

# Public Document Pack



## ABERDEEN CITY COUNCIL

To: Councillor Kiddie, Convener; Councillor Leslie, Vice-Convener, and Councillors Allan, Cormack, Donnelly, Ironside, Laing, Malone, McDonald, Penny, Jennifer Stewart, Kevin Stewart, Wendy Stuart, Kirsty West and Young.

Town House,  
ABERDEEN 6<sup>th</sup> January 2010

### **SOCIAL CARE AND WELLBEING COMMITTEE**

The Members of the **SOCIAL CARE AND WELLBEING COMMITTEE** are requested to meet in Committee Room 2 - Town House on **THURSDAY, 14 JANUARY 2010 at 2.00 pm.**

RODERICK MACBEATH  
HEAD OF DEMOCRATIC SERVICES

### **BUSINESS**

#### **1 PRESENTATIONS**

1.1 Young Carers Presentation by Mary Drever, Project Leader in VSA

#### **2 MINUTES AND REFERRALS**

2.1 Minute of Previous Meeting of 1st December 2009 (Pages 1 - 12)

#### **3 PERFORMANCE MANAGEMENT AND SERVICE WIDE REPORTS**

3.1 Capital Budget Progress Report (Pages 13 - 16)

3.2 2009/10 Revenue Budget Monitoring (Pages 17 - 30)

3.3 Performance Management (Pages 31 - 44)

**4 SOCIAL CARE AND WELLBEING**

4.1 Children's Services: Redesign (Pages 45 - 52)

4.2 Business Case - Community Service Task Supervisor (Pages 53 - 58)

**5 CONFERENCES**

5.1 Child Protection Summit, Edinburgh, 18th February 2010 (Pages 59 - 62)

**6 COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST**

6.1 Committee Business Statement (Pages 63 - 72)

6.2 Motions List (Pages 73 - 78)

Should you require any further information about this agenda, please contact Mark Masson, tel. (52)2989 or e-mail [mmasson@aberdeencity.gov.uk](mailto:mmasson@aberdeencity.gov.uk)

## SOCIAL CARE AND WELLBEING COMMITTEE

ABERDEEN, 1st December, 2009. - Minute of Meeting of the SOCIAL CARE AND WELLBEING COMMITTEE. Present:- Councillor Kiddie, Convener; Councillor Leslie, Vice-Convener; and Councillors Allan, Cormie (substituting for Councillor Kevin Stewart for part of the meeting), Cormack, Robertson (substituting for Councillor Cormack for part of the meeting), Ironside, Laing, Malone, McDonald, Penny, Jennifer Stewart, Kevin Stewart, Wendy Stuart, Kirsty West and Young.

### **ANNOUNCEMENTS**

#### 1. (A) Meadow Court

The Committee heard the Convener make reference to the recent flooding at Meadow Court, Sheltered Housing and on behalf of the Committee he wished to convey thanks to all staff concerned for the work undertaken at the weekend.

The Vice-Convener and Councillors Kevin Stewart and Ironside also wished to convey their gratitude to staff.

#### **The Committee resolved:-**

to concur with the remarks of the Convener.

#### (B) Learning Disability Day Services

The Convener made reference to the announcement by John Swinney, MSP, Cabinet Secretary for Finance and Sustainable Growth on 21<sup>st</sup> November, 2009 that Aberdeen City Council and Inspire were successful with their bid for funding to enhance Learning Disability Day Services in the city. The Convener indicated that this was a public social partnership which demonstrated the Council's commitment and approach to joint working with the third sector.

#### **The Committee resolved:-**

to note the information provided.

### **MINUTE OF PREVIOUS MEETING**

2. The Committee had before it the minute of their previous meeting of 29<sup>th</sup> October, 2009.

#### **The Committee resolved:-**

to approve the minute.

## **MINUTE OF MEETING OF THE ADULT SERVICES SUB-COMMITTEE**

3. The Committee had before it the minute of meeting of the Adult Services Sub-Committee of 16<sup>th</sup> November, 2009.

### **The Committee resolved:-**

- (i) to circulate details of the presentations undertaken at the meeting to Committee members; and
- (ii) to otherwise note the minute.

## **SUBSTANCE MISUSE IN ABERDEEN – JOINT MOTION BY THE CONVENER AND VICE-CONVENER**

4. The Committee heard the Convener speak in relation to the following joint motion referred by Council on 18<sup>th</sup> November 2009 (Article 14 of the Minute refers):-

“Council notes efforts to tackle the massive problems of opiate addiction including a heroine prescription programme in England.

To tackle the substantial and increasing problems of substance misuse in Aberdeen, Council agrees to work with and support NHS and other appropriate partners in investigating options for a proposal pilot scheme in Aberdeen and to refer the matter ultimately to Government for consideration”.

The Convener, seconded by Councillor Stuart moved:-

that a full background report on the issues be submitted to the next meeting of the Committee for consideration.

Councillor Ironside moved as an amendment:-

that no action be taken until a full background report, including statistical information, is submitted to the Committee.

In terms of Standing Order 12(2), the Convener ruled the above amendment incompetent on the basis that it did not differ substantially from the motion, therefore:-

Councillor Ironside, seconded by Councillor Allan moved as an amendment:-

that no action be taken at present.

On a division, there voted:- for the motion (10) – the Convener; Vice-Convener; and Councillors Malone, McDonald, Penny, Robertson, Jennifer Stewart, Kevin Stewart, Wendy Stuart and Kirsty West; for the amendment (4) – Councillors Allan, Ironside, Laing and Young.

### **The Committee resolved:-**

to approve the motion.

## **CAPITAL BUDGET PROGRESS REPORT – SCW/09/031**

5. With reference to Article 4 of the previous minute of 29<sup>th</sup> October, 2009, the Committee had before it a joint report by the Director of Social Care and Wellbeing and the City Chamberlain which provided information and progress on three capital projects, namely Rosewell House, the Integrated Drugs Service at the Timmer Market site and the new Children’s Residential Unit.

The report (a) indicated that the projects were included within the Non-Housing Capital Programme, previously approved by Council and aligned to Social Care and Wellbeing Services; (b) advised that monies required to fund the capital programme were achieved through external borrowing, capital receipts and grant income; (c) explained that the General Fund has adequate resources available to finance the capital spend in 2009/10; and (d) outlined previous spend, expenditure as at 30<sup>th</sup> September, 2009 and the forecast out-turn for the three projects.

**The report recommended:-**

that the Committee -

consider and note the content of the report in relation to the projects.

**The Committee resolved:-**

to approve the recommendation.

## **REVENUE BUDGET MONITORING 2009/10 – SCW/09/028**

6. With reference to Article 5 of the minute of the previous meeting of 29<sup>th</sup> October, 2009, the Committee had before it a joint report by the Director of Social Care and Wellbeing and the City Chamberlain which provided information on the current year’s revenue budget performance for Social Care and Wellbeing Services and outlined areas of risk and management action.

The report (a) explained that in overall terms, the position reflected current spend above budget of £3.1m and a projected forecast overspend of £6.5m for the year, if the current trends continue to year end and subject to the impact of management actions; (b) advised that this was an improvement in projection since the previous report in October of £1m resulting from management action to reduce expenditure and the following reductions in forecast:-

- favourable variance on agency costs in children’s services (reduction in the number of external placements in children’s residential and fostering facilities) - £400,000;
- improved forecast on children’s services staffing to be achieved by vacancy management - £250,000;
- anticipated saving on adult protection budget by not committing any further expenditure against this budget - £200,000;

(c) highlighted the main areas of risk together with management actions being taken; (d) indicated that there were significant pressures on the adults community care budgets with care commitments projected at £4.8m above budget at the year end which reflected additional resources on needs led services; (e) stated that there were significant pressures on the Children’s Residential School and external fostering budgets with a 26% increase in referrals to children’s services over the

past 12 months, together with a 34% increase in children on the Child Protection Register; (f) intimated that their continued to be progress with the review of all remaining young people who are looked after and accommodated; (g) outlined savings achieved to date, together with proposed management actions to achieve a full year saving target; (h) advised that all budget holders within the service have been instructed to identify all non-committed budgets under their control which may then be taken as short term savings measures to bring the overall spending back into line with budget; (i) indicated that the service was currently restricting admission to care homes to people requiring placements to enable discharge from hospital, except where there was a clearly demonstrable need for such support for people within the community; and (j) had attached as appendices, the overall budget for the service and detailed analysis in respect of services managed by the Service Director and the three Heads of Service.

**The report recommended:-**

that the Committee –

- (a) consider and note the report and the information on management action and risks contained therein; and
- (b) instruct that officers continue to review budget performance and report on service strategies to ensure a balanced budget.

**The Committee resolved:-**

- (i) to approve recommendations, subject to the report at (b) being submitted to the next meeting of the Committee and including alternative savings proposed to achieve a balanced budget; and
- (ii) that a report be submitted to the Committee on the impact on staff at Burnside Day Centre in terms of the closure of the kitchen and dining room.

**SOCIAL WORK COMPLAINTS REVIEW COMMITTEE – EXTENSION TO MEMBERSHIP – CG/12/115**

7. The Committee had before it a report by the Director of Corporate Governance which (1) provided information on the current membership of the Social Work Complaints Review Committee (CRC), specifically the difficulties that occur whilst trying to agree dates for a CRC to meet and (2) proposed that the Committee advertise for additional external members to join the pool from which members of the CRC are selected.

The report (a) advised that the covering circular to the Social Work (Representations Procedure) (Scotland) Directions 1996, Circular No. SWSGS/1996 sets out the role and membership for the Complaints Review Committee; (b) outlined the role of the CRC, which was to examine objectively and independently the facts as presented by the Complainer and by the local authority, then to make recommendations to the relevant council committee (in the case of this authority, the Social Care and Wellbeing Committee); (c) indicated that it was necessary to appoint both members to the pool, as well as Chairpersons of the CRC; (d) explained that Chairpersons should have knowledge of Social Work matters and the conduct at proceedings before a review body or tribunal; (e) referred to paragraph 14(2) of the Directions in terms of recruiting Chairpersons and members of the CRC; (f) advised that the CRC meets as and when required to investigate complaints submitted following the complainer being unhappy with the

outcome of their original complaint submitted to the Social Care and Wellbeing Service; (g) indicated that the current pool of members comprises seven external members, from which three members were selected for each Committee meeting, with one acting as Chairperson; (h) explained that the number of cases requiring to be heard by the CRC had increased in recent months, which has put additional pressure on the current Committee members, causing an unfair distribution of workload; (i) proposed that additional members for the pool be recruited by way of an advertisement in the Citizen newspaper costing approximately £150 to be met from within existing budgets and on the Council's website; and (j) outlined the recruitment process and the training provided to new and existing Committee members.

**The report recommended:-**

that the Committee –

- (a) authorise the Head of Democratic Services to place a public advertisement in the Citizen newspaper and on the Council's website, inviting applications to join the pool of members of the Social Work Complaints Review Committee,
- (b) authorise the Head of Democratic Services to select and recruit individuals in accordance with the criteria set out in the legislation, with the outcomes to be reported to the Committee by way of the information bulletin.

**The Committee resolved:-**

- (i) to approve the recommendations;
- (ii) to instruct officers to write to the Scottish Government to seek clarification of the reasons why Complaint Review Committee Chairpersons should not be a member of the political party forming the ruling group on the Council, or an officer of any local authority during the year prior to their appointment;
- (iii) that officers investigate additional appropriate mediums for advertising for new members of the Complaints Review Committee pool including the use of the Council's new "Hub" website, libraries and community centres; and
- (iv) that the information sought at (ii) above be included in the Committee Business Statement.

**COMMUNITY ENGAGEMENT PROGRAMME ON SOCIAL CARE – SCW/09/020**

8. With reference to Article 8 of the minute of the previous meeting of 29<sup>th</sup> October, 2009, the Committee had before it a report by the Director of Social Care and Wellbeing which sought approval in principle for the Community Engagement Programme "More Choice, A Louder Voice".

The report (a) advised that the focus of this engagement would be the draft Commissioning Strategy for Adults; (b) indicated that the programme was an ongoing process due to the strategy being revised and amended; (c) appended details of nineteen events and meetings scheduled thus far with other events and meetings being arranged where there were gaps with particular stakeholders; (d) explained that the Community Engagement Programme was based on linking with existing groups and forums, and meetings so far scheduled indicate where the majority of participants are users of services or organisations representing or providing services; (e) stated that a record would be kept from each of the meetings of individuals comments which would help to inform the final version of the strategy;

and (f) advised that a report summarising the programme on the strategy along with the revised Commissioning Strategy would be presented to members at the Committee meeting on 25<sup>th</sup> February, 2010.

**The report recommended:-**

- (a) that members note the content of the report and authorise the Director to begin the consultation process on the draft Commissioning Strategy; and
- (b) that the Director be asked to report back on the findings of the consultation and changes to the strategy as a result of the consultation.

**The Committee resolved:-**

- (i) to approve the recommendations; and
- (ii) that the report be referred to the Disability Advisory Group for their information.

**INTENSIVE COMMUNITY SUPPORT AND LEARNING SERVICE – SCW/09/036**

9. The Committee had before it a report by the Director of Social Care and Wellbeing which sought agreement for a spend to save investment to establish an Intensive Community Support and Learning Service for young people as a direct alternative to residential care.

