



South Lanarkshire Council

Good Governance Action Plan

improve

Progress Report

Quarter 2 : 2016/17 - April to September



Summary - number of measures green, amber and red under each Resource

Resource	Green	Amber	Red	To be reported later	Total
Community and Enterprise Resources	11	0	0	0	11
Education Resources	6	0	0	0	6
Finance and Corporate Resources	19	0	0	0	19
Housing and Technical Resources	11	0	0	0	11
Social Work Resources	8	0	0	2	10
Total	55	0	0	2	57

How to use this performance report

This performance report is intended to be both informative and easy to use. The guide below is designed to help you get the most out of the report and to answer the most common questions you might have.

Measure Status – are we on course to achieve? The "traffic light" codes are:

Green

Achieved, or due to achieve with no issues

Amber

There may be problems or minor slippage

Red

Not on course, major slippage anticipated

Measures which are to be reported later or which are "for information only" are not colour coded

Community and Enterprise Resources				
Governance Control	Action	Measures	Comments/Progress	Status
<p>Implement changes required by the Welfare Reform Act 2012 and subsequent regulations with a specific focus on the financial impact on the introduction of Universal Credit</p>	Promote partnership working for financial inclusion and the development of South Lanarkshire's Credit Unions	Develop and support the financial inclusion network linked to preparation for welfare reform	The Financial Inclusion Network continues to enable partnership approaches to the key priorities of fuel poverty; food poverty; money worries; tackling stigma and building awareness of poverty; and digital inclusion.	Green
	Job brokerage initiative delivered to provide critical support for unemployed people living in South Lanarkshire	Contract monitored to ensure delivery of key elements and outcomes for employability services as specified by the council by March 2017	Quarterly networking events take place with good attendance, bringing the various sub groups together and others to enable work to take place across the priorities/themes.	Green
	Deliver 'Opportunities for All' programme to support young people into jobs, education and training	Youth Employment Action Plan (YEAP) delivered within agreed timescales providing services to MCMC young people	Range of programmes, including new European funded activity, agreed internally and with Scottish Government. Programmes now in place and on target.	Green
		16+ Learning Choices programme continued to be delivered in all secondary schools	Over 1,000 young people have been engaged on the 'South Lanarkshire Works 4 U' programme (as at 31st August 2016).	Green
		16+ Learning Choices programme continued to be delivered in all secondary schools	16+ Learning Choices information is made available through designated Depute Head Teachers in schools for all senior phase young people, supporting them into a positive transition post school.	Green
		Initiatives and projects developed and delivered, based on available Scottish Government and partnership resources, to support the most vulnerable young people leaving school and beyond as per agreed partnership plan	Evolving 'Developing the Young Workforce' initiatives are also now beginning to contribute to the programme in schools.	Green
	Develop and progress as appropriate new employability services focused on priority client groups resourced by EU and council resources	Continue the delivery of innovative employability services, including European Strategic Skills pipeline funding to be procured, contracts issued and delivered by end 2016-17	The new Aspire key work service will ensure young people are supported from prior to their school leaving date, right through until they have left school, with assistance to access the options and choices available to them. Aspire is designed to ensure a positive transition.	Green
			Have now secured Scottish Government approval for new European funded employability programme.	Green

Community and Enterprise Resources

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Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement all actions in Information Governance Action Plan 2016-17 and implement and monitor progress of the council's Record Management Plan	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	Two actions from the Information Governance self assessment checklist were completed during Quarter 2 with the issuing of Resource procedures on 'Removal of Information from the office' and 'Transfer of records to the records centre'. Four actions remain outstanding and are being progressed via IT Strategy/Information Governance Group.	Green
Progress the design, procurement and successful delivery of the council's waste management contracts to meet the requirements of the Waste (Scotland) Regulations 2012	Introduce new waste management initiatives to reduce waste and increase recycling	Procurement of long term waste treatment contract progressed, with procurement timetable milestones met for mobilisation and contract start date	The long term waste treatment contract has been awarded and the first mobilisation meeting with the contractor took place in September 2016. The new contract is on target to start as planned by April 2017.	Green

