

EAST AYRSHIRE COUNCIL

SOCIAL WORK COMMITTEE

**MINUTES OF MEETING HELD ON FRIDAY 22 AUGUST 1997 AT 1000 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Jimmy Boyd, Drew McIntyre, Irene Reeves, Gordon Cree, Ronald Brailsford, Jane Darnbrough, Jim O'Neill, Kathleen Hall, Bob Beattie, Daniel Coffey, David Macrae, Robert McDill, Eric Ross, Jimmy Kelly, David Sneller, John Smith and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; Douglas Bulloch, Director of Social Work; Bernadette Docherty, Senior Depute Director of Social Work; Alan Y McDougall, Depute Director of Social Work; Tom McHugh, Depute Director of Finance; Alex McPhee, Senior Accountant; Bill Duncan, Head of Inspection, Registration and Complaints; Jim Hazlett, Divisional Manager (South Division); Tom Harris, Public Relations Manager; David Mitchell, Principal Solicitor; Kay Gilmour, Principal Officer (Community Care); Julie Armstrong, Senior Administrative Officer; and Alex Hewetson, Administrative Officer.

ALSO IN ATTENDANCE: May Martindale, Divisional Manager (Central); Helen McGee, Assistant Divisional Manager (North); Susan Mason, Assistant Divisional Manager (Central); Phil Whitehead, Community Care Finance Manager; Diane Norwood, Service Manager (Finance and Resources); Jeanna Thomson, Service Officer (Systems); Catriona Barr, Home Care Organiser; and Angela Watson, Administrative Assistant.

APOLOGIES: Councillors Wilma Doyle, Alan Campbell and Tommy Farrell.

CHAIR: Councillor Jimmy Boyd, Chair.

CHAIRS REMARKS

1. The Chair began by congratulating all internal staff who were interviewed for the post of Depute Director of Social Work on the quality of interview given by each.

Thereafter, as part of ongoing staff training development, the Chair welcomed May Martindale, Divisional Manager; Helen McGee, Assistant Divisional Manager (North); Susan Mason, Assistant Divisional Manager (Central); Phil Whitehead, Community Care Finance Manager; Diane Norwood, Service Manager (Finance and Resources); Jeanna Thomson, Service Officer (Systems); Catriona Barr, Home Care Organiser; and Angela Watson, Administrative Assistant, to the meeting.

SUB-COMMITTEE MINUTES

2. There were submitted and, except as undernoted, approved, both as a correct record and in respect of recommendations contained therein, the undernoted Sub-Committee Minutes (circulated) as contained in Appendices I, II and III of these Minutes.
- 2.1 **CHILDREN, FAMILIES AND CRIMINAL JUSTICE SUB-COMMITTEE OF 4 JUNE 1997** - Appendix I.
 - 2.1.1 It was agreed:- to amend the Minutes to show that Councillor O'Neill had submitted his apologies.
- 2.2 **COMMUNITY CARE SUB-COMMITTEE OF 6 JUNE 1997** - Appendix II.
- 2.3 **SOCIAL WORK INSPECTION UNIT ADVISORY COMMITTEE OF 27 JUNE 1997** - Appendix III.

MEMBERSHIP OF SOCIAL WORK INSPECTION UNIT ADVISORY COMMITTEE

3. Alex Hewetson, Administrative Officer, reported the resignation of The Reverend David Lacy and Mr John Wylie from membership of the Social Work Inspection Unit Advisory Committee and requested the Committee to recommend that the Council appoint appropriate substitute representatives to the Social Work Inspection Unit Advisory Committee.

It was agreed:-

- (i) to note the resignation of The Reverend David Lacy and Mr John Wylie from the Social Work Inspection Unit Advisory Committee; and
- (ii) to remit to the next meeting of the Council the appointment of appropriate substitute representatives to the Social Work Inspection Unit Advisory Committee.

BUDGETARY CONTROL SUMMARY STATEMENT - SOCIAL WORK TO 18 JULY 1997 (PERIOD 4)

4. There was submitted and noted a report dated 15 August 1997 (circulated) by the Director of Finance on the current budgetary control position and the projected out-turn for the year for the Social Work Department for the period ended 18 July 1997 (Period 4).

SOCIAL WORK CAPITAL PLAN 1997/98 - 1999/2000 - MONITORING REPORT (Item 2, Page 1997)

5. There was submitted a report dated 11 August 1997 (circulated) by the Director of Social Work on the implementation of the General Services-Three Year Social Work Capital Plan 1997/88 - 1999/2000.

