

MINUTE of MEETING of the SOCIAL POLICY, POLICY DEVELOPMENT AND SCRUTINY PANEL of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 2 NOVEMBER 2017

Present – Councillors Angela Doran (Chair), Dave King, Dom McGuire, Moira Shemilt (substituting for Sarah King), Kirsteen Sullivan (substituting for George Paul) and Damian Timson

Apologies – Councillors George Paul, Charles Kennedy and Sarah King

1. DECLARATIONS OF INTEREST

Agenda Item 10 – Alcohol Diversionary Activities

Councillor Doran declared a non-financial interest as a member of West Lothian Alcohol Diversionary Fund (ADF) sub-group.

Councillor Timson declared a non-financial interest as a member of West Lothian Alcohol Diversionary Fund (ADF) sub-group.

2. ORDER OF BUSINESS

The Chair agreed that agenda item 7 (Update on Macmillan @ West Lothian) be considered following agenda item 4 (Minute).

3. MINUTE

The Panel confirmed the minute of the Social Policy PDSP meeting held on 12 September 2017 as being a correct record. The minute was thereafter signed by the Chair.

4. UPDATE ON MACMILLAN @ WEST LoTHIAN PROJECT

The Panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the performance of the Macmillan Cancer Information and Support Project. The Macmillan @ West Lothian Annual Report 2016/17 was attached as an appendix to the report.

The report provided background information relating to the number of people living in West Lothian who were on the cancer disease register. It was reported that the cancer incidence in West Lothian was significantly higher than the Scottish average and the latest figures available for cause of death within West Lothian showed that 30.7% of male deaths and 31.6% of female deaths were related to cancer.

The Anti-Poverty and Welfare Advice Manager then provided details of the progress of the project over the first year of operation. Good progress has been made developing drop in services in three partnership centres,

redesigning Carmondean Connected and developing effective partnerships which allowed service users to access a range of services. An additional support hub was due to open in Blackburn which would take the number of drop in services to five, rather than four as originally agreed with Macmillan Cancer Support. Support hubs were now open every day of the working week across West Lothian, allowing visitors to access support in the local community when they needed it. This achievement would not have been possible without the support and dedication of volunteers.

Macmillan Cancer Support has its own quality assurance scheme, Macmillan Quality in Information and Support Service (MQUISS) which provided detailed guidance on developing, delivering and improving information and support services and meeting the changing needs of people affected by cancer. The staff team has undertaken the relevant assessment, evaluation and audit of standards and the service has achieved the MQUISS award at Level 4; the first Cancer Information and Support Service in Scotland to do so. Work to obtain the Macmillan Volunteer Quality Standard would also be undertaken in conjunction with the renewal of the Advice Shop's Volunteer Friendly Award.

During the course of the discussion Panel members raised their concerns about the number of cancer related incidents/deaths in West Lothian being higher than the Scottish average and asked if any data was available to explain this. The Anti-Poverty and Welfare Advice Manager undertook to provide members with further information following the meeting. She also confirmed that a number of raising awareness campaigns had been carried out in West Lothian encouraging anyone with concerns to visit their GP.

Finally, the Chair, on behalf of the Panel, commended the staff team and volunteers involved in the project for the excellent work carried out and the support provided in the community.

The Panel was asked to:

1. Note the terms of the report;
2. Note the project's performance in its first year of operation as detailed in the Annual Report for the period April 2016 to March 2017; and
3. Note the successful completion of the Macmillan Quality Information and Support Service Standard at level 4, the first project in Scotland to achieve this award.

#### Decision

- To note the contents of the report; and
- To note that the Anti-Poverty and Welfare Advice Manager undertook to provide members of the Panel with further information relating to cancer related incidents/deaths in West Lothian.

5. CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT 2016-2017

A presentation was given by the Chief Social Work Officer providing elected members with an overview of the role and responsibilities of the Chief Social Work Officer and also outlined the governance arrangements that were in place in West Lothian.