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
Progress the design, procurement, monitoring and successful delivery of the council's projects under the City Deal initiative	Support the Clyde Valley City Deal infrastructure development programme	Subject to the completion of the relevant assurance processes, progress and deliver the three major road infrastructure projects (i.e. Cathkin, Greenhills Road, and Stewartfield Way) in line with agreed programme/profiling	<p>Cathkin Relief Road – contract was awarded on 19 January 2016. All planning conditions have been met. Site works commenced on 4 April 2016. The programme is expected to be completed by the end of 2016 and is subject to continual review.</p> <p>Greenhills Road/Strathaven Road outline business case has been prepared and was approved by the August Cabinet meeting. Design works are progressing now that funding has been approved. Land negotiations have commenced and discussions with owners are proceeding well. Approval to proceed with the Compulsory Purchase Order was granted by the Executive Committee in June 2016. The second phase of the ground investigation has now been completed on site.</p> <p>Stewartfield Way strategic business case has been approved. Design works are progressing now that funding has been approved. Discussions have recommenced with the golf course, and options have been drafted for consultation. Initial local traffic modelling (Nerston area only) report is complete and shows that the flyover and associated improvement works to the existing roundabouts are preferred option. Design of geometry is progressing on the dualling and flyover sections. The programme for this project is being reviewed. Land negotiations have commenced and discussions with owners are proceeding.</p>	Green
		Provide corporate oversight of City Deal infrastructure, business innovation and skills and employment programmes, with specific responsibility for progressing business case approvals for Roads and Community Growth Area projects	<p>Attendance at Lead Officer Group ongoing with support provided to Chief Executives Group and Cabinet as necessary.</p> <p>Business case development ongoing for each project. Outline Business Case for Hamilton Community Growth Area going to October Cabinet for approval.</p>	Green

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
Review Resource Contingency Plans, Business Continuity Plans and Action Plans	Undertake an annual review of Business Continuity Plans	Heads of Service to undertake a review of Business Continuity Plans and prepare a schedule for improvement by 31 March 2017	<p>An assessment has been completed on the current status of Contingency Plans.</p> <p>The area that requires attention is Business Continuity Planning. This has fallen behind the pace of structural change in the council. Arrangements will be put in place for a review to be undertaken.</p>	Green

Education Resources

Governance Control	Action	Measures	Comments/Progress	Status
Continue to implement duties of the Children and Young People (Scotland) Act 2014	Ensure outcomes of consultation to meet the requirements outlined in The Children and Young People (Scotland) Act 2014 are reflected in service developments	Report to Education Resources Committee to outline proposed future flexible service delivery by the end of April 2016	Report presented to Education Resources Committee on 19 April 2016 noting progress to date and outlining future actions. Further report scheduled for February 2017.	Green
		Lead a range of consultation events to evaluate current uptake and impact on learning of 600 hours Early Learning and Childcare provision, identify gaps in flexible provision and plan for future implementation	Current uptake and impact on learning of 600 hours Early Learning and Childcare provision initial consultation completed in June 2016. Next scheduled consultation due to take place in November 2016. When the outcomes of the consultation events are established they will be used to identify gaps in flexible provision and plan for future implementation.	Green
	Ensure the implementation of the GIRFEC improvement plan to promote awareness of, and compliance with, the legislative requirements of the Children and Young People (Scotland) Act 2014	Develop and implement the structures required to inaugurate the Named Person Service within Education Resources	During session 2015-16 a significant amount of work was undertaken to prepare Education Resources to operate the Named Person service. This has now been placed on hold since the Supreme Court judgement in July 2016. Now awaiting the Government's response to that judgement regarding information sharing.	Green
		Train and equip school staff with skills necessary to use the Wellbeing application within SEEMIS	SEEMIS has prepared a fully integrated national solution to enable the use of wellbeing as the central method of assessing children's needs. We are presently training school management to use this application to reduce workload and better track a child's wellbeing and the effective interventions that reduce concerns. This was launched at the recent Inclusion Conference and will be on-going for the rest of 2016.	Green
		Train and equip school staff to use the Child's Plan as part of a response to Wellbeing needs	The relevant part of the Children and Young People Act 2014 which deals with the Child's Plan has been put on hold. The SEEMIS wellbeing application has the functionality to provide this plan as part of on-going assessment and planning for individual children. Depending on what the Government produces in terms of revised guidance, this will be ready to be rolled out as part of previously planned training.	Green

