

# SOCIAL WORK RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 25 April 2018

## Chair:

Councillor John Bradley

## Councillors Present:

Robert Brown, Jackie Burns, Janine Calikes, Graeme Campbell, Andy Carmichael, Maureen Chalmers (Depute), Mary Donnelly, Fiona Dryburgh, Allan Falconer, George Greenshields (*substitute for Councillor Lowe*), Eric Holford (*substitute for Councillor McGavigan*), Mark Horsham, Eileen Logan (*substitute for Councillor Cowie*), Katy Loudon, Catherine McClymont, Hugh Macdonald, Lynne Nailon, Richard Nelson, Carol Nugent (*substitute for Councillor McGuigan*), Bert Thomson, Margaret B Walker, Jared Wark, David Watson

## Councillors' Apologies:

Archie Buchanan, Margaret Cowie, Joe Lowe, Colin McGavigan, Jim McGuigan, John Ross (ex officio)

## Attending:

### Finance and Corporate Resources

H Goodwin, Finance Manager (Resources); G McCann, Head of Administration and Legal Services; M Milne, HR Business Partner; A Norris, Administration Assistant; L O'Hagan, Finance Manager (Strategy); T Slater, Administration Officer; J Taylor, Head of Finance (Strategy)

### Health and Social Care/Social Work Resources

V de Souza, Director; B Hutchinson, Head of Health and Social Care; M McConnachie, Adult and Older People Service Manager; P McCormack, Service Development Manager; L Purdie, Head of Children and Justice Services

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## Chair's Opening Remarks

The Chair, having agreed, in terms of Standing Order No 4, that a report entitled 'Investing to Modernise South Lanarkshire Care Facilities' be considered as an item of urgent business to allow the matter to be progressed expeditiously, accepted members' representations that they had not been provided with sufficient time to consider the report and it was agreed that it be withdrawn from the agenda.

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Social Work Resources Committee held on 7 February 2018 were submitted for approval as a correct record.

**The Committee decided:** that the minutes be approved as a correct record.

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### **3 Social Work Resources - Revenue Budget Monitoring 2017/2018**

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A joint report dated 16 February 2018 by the Executive Director (Finance and Corporate Resources) and Director, Health and Social Care was submitted comparing actual expenditure at 2 February 2018 against budgeted expenditure for 2017/2018 for Social Work Resources, together with a forecast for the year to 31 March 2018.

As at 2 February 2018, there was an overspend of £0.511 million on Social Work Resources' revenue budget, with a forecast of a potential overspend of £0.924 million at 31 March 2018. The overspend was due to an increased demand for social care services. The previous level of overspend had been reduced due to care home numbers fluctuating over the winter months and additional income from clients as a result of financial assessments.

The position would continue to be closely monitored.

#### **The Committee decided:**

- (1) that the overspend on Social Work Resources' revenue budget of £0.511 million, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2018 of a potential overspend be noted; and
- (3) that the budget virements, as detailed in the appendices to the report, be approved.

*[Reference: Minutes of 7 February 2018 (Paragraph 3)]*

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### **4 Social Work Resources - Capital Budget Monitoring 2017/2018**

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A joint report dated 21 March 2018 by the Executive Director (Finance and Corporate Resources) and Director, Health and Social Care was submitted advising of progress on the Social Work Resources' capital programme for 2017/2018 and summarising the expenditure position at 2 February 2018.

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 7 February 2018 (Paragraph 4)]*

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### **5 Social Work Resources - Workforce Monitoring - December 2017 to February 2018**

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A joint report dated 13 March 2018 by the Executive Director (Finance and Corporate Resources) and Director, Health and Social Care was submitted on the following employee information for Social Work Resources for the period December 2017 to February 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 9 December 2017

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 7 February 2018 (Paragraph 5)]*

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## **6 Money Matters Advice Service - Scottish Legal Aid Board Funding**

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A joint report dated 5 April 2018 by the Director, Health and Social Care and Executive Director (Finance and Corporate Resources) was submitted on a proposal to increase the staffing establishment within the Money Matters Advice Service.