The report (a) advised that the establishment of this service was planned as part of the strategy to reduce spend on residential placements by developing community based alternative services; (b) indicated that residential school placements vary in cost ranging from £160,000 to £200,000 per annum for one place, secure accommodation could cost £7,500 to £10,000 per week (annual cost £390,000 to £520,000) and specialist foster placements cost £45,000 to £70,000 per annum; (c) outlined the budgeted and actual costs for residential school placements since 2004; (d) explained that planned budget savings of £2,265,000 in the aligned budget (out of authority placements including external fostering), and £2,650,000 in 2010/11 would be difficult to deliver without credible alternatives available in the city; (d) indicated that a suitable building had been identified at 116 Westburn Road, Aberdeen which requires some capital investment estimated at £50,000 to £70,000 to carry out minor repairs, decorative works and the installation of IT and a communication system; (e) revealed that revenue costs would include staff salaries, running and infrastructure costs, education and learning materials which totalled £583,981; (f) advised that the proposed service would offer places to twenty young people, with a weekly unit cost of less than £600; (g) stated that it was anticipated that in year one the number of residential school places would reduce (net) by four giving a reduction in spend of £640,000 with a target reduction in years two and three of a further eight places at a costed reduction of £1.2m; (h) explained that the reductions in cost for the first year's spend would address the current overspend with a net saving from years three and four; (i) revealed that the service was targeted at young people of secondary school age where the following criteria applied:-

- there was a risk of them becoming looked after and accommodated; and
- they required support to return to the community following a period of accommodation;



(j) outlined the core objectives and the programme delivered by the service; and  
 (k) had appended the service specification for the Intensive Community Support and Learning Service.

**The report recommended:-**

that the Committee -

- (a) agree the spend to save investment to establish the Intensive Community Support and Learning Service;
- (b) agree the use of the building at 116 Westburn Road, Aberdeen as service premises;
- (c) agree the staffing implications set out in paragraph 6.12 of the report, subject to the approval of additional staff within the Education, Culture and Sport Service by that Service Committee; and
- (d) remit the report to Finance and Resources Committee for agreement of revenue and capital costs as shown in paragraph 6.12 of the report

The Committee heard Susan Devlin, Interim Head of Children's Services advise that there was an error within the table at 6.12 of the report, referred to at (e) above, namely that the number of hours required for intensive community support assistants should read 800, therefore the costs would be amended to £14,764 resulting in the total figure for revenue costs being £588,727.

**The Committee Resolved:-**

- (i) to approve the recommendations, subject to the amendment to the table at 6.12 of the report referred to above;
- (ii) that the salary grades for the four Teachers be provided to the Education, Culture and Sport Committee when it considers the referral; and
- (iii) that officers write to the former users of the premises at 116 Westburn Road (Choices) to inform them of the service proposal.

**DECLARATION OF INTEREST**

**Councillor Kiddie declared an interest in the subject matter of the following article by virtue of his previous membership of UNISON but did not consider that the nature of his interest required him to leave the meeting during consideration of the matter.**

**LEARNING DISABILITY DAY SERVICE REDESIGN – SCW/09/021**

**10.** The Committee had before it a report by the Director of Social Care and Wellbeing which provided details on the proposals to redesign Learning Disability Day Services agreed by Council on 17<sup>th</sup> December 2008.

The Committee heard the Convener advise that correspondence had been received from UNISON requesting that the Committee should not consider the report submitted due to inadequate consultation time with the trade union, however he proposed that the correspondence be noted and to proceed with consideration of the report as planned.

The report (a) advised that the proposal to close two Day Care Centres was emotive which current service users and family carers were finding unsettling and fearful that the centre closures would mean increased risk, less structure and resulting in more responsibilities for them; (b) revealed that staff were also anxious about the future for themselves, their service users and family carers; (c) explained that further delay would heighten anxiety and that there was an urgent need to take forward the redesign plans to bring resolution for all concerned to enable alternative day opportunities to be implemented; (d) advised that the aim of the service redesign was to ensure that the appropriate services and improved levels of staffing were available and were provided within budget, that savings of £350,000 were delivered and that £370,000 was released for investing into new day opportunities; (e) outlined the current provision provided by the three Aberdeen City Council Day Centres for adults with learning disabilities namely, the Burnside Centre, Rosehill House Centre and the Community Special Needs Group (CSNG) and a range of other day opportunities available in the city; (f) explained that the proposal to close the CSNG service in 2009, followed by the Burnside Centre in two phases during 2009/10 – 2011 was a result of the buildings not being fit for purpose and services which cater for large numbers isolating and further segregating adults with learning disabilities from the wider community; (g) revealed that Aberdeen City Council was committed to the promotion of self directed support and the development of new day opportunities which support adults with learning disability to explore new options which were challenging, stimulating, provide lifelong learning opportunities, real jobs and greater involvement in sport and leisure activities; (h) indicated that the Rosehill House Centre was an overall condition grading B and would require some upgrading and modernising in the short term, however the building was not suitable in the long term for the delivery of high quality day care for adults with complex needs; (i) intimated that the Social Work Service would therefore require to consider, in due course, the replacement of Rosehill House Day Centre with modern purpose built premises that offers day care for those with complex needs; (j) advised that individual assessment of the Day Centre service user needs were currently being undertaken against the revised (2007) Community Care Eligibility Criteria with only those in high or urgent need continuing to receive a Day Centre service; (k) explained that adults who were aged 65 years or over who meet the criteria for a Day Centre service would be referred to Older People Day Care services unless they have a need for the Specialist Learning Disability Day Centre service; (l) outlined proposals for the redesigned Day Centre service at Rosehill House Centre including the staffing structure; (m) highlighted the progress being made in terms of Aberdeen City Council's discussions with the voluntary sector, including the identification of a Service Manager to drive forward new developments and the momentum for change; (n) outlined new options and initiatives which were currently being established; and (o) appended costs of the existing in-house Learning Disability Day Care services and the new proposals which revealed a saving between the existing service and proposed scheme of £660,000.

**The report recommended:-**

that the Committee –

- (a) agree to the closure of Community Special Needs Group and the transfer of service users and staff to both Burnside and Rosehill Day Centres;
- (b) agree to the phased closure of Burnside Centre during 2009/10 – 11 as part of the programme of modernising services to adults with learning disabilities;
- (c) agree to the new staffing structure at Rosehill House Centre;

- (d) agree in principle to the development and commissioning of a new purpose built, integrated day care centre for adults with complex needs to replace Rosehill House Centre; and
- (e) note the need to continue to consult with service users, family carers, staff and other partners in Health and the voluntary sector to develop alternative day opportunities that will facilitate the closure of Burnside Centre and seek a further report on alternative day opportunities.

**The Committee resolved:-**

- (i) to note the correspondence received by Unison, referred to above and to consider the report as planned;
- (ii) to approve the recommendations subject to the proviso that Burnside Centre would not close until service users had been fully consulted and appropriately placed in alternative settings;
- (iii) that alternative day service providers not identified within the report be identified to ascertain whether they would have capacity or alternative opportunities for the service users currently resident at Burnside Centre;
- (iv) that members of the Committee receive details of Burnside Centre service user placements as and when they have been agreed;
- (v) to convey thanks to Murray Leys and Helen McNeill for the work undertaken to date; and.
- (vi) to congratulate the Breadmaker on being nominated for the national award for "Best New Social Enterprise"

**ADVOCACY SERVICES – SCW/09/051**

**11.** The Committee had before it a report by the Director of Social Care and Wellbeing which provided information in relation to the provision of Independent Advocacy Services in Aberdeen City.

The report (a) outlined the definition of independent advocacy (1) indicating that advocacy enables people to make informed choices about, and remain in control of, their own care, helping people to have access to information they need to understand options available to them, and to make their views and wishes known; and (2) explaining that independent advocacy could be individual or collective (group), was provided by organisations whose sole or main function was advocacy and it recognises that there may be times in the life of an individual when they need or want someone to advocate for them who has no other role in the individual's life; (b) detailed the provision and funding arrangements currently provided by Aberdeen Advocacy Service including a core service, Woodlands Service, Mental Health Outreach project, Old Age Psychiatry, Mental Health Act Project, Young People's Project, Mental Health Collective Advocacy Service, Older People's Project and Children's Advocate; (c) outlined the total funding for the provision of independent advocacy for 2008/09 as follows:-

- Aberdeen City Council - £139,403
- NHS Grampian - £92,409
- Resource Transfer

to Aberdeen City Council -	£46,009
• Children in Need -	£7,345
	<b>£285,166;</b>

(d) provided information relating to the level of service for client related activities for the last financial year compared to the activity in the preceding two years; (e) explained that since Aberdeen Advocacy Service lost two full time lottery funded workers during 2006/07, there had been a significant decline in the number of people with a learning disability that the service has been able to work with on a one to one basis and the number of groups have halved; and (f) advised that due to the commencement of the collective advocacy pilot scheme during last year, there was an increase in collective work with people with mental health issues, however there was a marked decrease in the number of “drop in” sessions the service has been able to hold due to a reduction in funding.

**The report recommended:-**

that the Committee –

- (a) note the contents of the report; and
- (b) instructs the Director of Social Care and Wellbeing to pursue the intentions of NHS Grampian, Moray Council and Aberdeenshire Council along with Aberdeen City Council to prepare a Grampian Independent Advocacy Plan for 2009/2012.

**The Committee resolved:-**

- (i) to approve the recommendations; and
- (ii) to instruct the Director of Social Care and Wellbeing to arrange an early meeting with the Chairman of NHS Grampian Board and the Chief Executive of NHS Grampian to discuss the matter in detail and to report back to the Committee at its meeting on 25<sup>th</sup> February 2010.

**COMMITTEE BUSINESS STATEMENT**

**12.** The Committee had before it for consideration, a statement of Committee Business prepared by the Head of Democratic Services, which also contained the Business Statements for the Children’s Services and Adult Services Sub-Committees for information.

**The Committee resolved:-**

to note the dates on which a number of reports were expected and updates received by officers to date.

**MOTIONS LIST**

**13.** The Committee had before it for consideration, a motions list prepared by the Head of Democratic Services.

**The Committee resolved:-**

- (i) to note that the Convener and David Wemyss, Democratic Services would be writing to Sir Moir Lockhead, Chief Executive of First Group on behalf of

- the Committee and Disability Advisory Group respectively in relation to Motion 3 (Councillor Kiddie – advertising on buses); and
- (ii) to otherwise note the motions list.

### **EXEMPT INFORMATION**

**The Council resolved in terms of Section 50(A) (4) of the Local Government (Scotland) Act 1973 to exclude the press and public from the meeting during consideration of the following item of business so as to avoid disclosure of exempt information of the class described in paragraphs 3, 5 and 7 of Schedule 7(A) of the Act.**

### **MINUTE OF MEETING OF THE SOCIAL WORK COMPLAINTS REVIEW COMMITTEE OF 9<sup>TH</sup> SEPTEMBER 2009**

**14.** With reference to Article 16 of the minute of the previous meeting of 29<sup>th</sup> October 2009, the Committee had before it for consideration, the minute of meeting of the Social Work Complaints Review Committee of 9<sup>th</sup> September 2009 and an additional foreword prepared by the Director of Social Care and Wellbeing which (a) made reference to the Committee's decision to accept recommendations (i), (iii) and (iv) and defer consideration of (ii) to enable clarification to be sought from the Complaints Review Committee on the level of supervision envisaged in these cases; and (b) summarised the response received from the Chairperson of the Complaints Review Committee.

**The Committee resolved:-**

to accept recommendation (ii) of the minute in light of clarification received by the Complaints Review Committee.

**- COUNCILLOR JAMES KIDDIE, Convener.**

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**COMMITTEE:** Social Care and Wellbeing

**DATE:** 14th January 2010

**DIRECTOR:** Fred McBride

**TITLE OF REPORT:** Capital Budget Progress Report

**REPORT NUMBER:** SCW/10/004

### 1. PURPOSE OF REPORT

- 1.1 This report provides an update to Committee of the progress being made on the various projects within the Non-Housing Capital Programme, previously approved by Council, which are aligned to Social Care and Wellbeing services.

### 2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:

Considers and notes the content of this report in relation to the projects outlined at Appendix A.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The monies required to fund the capital programme are achieved through external borrowing, capital receipts and grant income. The General Fund has adequate resources available to finance the capital spend in 2009/2010.
- 3.2 The overall cost of Capital is calculated on a Council-wide basis and therefore the impact on the Council will be included within the summary report to Finance and Resources Committee. It is important that approved projects are managed and monitored in a robust way to ensure there is accuracy in relation to expenditure projections and thereby enable the Council to calculate and evaluate the overall need for, and cost of, borrowing.

### 4. SERVICE & COMMUNITY IMPACT

- 4.1 The Council operates within overall capital control mechanisms laid down by the Scottish Government as well as recommended accounting practice and policies in accordance with the Prudential Code.

### 5. OTHER IMPLICATIONS

- 5.1 Failure to invest adequately in the Council's asset base may lead to the Council not complying with current health and safety requirements nor capturing the benefits that can be derived from, for example, improved design and construction practices.
- 5.2 If the continuation of close budgetary control is not exercised and maintained the Council may operate out-with the capital control mechanisms laid down by the Scottish Government in relation to the Prudential Code for the 2009/2010 Non Housing Capital Programme.

## **6. REPORT**

- 6.1 Appendix A outlines the Non-Housing Capital Programme projects aligned to Social Care and Wellbeing services and provides for each project the budget for 2009/10, spend to the end of October 2009 and forecast out-turn. The appendix also outlines future years budget profiles and any current project forecast variance.
- 6.2 The spend to the end of October 2009 only reflects payments made and processed. It excludes commitments that have been made which will be due to be paid by the end of the year.
- 6.3 Comments on particular projects, where appropriate, are included in the narrative.

## **7. REPORT AUTHOR DETAILS**

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Acting Principal Accountant  
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01224 522928

## **8. BACKGROUND PAPERS**

Financial ledger data extracted for the period.



## Non-Housing Capital Projects – Social Care and Wellbeing

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 31/10/09 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
594 Rosewell House	8,678	8,460	218	57	18	75	218	0	0	8,753	75
<b>Project Description/Project Cost</b>											
Replacement of existing home with a multi purpose respite and rehabilitation centre. It is forecast that a further £218k will be required in 2010/11 to cover contract retention payments. The additional expenditure has been incurred providing additional equipment.											
691 Integrated Drug Service	650	0	650	0	650	650	0	0	0	650	0
<b>Project Description/Project Cost</b>											
This project is for the financial contribution towards the build cost of the Integrated Drugs Service at the Timmer Market by NHS Grampian. Discussions are ongoing regarding the contractual position on this project and it may be that we are not in a position to make the payment until next financial year.											
777New Childrens Residential Unit	1,700	0	200	0	200	200	1,300	200	0	1,700	0
<b>Project Description/Project Cost</b>											
Approved at Finance and Resources Committee 19/9/09. Total project cost is estimated to be £1.7m with the main spend profiled for 2010/11.											