The Chief Social Work Officer's role was required in each local authority by Statute and which was accountable to elected members through local governance frameworks. The role was distinct from the operational management responsibilities of the Head of Social Policy and provided professional governance, leadership and accountability for the delivery of social work and social care services in both the integration authority and in the council. Partnership working between elected members and the Chief Social Work Officer was an essential component of the effective delivery of shared responsibilities.

Members were advised that the Chief Social Work Officer's role and function extended beyond operational management responsibilities. The role applied to the professional leadership of, and accountability for, all aspects of local social care and social work services.

Following conclusion of the presentation the Panel considered a report (copies of which had been circulated) by the Head of Social Policy providing details of the Chief Social Work Officer's annual report for 2016-2017, which included an overview of the statutory work undertaken during this period. The Chief Social Work Officer's Report 2016/2017 was attached at appendix 1 to the report.

An Elected Member Briefing Note was attached at appendix 2 to the report which was developed to help elected members keep pace with key issues affecting local government, advising of the role and functions of the Chief Social Work Officer.

The report advised that the legislation governing the delivery of Social Work Services required the Chief Social Work Officer to exercise a general level of oversight. The Scottish Government published national guidance for local authorities on the appointment and responsibilities of Chief Social Work Officers, including related reporting arrangements.

The Chief Social Work Officer stated that the role of the council's Social Work Services was to support, care for and protect people of all ages by providing or purchasing services designed to promote their safety, dignity and independence, and to contribute to community safety by reducing offending and managing the risk posed by known offenders. She then responded to questions from elected members.

In conclusion, the report advised that the delivery of social work services was challenging and in light of the current economic situation the importance of delivering vital services to the most vulnerable and marginalised in the community would test capacity, creativity and commitment over the forthcoming year. It was essential to continue to

develop and improve services while constantly seeking to become more efficient.

It was recommended that the Panel:

1. Notes the contents of the Chief Social Work Officer's annual report for 2016-2017;
2. Notes the submission of this report to the Scottish Government Chief Social Work Advisor; and
3. Notes that the report would also be submitted to Health & Care PDSP on 2 November, Council Executive on 14 November and the Integration Joint Board on 5 December 2017.

#### Decision

To note the contents of the report and the presentation given by the Chief Social Work Officer.

6. EDINBURGH, THE LOTHIANS AND SCOTTISH BORDERS MULTI AGENCY PUBLIC PROTECTION ARRANGEMENTS (MAPPA) ANNUAL REPORT 2016-2017

A presentation was given to the Panel by the Senior Manager, Young People and Public Protection, on the Multi Agency Public Protection Arrangements (MAPPA) across Edinburgh, the Lothians and Scottish Borders highlighting the achievements in developing practice and statistical information regarding the management of offenders. MAPPA was co-ordinated by a central unit, while the practical management of offenders remained the responsibility of the responsible authorities at a local level.

Through the facilitation of a MAPPA partnership approach, partner agencies were able to share information, assess risk and make effective plans to manage people from all social, economic and cultural backgrounds who were convicted of sexual offending. Edinburgh, Lothian and Scottish Borders – Strategic Oversight Group (SOG) ensured the sharing of best practice and learning from significant case reviews. The group provided a strategic lead for developing multi-agency policy and strategy in relation to shared priorities with regard to the management of offenders. Edinburgh, Lothian and Scottish Borders – MAPPA Operational Group supported the SOG group. The remit of the group was to share learning, develop best practice and where relevant ensure consistency of practice. Offender Management/Reducing Re-offending Committees monitored the performance and quality of local service delivery and provided strategic direction to local member agencies and developed local policy and practice. The committees included representatives from all key agencies ensuring effective communication across public protection.

Details of the services provided by the Criminal and Youth Justice service were provided and a breakdown given of the demands made on this service for 2016-17, which included Community Payback Orders and

supervision requirements.