The Money Matters Advice Service had been in receipt of 'Making Advice Work' grant funding administered by the Scottish Legal Aid Board (SLAB) in 2013 which had been extended on an annual basis.

In November 2017, 2 temporary SLAB funded Benefits Advice Assistant posts were to be made permanent, however, on advice from SLAB, this was put on hold, pending notification of funding for 2018/2019.

The annual confirmation of funding and temporary nature of contracts had meant that officers within the SLAB structure were looking to move into permanent posts. This had resulted in reduced resources, instability within the team and an inability to draw down full funding from SLAB.

SLAB had confirmed funding to 19 March 2019 of £110,301. This would fully fund 1 post of Welfare Rights Officer, 2 posts of Benefits Advice Assistant and 0.5 post of Clerical Assistant.

Information was provided on the demand that had been placed on the Service as a result of the roll-out of Universal Credit and the requirement for good quality and well informed advice and assistance. It was, therefore, proposed that the following posts within the Money Matters Advice Service be made permanent:-

- ◆ 1 Full-time Equivalent (FTE) post of Welfare Rights Officer on Grade 2, Level 3-4, SCP 44-57 (£22,683 to £27,446)
- ◆ 2 FTE posts of Benefits Advice Assistant on Grade 2, Level 1-3, SCP 33-48 (£19,307 to £24,070)
- ◆ 0.5 FTE post of Clerical Assistant on Grade 1, Level 3, SCP 25-27 (£8,595 to £8,841)

The cost of the above proposals would be met from SLAB funding in the financial year 2018/2019. SLAB funding had been agreed annually since 2013, however, should this be reduced or removed, there was sufficient turnover within the section and successful redeployment of Money Matters Advice Services' employees within the Council to absorb this.

### **The Committee decided:**

- (1) that the 'Making Advice Work' grant funding from the Scottish Legal Aid Board be noted; and
- (2) that the proposal to make permanent, the posts within the Money Matters Advice Service, as detailed in the report, be approved.

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## **7 Moving and Handling Training in South Lanarkshire Social Services**

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A report dated 6 March 2018 by the Director, Health and Social Care was submitted on the award of a contract for moving and handling training for employees within Social Work Resources.

The Health and Social Care Partnership had identified the need to review the approach to moving and handling training to ensure a robust framework was in place and a consistent approach across Health and Social Care employees. The implementation of the Scottish Manual Handling (MH) Passport Scheme, which was the culmination of health boards and local authorities within Scotland working together towards a shared vision to clarify minimum requirements for manual handling education arrangements across those sectors and promote national consistency, was supported by the Health and Safety Executive.

Social Work Resources had approximately 1,400 employees that required this training and provision was also required to be made for staff turnover, estimated to be 450 employees over a 3-year period.

The current contract for the provision of this training with Physicare, as part of Clyde Valley Shared Services, was due to expire in July 2018. It was proposed that, from August 2018, SALUS, a NHS based provider of occupational health, safety and return to work services across the public and private sectors, provide the MH Passport Scheme training. SALUS was the largest multi-disciplinary service of the NHS and operated as a social enterprise model.

As outlined in the report, in terms of Regulation 13(8) of the Public Contracts (Scotland) Regulations (PCS) and the Council's Standing Orders on Contracts, it would be permissible to award this contract to SALUS.

Information was provided on the cost and benefits of awarding the contract to SALUS, together with a proposed training implementation plan.

The costs associated with this proposal would be met from the overall corporate training budget.

**The Committee decided:**

- (1) that the move to the Scottish Manual Handling Passport Scheme model of training for Social Work Resources' employees be noted; and
- (2) that the contract to provide training for Social Work Resources' employees be awarded to SALUS, a NHS based provider of occupational health, safety and return to work services across the public and private sectors, without carrying out a formal procurement exercise, as permitted in terms of the Public Contracts (Scotland) Regulations and the Council's Standing Orders on Contracts, for a period of 6 years, be approved.

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## **8 Rates and Charges for Care Services for 2018/2019**

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A report dated 28 March 2018 by the Director, Health and Social Care was submitted on various proposals for the 2018/2019 rates and charges for care services.