## Non-Housing Capital Projects – Social Care and Wellbeing

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 31/10/09 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
<b>Total Social Care and Wellbeing</b>	11,028	8,460	1,068	57	868	925	1,518	200	0	11,103	75

## Notes:

Spend as at 31<sup>st</sup> October 2009 reflects payments made only and not the costs of commitments made for orders placed or work in progress for accepted tenders which will be reflected in the forecast position.

Future Years Budget Profiles are subject to review and then approval by Council in February 2010.

## ABERDEEN CITY COUNCIL

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**COMMITTEE:** Social Care and Wellbeing

**DATE:** 14 January 2009

**DIRECTOR:** Fred McBride and City Chamberlain

**TITLE OF REPORT:** 2009/10 REVENUE BUDGET MONITORING

**REPORT NUMBER:** SCW/09/034

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to
- i) bring to Committee members notice the current year revenue budget performance to date for the services which relate to this Committee; and
  - ii) advise on any areas of risk and management action.

### 2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- i) consider and note this report and the information on management action and risks that is contained herein; and
  - ii) instruct that officers continue to review budget performance and report on service strategies to ensure a balanced budget.

### 3. FINANCIAL IMPLICATIONS

- 3.1. The total Social Care and Wellbeing budget, amounts to around £111 million net expenditure.
- 3.2. Based upon present forecasts it is anticipated that the financial performance of the service will result in an adverse movement on the Council finances overall. This position will be reflected in the overall financial monitoring for the Council when it is reported to Finance and Resources Committee at the end of this Committee cycle.
- 3.3. Further details of the financial implications are set out in section 6 and the appendices attached to this report.

#### **4. SERVICE & COMMUNITY IMPACT**

- 4.1. As a recognised top priority the Council must take the necessary measures to balance its budget. Therefore Committees and services are required to work within a financial constraint. Every effort is being focused on delivering services more efficiently and effectively.

#### **5. OTHER IMPLICATIONS**

- 5.1. Every organisation has to manage the risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by Members. This report is part of that framework and has been produced to provide an overview of the current operating position.

#### **6. REPORT**

- 6.1 This report informs members of the current year revenue budget performance to date, for the service's budget and provides high level summary for the consideration of Members, to period 7 (to end of October 2009). It also outlines whether or not there are any cost pressures that are immediately identifiable from the expenditure incurred to date and actions being undertaken to manage these.

- 6.2 The service report and associated notes are attached at Appendices A to F

##### **Financial Position and Risks Assessment**

- 6.3 At this time, the following continuing areas of risk are highlighted together with management action being taken.

- 6.3.1 There are significant pressures on the Adults community care budgets. Care commitments are currently £4.7m above budget. As previously reported this position reflects additional pressures on needs led services. Further management action is required to bring the commitment level back in line with budget. Actions being taken include vacancy management to achieve savings on staff costs; savings on costs from purchased day care by greater use of in-house day care for older people; increased income through rigorous application of the charging policy and savings on care packages as they are reviewed.

**6.3.2** There are also significant pressures on the Children's residential school and external fostering budgets. Previous reports to Budget Monitoring Board have outlined a 26% increase in referrals to children's services over the last 12 months, together with a 34% increase in children on the child protection register. The total number of children in foster care has increased by 17% over the same period. Commitments for external residential and fostering services are currently £2.4m above budget. This reflects the additional pressures outlined above and savings not yet achieved. The review of all remaining young people who are looked after and accommodated continues to progress.

**6.3.3** There are also additional pressures in areas where it has not been possible to complete savings action plans on time. The table below outlines savings achieved to date, together with proposed management actions to achieve full year savings target.

<b>Savings Description</b>	<b>Full Year Budget Saving £000</b>	<b>Savings achieved to date £000</b>	<b>Explanation/management action</b>	<b>Projected Saving £000</b>
re-commissioning of externally provided children's services	260	200	We are continuing to meet with providers from the voluntary sector with a view to meeting the remainder of the savings.	260
children's services staffing and management review	300	84	Prior to the service redesign, £300k of savings was identified. The review of services and redesign evidences that these savings are no longer achievable while ensuring safe operational practice. Additional work is underway to identify other potential savings to offset this.	84
externalisation of Learning Disability specialist day service	63	0	Garden Crafts was due to transfer to a voluntary sector provider. The provider has pulled out of the transfer. Alternative providers/social enterprise organisations are being sought.	0
implementing charging for Learning Disability and Older People's day centre services	140	70	£70k achieved by implementation w.e.f. 1 <sup>st</sup> October. Further savings of £35k will be found in older people's day services.	105
redesign of Learning Disability day care services	150	130	This relates to a reduction in staffing of 5 posts in the Community Placement Team. 4 persons have been released or redeployed and 1 is likely to be offered voluntary severance, following unsuccessful attempts at redeployment. Savings will be recalculated once this post goes but total may not be more than £130,000. Additional savings will be made through efficiencies and vacancy savings within adult services.	130
redesign of Learning Disability day care services	350	0	The closure of Burnside Day centre is dependant on the provision of alternative opportunities in the community for people who meet the eligibility criteria for services. Due to the nature of the needs of the service user group we have extended the period for consultation and commissioning of services. Alternative savings are being sought, including closure of the kitchen with effect from 31 <sup>st</sup> July.	50

**6.3.4** It is noted that some savings have been fully achieved. These are as follows:

- i) Temporary closure of Seaton Family Centre (80k)
- ii) Children's Services, Early Years staff reduction (30k)
- iii) Reduction in Playscheme budget (50K)
- iv) Reduction in LD respite services (£150k)
- v) Mental Health, re-commissioning and de-commissioning of services (£204k)
- vi) Reduced staffing in office of chief Social Work Officer (£75k)
- vii) Reduced staffing in Adults Services (£50k)
- viii) Re-provisioning of transport, older people's services (£150k)
- ix) Closure of Croft House (£300k)
- x) Reduced staffing in older people's services (£801k)

**6.4** In overall terms at this stage, as set out in Appendix A, the position reflects current spend above budget of £5.0m, and a projected forecast overspend of £5.2m for the year, if the current trends continue to year end. The overspend projection may be summarised as follows:

	<u>£000</u>
Adults community care budget (see 6.3.1 above)	4,657
Childrens external residential placements (see 6.3.2 above)	2,431
Underspends on other Agencies costs	(1,169)
Underspend on employee costs	(6)
Underspends on other non-employee budgets	(864)
Shortfall on income	<u>120</u>
	<u>5,169</u>

**6.5** This is an improvement in projection since the report to the October Committee meeting of £1.3m. The following significant variations in forecast should be noted:

- i) It has been confirmed that £400k of severance related costs that were previously included within the service's expenditure totals will be met from earmarked sums in the General Fund balance
- ii) favourable variance on agency costs in adults services (anticipated reduction in the cost of care packages) £400k
- iii) anticipated saving on integrated drugs budget by not committing any further expenditure against this budget in this financial year, £463k

**6.6** The management actions outlined at paragraph 6.7 below have been instigated with a view to reducing the forecast overspend and it is anticipated that the impact of these actions will be to reduce the overspend by £3.1m. Further action is being examined and costed.

## Management Action

- 6.7 The following suite of measures has been instructed to all Social Work managers in order to maximise short term savings in an effort to bring the budget back into balance.
- All requests for the need to employ agency staff to be submitted to Head of Service for consideration by the Social Care Management Team
  - No overtime will be worked unless it is essential to cover our statutory service or is considered that there is a risk to “life or limb” – **all** overtime will only be agreed following approval of the Director or a Head of Service
  - Only essential purchases will be authorised and only with the approval of a Head of Service or the Operational Support Manager
  - Admissions to Care Homes, both from Hospital and Community, will be restricted to a minimum and allocated on the basis of assessment of need. Decisions will be scrutinised at Head of Service/Director level
  - There will be no further increase in care packages for the remainder of this financial year
  - There will be no further purchased day care for the remainder of this financial year
  - External Respite commitments will be reduced or stopped for the remainder of this financial year
  - There will be no recommendations for external placements and firm gate keeping arrangements for children will be in place
  - Uncommitted balances will be taken as savings as approved by Heads of Service
  - Travel outwith the City will be approved on an exceptional basis only
  - There will be no further conferences/external training for the remainder of this financial year
  - 10/11 savings proposals to be brought forward in 09/10 wherever possible
- 6.8 Action has also been taken to source additional resources to complement the existing finance support for the service in order to ensure the robustness and accuracy of the figures being reported. This work is ongoing.



## **7. REPORT AUTHOR DETAILS**

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01224 522928

Additional contributions to analysis of risks and management action by Director & Heads of Service – Social Care & Wellbeing.

## **8. BACKGROUND PAPERS**

Financial ledger data extracted for the period;

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**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2009 / 2010**

**DIRECTORATE : SOCIAL CARE AND WELLBEING**

AS AT	31 October 2009	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
		£'000	£'000	£'000	£'000	£'000	%	£'000	
ACCOUNTING PERIOD 7		£'000	£'000	£'000	£'000	£'000	%	£'000	
Directorate incl. CSWO		3,291	2,596	2,373	(223)	2,953	(338) -10.3%	(260)	
Head of Adult's Services		75,429	46,780	49,568	2,788	79,004	3,575 4.7%	(1,199)	
Head of Children's Services		29,253	15,810	18,570	2,760	31,551	2,298 7.9%	146	
Head of Contracts, Commissioning & Community Engagement		1,960	1,126	1,057	(69)	1,810	(150) -7.7%	(21)	
SSMSL		1,576	919	667	(252)	1,360	(216) -13.7%	26	
<b>TOTAL BUDGET</b>		<b>111,509</b>	<b>67,231</b>	<b>72,235</b>	<b>5,004</b>	<b>116,678</b>	<b>5,169 4.6%</b>	<b>(1,308)</b>	

**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2009 / 2010**

**DIRECTORATE :** SOCIAL CARE AND WELLBEING  
**HEAD OF SERVICE :** Directorate incl. CSWO

AS AT	31 October 2009	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
ACCOUNTING PERIOD 7		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		2,561	1,474	1,439	(35)	2,484	(77)	-3.0%	(330)
PROPERTY COSTS		681	351	428	77	757	76	11.2%	19
ADMINISTRATION COSTS		176	102	74	(28)	162	(14)	-8.0%	(2)
TRANSPORT COSTS		617	410	294	(116)	495	(122)	-19.8%	56
SUPPLIES & SERVICES		478	279	148	(131)	253	(225)	-47.1%	(9)
AGENCIES		23	13	0	(13)	22	(1)	-4.3%	0
CAPITAL FINANCING COSTS		110	0	0	0	110	0	0.0%	0
<b>GROSS EXPENDITURE</b>		<b>4,646</b>	<b>2,629</b>	<b>2,383</b>	<b>(246)</b>	<b>4,283</b>	<b>(363)</b>	<b>-7.8%</b>	<b>(266)</b>
LESS: INCOME									
GOVERNMENT GRANTS		(37)	(22)	0	22	(15)	22	-59.5%	4
RECHARGES TO OTHER ACCOUNTS		(20)	(11)	(10)	1	(17)	3	-15.0%	2
OTHER INCOME		(1,298)	0	0	0	(1,298)	0	0.0%	0
<b>TOTAL INCOME</b>		<b>(1,355)</b>	<b>(33)</b>	<b>(10)</b>	<b>23</b>	<b>(1,330)</b>	<b>25</b>	<b>-1.8%</b>	<b>6</b>
<b>NET EXPENDITURE</b>		<b>3,291</b>	<b>2,596</b>	<b>2,373</b>	<b>(223)</b>	<b>2,953</b>	<b>(338)</b>	<b>-10.3%</b>	<b>(260)</b>

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

It has now been confirmed that severance costs, £427k to date, will be met from earmarked sums in General Fund balances and costs previously included, £302k, have been removed from the service's figures at this point, hence the favourable movement since the last report. The favourable variance on forecast out-turn results from additional vacancy

PROJECTED VARIANCE	CHANGE
£'000	£'000
(77)	(330)

**Property Costs**

rent review at Kirkgate House increased annual rent by £54k

76	19
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**Administration Costs**

based on current trends it is anticipated that expenditure for the year will be below budget

(14)	(2)
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**Transport Costs**

forecast out-turn reflects anticipated savings on transport provision. Current period underspend also reflects late billing of vehicle maintenance costs

(122)	56
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**Supplies and Services**

period figures reflect that adult protection budget is not yet fully committed, and the projection now assumes that this money will not be spent this year

(225)	(9)
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**Agencies and Other Bodies**

based on current trends it is anticipated that expenditure for the year will be below budget

(1)	0
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**Capital Financing Costs**

Capital financing costs are charged to services at year end, and at this stage are anticipated to be in line with budget

0	0
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**Income**

transport unit recharges posted at year end

25	6
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(338)	(260)
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**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2009 / 2010**