Education Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement all actions in Information Governance Action Plan 2016-17 and implement and monitor progress of the council's Record Management Plan	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	The information governance self assessment audit checklist is included as part of the annual checklist used at establishment level at the start of session. October 2016 – Newsletter feature on Information Governance published to further raise awareness with employees.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
Develop and implement the council's financial strategy in the context of local government economic and budgetary control, including preventative and collaborative spend and raise awareness of overall potential impact	Implement efficient Government policy and action plan	Prepare an annual Efficient Government Statement by due date showing levels of efficiencies achieved	Efficiency Statement for 2015-16 was presented to the Executive Committee on 7 September 2016.	Green
	Prepare and set Revenue budget and declare Council Tax by statutory date. Ensure link with budget and service planning	Declare council tax and obtain council approval of budget by February	The budget will be approved prior to statutory date set in March 2017.	Green
Identify, implement and maximise council wide efficiency reviews	Undertake savings exercise and continue delivery of Service Review programme	Identify and gain approval for savings for 2017-18 budget	Savings and budget will be approved prior to statutory date in March 2017.	Green
		Delivery of savings 2017-18	A paper will be taken to a member seminar in November 2016 to consider savings for 2017-18.	Green
Undertake a review of Governance Assessment Arrangements in line with expected CIPFA guidance and EU Directive on Audit Committees and develop training materials as appropriate	Ensure that high standards of governance are being exercised	Undertake a review of Governance Assessment Arrangements in line with best practice	'Real time' checks of the Good Governance process will be undertaken to ensure all requirements are met timeously and the findings will be formally reported in due course.	Green
Implement changes required by the Welfare Reform Act 2012 and subsequent regulations with a specific focus on the financial impact on the introduction of Universal Credit	Prepare and implement appropriate financial strategies taking account of economic conditions and local government settlements	Manage the implementation of Welfare Reform throughout the council, including leading the council's Welfare Reform Monitoring Group	The management of the Welfare Reform agenda is an ongoing cross-resource process, with regular updates provided to the Executive Committee. The last update was presented in June 2016.	Green
Implement all actions in Information Governance Action Plan 2016-17 and implement and monitor progress of the council's Record Management Plan	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	Finance and Corporate Resources has completed its annual information governance self assessment for 2015-16 and is implementing the action plan arising from the assessment. Consideration also being made on the completion of the annual checklist for 2016.	Green
		Take forward a programme of improvement actions in support of the Information Strategy, Records Management Plan and Internal Audit Plan	Good progress is being made on all actions arising from the Information Strategy and Internal Audit Plan. Once the Records Management Plan is submitted to the Keeper of the Records at the end of February 2017, a further improvement plan will be developed.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
		Develop South Lanarkshire Council's Records Management Plan for submission to the Keeper of the Records	The Records Management Plan is nearing finalisation. A report with the final document is being submitted to the Corporate Management Team meeting of 3 November 2016 for approval. An official letter has been received from the National Records of Scotland inviting submission of the Records Management Plan by 28 February 2017. The council is on target to achieve this deadline.	Green
		Support the continued learning and development of our employees in the area of information governance	A series of Learn On Line courses has been created to support the continued learning and development of SLC employees on the subject of information governance. Currently a review has been taking place of all courses pertaining to Data Protection. New courses are being planned for guidance on conducting Privacy Impact Assessments and also for Freedom of Information.	Green
		Continue to strengthen the good information governance culture in the council through the continued programme of communication to promote the themes of the Information Strategy, Information Security and Records Management Plan	A series of employee communications has been issued over the past two years and this is to be continued. Topics are chosen and developed by the Information Governance Board. The next communication is going through the approval process and will be issued soon. This will be guidance on emailing and correspondence containing personal data.	Green
Implement the new Service Level Agreements and Memorandum of Understandings between the council and third parties, including ALEOs and the Integration Joint Board	Ensure that high standards of governance are being exercised	Undertake a review of existing Service Level Agreements and Memorandum of Understandings	Memorandum of Understanding between South Lanarkshire Council and South Lanarkshire Leisure and Culture signed and is being implemented. Service Level Agreement (SLA) templates have been reviewed and updated. Negotiations ongoing on SLAs with Integration Joint Board.	Green
Progress the design, procurement, monitoring and successful delivery of the council's projects under the City Deal initiative	Deliver a core finance function that meets the requirements of the council and external stakeholders	Participants in financial monitoring and stewardship of Glasgow City Region City Deal Project	The financial monitoring of the council's City Deal Project is part of the council's capital budget monitoring process, and takes place on a four weekly basis. This is in addition to the external progress/monitoring submissions made to the Project Management Office at Glasgow City Council.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement and monitor new Risk Management Strategy	Ensure that high standards of governance are being exercised	Achieve full compliance with the requirements of the Risk Management Strategy	There has been an overall improvement in compliance of 1.12 per cent since 2014-15. All Resources have scored 36 out of 36. This is the first year that full compliance has been achieved.	Green
Prepare for the implementation of the Community Empowerment (Scotland) Act 2015 and subsequent Regulations	Work with partners to enhance community planning and service delivery	Undertake work to develop the first South Lanarkshire Outcomes Improvement Plan	A workshop focusing on the development of the Local Outcomes Improvement Plan took place on 18 August 2016 with the Partnership's Delivery Officer Group. A report on the outcomes has been presented to the Corporate Management Team and the South Lanarkshire Partnership Board.	Green
		Develop actions to meet the requirements of the Community Empowerment Act	The additional statutory partners, as outlined in the Act, have been invited to join the Partnership. Work is ongoing in relation to Community Engagement and the development of the Local Outcomes Improvement Plan and Locality Plans.	Green
Continue to make preparations for elections in 2016-17 and new council in 2017	Support the democratic functions of the council	Manage election and referendum processes as required and in accordance with the requirements of the Electoral Commission	Completed for Scottish Parliamentary Election and EU Referendum in 2016 and early preparations underway for Local Government Elections in 2017.	Green
	Support and facilitate open and transparent governance and decision making arrangements	Carry out an "end of council term" survey to assist with preparations for the new council in 2017	Survey will be drafted and issued by the end of this year as part of the preparations for the new council.	Green
Progress the development of a new Council Plan due to be in place by 2017	Communicate our vision, values and policies	Continue to promote key strategic plans and strategies	A review of the Council Plan, Connect, is underway and will be concluded by February 2017. As part of the review, the vision, values, and objectives of the plan have been refreshed and, once approved, will be used to guide and promote the council's priorities going forward.	Green