The proposals covered the rates and charges that would be adopted for residential, nursing, supported living, non-residential care services and care at home services. The rates to be charged to other local authorities also required to be set.

**The Committee decided:**

- (1) that, following a review by COSLA, Scottish Care and the Coalition of Care and Support Providers in Scotland, with effect from 9 April 2018, the rate for nursing and residential care be increased by 3.39% to £689.73 and £593.89, respectively and that this rate also be adopted for in-house residential care to ensure equity for all residents and form the basis for the charge to other local authorities that had placed service users within in-house care homes;

- (2) that free personal and nursing care payment rates, which were revised annually by the Scottish Government, be increased to £174 per week for personal care and £79 per week for nursing care with effect from 1 April 2018;
- (3) that, with effect from 9 April 2018, the rates for adult residential care be increased up to a maximum of 3.39%;
- (4) that the COSLA agreement continue to be adopted to accept, for placements outwith South Lanarkshire, the rates set and agreed by the relevant host authority where applicable;
- (5) that, to allow the Council to recover the cost of residential accommodation placements for children to other local authorities, the charge be increased to £2,480 per place per week with effect from 1 April 2018;
- (6) that the charge for nursing and residential respite be increased by £3.05 to £136.00 per week, with effect from 9 April 2018, in line with the Department for Work and Pensions increase;
- (7) that the charge for residential respite for adults remain unchanged at £84.45 per week;
- (8) that, to reflect the increase in the living wage, the rates paid by the Council for care at home, supported living and day care be increased by £0.36 per hour, with effect from 1 April 2018, and that sleepover rates be increased by £1.68 to a standard rate of £9.74 per hour;
- (9) that the COSLA agreement continue to be adopted to accept, for care at home, supported living and day care services provided outwith South Lanarkshire, the rates set and agreed by the relevant host authority where applicable;
- (10) that, to ensure equity for all services users receiving a Care at Home service, the Care at Home Framework rate be increased by £0.36 per hour;
- (11) that the charging policy in respect of non-residential care services be amended to reflect the thresholds recommended by COSLA for 2018/2019 with effect from 9 April 2018;
- (12) that the level of percentage taper set by the Council remain at 60%;
- (13) that the flat rate for lunch clubs remain at £3.00 per meal;
- (14) that, in accordance with the contractual price agreed by Scotland Excel, the flat rate for frozen meals be set at £2.97 per meal;
- (15) that the flat rate for the Community Alarm Service be increased by £0.05 (3%) to £1.59 per week; and
- (16) that the charge to other local authorities for non-residential care services be increased by £1.00 with effect from 1 April 2018 for integrated community facilities at £119 per day and day care centres at £134 per day.

*[Reference: Minutes of South Lanarkshire Council of 18 May 2017 (Paragraph 10)]*

*Councillor Carmichael left the meeting during this item of business*

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## 9 Adult and Older People's Day Opportunities Update

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A report dated 15 March 2018 by the Director, Health and Social Care was submitted on work being undertaken within Adult and Older People's Day Care Services.

The Council delivered a mix of day care and support services for both adults and older people within their communities. Information was provided on the current provision, together with occupancy levels and trends within the Service.

A number of initiatives over recent years had proven to be very successful in re-positioning the Service. Details were provided on the successes in both Adult and Older People's Day Care Services as follows:-

- ◆ alternative day opportunities
- ◆ extending choice to adult day care
- ◆ co-location of adult and older people day care
- ◆ shared activities and services across adult day care
- ◆ intermediate day care

Although the day care delivery model had remained relatively unchanged, demand, demography and national policy had changed significantly. Therefore, a strategy for day care, which outlined a service wide model for the future, would be developed for consideration at a future meeting of the Committee. Thereafter, and subject to agreement, a full implementation plan would be developed.

**The Committee decided:** that the report be noted.

*Councillor Carmichael re-entered the meeting and Councillor Thomson left the meeting during this item of business*

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## 10 Self-directed Support

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A report dated 6 March 2018 by the Director, Health and Social Care was submitted on the progress of Self-directed Support (SDS).