**DIRECTORATE :** SOCIAL CARE AND WELLBEING  
**HEAD OF SERVICE :** Head of Adult's Services

AS AT	31 October 2009	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	%	
ACCOUNTING PERIOD 7		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		33,256	19,255	19,199	(56)	33,475	219	0.7%	(384)
PROPERTY COSTS		1,546	722	458	(264)	1,471	(75)	-4.9%	(53)
ADMINISTRATION COSTS		430	193	132	(61)	402	(28)	-6.5%	6
TRANSPORT COSTS		1,828	567	419	(148)	1,677	(151)	-8.3%	18
SUPPLIES & SERVICES		1,469	850	765	(85)	1,469	0	0.0%	(38)
AGENCIES		72,153	41,238	43,138	1,900	76,112	3,959	5.5%	(721)
TRANSFER PAYMENTS TOTAL		32	19	25	6	38	6	18.8%	0
CAPITAL FINANCING COSTS		1,135	0	3	3	1,135	0	0.0%	0
<b>GROSS EXPENDITURE</b>		<b>111,849</b>	<b>62,844</b>	<b>64,139</b>	<b>1,295</b>	<b>115,779</b>	<b>3,930</b>	<b>3.5%</b>	<b>(1,172)</b>
LESS: INCOME									
GOVERNMENT GRANTS		(5,300)	(329)	(533)	(204)	(5,504)	(204)	3.8%	(9)
OTHER GRANTS & CONTRIBUTIONS		(24,265)	(13,916)	(12,127)	1,789	(24,332)	(67)	0.3%	6
CUSTOMER & CLIENT RECEIPTS		(3,784)	(751)	(974)	(223)	(3,904)	(120)	3.2%	4
RECHARGES TO OTHER ACCOUNTS		(221)	(48)	(57)	(9)	(294)	(73)	33.0%	(62)
OTHER INCOME		(2,850)	(1,020)	(880)	140	(2,741)	109	-3.8%	34
<b>TOTAL INCOME</b>		<b>(36,420)</b>	<b>(16,064)</b>	<b>(14,571)</b>	<b>1,493</b>	<b>(36,775)</b>	<b>(355)</b>	<b>1.0%</b>	<b>(27)</b>
<b>NET EXPENDITURE</b>		<b>75,429</b>	<b>46,780</b>	<b>49,568</b>	<b>2,788</b>	<b>79,004</b>	<b>3,575</b>	<b>4.7%</b>	<b>(1,199)</b>

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

It has now been confirmed that severance costs, £351k to date, will be met from earmarked sums in General Fund balances and costs previously included, £123k, have been removed from the service's figures at this point. The favourable movement since the last report is in part due to the removal of these costs, and part due to additional vacancy savings. Non-achievement of savings at Burnside £391k to period 7 (£670k in full year) has also been partially offset by additional vacancy savings

PROJECTED VARIANCE	CHANGE
£'000	£'000
219	(384)

**Property Costs**

The low level of spend at this time reflects the phasing of actual payments. Based on current spending levels it is anticipated that expenditure for the year will be below budget

(75) (53)

**Administration Costs**

Expenditure on printing & stationery and courses continues to be below the budgeted level

(28) 6

**Transport Costs**

Expenditure on travelling expenses continues to be below the budgeted level

(151) 18

**Supplies and Services**

Current spend is below the budgeted level but it is anticipated that spend will be in line with budget by year end

0 (38)

**Agencies and Other Bodies**

The budgets for needs led Community Care services are some £5.1m over-committed at present, with some anticipated compensating underspends on other budget heads. Decisions to defer the use of monies included within the budget to expand the Integrated Community Drugs Service has enabled a reduction in the forecast expenditure on this cost centre of £463k which is reflected in the movement this period

3,959 (721)

**Transfer Payments**

based on current trends it is anticipated that expenditure for the year will be above budget

6 0

**Capital Financing Costs**

Capital financing costs are charged to services at year end, and at this stage are anticipated to be in line with budget

0 0

**Income**

The variations reflect the timing of various receipts and invoices. Additional income from client contributions mirrors the over commitment on agency expenditure, and government grant for the telecare programme, which was not included in the base budget, will also reflect in additional costs within staffing and other expenditure budgets. However, it is not now anticipated that the provision for uplift on Resource Transfer funding will be received, which represents a shortfall of

(355) (27)

3,575	(1,199)
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**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2009 / 2010**

**DIRECTORATE :** SOCIAL CARE AND WELLBEING  
**HEAD OF SERVICE :** Head of Children's

AS AT	31 October 2009	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
ACCOUNTING PERIOD 7		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		11,900	6,958	7,009	51	11,968	68	0.6%	(2)
PROPERTY COSTS		536	166	130	(36)	499	(37)	-6.9%	(7)
ADMINISTRATION COSTS		261	152	118	(34)	243	(18)	-6.9%	4
TRANSPORT COSTS		571	279	269	(10)	567	(4)	-0.7%	23
SUPPLIES & SERVICES		475	228	152	(76)	454	(21)	-4.4%	(5)
AGENCIES		14,847	7,594	10,574	2,980	17,250	2,403	16.2%	142
TRANSFER PAYMENTS TOTAL		778	462	333	(129)	651	(127)	-16.3%	(25)
CAPITAL FINANCING COSTS		317	0	0	0	317	0	0.0%	0
<b>GROSS EXPENDITURE</b>		<b>29,685</b>	<b>15,839</b>	<b>18,585</b>	<b>2,746</b>	<b>31,949</b>	<b>2,264</b>	<b>7.6%</b>	<b>130</b>
LESS: INCOME									
GOVERNMENT GRANTS		(2)	(1)	0	1	0	2	-100.0%	0
OTHER GRANTS & CONTRIBUTIONS		(211)	0	10	10	(201)	10	-4.7%	9
CUSTOMER & CLIENT RECEIPTS		(32)	(19)	(26)	(7)	(46)	(14)	43.8%	7
RECHARGES TO OTHER ACCOUNTS		(154)	0	0	0	(154)	0	0.0%	0
OTHER INCOME		(33)	(9)	1	10	3	36	-109.1%	0
<b>TOTAL INCOME</b>		<b>(432)</b>	<b>(29)</b>	<b>(15)</b>	<b>14</b>	<b>(398)</b>	<b>34</b>	<b>-7.9%</b>	<b>16</b>
<b>NET EXPENDITURE</b>		<b>29,253</b>	<b>15,810</b>	<b>18,570</b>	<b>2,760</b>	<b>31,551</b>	<b>2,298</b>	<b>7.9%</b>	<b>146</b>

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

It has now been confirmed that severance costs, £51k to date, will be met from earmarked sums in General Fund balances and costs previously included, £34k, have been removed from the service's figures at this point. The adverse variance forecast overall is due to the non-achievement of vacancy savings anticipated in budget

PROJECTED VARIANCE	CHANGE
£'000	£'000
68	(2)

**Property Costs**

Based on current spending levels it is anticipated that expenditure for the year will be below budget

(37) (7)

**Administration Costs**

Expenditure on printing & courses continues to be below the budgeted level

(18) 4

**Transport Costs**

Expenditure on travelling expenses continues to be below the budgeted level but other transport related costs have

(4) 23

**Supplies and Services**

Expenditure on catering & childrens expenses continues to be below the budgeted level

(21) (5)

**Agencies and Other Bodies**

The forecast out-turn reflects the level of over commitment at present on placements in external residential facilities including fostering placements. The period expenditure level also reflects the phasing of payments. The increase in adverse variance since last report is due to additional external fostering placements

2,403 142

**Transfer Payments**

Expenditure on outreach project grants and throughcare payments continues to be below the budgeted level and based on current trends it is anticipated that expenditure for the year will be below budget

(127) (25)

**Capital Financing Costs**

Capital financing costs are charged to services at year end, and at this stage are anticipated to be in line with budget

0 0

**Income**

Based on current trends it is anticipated that income for the year will be below budget

34 16

2,298	146
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**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2009 / 2010**

**DIRECTORATE :** SOCIAL CARE AND WELLBEING  
**HEAD OF SERVICE :** Head of Contracts, Commissioning & Community Engagement

AS AT	31 October 2009	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
ACCOUNTING PERIOD 7		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		930	532	535	3	930	0	0.0%	2
PROPERTY COSTS		0	0	0	0	0	0	#DIV/0!	0
ADMINISTRATION COSTS		318	186	68	(118)	203	(115)	-36.2%	(24)
TRANSPORT COSTS		22	13	6	(7)	15	(7)	-31.8%	(1)
SUPPLIES & SERVICES		20	10	3	(7)	23	3	15.0%	3
AGENCIES		670	385	445	60	639	(31)	-4.6%	(1)
<b>GROSS EXPENDITURE</b>		<b>1,960</b>	<b>1,126</b>	<b>1,057</b>	<b>(69)</b>	<b>1,810</b>	<b>(150)</b>	<b>-7.7%</b>	<b>(21)</b>
LESS: INCOME									
<b>TOTAL INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>
<b>NET EXPENDITURE</b>		<b>1,960</b>	<b>1,126</b>	<b>1,057</b>	<b>(69)</b>	<b>1,810</b>	<b>(150)</b>	<b>-7.7%</b>	<b>(21)</b>

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Although employee costs are currently marginally above budget it is anticipated that they will come within budget by

PROJECTED VARIANCE	CHANGE
£'000	£'000
0	2

**Property Costs**

0	0
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**Administration Costs**

Expenditure on courses continues to be below the budgeted level

(115)	(24)
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**Transport Costs**

Based on current trends it is anticipated that expenditure for the year will be below budget

(7)	(1)
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**Supplies and Services**

Current spend is below the budgeted level but it is anticipated that spend will be above budget by year end

3	3
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**Agencies and Other Bodies**

the apparent overspend at this time reflects the phasing of grants payments which are expected to come within budget

(31)	(1)
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**Income**

0	0
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(150)	(21)
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**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2009 / 2010**

**DIRECTORATE :** SOCIAL CARE AND WELLBEING  
**HEAD OF SERVICE :** SSM

AS AT	31 October 2009	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
ACCOUNTING PERIOD 7		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		1,415	825	612	(213)	1,199	(216)	-15.3%	24
ADMINISTRATION COSTS		43	25	11	(14)	35	(8)	-18.6%	(4)
TRANSPORT COSTS		10	6	4	(2)	8	(2)	-20.0%	0
SUPPLIES & SERVICES		116	67	40	(27)	121	5	4.3%	5
<b>GROSS EXPENDITURE</b>		<b>1,584</b>	<b>923</b>	<b>667</b>	<b>(256)</b>	<b>1,363</b>	<b>(221)</b>	<b>-14.0%</b>	<b>25</b>
LESS: INCOME									
RECHARGES TO OTHER ACCOUNTS		(8)	(4)	0	4	(3)	5	-62.5%	1
<b>TOTAL INCOME</b>		<b>(8)</b>	<b>(4)</b>	<b>0</b>	<b>4</b>	<b>(3)</b>	<b>5</b>	<b>-62.5%</b>	<b>1</b>
<b>NET EXPENDITURE</b>		<b>1,576</b>	<b>919</b>	<b>667</b>	<b>(252)</b>	<b>1,360</b>	<b>(216)</b>	<b>-13.7%</b>	<b>26</b>

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Projected underspend reflects higher level of vacancies than budgeted for

PROJECTED VARIANCE	CHANGE
£'000	£'000
(216)	24

**Administration Costs**

Based on current trends it is anticipated that expenditure for the year will be below budget

(8) (4)

**Transport Costs**

Based on current trends it is anticipated that expenditure for the year will be below budget

(2) 0

**Supplies and Services**

Current spend is below the budgeted level but it is anticipated that spend will be above budget by year end

5 5

**Income**

Based on current trends it is anticipated that income for the year will be below budget

5 1

(216)	26
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## ABERDEEN CITY COUNCIL

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COMMITTEE	SOCIAL CARE & WELLBEING
DATE	14 JANUARY 2010
DIRECTOR	FRED McBRIDE
TITLE OF REPORT	PERFORMANCE MANAGEMENT
REPORT NUMBER:	SCW/10/020

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### **1. PURPOSE OF REPORT**

The purpose of this report is to update the Committee on the progress of developing a Performance Management Framework for Social Care and Wellbeing using the scorecard method. This was previously described and recommended in a report to Continuous Improvement Committee in April 2009.

### **2. RECOMMENDATION(S)**

It is recommended that Committee:-

- a) Note the performance data reported at Appendix 1.

### **3. FINANCIAL IMPLICATIONS**

There are none at the present time

### **4. SERVICE & COMMUNITY IMPACT**

- 4.1 The scorecard will enable the Committee to have an overview of the performance within the service. This will report on Statutory Performance Indicators, National and local initiatives.
- 4.2 It demonstrates the links between Process, Stakeholder Impact, Organisational Development and Resources. It will identify areas of success and areas for improvement in providing services to the people of Aberdeen.
- 4.3 The proposal to use a Score Card approach enables the reporting of Process, Organisational Development, Resources and Stakeholder Impact. This would highlight areas of achievement but also indicate areas of pressure and significant risk while making the linkages across the piece.

### **5. OTHER IMPLICATIONS**

Need to ensure that Statutory Responsibilities are being met and that there is capacity within the service to continue doing so.

## **6. REPORT**

- 6.1 The proposal to use a Score Card approach enables the reporting of five key themes for Social Care and Wellbeing.
- 6.2 These five key themes are:
  - a) Balance of Care
  - b) Managing the Workforce
  - c) Personalisation/ Participation
  - d) Resources
  - e) Strategic Commissioning
- 6.3 Reporting performance on the above areas will demonstrate how Social Care and Wellbeing capacity, resources, and people are managed to deliver our service priorities.
- 6.4 The Score card method demonstrates linkages to the Single Outcome Agreement, Aberdeen City Council Interim Business Plan 2009-12, Statutory Performance Indicators and the National Outcome Measures for Community Care.

## **7. REPORT AUTHOR DETAILS**

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Director for Social Care & Wellbeing  
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01224 523797

## **8. BACKGROUND PAPERS**

Report to Continuous Improvement Committee 21-04-09 on Performance Management.  
Aberdeen City Council Interim Business Plan 2009 2012  
Single Outcome Agreement  
National Outcomes Framework for Community Care  
Report to Social Care and Wellbeing Committee 3-09-09 on Performance Management.

