

# SOCIAL WORK RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 12 October 2011

## **Chair:**

Councillor Jim Handibode

## **Councillors Present:**

John Anderson, John Cairney, Maureen Devlin, Hugh Dunsmuir, Douglas Edwards, Allan Falconer, Bev Gauld, Anne Higgins, Bobby Lawson, Clare McColl, Jim McGuigan, Brian McKenna, John McNamee, James Malloy, Patrick Ross-Taylor, Graham Simpson

## **Councillors' Apologies:**

Eileen Baxendale (Depute), Archie Buchanan, Jackie Burns, Edward McAvoy, Brian McCaig, Henry Mitchell, Bert Thomson

## **Attending:**

### **Finance and Corporate Resources**

G Bow, Administration Manager; J Burke, Administration Assistant; M Malavin, Accountant

### **Social Work Resources**

H Stevenson, Executive Director; C Dearin, Adult and Older People Services Manager; B Hutchinson, Head of Adult and Older People Services; M McConnachie, Performance Service Manager; E Ritchie, Personnel Adviser; R Swift, Head of Children and Justice Services

---

## **1 Declaration of Interests**

No interests were declared.

---

## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Social Work Resources Committee held on 13 July 2011 were submitted for approval as a correct record.

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

---

## **3 Revenue Budget Monitoring 2011/2012 - Social Work Resources**

A joint report dated 12 September 2011 by the Executive Directors (Finance and Corporate Resources) and (Social Work Resources) was submitted comparing actual expenditure at 2 September 2011 against budgeted expenditure for 2011/2012 for Social Work Resources.

Details were provided on proposed budget virements to realign budgets.

### **The Committee decided:**

- (1) that the breakeven position on Social Work Resources' revenue budget be noted; and
- (2) that the budget virements, as detailed in the appendices to the report, be approved.

*[Reference: Minutes of 13 July 2011 (Paragraph 3)]*

---

#### **4 Capital Budget Monitoring 2011/2012 - Social Work Resources**

---

A joint report dated 12 September 2011 by the Executive Directors (Finance and Corporate Resources) and (Social Work Resources) was submitted advising of progress on the Social Work Resources' capital programme for 2011/2012 and summarising the expenditure position at 2 September 2011.

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

*[Reference: Minutes of 13 July 2011 (Paragraph 4)]*

---

#### **5 Workforce Monitoring - June to August 2011 - Social Work Resources**

---

A joint report dated 15 September 2011 by the Executive Directors (Finance and Corporate Resources) and (Social Work Resources) was submitted on the following employee information for Social Work Resources for the period June to August 2011:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 11 June 2011

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

*[Reference: Minutes of 13 July 2011 (Paragraph 5)]*

---

#### **6 Increase in Staffing Establishment - Care Homes for Older People**

---

A joint report dated 5 August 2011 by the Executive Directors (Social Work Resources) and (Finance and Corporate Resources) was submitted on:-

- ◆ the changing care needs of the service users accessing the 8 local authority care homes for older people in South Lanarkshire
- ◆ proposals for additional established posts to respond safely to those changing needs

The Council provided 267 care home places across 8 care homes. Those places encompassed care for dementia and care for frail, older people as well as palliative and end of life care.

Demographic growth indicators for 2010 to 2020 showed a projected increase of 25% in the number of older people over 65 years of age and a 54% increase in people over 85. Based on this evidence, a rising demand on services for older people was expected.

It was proposed that, to respond to those changes, an additional 13.14 Full Time Equivalent (FTE) posts be established as follows:-

- ◆ 6.84 posts of Social Care Assistant on Grade 1, SCP 16-18 (£14,912 to £15,317)
- ◆ 2.45 posts of Social Care Assistant (Nights) on Grade 1, SCP 22-24 (£16,282 to £16,783)
- ◆ 0.81 posts of Social Care Worker on Grade 2, SCP 32-42 (£18,848 to £21,915)
- ◆ 1.5 posts of Social Care Worker (Nights) on Grade 2, SCP 35-48 (£19,793 to £23,999)
- ◆ 1.54 posts of Domestic on Grade 1, SCP 11-12 (£13,813 to £14,064)

The above posts would be allocated to the care homes as detailed in the appendix to the report and the costs would be met from Social Work Resources' revenue budget.

The Adult and Older People Services Manager highlighted that the David Walker Gardens facility had been awarded the highest possible inspection grade in a recent inspection. The Chair, on behalf of the members of the Committee, congratulated the employees involved on their outstanding achievement.

**The Committee decided:** that the staffing proposals for 6 of the Council's 8 care homes, as detailed in the report, be approved.

---

## **7 Money Matters Advice Service Developments**

---

A joint report dated 14 September 2011 by the Executive Directors (Social Work Resources) and (Finance and Corporate Resources) was submitted on the development of the Money Matters Advice Service (MMAS).

In order to further develop the income maximisation, welfare benefit and money advice service for pregnant women and parents of young children, it was proposed to introduce, for a temporary period of 1 year, a dedicated free phone advice service with effect from January 2012.

In order to provide this service, it was proposed that the following posts be established on a temporary basis for up to 1 year:-

- ◆ 1 post of Welfare Rights Officer, Grade 2, Level 4, SCP 50-57 (£23,377 to £25,932)
- ◆ 0.5 post of Clerical Assistant, Grade 1, Level 1-3, SCP 11-26 (£6,533 to £8,716)

The costs involved in establishing the above posts would be met from the Tackling Poverty Fund and Social Work Resources' revenue budget.

**The Committee decided:** that the staffing proposals for the Money Matters Advice Service, as detailed in the report, be approved.

---

## **8 Social Work Resources - Annual Report on Complaints**

---

A report dated 19 August 2011 by the Executive Director (Social Work Resources) was submitted on the annual report and review of Social Work Resources' complaints procedure.

During the period 1 April 2010 to 31 March 2011, Social Work Resources had received a total of 40,695 referrals. Within that period, 223 complaints had been recorded which was a decrease of 1 from the previous reporting year.

There had been a decrease of 94 in the number of Councillor and MSP/MP enquiries from 289 to 195.

One complainant had taken their complaint to the Social Work (Complaints Review) Sub-Committee.

**The Committee decided:** that the annual report on complaints received by Social Work Resources be approved and submitted to the Scottish Government.

*[Reference: Minutes of 29 September 2010 (Paragraph 9)]*

---

## **9 Reshaping Care for Older People - Change Programme**

A report dated 26 August 2011 by the Executive Director (Social Work Resources) was submitted providing an update on the "Reshaping Care for Older People - Change Programme" which aimed to optimise independence and wellbeing for older people at home or in a home-like setting.

Updates were provided on:-

- ◆ work taking place to develop the Local Transformation Plan
- ◆ the implementation of the Supporting Your Independence approach within Home Care Services
- ◆ governance arrangements within the Change Plan

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

*[Reference: Minutes of 18 May 2011 (Paragraph 6)]*

---

## **10 Urgent Business**

There were no items of urgent business.

---