It was agreed:-

- (i) to note an amendment to Paragraph 3.3 of the report; 'tenders are being invited' to read: 'tenders are being prepared at the present time'; and

- (ii) to note the current position in respect of the following projects, viz:-
Affleck House Upgrade; Dalsalloch Centre; Area Centre, Kilmarnock, Disability Discrimination Act 1995; Community Care Unit Refurbishment; Area Centres and Office Refurbishment; Transport (Replacement Vehicles); Child Care Unit Refurbishment; and Equipment for People with a Hearing Impairment.

Councillor McIntyre joined the meeting during discussion of the above item.

**SOCIAL WORK (SCOTLAND) ACT 1968 - SECTION 10 PAYMENTS TO
VOLUNTARY ORGANISATIONS (Item 2, Page 2365)**

6. There was submitted a report dated 15 August 1997 (circulated) by the Director of Social Work on applications received for funding from voluntary organisations for consideration under Section 10 of the Social Work (Scotland) Act 1968.

It was agreed:-

- (i) to remit to the Director of Social Work, in consultation with the Director of Community Services, to refer the application for funding from Ayrshire Women's Personal Safety Funding, for consideration, to the appropriate Committee;
- (ii) to approve a grant of £500, to be met from the Social Work Department's Transport Budget, as the Section 10 Budget was exhausted, to the Cessnock Club;
- (iii) that the Director of Social Work refer the application for funding from Cumnock and Doon Valley Deaf Club, for consideration, to the appropriate Local Committee(s);
- (iv) to remit to the Director of Social Work, in consultation with the Chair, to disburse an appropriate amount from any slippage in Section 10 grant uptake by other organisations to Marriage Guidance Ayrshire; and
- (v) to note the position in relation to the full utilisation of Section 10 funds in financial year 1997/98.

TRANSPORT - LEASING OF VEHICLES (Item 7, Page 1659)

7. There was submitted a report dated 12 August 1997 (circulated) by the Director of Social Work on the continuing difficulties created by the Social Work Department's ageing transport fleet and seeking approval to lease new vehicles.

It was agreed:-

- (i) to approve the utilisation of £25,900 of the existing resource allocation within the transport budget to lease 5 new vehicles (two 24 seaters and three 17 seaters);
- (ii) to note the intended purchase of two 17 seater vehicles; and
- (iii) to note that the Director of Social Work would monitor the ongoing financial impact of these actions.

ANNUAL REPORT ON USE OF SOCIAL WORK STANDBY SERVICE

8. There was submitted a report dated 12 August 1997 (circulated) by the Director of Social Work on the Council's use of Glasgow City Council's Social Work Standby Service in its first year of operation.

It was agreed:-

- (i) to approve the arrangements set out in Paragraph 4 of the report, in terms of the provision of a full standby service by Glasgow City Council for all of East Ayrshire, together with associated operational arrangements;
- (ii) that the Director of Social Work would submit an annual report to the Social Work Committee on the Social Work out of hours service, the first such report being provided prior to 1 April 1998, to enable the Committee to determine the Council's future use of this service; and
- (iii) otherwise to note the contents of the report.

**SOCIAL WORK SERVICES GROUP DRAFT CIRCULAR - COMMUNITY CARE:
REGISTRATION OF RESIDENTIAL ESTABLISHMENTS FOR ADULTS AND
CHILDREN**

9. There was submitted a report dated 29 July 1997 (circulated) by the Director of Social Work on the contents of The Scottish Office Draft Circular - Community Care: Registration of Residential Establishments for Adults and Children and on comments which had been submitted to the Social Work Services Group (SWSG).

It was agreed:-

- (i) to endorse the response previously forwarded to The Scottish Office by the Director of Social Work as detailed in Paragraph 3.1 of the report; and
- (ii) otherwise to note the contents of the report.

INSPECTION UNIT ANNUAL REPORT 1996/97 (Item 2, Page 2367)

10. There was submitted a report dated 12 August 1997 (circulated) by the Director of Social Work on the requirements for the publication of an Annual Report on the work of the Social Work Inspection Unit and seeking approval of the content of that first such Annual Report.

It was agreed:-

- (i) to note the requirements for the publication of an Annual Report on the work of the Inspection Unit;
- (ii) to approve the Annual Report for 1996/97;
- (iii) to authorise the publication of the report and associated arrangements to publicise its availability as a public document; and
- (iv) To include local MP's and Euro MP's on the distribution list for the Annual Report as shown at Appendix II.