# Social Care and Wellbeing Scorecard

Social Care and Wellbeing Scorecard

**Report Type:** Scorecard Report


**Author:** Paul Toseland





**Generated on:** 14 December 2009




## Appendix 1


















Balance of Care
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Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
ASW4b: Total number of homecare hours provided as a rate per 1,000 population aged 65+	575.6	402.9	358.5		<p>2008/09. Value 358.5. Implementation of revised eligibility criteria has resulted in a reduction in the number of people aged 65+ receiving support where their re-assessed need fell into the low and medium category of ACC's criteria (-18.5%). This has also reduced the overall number of hours of home care provided (-10.6%), but to a lesser extent, as those over 65+ in receipt of personal care were in the main reviewed as requiring the same or in some instances an increased level of support. By far the largest area of reduction has been in the provision of domestic support.</p> <p>The percentage of commissioned and provided personal care has increased from 87.6% to 98%. Based on last years measurements this would see Aberdeen City Council rise to the upper quartile in ranked performance.</p> <p>The evenings and overnight percentage has risen from 18.4% to 21.2% - but would still remain in the lower quartile</p> <p>The weekend percentage has risen from 59.4% to 69.8% - rise from the median to the upper quartile</p> <p>These percentage increases relating to personal care are expected due to the reduction in the overall numbers of people receiving care</p>	


Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
					at home following re-assessment under revised eligibility criteria.  2009/10. A snapshot of information was done for the period 28.9.09 to 4.10.09 resulting in an estimated value at October 2009 of 358.5. This information has not been validated.	
ASW4c: Percentage of homecare clients aged 65+ receiving personal care	71.2%	87.6%	98.4%		2008/09. Value 98.4%  2009/10. A snapshot of information was done for the period 28.9.09 to 4.10.09 resulting in an estimated value at October 2009 of 98.4%. This information has not been validated.	
ASW4c: Percentage of homecare clients aged 65+ receiving a service during evening/overnight	11%	18.4%	21.2%		2008/09. Value 21.2%  2009/10. A snapshot of information was done for the period 28.9.09 to 4.10.09 resulting in an estimated value at October 2009 of 21.2%. This information has not been validated.	
ASW4c: Percentage of homecare clients aged 65+ receiving a service at weekends	48.2%	59.4%	69.8%		2008/09. Value 69.8%.  2009/10. A snapshot of information was done for the period 28.9.09 to 4.10.09 resulting in an estimated value at October 2009 of 69.8%. This information has not been validated.	
ASW5a: Number of nights of respite care provided for elderly people (65+) per 1,000 65+	341.9	328.2	270.2		2008/09. Value 270.2  Performance is down significantly in all areas except 'daytime respite not in a day centre'.  The increase in the provision of respite outwith day centres is as a result of the implementation of the eligibility criteria. Staff were instructed to ensure that support provided to carers - in terms of services to enable carers to leave the home for planned periods - was more clearly defined. In addition, there have been new developments in terms of the expansion of services provided by Crossroads and Alzheimers Scotland which are designed to provide flexible support to carers.  The reduction across 3 areas is also largely as a result of the implementation of eligibility criteria which produced a sustained reduction in service levels across services for older people. In addition, we have re-designed our day care and residential respite services to target only those in the highest 2 categories of need.	

Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
					<p>The uptake of residential respite has also been adversely affected by the closure and re-provisioning of 2 ACC resources. Our new development at Rosewell - which opened in May - has 20 beds dedicated to the provision of respite for Older People and we expect to see a sustained increase in planned residential respite in the year ahead. This will be managed via our respite voucher scheme which will also improve recording.</p> <p>2009/10. A snapshot of information was done for the period 28.9.09 to 4.10.09 resulting in an estimated value at October 2009 of 270.2. This information has not been validated.</p>	
ASW5a: Number of nights of respite care provided for other adults (18-64) per 1,000 18-64	17.9	23.5	21.5		<p>2008/09. Value 21.5%</p> <p>2009/10. A snapshot of information was done for the period 28.9.09 to 4.10.09 resulting in an estimated value at October 2009 of 21.5%. This information has not been validated.</p>	
ASW5b: % of overnight respite nights not in a care home for elderly people (65+)	1.1%	1.5%	0%		<p>This SPI was found to be unreliable on audit. While sampling has evidenced some improvements in the data collection in relation to respite, these have not been sufficient to ensure a robust SPI.</p> <p>It is therefore not possible to analyse actual performance in relation to previous years however there are some key factors that have impacted on performance.</p>	
EC8a: Number of overnight respite nights provided for children (0-17 yrs) per 1,000 children (0-17yrs)	31	38.6	31.8		<p>2008/09. Value 31.8%</p> <p>This is a drop of 14% from 1,392 nights (284 nights not in a care home) in 2007/08 to 1,193 nights (53 nights not in a care home) in 2008/09. The number of respite nights was expected to drop in 08/09, due to 2 main reasons. Firstly, the capacity to offer respite nights by 2 of our main suppliers decreased significantly and secondly, there has been a change in the population figure, which has also decreased the SPI figure.</p> <p>The continued process within Archway may explain this in part. Archway is the main provider of children's and adults overnight respite in Aberdeen City. Over time children pass through the children's groups and into an adult group. This process has resulted in a reduction of availability for children over time, as the adult group naturally expands children turn 18 and therefore an adult, they remain in Archway, so a child's place has turned into an adult's place. This impacts on the overall capacity for children's</p>	


Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
					<p>respite and during 2007/08 to 2008/09 respite nights for children reduced from 871 to 616.</p> <p>In addition, during 2007/2008 there was one young person who accessed an alternate respite package at Provost Mitchell Circle, run by Care Solutions (24 nights). This young person has now transferred into Adult Services, therefore is not counted within this years figures.</p> <p>This was countered somewhat in a significant increase in the purchase of respite nights at Camphill School and a slight increase in the usage of Seaview respite unit, run by Aberlour Child Care Trust. Whilst Camphill is a residential school, there has been the opportunity to purchase respite nights (subject to availability) and during 2008/09 4 new packages of care were approved for respite nights at Camphill. This led to an overall increase of 165 nights from that provided during 2007/08.</p> <p>Regular liaison took place with Aberlour to ensure that Seaview ran at full capacity within the allocated budget. During 2008/09 Aberlour were able to action a number of referrals that had been made over 2007/08, which led to an increase of 23 nights.</p> <p>2009/10. A snapshot of information was done for the period 28.9.09 to 4.10.09 resulting in an estimated value at October 2009 of 31.8%. This information has not been validated.</p>	
Number and length of time on the child protection register				184	<p>The number of children on the register at October 2009 is 184.</p> <p>&lt;6 months: 97          6 months- 1 year: 51          1 year- 1.5 years: 24          1.5- 2 years: 8          2- 2.5 years: 3          2.5- 3years: 1          3 + years: 0</p> <p>Total = 184</p>	
Number of referrals of childrens cases				1115	The number of service users involved in these referrals from April to October 2009 is 726	
Number of referrals of adults (18-64) cases				525	The number of clients 18-64 from April to October 2009 is 451	

Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
Number of referrals of adults (65+) cases				1023	The number of clients 65+ from April to October 2009 is 845	
% of multi-agency/ thematic positive inspection reports					This measure is in development.	
The number of children assisted to remain in Aberdeen as a result of ART team				28	The number of children assisted to remain in Aberdeen as a result of ART team at October 2009 is 28.	
The number of additional foster carers and adopters recruited since April 2009				17	The number of additional foster carers and adopters recruited from April to November 2009 is 17.	
% of adults & older people supported to stay at home					This measure is in development.	
% of people receiving self directed care					This measure is in development.	
% of Looked After Accommodated Children (LAC) with 3 or more placements in the current care episode				45%	The number of Looked After Accommodated Children (LAC) with 3 or more placements in the current care episode is 314 at October 2009.	
Improved outcomes on Adult Protection will be monitored through regular reports to the Adult Protection Committee.					This measure is in development.	
Number of delayed discharges within the six week delayed discharge planning period		48	0		Delayed Discharge Target – The national target for discharges over 6 weeks is 0. Aberdeen City Council met this target from its introduction at 1 April 2008 until October 2009. This was a significant achievement. The delayed discharge reported for October was 3 and for November, 4. This is the result of a capacity problem in residential care homes arising from the closure of Woodgrove and the necessity for us to place 37 residents from that home across other homes in the city by the end of November. In November 3 health board areas met the 0 target, these being Orkney, Shetland & Dumfries & Galloway.	
% of looked after young people and families at risk supported to stay together or in their own communities					The number of looked after young people and families at risk supported to stay together or in their own communities is 352 at October 2009	
The number of children re-registering on the Children Protection Register within two years of being taken off the register					This measure is in development.	
The numbers of persistent young offenders	61	50	50		Although the number of persistent offenders has remained constant over the past two years, during the period 2008/09 there has been a reduction in the number of male offenders, albeit with an	





Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
					<p>increase in females. There has also been a reduction in the number of offenders aged 15 years, down from 22 to 17 (22.7%).</p> <p>While 35 previously persistent offenders dropped off the total during 08/09 a further 40 new offenders were added. This, when added to those who were already 'on record' meant the overall total remained at 50 individuals.</p> <p>This area of work is particularly partnership-orientated with agencies having to work together to achieve results. The Police Youth Justice Management and Antisocial Behaviour Units work closely with SACRO, Social Work Department and Barnardos to identify persistent young offenders in the early stages and implement action plans in respect of them.</p>	




Action	Progress	Status
Opening of Coronation Court	Coronation Court will be opening in January 2010. There are 33 flats in the very sheltered complex and a number of sheltered housing cottages will receive services from the main complex. Offers of allocation have been made to people across a range of ages over 18 years with varying degrees and types of need to promote and support the maintenance of their independence and support the initiative to change the balance of care by reducing reliance on long term residential care places. Offers have been made to people with physical, mental health and learning disability needs. This resource will meet the accommodation, housing support, personal care needs and ensure health needs are met both now and in the future.	

Managing the Workforce

Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
Average number of days lost through sickness absence - Social Care and Wellbeing				12	<p>Analysis: This information is based on the interim service.</p> <p>Action This information is collected from the HR Management System PSE</p>	












Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
					which is currently being amended to reflect the new Directorates.	
The number of Agency staff				55	Analysis: The number of agency staff employed is shown as at October 2009. No target set for 2009/10, however as part of our budget savings targets to achieve a balanced budget for 09/10 we have introduced tight management controls to ensure " All requests for the need to employ agency staff are to be submitted to your Head of Service for consideration by the Social Care and Wellbeing management team."	
% Score for compliance with Health & Safety Matrix				82%	Analysis: Based on information related to interim services. Action: Processes & procedures being put in place to reflect new Directorate.	
% of eligible staff appraised in the current year				25%	Analysis: Information only available based on the interim service. Action This information is collected from the HR Management System PSE which is currently being amended to reflect the new Directorates.	
% senior staff completed the Leadership Development Programme				42%	To be developed for new Directorate.	

Action	Progress	Status
Development of Workforce Plan	Ongoing. Currently in draft for consultation with colleagues in Human Resources.	
SWIA Action Plan and delivery	All outstanding actions from both the SWIA Action Plan and HMIe Action Plan are being incorporated into the Social Care and Wellbeing Service Plan and will be monitored and reported upon through that mechanism.	
HMIe Action Plan and delivery	All outstanding actions from both the SWIA Action Plan and HMIe Action Plan are being incorporated into the Social Care and Wellbeing Service Plan and will be monitored and reported upon through that mechanism.	


Personalisation/ Participation
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Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
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	Value	Value	Value	Value		
% of formal complaints acknowledged within 5 day timescale				97%	<p>Analysis: There were a total of 87 complaints for the period 1.4.09 to 30.9.09. On two occasions, acknowledgements were sent out with the 5 day deadline, in both cases these acknowledgements were 1 day late.</p> <p>Action: The service continues to aim for the target of all responses acknowledged within the 5 day timescale.</p>	
% of formal complaints responded to within 28 day timescale				53%	<p>Analysis: There were a total of 87 complaints for the period 1.4.09 to 30.9.09. Many factors influence the ability of the service to respond to a complaint within 28 days. The need to consult the complainant and/or employees and access relevant reports etc. can delay the investigation and, consequently, the outcome for the service user. Complaints cannot be responded to where the complainant was anonymous. A robust system has been established for monitoring complaints, which triggers reminders where complaints are reaching their due response date. This trigger includes a request for information with which to renegotiate an expected date for a response with the complainant and the sending of a holding letter. SCMT regularly monitors overdue responses, with management action taken where appropriate. This system will continue and has already significantly improved response times.</p> <p>Action: Monitoring will continue. A revised system for recording of complaints will be introduced in 2010, which will provide more information on complaints, which will be used to support continuous improvement.</p>	
% of enquiries acknowledged within 5 day timescale				86%	<p>The number of enquiries received 01/04/09 to 30/09/09 not fully available. As the updated recording procedure was only put in place in July, these figures only represent enquiries received from 06/07/09 to 30/09/09.</p> <p>Total number of enquiries: 29</p> <p>Number and % of enquiries in the period acknowledged within timescales: 25 (86.2%)</p>	
% of enquiries responded to within 28 day timescale				31%	<p>The number of enquiries received 01/04/09 to 30/09/09 not fully available. As the updated recording procedure was only put in place</p>	





Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
					in July, these figures only represent enquiries received from 06/07/09 to 30/09/09.  Total number of enquiries: 29  Number and % of enquiries in the period responded to within timescales: 9 (31%)	
% of clients who agree that they have satisfying things to do					This measure is in development.	
% of clients who agree that they have good social contacts					This measure is in development.	
% of clients agreeing that they have support that is flexible & puts them in control					This measure is in development.	
% of palliative clients with their palliative & end of life care needs identified, assessed & planned with families & carers					This measure is in development.	
Number of people waiting for drug treatment services in Aberdeen City		687	325		The number of people waiting for specialist drug treatment services has reduced significantly from 687 in quarter 4 of 2007/08 to 325 in quarter 4 of 2008/09. The full implementation of Aberdeen City Recovery Strategy is crucial in supporting this vulnerable client group to move through treatment in the recovery process.	






