

ANGUS COUNCIL

MINUTE of MEETING of the **SOCIAL WORK AND HEALTH COMMITTEE** held in the Town and County Hall, Forfar on Thursday 27 September 2007 at 4.00 pm.

Present: Councillors RUTH LESLIE MELVILLE MBE, ALISON ANDREWS, COLIN BROWN, MAIRI EVANS, DAVID FAIRWEATHER, IAN MACKINTOSH, DAVID MAY, BILL MIDDLETON, GLENNIS MIDDLETON, ALEX KING, HELEN OSWALD, DONALD MORRISON, MARK SALMOND, PAUL VALENTINE and JOHN WHYTE.

Councillor LESLIE MELVILLE MBE, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Rob Murray, Ralph Palmer and Margaret Thomson with Councillors Alex King, Donald Morrison and Mark Salmond substituting respectively.

2. DECLARATIONS OF INTEREST

The Committee agreed to note that no declarations of interest were made.

3. MINUTE OF PREVIOUS MEETING

The [minute of meeting of this Committee of 16 August 2007](#) was approved as a correct record and signed by the Convener.

4. EARLY STAGE DEMENTIA SERVICE DVD

With reference to Article 12 of the minute of meeting of this Committee of 15 August 2006, there was submitted [Report No 904/07](#) by the Director of Social Work and Health advising the Committee of the design, development and production of the Early Stage Dementia DVD.

The Report indicated that the Early Stage Dementia Project had been established in March 2004 as a pilot project to provide support and information to people who had recently been diagnosed with dementia. In March 2007, a multi-agency working group had been established to work on the production of an Early Stage Dementia DVD which, it was anticipated, would be used in a variety of settings to raise awareness of the complex issues faced by individuals and their carers. The DVD, which was viewed by the Committee, enabled people to view the services offered by the Early Stage Dementia Service at home or in a private and non threatening environment, allowing them to consider if these services could meet their needs and provide information about how these could be accessed.

In August 2007, the final version of the DVD had been viewed by everyone who had been involved in the production and all those in attendance agreed that the content would be invaluable to anyone with a diagnosis of Early Stage Dementia.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the proposal to use the DVD to promote awareness of the Early Stage Dementia Services; and
- (iii) to congratulate all those involved in the production of the DVD which provided an invaluable source of information for all those seeking advice guidance and support about Early Stage Dementia.

5. REVENUE AND CAPITAL BUDGET PERFORMANCE 2006/2007

With reference to Article 3 of the minute of meeting of this Committee of 16 January 2007, there was submitted [Joint Report No 905/07](#) by the Director of Social Work and Health and the Director of Corporate Services advising the Committee of the outturn position of Social Work and Health's Revenue Budget for 2006/2007, commenting on the major variances arising, detailing the capital expenditure for the year and comparing it against the budget provision. It also identified a number of virements for 2007/2008 which refined the Departmental Budget.

The Report reminded members that it had been agreed in February 2007 that, based on expenditure up to November 2006, £1,150,000 would be vired from the Social Work and Health Budget to the Local Capital Fund and the IT Repairs and Renewals Fund. These virements were based on a projected underspend of £1,500,000.

The Report indicated that after these virements had been carried out it was projected that there would be a residual underspend of £350,000. As per section 2.14 of the Financial Regulations, where a department had a calculated annual budget underspend, they might carry forward 50% of the underspend, subject to a range of ceilings and for Social Work and Health the ceiling was £175,000. If an underspend of £350,000 had materialised, Social Work and Health would have been able to carry forward £175,000 with the same amount being retained by the corporate centre. As this did not materialise, £206,000 of the virements approved in Committee Report No 20/07 had been reversed. This had enabled £176,000 of carry forward to be returned to the corporate centre. Details of the Revenue Budget Performance in terms of the adjusted underspend of £176,000 were included in the Report.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the virements identified in Section 5 of the Report.

6. ANGUS COUNCIL SOCIAL WORK AND HEALTH POLICY ON RESTRAINT

There was submitted [Report No 906/07](#) by the Director of Social Work and Health advising the Committee of the development of a new Policy on Restraint for employees working with service users.

The Report indicated that physical restraint was used as a last resort for the purpose of protecting the service user and/or other persons and would normally only be used as part of a planned intervention. Historically, staff within Social Work and Health had used guidelines contained within the department's Health and Safety Policy when dealing with situations that might require a degree of restraint to ensure the safety of a service user. However, recent inspections by the Care Commission had highlighted that a stand alone policy on restraint would be preferable and that such a policy should reflect good practice as highlighted by current research and national good practice guidance.

The proposed policy, a copy of which was appended to the Report, outlined the responsibilities of staff at all levels within Social Work and Health; detailed approved methods of restraint and associated requirements for risk assessment; provided guidance for staff regarding good practice in the use of restraint and recording; and would be reviewed every two years alongside the departments Operational Instructions. The Care Commission had commented on the draft policy and was satisfied that it met the requirements of the National Care Standards.

The Committee agreed to approve the proposed Social Work and Health Policy on Restraint.

7. OPERATIONAL INSTRUCTIONS

With reference to Article 7 of the minute of meeting of this Committee of 5 October 2005, there was submitted [Report No 907/07](#) by the Director of Social Work and Health advising the Committee of the revised and updated Operational Instructions for Social Work and Health staff, copies of which were available in the Members' Lounge.