DISPOSAL OF NETHERTHIRD CHILDREN'S UNIT (Item 2, Page 1997)

11. There was submitted a report dated 12 August 1997 (circulated) by the Director of Social Work recommending that Netherthird Children's Unit, 27 James Young Avenue, Netherthird, Cumnock, be declared surplus to the operational requirements of the Social Work Department.

It was agreed:-

- (i) to declare Netherthird Children's Unit, 27 James Young Avenue, Netherthird, Cumnock, surplus to the operational requirements of the Social Work Department, effective upon the relocation of children currently residing within the Unit and employees based there; and
- (ii) to remit to the Director of Support Services to undertake the necessary action in respect of this matter.

PANEL OF SAFEGUARDERS

12. There was submitted a report dated 5 August 1997 (circulated) by the Director of Support Services on the most recent review by CoSLA of Curators Ad Litem, Reporting Officers and Safeguarders fees for the period 1 April 1997 to 31 March 1998.

It was agreed:-

- (i) to approve the undernoted scale of fees:-

		Recommended Fees 1996/97 (exclusive of VAT)	Recommended Fees 1997/98 (exclusive of VAT)
(a)	fixed sum payable to <u>curator ad litem</u> or Reporting Officer in event of separate appointments	81.00	83.00
(b)	fixed sum payable to <u>curator ad litem</u> or Reporting Officer in event of joint appointment	89.00	91.00
(c)	fixed sum payable to <u>curator ad litem</u> in event of petition going to proof and his being required to give evidence	35.00	36.00
(d)	fixed sum payable to Safeguarders reporting to Courts or Hearings	89.00	91.00
(e)	fixed sum payable to Safeguarders submitting a supplementary report	45.00	46.00
(f)	fixed sum payable to Safeguarders attending Court or Hearing in relation to that specific appointment but not entering the proceedings as a party	35.00	36.00
(g)	fixed sum payable to Safeguarders entering Court proceedings as a party (payable on a daily basis)	89.00	91.00
(h)	travelling expenses as per Council Elected Members' scheme	89.00	91.00

- (ii) to approve the model Safeguarders expense claim form as set out in Appendix 2 to the report.

The Committee agreed to consider an additional item on Adjustment to Staffing Structure in conjunction with the undernoted item on Review of Operational Arrangements.

REVIEW OF OPERATIONAL BOUNDARIES

13. There was submitted reports dated 12 and 15 August 1997 (circulated) by the Director of Social Work on proposed changes to the operational areas of the Social Work Department to enable harmonisation with Local Committee areas and efficient operations.

It was agreed:-

- (i) to approve the variation in Social Work Department operational areas, in terms of the creation of two new Divisions, one comprising Northern Area Local Committee, Kilmarnock North Local Committee, Kilmarnock Central Local Committee and Kilmarnock South Local Committee areas and the other, Irvine Valley Local Committee, Cumnock Local Committee and Doon Valley Local Committee Areas;
- (ii) to authorise the Director of Personnel Services to seek the approval of the Personnel Sub-Committee of the Policy and Resources Committee in respect of the required alterations and posts;
- (iii) to authorise the Director of Social Work to implement the revised operational areas from 1 September 1997;
- (iv) to authorise the Director of Social Work, together with the Director of Support Services, to reschedule the Social Work Capital Plan in relation to Area Centres, as set out in section 5.2 of the report dated 12 August 1997; and
- (v) to refer the re-designation and regrading of an Administrative Assistant to the Personnel Sub-Committee of the Policy and Resources Committee.

CROSSHOUSE HOME FROM HOSPITAL SCHEME (Item 11, Page 1999)

14. There was submitted and noted a report dated 12 August 1997 (circulated) by the Director of Social Work on the outcome of negotiations with Ayrshire and Arran Health Board regarding the funding of the Crosshouse Hospital Home from Hospital Scheme as detailed within Paragraphs 3 and 4 of the report.

EXCLUSION OF PRESS AND PUBLIC

14. It was agreed, that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following item of business on the ground that it involved the likely disclosure of exempt information as defined in Paragraph 7 of Schedule 7A of the Act.

REPORT ON VIOLENT INCIDENTS (Item 8, Page 1823)

16. There was submitted and noted a report dated 12 August 1997 (circulated) by the Director of Social Work on the number and nature of violent incidents which had occurred in Social Work establishments in 1996/97.

The meeting terminated at 1127 hours.