

EAST AYRSHIRE COUNCIL**SOCIAL WORK COMMITTEE****MINUTES OF MEETING HELD ON TUESDAY 19 OCTOBER 1999 AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Jane Darnbrough, Brian McNeil, Katie Hall, Ann Hay, Stephanie Young, Daniel Coffey, Robert Stevenson, John Weir, Drew McIntyre, Alex Walsh, Jim Raymond, Eric Jackson, Tommy Farrell, Julie Faulds, William Menzies, Robert Taylor and Jimmy Carmichael.

ATTENDING: David Montgomery, Chief Executive; Alex McPhee, Director of Finance; Douglas Bulloch, Director of Social Work; Bernadette Docherty, Senior Depute Director of Social Work; Mary Fegan and Allan Y McDougall, Depute Directors of Social Work; Douglas Campbell, Head of Public Relations and Marketing; Robin Gourlay, Contracts Manager; David Morgan, Public Relations Officer; Julie Armstrong, Senior Administrative Officer; Peter Hessel, Solicitor; Melanie Macleod, Administrative Officer; and Christine Baillie, Trainee Administrative Officer.

APOLOGIES: Councillors David Macrae and Jimmy Kelly.

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 Appendix I to these Minutes.

- 1.1 **COMMUNITY CARE SUB-COMMITTEE OF 7 OCTOBER 1999 – APPENDIX I.**

BUDGETARY CONTROL SUMMARY STATEMENT - SOCIAL WORK TO 27 AUGUST 1999 (PERIOD 5)

2. There was submitted a revised joint report dated 7 October 1999 (circulated) by the Directors of Finance and of Social Work on the current budgetary control position and the projected out-turn for the year for the Social Work Department for the period ended 27 August 1999 (Period 5).

Councillor Darnbrough, seconded by Councillor Walsh moved that the report be noted.

Councillor Weir, seconded by Councillor Coffey moved as an amendment that the content of the report be noted subject to a further more detailed report being submitted to a future meeting of the Social Work Committee to show that there would be no impact upon services as a result of Expenditure Reduction Measures.

On a division by a show of hands, there were 8 votes for the motion and 8 votes for the amendment. There being an equality of votes, the Chair exercised her casting vote in favour of the motion.

CAPITAL PLAN 1999/2000 (Item 4.1, Page 107 99/02)

3. There was submitted a report dated 12 October 1999 (circulated) by the Director of Social Work on the progress of the Capital Plan for the Social Work Department in 1999/2000.

It was agreed:-

- (i) to note the progress in implementing the Capital Plan as set out in the report; and
- (ii) otherwise to note the content of the report.

Councillor McIntyre joined the meeting during discussion of this item.

ANTI-POVERTY UNIT: ANNUAL REPORT 1998/99

4. There was submitted and noted a report dated 12 October 1999 (circulated) by the Director of Social Work on a range of Anti-Poverty activities undertaken by Social Work staff during the period 1 April 1998 to 31 March 1999.

It was noted that the Director of Social Work would provide Councillor Faulds with an update on progress in respect of the introduction of a Credit Union covering Auchinleck and Cumnock.

NON STATUTORY PERFORMANCE INDICATORS

5. There was submitted a report dated 12 October 1999 (circulated) by the Director of Social Work on progress in relation to Non-Statutory Performance Indicators and which recommended revisions to some indicators.

It was agreed:-

- (i) to endorse the revisions outlined in the report in respect of Non-Statutory Performance Indicators for Community Care Assessments, Social Background Reports and Social Enquiry Reports; and
- (ii) otherwise to note the content of the report.

PUBLIC PERFORMANCE REPORTING FRAMEWORK

6. There was submitted a report dated 12 October 1999 (circulated) by the Director of Social Work which set out the arrangements for Public Performance Reporting in the Social Work Department within the context of the East Ayrshire Council Framework for Public Performance Reporting.

It was agreed:

- (i) to endorse the approach being taken by the Director of Social Work to progress the Public Performance Reporting Framework as described in paragraph 4 of the report; and
- (ii) otherwise to note the content of the report.

REVIEW OF COMMUNITY MEALS PROVISION (Item 12, Page 4187 96/99)

7. There was submitted a report dated 12 October 1999 (circulated) by the Director of Social Work on the findings of the Community Meals Provision Working Group.

It was agreed:-

- (i) that Meals on Wheels continue to be an assessed service and the following criteria agreed for the provision of meals, namely that individuals should be (a) living alone and/or (b) confined to their home; (c) unable to prepare meals for themselves; and (d) "at risk" of requiring institutional care;
- (ii) that the supply of the Meals on Wheels service be transferred to a single provider, on the basis that (a) the arrangement would enable the Council to show compliance with its obligations under statute and at common law; (b) the supplier would be contractually bound to meet food safety and hygiene standards; and (c) the contract would provide that food hygiene training and safety standards would be the responsibility of the supplier;
- (iii) that the single preferred supplier of Meals on Wheels be Site Services, on the basis that (a) Community Meals Catering could be added as an extension to existing Site Services, 1988 Local Government Act, Catering Contract, or a contract negotiated through Social Work (Contracts Section); and (b) Site Services would be allowed to sub-contract meal production and delivery of the meals to voluntary groups and/or private companies, with the duty to monitor food safety and hygiene standards transferring to Site Services as part of the contract, with the Social Work Department retaining the responsibility for the delivery of Meals on Wheels;
- (iv) that, in order to ensure the provision of a quality, safe, value for money Meals on Wheels service, the following arrangements be adopted, viz:- (a) Site Services to adjust and expand its current provision of Meals on Wheels to standardise the service and ensure that the Council meets its statutory responsibilities; (b) Site Services to deliver a specified service to include all aspects of operations management and standards of operation including the frequency of the service, food quality, food hygiene and safety standards, nutritional content, delivery methods, financial monitoring and management reporting procedures; (c) the Social Work Department to continue to assess/reassess service user requirements and add/redirect the provision of service accordingly; (d) Site Services to provide training in food hygiene standards for Social Work staff and all other personnel, such as volunteers; and (e) the cost of the Meals on Wheels service to continue to be met from the charges to the service users and Council subsidy;
- (v) that, in relation to Lunch Clubs (a) Site Services continue to provide its current service in addition to managing and supervising the operation of all Lunch Clubs; (b) Site Services ensure that appropriate food safety requirements are monitored in all Lunch Clubs, covering all activities, from food preparation through transportation to consumption; (c) Site Services provide standard training and protective clothing to all volunteers; and (d) the Social Work Department agree in advance any increase or decrease in Service, with all sites used for the preparation and serving of meals being required to be approved;
- (vi) that, after effecting the steps noted in (v) above, Site Services review and revise the provision of meals for Lunch Clubs, introducing appropriate standards in all sites and, thereafter, the Social Work Department and Site Services review the operation and appropriateness of these new

arrangements, including the subsidy given for each meal and make appropriate changes in light of that review, all in the context of the overall remit of the Site Services Business Unit, reporting back to Committee as appropriate;

- (vii) that the Director of Social Work continue the discussions with the Director of Education and Site Services to ensure a detailed implementation plan for the revised service to be introduced from 1 April 2000; and
- (viii) otherwise to note the content of the report.

The meeting terminated at 1107 Hours.