAL WORK INSPECTION UNIT ADVISORY COMMITTEE OF THE SOCIAL  
WORK COMMITTEE**

**MINUTES OF MEETING HELD ON FRIDAY 2 MARCH 2001 AT 1415 HOURS IN  
THE COUNCIL CHAMBERS, LUGAR**

**PRESENT:** Lindsay Stirrat, Winnie Campbell, Maureen Morris, Archie Henderson, George Knutman, Peter Neilly.

**ATTENDING:** John Mulgrew, Director of Educational and Social Services; Stephen Moore, Head of Social Work; Bill Duncan, Head of Inspection, Registration and Complaints Unit; and Melanie Macleod, Administrative Officer.

**APOLOGIES:** Councillors Jane Darnbrough, John Weir and David Macrae; and Maria Brady and Mamie Quinn.

**CHAIR:** In the absence of the Interim Chair, Lindsay Stirrat was unanimously appointed to chair the meeting.

**CHAIR'S REMARKS**

1. The Chair reported and it was noted that a letter of resignation had been received from Norah McCabe.

**MINUTES OF PREVIOUS MEETING**

2. There was submitted for information and noted the Minutes of the Social Work Inspection Unit Advisory Committee of the Social Work Committee of 11 February 2000 (circulated).

**2.1 MATTER ARISING**

**2.1.1 Declaration of Interest**

It was agreed to note that, under 7.8 of the Minute, Archie Henderson and not George Knutman, declared an interest in the item of business.

**REGULATION OF CARE PROJECT**

**3.1 CARE FORWARD UPDATE**

There was submitted and noted an information news sheet dated February 2001 on the Regulation of Care Project website (circulated).

**3.2 STAFFING AND ACCOMMODATION AND THE REGULATION OF CARE**

There was submitted and noted a letter dated 24 January 2001 (circulated) from the Scottish Executive Regulation of Care Project which provided details on staffing, accommodation and the regulation of care.

## **DRAFT NATIONAL CARE STANDARDS**

### **4.1 CONSULTATION PAPER JUNE 2000: MODERNISING SOCIAL WORK SERVICES IN SCOTLAND**

There was submitted a copy of the Consultation Paper (circulated) for discussion.

It was agreed:-

- (i) to commend the local inspection team on their efforts to ensure that units were prepared for the introduction of the new standards; and
- (ii) otherwise to note the content of the Consultation Paper.

### **4.2 NATIONAL CARE STANDARDS COMMITTEE WEB PAGE**

There were submitted and noted samples of web pages (circulated).

### **MEETING OF REPRESENTATIVES OF SCOTTISH SOCIAL WORK ADVISORY PANELS/COMMITTEES**

### **5. There was submitted a Minute of meeting held at Tom Johnstone House, Kirkintilloch, on Tuesday 12 December 2000 (circulated).**

It was agreed:-

- (i) to note that a Working Group had been established to lobby for the retention of Local Advisory Panels/Committees;
- (ii) to recommend to the Social Work Committee that Peter Neilly represent the Advisory Committee on the Working Group; and
- (iii) otherwise to note the content of the Minute.

## **INSPECTION REPORTS**

### **6. There were submitted various reports (circulated) by the Director of Social Work as detailed in respect of inspections undertaken at the undernoted premises.**

**6.1 Affleck House, Auchinleck** – Inspections dated 13 March and 15 November 2000.

**6.2 Bute House, Cumnock** – Inspection dated 26 September 2000.

**6.3 Cessnock Gardens, Hurlford** – Inspection dated 26 October 2000.

**6.4 Dean House, Kilmarnock** – Inspections dated 9 and 15 March and 28 November 2000.

**6.5 Doonbank House, Patna** – Inspection dated 2 November 2000.

**6.6 Dunselma, Fenwick** – Inspections dated 2 March and 7 September 2000.

**6.7 The Elms, Crosshouse** – Inspection dated 31 October 2000.

**6.8 The Flush, Stewarton** – Inspections dated 28 October 1999 and 5 September 2000.

**6.9 Glebe House, Dalmellington** - Inspection dated 22 August 2000.

**6.10 Hallhouse, Fenwick** - Inspections dated 9 February and 3 October 2000.

**6.11 Howard House, Kilmarnock** - Inspections dated 20 March and 13 September 2000.

**6.12 Hurlford Enable** - Inspection dated 7 November 2000.

- 6.13 **Kerrmuir Hostel, Hurlford** - Inspection dated 2 November 1999.
- 6.14 **Key Housing, Kilmarnock** - Inspection dated 17 February 2000.
- 6.15 **Kirklea, Kilmarnock** - Inspection dated 9 November 2000.
- 6.16 **Knoweview, Dalmellington** - Inspection dated 17 August 2000.
- 6.17 **Nazareth House, Kilmarnock**- Inspections dated 11 February and 14 November 2000.
- 6.18 **Nightingale House, Auchinleck** - Inspections dated September/October 1999 and 19 December 2000.
- 6.19 **Rosebank, Kilmarnock** - Inspections dated 6 March 21 November 2000.
- 6.20 **Ross Court, Galston** - Inspections dated 16 March and 23 November 2000.
- 6.21 **Springhill House, Kilmarnock** - Inspections dated 27 October 1999 and 5 October 2000.
- 6.22 **Thorntoun, Crosshouse** - Inspection dated 31 August 2000.
- 6.23 **Torrance Lodge, Kilmarnock** - Inspections dated 1 June 1999 and 23 March 2000.
- 6.24 **West Park, Galston** - Inspection dated 19 October 1999, 30 March and 24 August 2000.
- 6.25 **Woodside House, Mauchline** - Inspections dated 4 November 1999 and 17 October 2000.

### **Declaration of Interest**

In respect of items 6.6 and 6.25 above, Archie Henderson and Maureen Morris respectively declared an interest.

It was agreed to note the Advisory Committee's general concerns relating to the following:-

- length of time taken by units to undertake necessary repairs and refurbishment;
- the continuing problem of ensuring that water and radiator temperatures within units were acceptable;
- the ongoing issue in some units of ensuring that suitable procedures were in place for dispensing medication to residents;
- the importance of ensuring that adequate training for staff members is carried out by units; and
- the practice in some units of maintaining a central account for residents' money.

### **ANY OTHER COMPETENT BUSINESS**

#### **7.1 FUTURE MEETINGS OF THE ADVISORY COMMITTEE**

Consideration was given to the setting of timescales for future meetings of the Advisory Committee.

It was agreed:-

- (i) that, where possible, three meetings of the Advisory Committee be held in each calendar year; and

- (ii) that, subject to the Council's calendar of meetings, arrangements be made for two further Advisory Committee meetings in the current calendar year, to take place in June and November 2001.

## **7.2 LAYOUT OF INSPECTION REPORTS**

Consideration was given to ways in which inspection reports could be made more user-friendly, particularly in instances where the Advisory Committee was asked to consider more than one report relating to the same unit.

It was agreed:-

- (i) that, for ease of reference, the Head of Inspection, Registration and Complaints arrange for the report summary to appear at the start of the document; and
- (ii) that consideration be given by the Head of Inspection, Registration and Complaints to any other improvements which might be made to reports.

## **7.3 GOOD PRACTICE**

Consideration was given to the possibility of encouraging the development of a "Good Practice" conference for the benefit of unit managers within East Ayrshire.

It was agreed that further consideration of this matter be given at the next meeting of the Advisory Committee.

The meeting terminated at 1605 hours.

**AGENDA**