Housing and Technical Resources

Governance Control	Action	Measures	Comments/Progress	Status
Develop and implement the council's financial strategy in the context of local government economic and budgetary control, including preventative and collaborative spend and raise awareness of overall potential impact	Ensure effective management of all Resource budgets and Business Plans	Financial reports to RMT and HTR committee on Resource financial position are produced within the agreed timescales	Financial position at Quarter 2 reported to the Housing and Technical Resources Committee on 12 October 2016. Quarter 3 update will be presented in February 2017. 2017-18 budget proposals to be presented in November 2016.	Green
		Overall budgetary target achieved by March 2017	Revised outturn presented to the Resource Management Team in October 2016. Progress on achieving overall budgetary target will be reviewed after Quarter 3.	Green
		Delivery of targeted agreed efficiency savings	Savings targets agreed at the Resource Management Team. Currently projecting 92.09% of savings target met due to some areas which will not realise full year savings. This will be reviewed again at the end of Quarter 3.	Green
Identify, implement and maximise council wide efficiency reviews	Commence/complete Efficiency/Service reviews within the Resource	Building Services and Design	Review progressing. Information gathering has been concluded and a draft report will be prepared by December 2016.	Green
		Estates Services	Review progressing, initial meeting has taken place.	Green
		Factoring Services	Review progressing, initial briefing meeting has taken place.	Green
	Develop 2016-17 service savings prioritisation proposals	Future years' savings proposals to be developed and presented to the Resource Management Team – August 2016	Savings proposals approved at the Resource Management Team in August 2016 and forwarded to Finance and Corporate Resources.	Green
Implement changes required by the Welfare Reform Act 2012 and subsequent regulations with a specific focus on the financial impact on the introduction of Universal Credit	Continue to revise systems procedures and approach to reflect emerging requirements of the welfare reform programme	Implement action plan on welfare reform	Progress on the implementation of the Action Plan monitored monthly through the Resource Welfare Reform Group. With the move to full service for Universal Credit from next year, the implementation plan is currently being developed.	Green
		Report on progress to committee throughout 2016-17	Progress report presented to the Housing and Technical Resources (HTR) Committee in October 2016 and to be submitted to the Corporate Management Team in December 2016. The next report to the HTR Committee will be in January 2017.	Green

Housing and Technical Resources

Governance Control	Action	Measures	Comments/Progress	Status
Continue to implement duties of the Children and Young People (Scotland) Act 2014	Ensure effective contribution to GIRFEC Partnership	Ensure appropriate service provision for homeless children and report annually as part of the Children's Services Plan 2012-2018	Procedures developed and implemented and updates presented to the GIRFEC Strategy Group on a regular basis.	Green
Implement all actions in Information Governance Action Plan 2016-17 and implement and monitor progress of the council's Record Management Plan	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	Housing and Technical Resources have completed the annual Information Governance self assessment for 2015-16 with no actions required.	Green