The Report indicated that the instructions provided all social work staff with a clear framework within which to provide services and were utilised and referred to alongside any relevant primary legislation, regulations and other staff guidance provided by Angus Council. The instructions, copies of which were available in all Social Work offices and on the Council Intranet, were accessible by all members of staff. The Report pointed out that the instructions were not a substitute for sound professional practice but were a base line from which to provide quality services for people who required them.

The Committee agreed to note the contents of the Report.

8. NATIONAL OUTCOMES FOR COMMUNITY CARE - ANGUS PATHFINDER PROJECT

There was submitted [Joint Report No 908/07](#) by the Director of Social Work and Health and the Director of Neighbourhood Services advising the Committee of the development in Angus of a National Outcomes for Community Care Pathfinder Project in partnership between the Scottish Executive Public Sector Reform Group, Angus Council and NHS Tayside, the focus of which, in the first instance, would be the development and testing of outcomes measures for older peoples services.

The Report indicated that a project management approach had been adopted to progress the Angus Pathfinder Project. A Project Board had been established, whose membership was detailed in the Report, to oversee the progress of the Project and to ensure that the key deliverables were achieved. An operational Project Team comprising a range of key officers from Health, Social Work and Housing had also been established to take forward the tasks associated with the Project. Funding had been made available by the Scottish Executive and the partner agencies to appoint a Project Manager for the period of a year to lead the Project and support the Project Board and the Project Team. A Project initiation document had been developed setting out in detail the project agreement between the partner agencies and detailing the key expectations and deliverables which were also outlined in the Report.

The Project Board would develop and arrange for the evaluation of the Pathfinder Project which would focus on services for older people with an emphasis on health, housing and social care services and report on this in due course.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to note the development of the National Outcomes for Community Care Pathfinder Project in Angus.

9. OUT OF HOURS PHONE SUPPORT FOR FOSTER CARERS

There was submitted [Report No 909/07](#) by the Director of Social Work and Health seeking approval to develop an out of hours phone support service for foster carers.

The Report indicated that foster carers undertook a valuable and demanding job caring for some of the most vulnerable children. The pressure on the fostering service had increased over recent years as the number of children in care had risen. Foster carers had access to support from social workers in the Family Placement Team during office hours while outwith office hours support was available from the emergency Out of Hours Service.

The need for out of hours support to foster carers had been recognised as an important issue both locally and nationally with the provision of effective support to carers being identified as one of the key factors in attracting and retaining a skilled group of foster carers. It was therefore proposed that a telephone support service staffed by Family Placement social workers was established to compliment the support available during working hours. This would make an enhanced level of support available outwith office hours, at weekends and on public holidays. The service would be provided from 5.00 pm to 8.45 am on weekdays, with 24 hour cover at weekends.

The Report concluded that the development of this out of hours phone support service to carers was part of the wider strategy to recruit and retain a larger number of highly skilled and well supported foster carers and would assist them in the challenging and highly valued work they undertook.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the establishment of an Out of Hours Phone Support Service for Foster Carers as detailed in the Report.

10. RECRUITMENT OF FOSTER CARERS: LAUNCH OF AN ANGUS ADVERTISING CAMPAIGN

There was submitted [Report No 910/07](#) by the Director of Social Work and Health advising the Committee of the launch of an advertising campaign this autumn which aimed to increase the number of temporary and permanent foster carers in Angus.

The Report indicated that, in September 2005 the Scottish Executive had agreed to provide funding over a three year period to Angus Council to assist with the improvement of Foster Care Services. Increasing the number of foster carers had been identified as a development priority for Angus Council's Family Placement Service for some time and undertaking a comprehensive recruitment campaign for foster carers was highlighted within the departmental Risk Register. The funding had allowed additional staff to be recruited and they had made a significant contribution to the development of both recruitment and permanence strategies.

Recruitment to the temporary Foster Care Scheme continued to present a challenge for the Family Placement Team with demand outstripping supply. To assist with the recruitment of prospective carers, a recruitment website and accompanying pack had been developed along with a range of publicity material. The recruitment campaign would start during September 2007 with an Angus wide poster campaign and high profile advertising on Strathtay bus services. This advertising campaign would last for nine months to dovetail with national fostering and adoption initiatives.

The Report concluded that children and young people who required care and support at times of crisis could be assured that the recruitment process within Angus was not taken lightly and that carers would be recruited, wherever possible, to meet a wide range of needs. Carers would be trained and supported by dedicated staff. The opportunity to recruit using a range of methods would not have been possible without the targeted funding provided from 2005 to 2007 and was therefore welcomed by Angus Council.

Having agreed to hear Councillor Ellis who appealed to the residents of Angus to make contact with the Family Placement Team, the Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to encourage residents in Angus to seek further information on becoming temporary or permanent foster carers.

11. CONTRACT FOR THE PROVISION OF CARE AND HOUSING SUPPORT BROOMFIELD, MONTROSE AND LITTLE CAIRNIE, ARBROATH

With reference to Article 6 of the minute of meeting of this Committee of 16 January 2007, there was submitted [Report No 911/07](#) by the Director of Social Work and Health advising the Committee on the outcome of the tendering exercise for the projects at Broomfield, Montrose and Little Cairnie, Arbroath and seeking agreement for new tenders to be sought for the Broomfield, Montrose development with a partial exemption from Financial Regulation 16 in respect of the tendering process.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the seeking of new tenders for the Project at Broomfield Road, Montrose;
- (iii) to approve a partial exemption from Financial Regulation 16 in respect of the tendering process; and
- (iv) to note that patients who had been intended to resettle from Strathmartine Hospital into the project at Little Cairnie, Arbroath would not be resettled at this point in time.