Resources
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Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
% spend against Revenue Budget				66%	Analysis:	

Measure	2006/07	2007/08	2008/09	2009/10	Progress	Status
	Value	Value	Value	Value		
(cumulative)					<p>Original budget 2009/10 £110m  Revised budget 2009/10 £112m  Forecast Out-turn £118m  Actual spend to period 7 (31st October) £73m  Variance (forecast against revised budget) £6m</p> <p>Action: The Director of Social Care and Wellbeing has issued an action plan which will improve the current position and support actions to achieve a balanced budget. Heads of Service have been asked to ensure they continue to monitor their budgets.</p>	
% spend against Capital Budget (cumulative)				5.33%	<p>Analysis:  The capital budget for 09/10 has a total expenditure of £1.1m allocated to the following projects – Rosewell House, Integrated Drugs Service and New Residential Children’s Unit. The current position as at October 09 is –Rosewell House £218,000 allocated as budget for 09/10 with an actual spend of £57,000 and a projected spend for year end of £75,000; Integrated Drugs Service £650,000 allocated as budget for 09/10 with no spend to date but with a projected spend for year end of £650,000; New Residential Children’s Unit £200,000 allocated as budget for 09/10 no spend to date but with a projected spend for year end of £200,000.</p> <p>Action: Heads of Service have been asked to provide accurate information as to expected year end spend on each of the above projects to the City Chamberlain by end of December 2009.</p>	
Percentage of savings on target to be delivered				51%	<p>Analysis:  The budget savings are as at October 2009 and alternative savings proposals are being implemented to achieve a balanced budget for 09/10.</p> <p>Action: The Director of Social Care and Wellbeing has issued an action plan which will improve the current position and support actions to achieve a balanced budget. Heads of Service have been asked to ensure they continue to monitor their budgets.</p>	

Strategic Commissioning

Action	Progress	Status
Progress in implementing Commissioning Strategy	Completed. Currently out for consultation, however implementation of major strands has now commenced. Strategic measures will be developed as the strategy is taken forward.	
Progress in implementing Community Engagement Strategy	Presented to Committee. Meetings with partners and stakeholders diaried for the next year.	
Reduction in high cost care packages/ implementation of Fair Cost model	The full list of high cost packages is with the external consultants (OLM) and the fair cost model is currently being populated.	
Development of partnership agreement for integrated working with Community Health Partnership	Ongoing.	

Action Status	
	Cancelled
	Overdue; No longer assigned
	Unassigned; Not Started; Check Progress
	Resuming; In Progress; Assigned
	Completed

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

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## ABERDEEN CITY COUNCIL

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COMMITTEE      Social Care and Wellbeing      DATE 14 January 2010

DIRECTOR      Fred McBride

TITLE OF REPORT      Children's Services: Redesign

REPORT NUMBER:      SCW/10/006

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### **1. PURPOSE OF REPORT**

1.1 The purpose of the report is to outline progress to date and seek agreement for the continued implementation of the Children's Services redesign as agreed at previous committees in March, May and September 2009.

### **2. RECOMMENDATION(S)**

2.1 It is recommended that Committee:

- Note the progress to date
- Agree the continued implementation of the structure set out in Appendix 1
- Agree the staff arrangements set out in paragraph 3.2
- Agree the use of the Family Centre based at the Quarry Centre as the new contact service

### **3. FINANCIAL IMPLICATIONS**

3.1 The Children's Services redesign is being delivered within existing resources. The redesign seeks to increase capacity by improved efficiency, organisational and structural arrangements.

3.2 Posts of Team Managers (22 posts) and Practice Improvement Officers (6 posts) are created by re-designating and refocusing existing posts of senior social worker and team leaders (all G15 posts).

### **4. SERVICE AND COMMUNITY IMPACT**

4.1 The imperative for the service redesign takes account of;

- Service inspections and findings by HMIE and SWIA

- The need to create one service led by a Head of Service to ensure leadership, identity, shared values and ethos, consistency of practice and strategic planning and development
- The need to create capacity
- The need to improve practice

4.2 Children's services in Aberdeen City must work in line with statutory powers and duties to improve outcomes for children. Target outcomes include;

#### **National Outcomes**

- 4 Our Young People are successful leavers, confident individuals, effective contributors and responsible citizens
- 5 Our children have the best start in life and are ready to succeed
- 8 We have improved the life chances of Children and Young People and families at risk
- 9 We live our lives free from crime, disorder and danger

#### **Single Outcome Agreement**

- 4B We will engage Young People to facilitate their personal, social and educational development and enable them to gain a voice, influence and place in society
- 5A Improve the healthy development of Young Children and their families, particularly those children most at risk
- 8B Improve the life chances of Looked After Children
- 9A Reduce anti-social behaviour, violence, domestic abuse, racist incidents and drug / alcohol related incidents

#### **National Integrated Children's Services Outcomes**

- Safe, Healthy, Active, Nurtured, Achieving, Included, Respected and Responsible

## **5. OTHER IMPLICATIONS**

- 5.1 The redesign of the services is not an end in itself rather it is part of a longer term process which aims to deliver enhanced capacity, based on shared ownership, values, ethos and culture, improved practice, strong leadership, clarity of role and responsibility with clear lines of accountability.
- 5.2 Integrated and partnership working will be a critical driver for the new service with effective relationships with a range of partners.
- 5.3 Effective screening and referral systems will ensure that children get the appropriate level of service when they require it from the appropriate agency ie intervention will be proportionate and timely. This will be ensured by implementing partnership fora across the continuum of need eg pre-referral screening arrangements.



## 6. REPORT

6.1 As reported to Social Care and Wellbeing Committee in September 2009 several adjustments to the structure were required. The structure diagram is attached as Appendix 1.

6.2 Social Care and Wellbeing, Children's Services are organised into the following themes:

- Reception and Protection
- Family and Community Support
- Children in Need
- Alternative Family Care
- Young People's Care and Accommodation

6.3 The structure was adjusted to ensure:

- Each service theme is led by a service manager responsible for
  - a) Operational management
  - b) Quality assurance
  - c) Strategic planning and development
  - d) Partnership working and integration
- The integration of strategic planning, quality assurance, practice improvement, operational practice and service delivery.
- The creation of Practice Improvement Officers working in each theme. Practice Improvement Officers will work closely with service managers on their identified 'theme' and work together with other Practice Improvement Officers across the service. Their main roles are to;
  - a) Identify and action practice improvements
  - b) Ensure quality assurance of services
  - c) Support strategic planning and development
  - d) Chair Looked After Children reviews
- Service Managers will chair case conferences in recognition of the priority and serious circumstances of children assessed as likely to require a child protection plan
- One Service Manager (Reception & Protection) has management responsibility for all referrals made to Children's Services
- Staff currently designated Senior Social Workers and Team Leaders will change title to that of Team Manager

- The reviewing of Looked After and Accommodated Children will be chaired by Team Managers and Practice Improvement Officers. In order to ensure the independence of the role of chair, managers will only chair reviews outwith their management group.
  - Children's Rights Officer will report directly to the Head of Service
  - Head of Service and Service Managers have lead responsibility for progressing integration and strategic partnership agendas
- 6.4 Committee has previously agreed to establish a contact centre. It is recommended that this service be located in the existing Quarry Family Centre based in Northfield. An options appraisal was carried out by officers which considered:
- Accessibility for service users
  - Office and staff accommodation
  - Accommodation for children and families having contact
  - Space for assessment and observation of contact
  - Space to encourage positive contact such as cooking preparing family meals supported by a worker able to advice on behaviour management and take on a mentoring role with parents
  - Locality of other family centre provision eg Deeside Family Centre was not appropriate as it is the only centre in the south of the City
  - Whether the facility was part of Social Care and Wellbeing estate (Ashgrove is part of Education, Culture and Sport's estate)
- 6.5 Families currently receiving a service at the Quarry Family Centre will not be disadvantaged by the realigning of service. Where a service user continues to require a service they will be offered a service at an alternative centre and supported in this regard (many of the services are offered on an outreach basis rather than only at a building.)
- 6.6 The redesign of Children's Services was first acknowledged as necessary in January 2009 and staff have been aware of proposals since that time.
- 6.7 There has been significant engagement with staff about the proposals throughout 2009 with the majority of staff keen for full implementation of the redesign without delay.
- 6.8 The final structure and proposals for matching staff into the structure have been available since July 2009 and have been the subject of staff briefings. The information is also available on The Zone.
- 6.9 The trade unions have had the information since July 2009.
- 6.10 To date existing Service Managers have participated in a job matching process. In addition two new service managers have been recruited. The

- remaining service manager post will be re-advertised without delay.
- 6.11 Senior social workers and team leaders have been keen to participate in the redesign implementation and have completed preference forms and participated in assessment meetings.
  - 6.12 A similar process will be repeated for all staff in Children's Services.
  - 6.13 There is a strong desire from staff in children's services to make the new structure work. Staff are keen to know how they will 'fit' into the structure and to 'get on with it' (although inevitably there is a degree of anxiety while the process is incomplete).
  - 6.14 There is a sense within the service that with the new structure comes a 'turning of a corner' with a large majority of staff viewing the redesign as a positive progression.

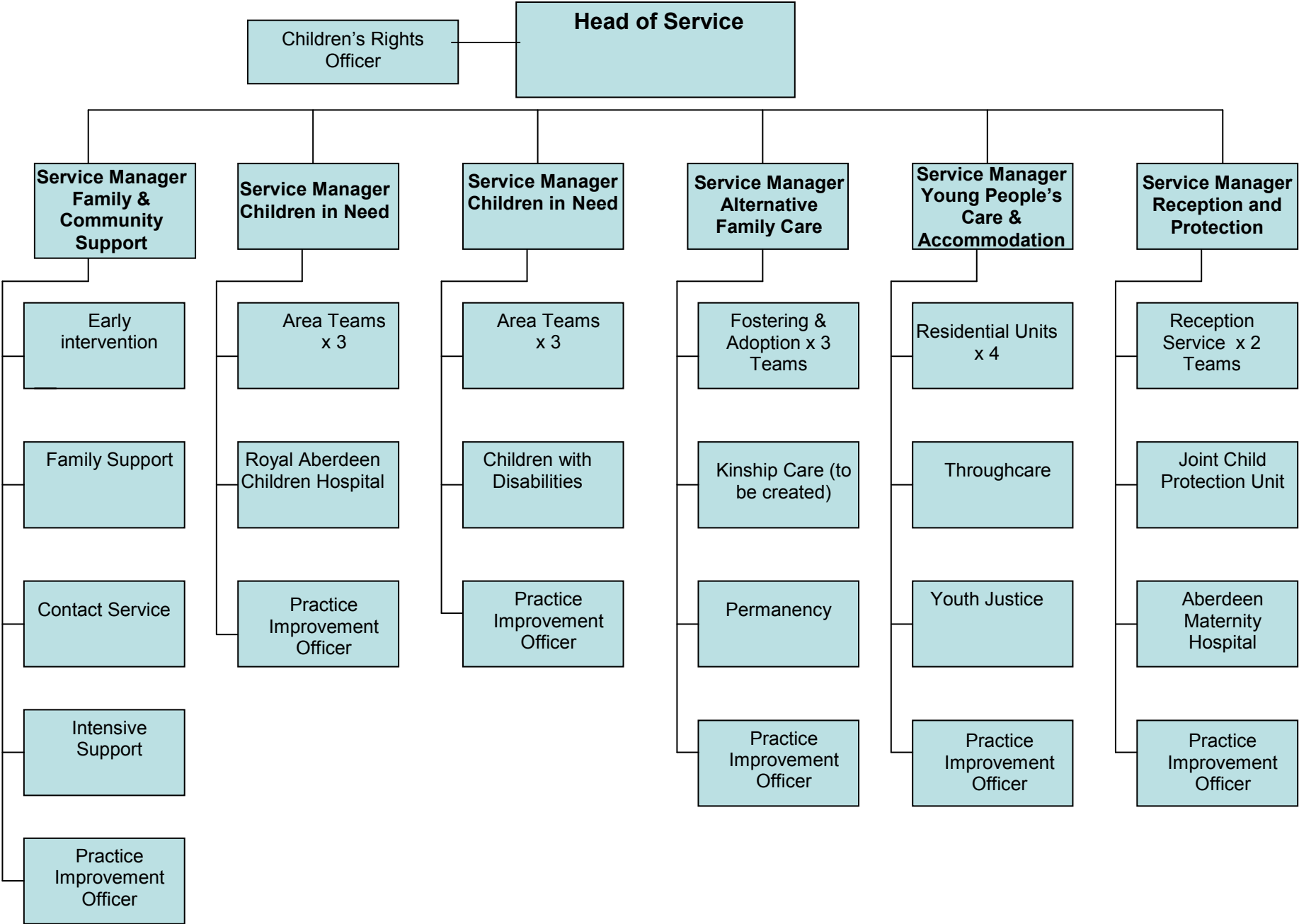
## **7. REPORT AUTHOR DETAILS**

Susan Devlin, Head of Children's Services, Social Care and Wellbeing  
[sdevlin@aberdeencity.gov.uk](mailto:sdevlin@aberdeencity.gov.uk)  
T: 01224 522110

## **8. BACKGROUND PAPERS**

None

Structure Diagram





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## ABERDEEN CITY COUNCIL

### BUSINESS CASE: Task Supervisors Community Service

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**COMMITTEE** Social Care and Wellbeing

**DATE** 14 January  
2010

**LEAD OFFICER** Lesley Simpson

**AUTHOR OF BUSINESS CASE** Lesley Simpson

**NAME(S) OF HR ADVISER(S) CONSULTED** Leon Bremaneson

**TITLE OF BUSINESS CASE** Community Service Task Supervisor

**REPORT NUMBER** SCW/10/008

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#### **PURPOSE OF BUSINESS CASE**

The purpose of this Business Case is to establish 2 fixed term Task Supervisor posts within the Community Service Team within Criminal Justice Social Work.

The government's aim, set out in "Protecting Scotland's Communities", is to 'lay a sound foundation for the future, building a robust model of community sentences commanding public confidence, and beginning a planned expansion of provision'.

In order to contribute effectively to this agenda it is essential that Community Service in Aberdeen has sufficient capacity to meet increasing demand for community based sentences.

The Scottish Government has allocated additional funding for this purpose.