Following conclusion of the presentation the Panel considered a report (copies of which had been circulated) by the Head of Social Policy providing an overview of the Edinburgh, the Lothians and Scottish Borders MAPPA Annual Report 2016-2017. The Annual Report was produced as required by the Strategic Oversight Group (SOG) and was attached as an appendix to the report. It continued to offer an opportunity for MAPPA to be accountable to the local community for the management of sexual offenders and restricted patients.

The report also outlined statistical information presented at an Edinburgh, Lothian's and Scottish Borders level – no figures were presented for West Lothian alone.

The Senior Manager, Young People and Public Protection, then responded to questions from members of the Panel. He confirmed that information sharing processes across Lothian and Borders and also across other local authorities in Scotland were good. He confirmed that information sharing was tightly regulated to ensure appropriate information sharing and joint working between MAPPA agencies.

In response to a question relating to the Community Disclosure Scheme for Domestic Abuse, the Senior Manager undertook to provide Panel members with information relating to the number of referrals to the Disclosure scheme for domestic abuse in West Lothian.

The Chair thanked the Senior Manager for his informative presentation.

The Panel was asked to note the contents of the report and note that any issues would be taken forward by the Offender Management Committee.

#### Decision

1. Noted the presentation by the Senior Manager, Young People and Public Protection;
2. Noted the contents of the report; and
3. Noted that the Senior Manager undertook to provide members with information relating to the number of referrals to the Disclosure scheme for domestic abuse in West Lothian.

#### 7. CONSULTATION ON THE CONTINUING CARE (SCOTLAND) AMENDMENT ORDER 2018

The Panel considered a report (copies of which had been circulated) by the Head of Social Policy providing details of the proposed response by West Lothian Council to the Scottish Government's Consultation on the Continuing Care (Scotland) Amendment Order 2018. The consultation document and the proposed West Lothian Council response were attached as appendices to the report.

The report explained that this was the third in the series of annual amendments to the original Continuing Care (Scotland) Orders 2015 which would further increase the upper age of young people who would be eligible for continuing care to twenty years of age which would come into force on 1 April 2018.

West Lothian Council's draft response supported the proposed intension, as stated during development of the 2014 Act, to further increase the higher age limit for persons eligible for continuing care from nineteen to twenty years of age from April 2018. This would ensure that the current cohort of young people continued to be eligible for continuing care as they increased in age until the duty to provide continuing care extended from 16 to 21 years of age. West Lothian Council supported the aim of Continuing Care, which was to provide young people with a more graduated transition out of care, reducing the risk of multiple simultaneous disruptions occurring in their lives while maintaining supportive relationships.

The Senior Manager, Young People and Public Protection, advised that the increase in demand for continuing care support going forward would ultimately result in an increased budget pressure. The Scottish Government currently allocates £166,000 per annum to support the implementation of continuing care however it was the view of West Lothian Council that this provision was under-funded by the Scottish Government and would ultimately result in a budget pressure. It was likely that each annual amendment to the Order would result in increased pressure on this budget.

During the course of the discussion it was recommended that the response to the consultation be amended to include a proposal that councils be given the opportunity to provide a year-end return detailing the additional costs incurred over the course of the year with an additional retrospective payment being made to address the shortfall.

It was recommended that the Panel note and consider the proposed West Lothian Council response to the consultation by the Scottish Government in relation to the Continuing Care (Scotland) Amendment Order 2018, which was intended to be submitted to Council Executive for approval and submission.

### Decision

1. To note the contents of the report and the proposed West Lothian Council response; and
2. To recommend that the report be forwarded to Council Executive for approval subject to amending the consultation response to include a proposal for the Scottish Government to provide retrospective payments to councils to address the shortfall in additional costs incurred over the course of the year.

## 8. SELF-DIRECTED SUPPORT POLICY

The Panel considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the progress of the Self-directed Support (SDS) implementation. The proposed SDS Policy was attached as an appendix to the report by the Head of Social Policy.