SDS aimed to improve the lives of people with social care needs by empowering them to be equal partners in decisions about their care and support. The following 4 fundamental principles had been built into the legislation:-

- ◆ participation and dignity
- ◆ involvement
- ◆ informed choice
- ◆ collaboration

The 10-year SDS Strategy was introduced jointly by the Scottish Government and COSLA in 2010 and was one of a number of national policies designed to empower people and communities to become more involved in designing and delivering services that affected them.

At its meeting on 15 November 2017, the Committee had considered a report from Audit Scotland on 'Self-directed Support – 2017 Progress Report'. The aim of the audit was to establish whether councils, integration authorities and the Scottish Government were making sufficient progress in implementing SDS to achieve the aims of the 10-year Strategy. Audit Scotland found that local authorities had not yet made the transformation required to fully implement the SDS Strategy.

Nationally, progress on implementing SDS was reported through the Local Government Benchmarking Framework (LGBF). Information was provided on the progress made in implementing SDS within South Lanarkshire, together with the future work that would be undertaken. This would continue to be reviewed and improvement actions identified where required. The Council's internal audit had completed an audit of SDS, the findings of which and emergent improvement plan would be reflected in the future SDS Strategy for the Council.

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 15 November 2017 (Paragraph 9)]*

*Councillor Burns left the meeting during this item of business*

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## **11 Integration Joint Board Update**

A report dated 12 March 2018 by the Director, Health and Social Care was submitted on the progress of Health and Social Care Integration and the work of the Integration Joint Board (IJB).

The Public Bodies (Joint Working) (Scotland) Act 2014 provided a legislative framework that required councils and NHS Boards to integrate services associated with adult health and social care. In establishing local arrangements, councils and NHS Boards had to submit to the Scottish Government for parliamentary approval, an Integration Scheme which set out how integration arrangements would function.

One of the key arrangements within Integration Schemes was the creation of IJBs, as formal entities of the public sector, to oversee the planning, commissioning and financial direction of adult and older people functions as outlined in the Act. There was also a requirement to appoint a Chief Officer and Chief Financial Officer.

Also as outlined in the Act, South Lanarkshire's membership of the IJB comprised:-

- ◆ 8 voting members, 4 elected members and 4 Non-Executive Directors of Lanarkshire NHS Board
- ◆ the Chief Officer and Chief Finance Officer of the IJB
- ◆ professional advisers who included the Chief Social Work Officer, Medical Director, Nurse Director and professional clinical representation from acute services and General Practice
- ◆ service user, carer and Third Sector representation
- ◆ additional representation in the form of the Health and Social Care Senior Management Team

A summary was provided on the key milestones and achievements of the IJB to date, together with the key priorities for the next year.

**The Committee decided:** that the report be noted.

*Councillor Calikes left the meeting during this item of business*

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## **12 Carers (Scotland) Act 2016 - Update**

A report dated 9 March 2018 by the Director, Health and Social Care was submitted on the progress of the implementation of the Carers (Scotland) Act 2016.

The Carers (Scotland) Act 2016, which came into effect on 1 April 2018, established the rights of carers on a more formal basis by placing specific duties on local authorities and health boards.

The Act identified the following new requirements and actions to support carers:-

- ◆ the development of an adult carer support plan
- ◆ the development of a young carer statement
- ◆ the duty to support carers, including by means of a local eligibility criteria
- ◆ the duty to prepare a local carer strategy
- ◆ the duty to provide an information and advice service and publish a short breaks' services statement
- ◆ the duty to involve carers in the discharge from hospital of the people they cared for

A Carers Act Programme Board had been established which used the Carers Act Readiness Toolkit to track the progress of the implementation of the Act.

The Council recognised carers as equal partners in the delivery of support and care and provided funding to Lanarkshire Carers' Centre (LCC) and South Lanarkshire Carers' Network (SLCN) which provided support services and a voice to carers. Social Work Resources worked closely with both organisations in preparing for the implementation of the Act.

**The Committee decided:** that the report be noted.

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### **13 Urgent Business**

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There were no items of urgent business.