## RECOMMENDATION(S)

Additional resource(s) / change to structure required	Job title(s)	No of jobs
Establishment of permanent job		
Conversion of fixed term job to permanent status		
Creation of fixed term job	Task Supervisor	2
Extension of fixed term job		
Dis-establishment of permanent job		
Change to Job Title	Former: Revised:	
*Redesign of existing job		

## BUSINESS CASE

1. With specific reference to anticipated outputs/outcomes, state how the recommendation(s) support corporate objectives e.g. Council's Policy Statement; Vision and Values; Local Government (Scotland) Act 2003; Community Plan; Transformation Programme etc.

The Community Plan aims to make Aberdeen a safer place in which to live and work. Key elements of this are social inclusion, crime prevention and a reduction in drug and alcohol misuse and associated crime. By increasing the capacity of the Criminal Justice Social Work Service in the way proposed, the service will be much better equipped to face and meet the challenge presented by the introduction of the new Community Payback Orders (contained in the Criminal Justice and Licensing (Scotland) Bill) due to be implemented in 2010.

2. State how the recommendation(s) support service objectives and plans and/or the achievement of a Statutory Performance Indicator.

The Management of Offenders Act requires Community Justice Authorities to ensure that Criminal Justice Social Work Services comply with relevant legislation, national and local policies and procedures. The aim is to enhance public protection by reducing the risk of harm and re-offending.

The Criminal Justice and Licensing (Scotland) Bill includes provisions to introduce a new Community Payback Order (CPO) which will replace the existing community penalties of probation, community service and supervised attendance orders.

Community Service (CS) is currently a direct alternative to custody. A considerable increase in orders with a CS component is anticipated in 2010 as the new legislation imposes a "presumption" against prison sentences of 6 months or less in favour of community based disposals. Protecting Scotland's Communities proposes that Community Payback Order will provide for an unpaid work and activity requirement, lasting from 20 – 300 hours.



In preparation for the changes Scottish Government has agreed a new target of 7 days from sentencing to starting community service. This replaces the previous target of 21 days, with the aim of consistent delivery of swift community payback. In turn this has implications for community service teams locally in terms of capacity and speed of response.

The indicated change from 21 days to 7 days from sentencing to commencement of order is anticipated to be the subject of an SPI.

**3. A) Outline why the new work cannot be undertaken within existing staff resources e.g. by re-distributing resources or curtailing lower priority services.**

We have been allocated an additional £53,500 in this financial year to increase capacity in Community Service. This is intended to: clear any backlogs in order to meet targets set out in the new Guidance on Community Service introduced in June 2009; and prepare for the introduction of Community Payback Orders in 2010. This funding will be continued through the Section 27 grant from Central Government next year. A further uplift is anticipated. Community Service is already under pressure in terms of capacity to meet the expectations of the courts. A particular issue relates to evening and weekend working, to accommodate offenders who are in paid employment. The creation of these two posts will help to enable us to meet current and future demands. Weekend placements, for example, are always oversubscribed.

**4. Risk Management: What are the consequences of not proceeding with the recommendation(s)?**

We would be unable to deliver our statutory responsibilities in terms of the Management of Offenders (Scotland) Act 2005. This would have serious implications for the effective delivery of Community Service, particularly in relation to meeting the targets required by the Guidance on Community Service and moving towards the introduction of Community Payback Orders.

We would also be failing to meet the requirements and expectations of the Courts, the Northern Community Justice Authority, the Scottish Government and the public.

**5. Risk Assessment: What Health and Safety considerations have been taken into account?**

Community Service involves offenders in a variety of unpaid work for the community. This may include individual placements, for example in charity shops, workshop placements or participation in work squads. Each of these entails careful risk assessment in terms of management of the offender with regard to both public protection and health and safety. For example a workshop placement may involve use of machinery, which will require a full risk assessment. Full protective gear is issued to offenders on Community Service, as appropriate, and it is a requirement that this be worn. It is the Senior's task to ensure adherence to strict health and safety guidelines.

**6. Financial Implications:**

**Impact on current year's revenue/capital budget:**

Job Title	JE Grade	Min Salary*	Max Salary*
Task Supervisor x2	G11	£7,060	£8,067

\*These figures are based on an appointment being made by Feb 2010. Minimum and maximum salary costs also include agreed allowances and 26.1% on costs.

Net Cost	£7,060**	Net Saving	£0
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\*\*These figures are based on an appointment being made by Feb 2009 at the bottom point of the G11 scale.

**Full year impact on revenue/capital budget:**

Job Title	JE Grade	Min Salary*	Max Salary*
Task Supervisor x2	G11	£56,480	£64,536

\*Minimum and maximum salary costs include agreed allowances and 26.1% on costs (ie National Insurance and employer's pension contributions).

Net Cost	£56,480**	Net Saving	£0
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\*\*Net costs include agreed allowances and 26.1% on costs (ie National Insurance and employer's pension contributions), and are based on appointment being made at the bottom point of the G11 scale. The costs do not include the requirement to work evenings and weekends on a rota basis with other task supervisors, to cover the requirement to enable offenders in work to undertake their community service hours. The implication of weekend working hours would be an additional £4,5184.

**Source and amount of revenue/capital budget funding available:**

Community Service is funded via Section 27 Grant. For 2009/10 Scottish Government funding, via the Northern Community Justice Authority, for Aberdeen City core criminal justice social work services was £580,680. An additional £53,500 was allocated in the current financial year by the Northern Community Justice Authority from the Scottish Government funding specifically for Community Service. A further sum, as yet unspecified, will be allocated in 2010/ 11. The purpose of the funding is to provide for additional capacity within existing community service teams. This is in direct response to the anticipated increase in community service orders, the move towards immediacy with offenders expected to commence their unpaid work for the community within seven days of the order being made and the expectation that the orders are completed within 6 months instead of the current twelve.

**Amount of external monies available within the current financial year:**

See above

**Amount of external monies available in total:**

See above

- If the recommendation(s) relate to additional staffing, outline and justify the proposed contractual status of the new employee(s) i.e. 'permanent' or fixed term?**

The anticipated growth of demand for unpaid work in the community, delivered via Community Service, and the provision of additional funding from Scottish Government indicates the need for these posts. The expectation is that community service orders are completed more quickly, for more people. This requires an increase in capacity within the

community service team. The proposal for the posts to be fixed term is to allow time for the resolution of issues relating to remedial repairs required to the Community Service workshop.

- 8. If the recommendation(s) are funded on a time-limited basis from an external source, what is the likelihood of the project continuing beyond the term of funding?**

N/A

- 9. If the project is likely to continue beyond the term of funding, what steps are being considered in order to finance this extension?**

N/A

- 10. In the case of fixed term contracts, state whether this contract is task or event related; outline the proposed exit strategy and detail how potential exit costs will be met.**

N/A

- 11. What accommodation and equipment considerations have been taken into account?**

The new posts will be based in the Community Service Workshop at Willowdale Place. The workshop roof is due to be replaced in the near future. The intention is for the internal structure to be renovated and reconfigured simultaneously in order to increase capacity and "future proof" it in anticipation of increased workload with the introduction of Community Payback Orders.

- 12. HR Comment(s)**

The grade of G11 for the Task Supervisor post mentioned as part of the proposals has been determined through Job Evaluation.

- 13. Report Author Details**

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lsimpson@aberdeencity.gov.uk

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## CONFERENCE COSTS

**NAME OF COMMITTEE** : Social Care and Wellbeing

**ARTICLE NUMBER** : 5.1

**COMMITTEE CLERK** : Mark Masson

 52(2989)

 mmasson@aberdeencity.gov.uk

**LEAD OFFICER** : Director Of Social Care and Wellbeing

**NAME OF CONFERENCE** : Child Protection Summit

**CITY/PLACE/DESTINATION** : Edinburgh

**DATE** : 18<sup>th</sup> February 2010

**VIDEO CONFERENCING** : Unknown

### ATTENDEE(S)

<u>NAME</u>	<u>JOB TITLE</u>	<u>SERVICE</u>
Elected Member (to be confirmed)		

### COSTING OF TRIP

	PER PERSON	IN TOTAL
<b>CONFERENCE/SEMINAR FEE</b>	£ 90 + VAT	
<b>HOTEL &amp; SUBSISTENCE</b>	£ N/A	
<b>TRAVEL COSTS</b>	£ £68.70 (open return)	
<b>TOTAL COSTING</b>	£ £158.70	

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# Child Protection Summit

One day ADSW event in partnership with Barnardos

**Thursday 18 February 2010**  
**COSLA Conference Centre**  
**Edinburgh**

## The purpose of this event is to:

Explore the reality of child protection policy and practice in Scotland. It's about getting to grips with child protection and exploring the distance between what the public view an acceptable situation for a child to be left in and what lack of resources and suitable alternatives dictate. It is about looking at real options and having an honest debate about risk: what is acceptable and what is not and the distance - if there is one - between where we can draw the line and where we would like to.

## Key note Speakers:

- Sarah Nelson, Edinburgh University
- Harriet Dempster, President of ADSW
- Martin Crewe, CE of Barnardos
- Fred McBride, Chair of the ADSW Children's & Families Standing Committee

## Key questions for the summit:

- What are the key challenges facing us in protecting Scotland's Children?
- Where does society wish to set the threshold?
- Is it time for more radical policies?
- How do we know if early intervention is working?
- Electronic information sharing: panacea or distraction?
- Where do we want to get to and how can we shape the future?
- Can communities play a bigger part?
- How can we 'bend the spend' towards effective early intervention programmes?
- How do we avoid drift once a child has been taken into care?
- What can we learn from alternative care and education models for children, including those achieving success in Europe?

## Who should attend

The summit is for politicians from local and national government; practitioners and managers across all organisations who deal with child protection issues; journalists, policy makers, researchers and academics

## Cost

The cost will be £90+vat per delegate or £80+vat for ADSW members

To attend this event please complete the delegate booking form below and return to:

Karen Denoon  
ADSW Ltd  
Rosebery House,  
9 Haymarket Terrace  
Edinburgh, EH12 5EZ

For any other enquiries please contact Karen Denoon:  
Tel: **0131 474 9219**

# ADSW

ASSOCIATION OF DIRECTORS OF SOCIAL WORK

Believe in  
children



Barnardo's  
Scotland

OLM  
Group

# Child Protection Summit:

## Delegate Booking Form - please return by 8th February 2010

Please photocopy this form for each delegate attending and return it to Karen Denoon at:  
Association of Directors of Social Work Limited (ADSW Ltd)  
Floor 1 , Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ

### Delegate Details

**First Name**

**Surname**

**Designation**

**Organisation**

**Postal Address**

### Special Requirements

**Dietry**

**Audio**

**Visual**

**Access**

Please give details of your special requirements:

### Costs

- A) Full Payment £90.00 +vat (£105.75)
- B) Reduced payment £80.00 +vat (£94.00)  
(available to ADSW members)

### Payment Methods

An invoice will be issued to the address given, unless a cheque is received with the booking form.

- A)** CHEQUE - please make cheques payable to Association of Directors of Social Work
- B)** BACS - a booking reference number will be issued at time of booking, this MUST be quoted in the BACS payment to ensure the payment can be matched up.

### Cancellation

Cancellations must be received in writing by post, fax or email. An administration fee of £50 will apply to each booking cancelled on or before 7th January 2010. No refunds will be given for any cancellations made after 7th January 2010. In the event of speakers not being able to attend we reserve the right to amend the programme where necessary.



**SOCIAL CARE AND WELLBEING COMMITTEE**

**COMMITTEE BUSINESS – 14 JANUARY, 2010**

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u> (bold depicts overdue item)	<u>Report Expected</u> (if known)
1.	<p>Area Committee South 28 May 09 Article 4</p> <p>Policy &amp; Strategy Committee 16 June 09 Article 9</p>	<p><b><u>Services in the Community – Next Steps</u></b></p> <p>Area Committee South resolved to request officers to report to the appropriate Committee with a remit of health and social care in the autumn of 2009 on the evaluation and potential funding required for such a project locally as part of the development of the 2010/2011 budget after engaging with partner organisations in the North East, and with the wider Northern Community Justice Authority (NCJA).</p> <p>The Policy and Strategy Committee agreed that, in principle, the Routes Out of Prison Project was a worthy project; and requested officers to report back with relevant actions on the initiative to the relevant Committee in January, 2010.</p>	<p>We are able to commit £20k from substance misuse monies for Routes Out of Prison from April 2010.</p> <p><b>23<sup>rd</sup> December 2009:- At the request of the Convener, a meeting of the Project Steering Group of interested participants will be held on Friday 22<sup>nd</sup> January 2010 to prepare an implementation plan for starting in the new financial year and Officers will report this development to the meeting of this committee on 25<sup>th</sup> February 2010.</b></p>	Director of Social Care and Wellbeing	<b>14.01.10</b>	<b>February or April 2010</b>
2.	Policy & Strategy Committee	<p><b><u>Advocacy Services</u></b></p> <p>The issue of the lack of progress in</p>	At the meeting of the Policy and	Director of Social Care and Wellbeing	<b>03.03.09</b>	09.06.09

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due (bold depicts overdue item)</u>	<u>Report Expected (if known)</u>
	10 June 08 Article 8	Grampian with regards to the provision of advocacy services was remitted to the Committee by the Mental Health Services Working Group of 8 <sup>th</sup> May, 2008, (Article 12), with a request that they (1) consider receiving a detailed report on the matter, and (2) to advise how Aberdeen City Council plan to implement adequate advocacy service provision in terms of the Mental Health (Care and Treatment) (Scotland) Act 2003.	<p>Strategy Committee on 21 January, 2009 the Committee requested that a report be brought to the next meeting of 3 March 2009.</p> <p>At the 28 April, 2009 meeting of the Policy and Strategy Committee, the Committee noted a verbal update from the Head of Health and Social Care, Neighbourhood Services (South Area) and requested that a substantive report be submitted to the next meeting.</p> <p>Further discussion required with Heather Kelman (Aberdeen City Community Health Partnership). An Update would be provided at the CHP Committee.</p> <p><b>At the 1<sup>st</sup> December 2009 meeting it was agreed that the Director would arrange an early meeting with the Chairperson of NHS Grampian Board and Chief Executive of NHS Grampian to discuss the matter in detail and to report back to the Committee at their meeting on 25<sup>th</sup> February 2010</b></p>			<b>25.02.10</b>