The report explained that the Social Care (Self-directed Support) (Scotland) Act 2013 (the Act) came into effect on 1 April 2014. The Act makes legislative provisions relating to the arranging of care and support in order to provide a range of choices to individuals as to how they were to be provided with their support. The act introduced the terminology of Self-directed Support into statute and placed a range of legal duties on local authorities. The statutory duties within the Act included giving people assessed as eligible for support the choice of the SDS options, details of which were outlined within the report by the Head of Social Policy.

The recent Audit Scotland Self-directed Support 2017 progress report contained a number of key messages and recommendations which were reported to the Audit Committee on 25 September 2017 and summarised in the report.

The Panel noted that the implementation of a Self-directed Support policy framework for West Lothian would provide social work staff, supported people and their careers with a clear framework, and would ensure that SDS was formally adopted within the council's policies demonstrating West Lothian's strong commitment to the effective implementation of the 2010-2020 SDS strategy.

The Senior Manager, Community Care Assessment and Prevention, then responded to questions from members of the Panel. In response to a question relating to direct payments she confirmed that a robust monitoring framework was in place to monitor payments.

It was recommended that the Panel notes the contents of the proposed SDS policy, which was intended to be submitted to the Council Executive for approval and support the implementation of the proposed SDS policy.

### Decision

1. To note the contents of the report;
2. To support the implementation of the proposed SDS policy; and
3. To agree that the report be submitted to Council Executive for approval.

## 9. ALCOHOL DIVERSIONARY ACTIVITIES

The Panel considered a report (copies of which had been circulated) by the Head of Social Policy providing details of an application submitted to

the Alcohol Diversionary Fund from the Friday Night Project.

The Senior Manager, Community Care Support and Services, advised that the application submitted met the West Lothian Alcohol & Drug Partnership (ADP) Joint Commissioning Plan outcomes as assessed by the Alcohol Diversionary Fund sub-group (ADF) at its meeting held on 10 October 2017.

The Panel was asked to note the application submitted for Alcohol Diversionary Funding which was intended to be submitted to Council Executive for approval.

#### Decision

1. To note the contents of the report and the application submitted for Alcohol Diversionary Funding; and
2. To agree that the report be forwarded to Council Executive for approval.

#### 10. SOCIAL POLICY CONTRACT ACTIVITY UPDATE

The Panel considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on contracting activity for the provision of care and support services for the period 1st April to 30th September 2017. Appendix 1 to the report provided details of the contracts awarded during this period.

The report recalled that under the council's Health, Care and Support Services Procurement Procedures the Head of Social Policy was required to report bi-annually to Social Policy PDSP on the care and support contracts awarded or extended within the reporting period and any general update on contract activity. There was also a requirement to report bi-annually on contract performance.

The report detailed the Social Policy contracts which had either been awarded or amended under the guidance of the Social Policy Contracts Advisory Group. Details of the contract performance was also outlined within the report with a total of fifteen providers (from a total of eighty-four) attracting a risk score which required more intensive monitoring.

The Senior Manager, Community Care Support and Services, then responded to questions from members of the Panel. He confirmed that a rigorous risk monitoring procedure was in place and if any provider attracted a high risk rating then specific action would be taken to try to minimise the level of risk. An update would also be provided to the Social Policy PDSP. The Senior Manager agreed to provide members of the Panel with a copy of the council's Risk Monitoring Procedure following the meeting. He also undertook to provide Panel members with details of the direct awards made to providers of care and support services in West Lothian.

The Panel was asked to note the contracting activity for the provision of

care and support services for the period 1 April 2017 to 30 September 2017 and recognise the on-going development of clear contractual agreements between the council and providers of care and support services.

Decision

1. To note the contents of the report;
2. To note that the Senior Manager agreed to provide members of the Panel with a copy of the council's Risk Monitoring Procedure; and
3. To note that the Senior Manager undertook to provide members of the Panel with details of the direct awards made to providers of care and support services in West Lothian.

11. WORKPLAN

A copy of the workplan was circulated which formed the basis of the Panel's work over the coming months.

Decision

To note the workplan.