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement Strategic Commissioning Plan, Risk Management Strategy and directions required by the Integration Joint Board on Health and Social Care Integration	In Partnership with NHS Lanarkshire, support the development and implementation of integration arrangements for adult health and social care services	Develop and implement a workforce development strategy to support the implementation of health and social care	Social Work Resources is in the process of developing its Workforce Development Plan. Planning sessions have commenced in order to take this work forward. This will dovetail with the Health and Social Care workforce planning.	Green
		Develop and implement a locality planning approach to support the implementation of the Strategic Commissioning Plan	All four Locality Planning Groups have now been established and have now met on several occasions. Each of the four groups is chaired by a voting member of the Integration Joint Board and led from a planning and development perspective by an identified locality lead. Work will now be undertaken to develop full locality strategic needs profiles, which will, in tandem with the Strategic Commissioning Plan, set the agenda for each of the localities.	Green
		Develop an implementation plan to monitor the impact of the Strategic Commissioning Plan	The Implementation Plan was presented to the Performance and Audit Sub Committee in August, 2016 and thereafter to the Integration Joint Board. An associated Performance Reporting Framework which supports the measuring of progress of the plan will be presented to the Performance and Audit Sub Committee at Quarter 2 Period. This will outline progress on the 72 Key Performance Indicators.	Green
Implement the Self-Directed Support Strategy and actions arising from the 2013 Act through the development and finalisation of the support plan and appropriate resource allocation system	Implement the requirements of the Self-Directed Support Act	Carers module is developed and tested in line with the duties stipulated within the Carers (Scotland) Act 2016	The Carers' Module specification is currently being finalised. It is anticipated to test this by the end of 2016.	Green
		Support planning module is further tested before full implementation in 2016	The testing is now complete - revisions are being made and training and implementation are scheduled within 2016-17.	Green
		Develop a reporting system to capture a range of Self-directed Support activity	The Scottish Government continues to amend The Annual Social Care Return to gauge success from this of the implementation of the self-directed support legislation with particular emphasis on identifying options 1 and 2 chosen.	Green

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
	Implement Self-Directed Support for Children in need	Report on phase 2 of Self-Directed support for children to the Child and Family Management Team	<p>The Child and Justice Management Team are kept informed of the review of existing structures in relation to the Resource Allocation Group in order to streamline processes and ongoing work regarding the Resource Allocation System.</p> <p>The Child's Plan is available on desktop and this will be further reviewed by the Steering Group and developed by IT.</p>	Green
Continue to implement duties of the Children and Young People (Scotland) Act 2014	Continue to implement GIRFEC approach	Report on the progress of the implementation of GIRFEC in relation to the Children and Young People (Scotland) Act, to the Child and Family Management Team and the Executive Board	The Scottish Government have put on hold their plans to fully implement the Named Person scheme until August 2017, following a legal challenge, and a Supreme Court ruling. The Government is embarking on a consultation exercise and is addressing specific issues in relation to Information Sharing practices and protocols between agencies. The GIRFEC Transformation Group will continue to meet and ensure that guidance and updates from the Government are acted upon and disseminated.	Report Later
Implement all actions in Information Governance Action Plan 2016-17 and implement and monitor progress of the council's Record Management Plan	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	Social Work Resources has completed its annual information governance self assessment for 2015/16 and is considering the revised template issued for completion of the 2016/17 checklist.	Report Later

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
Review Resource Contingency Plans, Business Continuity Plans and Action Plans	Review annually Resource and Service Plans in relation to Business Continuity	Provide an annual report to the Health and Care Management Team	<p>Resilience and business continuity arrangements continue to be reviewed on an annual basis both in terms of the council's category 1 responder status to which Social Work Resources contributes to and also as a key provider of services to vulnerable people.</p> <p>Registered services are required to plan for potential service disruption in a range of scenarios.</p> <p>The West of Scotland Regional Resilience Partnership (RRP) incorporates strategic leads from across all 13 Local Authority areas in the West as well as emergency services, Health Boards and others who contribute to the 'Resilience' and emergency planning agenda.</p> <p>One of the number of RRP tactical sub-groups is the 'Care for People' sub-group.</p> <p>This is a 'tactical' level group to which South Lanarkshire Health and Care Partnership have nominated a service manager to act as a point of contact for advice, guidance and practical support on Health and Social Care Partnership matters.</p>	Green