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due (bold depicts overdue item)</u>	<u>Report Expected (if known)</u>
3.	Corporate Policy and Performance 10 September 09	<b><u>Anti-Poverty Strategy</u></b>  The Committee agreed that the draft strategy be remitted to the other Committees for consideration and comment, alongside Service Director's advice and action from the service to address poverty.		Director of Social Care and Wellbeing	<b>01.12.09</b>	25.02.10
4.	Social Care and Wellbeing 3 September 2009 Article 5	<b><u>Equally Well and Keep Well</u></b>  The Committee agreed to receive details relating to the Equally Well process and Keep Well initiative and also to receive a presentation from Dorothy Ross-Archer (NHS Grampian) in terms of the Keep Well initiative.	Intended for February 2010 meeting.	Mark Masson	<b>01.12.09</b>	25.02.10
5.	Social Care and Wellbeing 3 September 2009 Article 5	<b><u>Young Carers</u></b>  The Committee agreed to receive a presentation at a future meeting in relation to young carers.	This is on the current agenda.	Mark Masson	<b>01.12.09</b>	14.01.10
6.	Finance and Resources Committee 12 <sup>th</sup> November 2009	<b><u>Services – Savings Progress 2009/10</u></b>  The Committee requested that a budget savings report relating to the Social Care and Wellbeing Service be submitted to the Service Committee next cycle.	<b>At the 1<sup>st</sup> December 2009 meeting it was agreed that officers would bring a report back to the next meeting of the Committee on service strategies to ensure a balanced budget.</b> This is on the current agenda.		<b>01.12.09</b>	<b>14.01.10</b>

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due (bold depicts overdue item)</u>	<u>Report Expected (if known)</u>
7.	Social Care and Wellbeing 01 December 2009 Article 7	<p><b><u>Social Work Complaints Review Committee – Extension to Membership</u></b></p> <p>The Committee requested that officers write to the Scottish Government to clarify the reasons why the CRC chairpersons should not be a member of the political party forming the ruling group on the Council, or an officer of any local authority, during the year prior to their appointment.</p>	<p><b>Correspondence had been issued to the Scottish Government prior to the festive holidays.</b></p> <p><b>The response is as follows:- It is highly likely that the intention was to ensure that the Chairperson of the Review Committee was independent of the Council and would not have any personal interest in the specific outcome of any complaint.</b></p>	Vikki Cuthbert	14.01.10	<b>14.01.10</b>
8.	Social Care and Wellbeing 01 December 2009 Article 8	<p><b><u>Community Engagement Programme on Social Care</u></b></p> <p>The Committee agreed that the Director be asked to report back on the findings of the consultation and changes to the Commissioning Strategy for Adults as a result of the consultation.</p>		Director of Social Care and Wellbeing	25.02.10	03.06.10
9.	Social Care and Wellbeing 01 December 2009 Articles 6 and 10	<p><b><u>Revenue Budget Monitoring 2009/10 and Learning Disability Day Service Redesign</u></b></p> <p>The Committee requested that a report be submitted relating to the impact on staff at Burnside Day Centre in terms of</p>		Director of Social Care and Wellbeing	25.02.10	25.02.10

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u> (bold depicts overdue item)	<u>Report Expected</u> (if known)
		<p>the closure of the kitchen and dining room.</p> <p>The committee agreed to note the need to continue to consult with service users, family carers, staff and other partners in Health and the voluntary sector to develop alternative day opportunities that will facilitate the closure of Burnside Centre and seeks a further report on alternative day opportunities.</p>				

## CHILDREN'S SERVICES SUB-COMMITTEE

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Social Care and Wellbeing Committee 3 September 2009 Article 7	<b><u>Secure Accommodation and Capital Investment Programme</u></b>  The Committee agreed that a progress report be submitted to the Children's Services Sub-Committee, and would include statistics on all external placements.		Interim Head of Children's Services	04.02.10	
2.	Social Care and Wellbeing Committee 3 September 2009 Article 8	<b><u>Unallocated Cases and Pre-Referral Screening</u></b>  The Committee instructed officers to provide additional detail in relation to unallocated cases (Children's Services) and the pre-referral screening mechanism to the Children's Services Sub-Committee.		Interim Head of Children's Services	04.02.10	
3.	Social Care and Wellbeing Committee 3 September 2009 Article 11  Finance and Resources Committee 17 September	<b><u>New Residential Children's Unit</u></b>  The Committee agreed the identified preferred site for the development of a residential children's unit at 8 Marchburn Road, Northfield, directed the establishment of an officers group to specify both of the build and service, and instructed officers to submit progress reports to the Children's Services Sub-Committee which would		Interim Head of Children's Services	Progress report as necessary	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	2009 Article 10	refer any decisions required to the parent committee. The Finance and Resources Committee was presented with the report and accompanying business case for funding from the Non Housing Capital Programme. The Committee noted the decisions of the Social Care and Wellbeing Committee.				
4.	Continuous Improvement 13 January 09 Article 11(C)  Social Care and Wellbeing Committee 29 October 09 Article 10	<b><u>HMle Action Plan and Review</u></b>  The Committee agreed:- (i) to receive cyclical exception and completion progress reports for monitoring purposes; and (ii) to request officers to develop a suite of appropriate and meaningful performance indicators including a balanced scorecard to ensure that progress and direction of the actions could be monitored to be submitted to the Committee at its next meeting on 24 February, 2009, for approval.	At its meeting on 21 April 2009, the Continuous Improvement Committee resolved to note the progress made to date and to request a further progress report in October, 2009, to report on the actions completed by September, 2009.  At the meeting of the Social Care and Wellbeing Committee on 29 October 2009, it was agreed to move this item to the Children's Services Sub-Committee and it will be part of quarterly performance reporting	Director of Social Care and Wellbeing		

## ADULT SERVICES SUB-COMMITTEE

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Social Care and Wellbeing Committee 3 September 2009 Article 10	<p><b><u>Rapid Improvement Workshops</u></b></p> <p>The Committee, having endorsed action plans arising from rapid improvement workshops, agreed that progress reports would be submitted to the Adult Services Sub-Committee.</p>		Interim Head of Contracts, Commissioning and Community Engagement		
Page 270	Continuous Improvement 02 June 09 Article 3	<p><b><u>Criminal Justice Services Improvement Plan</u></b></p> <p>The Committee resolved:-</p> <p>(i) to request officers to write to the Scottish Government, highlighting the difficulties caused by inconsistencies in performance measures across Scotland and the detrimental effect these had on the Council's performance; and</p> <p>(ii) to request officers to advise the Northern Community Justice Authority of this situation.</p>	(i) The issue is not one of inconsistency in performance measures across the country. It is to do with the impact of a number of factors on the Community Service Order performance measure of time to complete an order, one such factor being local sentencing practices in the Courts. We have discussed the matter face to face with senior staff in the Justice Department, in a meeting about new performance standards for Community Service. They are aware of these issues. (There is little that the Scottish Government can do to direct sentencing practice by Sheriffs.) Another factor is waiting	Director of Social Care and Wellbeing		



<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	Social Care and Wellbeing Committee 29 October 09 - Article 10.		<p>time to start a placement and we do have additional funding of £53,000 this year to target waiting times (from £5m national funding announced in June by Kenny McAskill), with further funding expected next year. We are looking at the potential impact of new community sentencing measures to be introduced next year and how we will meet new targets. We have been benchmarking with Dundee to better understand the issue.</p> <p>(ii) We have advised the NCJA in discussions of the performance report that we submit of the factors that impact on CSO performance. This is not unique to Aberdeen City.</p> <p>At the meeting of the Social Care and Wellbeing Committee of 29 October 2009 it was agreed to move this item to the Adult Services Sub-Committee. It will be part of Balance Score Card reporting quarterly</p>			
3.	Housing Cases Review Sub-Committee 15 <sup>th</sup> September 2009 – Article 3  Adult Services Sub-Committee	The Sub-Committee resolved:- to refer all issues surrounding the Elmwood Project, including the individual case that this Sub Committee had been dealing with, to the Adult Services Sub Committee.  The Sub-Committee resolved:- That a report in relation to the issues			25.03.10	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	16 <sup>th</sup> November 2009 – Article 2	surrounding the Elmwood Project would be submitted to the next meeting for consideration.				

**SOCIAL CARE AND WELLBEING COMMITTEE**

**MOTIONS LIST**

**14 January, 2010**

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
1.	<p><u>Councillor Kiddie</u></p> <p>“That Aberdeen City Council notes the statutory requirements under the Mental Health (Care and Treatment) Act 2003, to provide advocacy services. Council further notes that health authorities have a lead role in exercising responsibility to develop advocacy. Council notes with concern that current proposals contained within the Grampian Advocacy Plan fall short of requirements. Council agrees to refer the matter to the appropriate Committee for detailed consideration.”</p>	5.12.04	<p><u>Community Services Committee</u> <u>1 February 2005</u></p> <p>The Committee agreed to receive a report at its next meeting on the findings of the Mental Health Services Working Group, which would include the issues referred to within the notice of motion.</p>	<p>The Community Services Committee considered an update report on 27 March 2006, providing information on a visit to advocacy services in Edinburgh, advising on progress being made locally, and explaining that work on advocacy services would continue under the guidance of the Mental Health Services Working Group and would form part of a report to a future meeting.</p> <p>The Community Services Committee on 12 September 2006 agreed to receive a further update when the results of the review were known and the updated Grampian Advocacy Plan complete. Following the Commission Review to address the issue of advocacy service, further work is being</p>	To be confirmed	<b>30.01.07</b>	No

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				carried out to address the issue.			
2.	<u>Councillor Kiddie</u> “Aberdeen City Council agrees as a matter of urgency to investigate the circumstances of the withdrawal of advocacy services to people with learning difficulties and if necessary takes steps to ensure that such people receive advocacy services as is their right under the terms of the Mental Health (Care and Treatment) Act 2003.”	Direct to CSC	<u>Community Services Committee</u> <u>27 March 2007</u> The Committee (1) instructed officers to meet with their counterparts in NHS Grampian and bring back firm proposals, with funding, for the level of advocacy required to the next meeting of the Committee; and (2) instructed officers to investigate the withdrawal of the Cornerstone service and report back to a future meeting of the Committee.	A commissioned review of advocacy services failed to provide the required information on which a decision about the advocacy could be made, further work being undertaken.	To be confirmed	<b>(1) 04.06.07</b> <b>(2) 04.09.07</b>	No
3.	<u>Motion By Councillor Kiddie</u> “Aberdeen City Council agrees to write to the Scottish Executive and Traffic Commissioners with a view to establishing new legislation and rules to	17.08.05	<u>Environment and Infrastructure 06/09/05</u> That the Corporate Director for Environment and Infrastructure be instructed to consult ATCO and other interested parties, including the Disability Advisory Group, on bus window	A report was submitted to the Environment and Infrastructure Committee on 23 March 2006, by the Head of Planning and Infrastructure. The Committee instructed that the matter be raised with the Disability Rights Commission, and requested	To be confirmed	<b>23.01.07</b> <b>(will report 30.05.07)</b>	No

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	restrict the way in which advertisements are placed on the windows of local bus service vehicles. The Council agrees that the current practice severely restricts visibility for passengers which can be particularly disconcerting for elderly people, visually impaired people and people with mental health problems”		advertising and submit a further report thereafter to allow the Committee to consider approaching the Scottish Executive and the Traffic Commissioner on the matter.	<p>the Chief Executive to lobby on behalf of the Royal National Institute for the Blind, Grampian Society for the Blind, and the Mobility and Access Committee for Scotland, with a view to seeking legislative change from the Scottish Parliament if there were to be no favourable outcome from the prior approaches.</p> <p>This has been discussed at a number of DAG meetings and our legal team has taken the motion forward to the Disability Rights Commission who have replied saying that they do not consider it a priority and will take no action.</p> <p>However, we do intend to pursue the matter one step further and are writing to the Department for Transport to see if they will take the issue up to a national legislative issue. Failing that, I'll advise Councillor Kiddie that there is nothing more that can be done at</p>			

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				<p>officer level and advise on the political options available through parliament.</p> <p>The response from Department for Transport was received in July 2008 and did not indicate that there was any likelihood of changes coming into effect in the near future. The matter is not being progressed through a petition to the Scottish Parliament through DAG.</p> <p>A report was instructed to the October meeting on 3 September, 2009.</p> <p>The Disability Advisory Group has written to the Department for Transport asking for clarity over the issue and is still awaiting feedback. Also the Group referred the matter to the Scottish Governments Cross Party for Visual Impairments and are still awaiting feedback on the progress they have</p>			

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				<p>undertaken. Finally at its last meeting the Group agreed to write again to First Bus and Stagecoach on this matter to try and progress the issue of introducing audio on buses with all over advertising.</p> <p>At the meeting on 29<sup>th</sup> October 2009, it was agreed that officers write to Sir Moir Lockheed on the issue.</p> <p><b>At the meeting on 1<sup>st</sup> December 2009, the Convener advised that he and David Weymss would be writing to Sir Moir Lockheed on behalf of the Committee and Disability Advisory Group respectively.</b></p>			
4.	<p><u>Joint Motion by Councillors Kiddie and Leslie</u></p> <p>“Council notes effort to tackle the massive problems of opiate addiction including a heroin programme in</p>	18.11.09	<p><u>Social Care and Wellbeing 01/12/09</u></p> <p>It was agreed that a full background report be submitted to the next meeting of the Committee.</p>	<p><b>The Director in liaison with the Convener agreed that due to the festive holidays, the report would be submitted to the meeting on 25<sup>th</sup> February 2010.</b></p>	To be confirmed	<p><b>14.01.09 (will report 25.02.10)</b></p>	No

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	<p>England.</p> <p>To tackle the substantial and increasing problems of substance misuse in Aberdeen, Council agrees to work with and support NHS and other appropriate partners in investigating options for a possible pilot scheme in Aberdeen and to refer the matter ultimately to Government for consideration.</p>						