



SOCIAL WORK & HOUSING COMMITTEE – 6 JUNE 2013

CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2011/12 – ACTION PLAN UPDATE

1. Recommendations

Committee is recommended to:

- 1 Acknowledge progress with the actions with regard to the provision of Mental Health Officer Services; NHS Mental Health Services for Children in Secure Care and Information Security.**
- 2 Agree to receive a further update via the CSWO Annual Report in autumn 2013. The Director of Housing and Social Work will update on progress in 6 months time.**

2. Discussion

- 2.1 In September 2012 Social Work and Housing Committee and the Full Council considered and approved the Chief Social Work Officer's Annual Report.
- 2.2 While acknowledging the commitment and professionalism of the social work and social care workforce, Committee tasked the Director with bringing forward an update/action plan on the three areas identified at 1.1. An update was provided to this Committee on 8 November 2012, and a full update on the Mental Health Officer Service was approved by this Committee on 28 March 2013.
- 2.3 In each of these areas there is a complex range of factors to acknowledge including organisational, financial, cultural and human resource issues. As the actions indicate however the Service regards these as a priority and this report sets out the progress and plans that will address these areas of service risk identified by the Chief Social Work Officer.
- 2.4 A brief background and specific developments referring to each of the areas of risk are detailed in below.
- 2.5 **Mental Health Officer (MHO) Services**
 - 2.5.1 To support a sustainable Mental Health Officer service this Committee agreed to a detailed action plan at the meeting of 28 March 2013. It was further agreed that an update on progress on that action plan is brought back to this Committee in March 2104. In summary the action plan was targeted to achieve the following outcomes:

- increase the number of social workers applying for MHO training
- increase the retention of MHOs
- enhance MHO capacity, service efficiency and service cohesion
- increase awareness of the role and contribution of MHOs

A cross-service Mental Health Officers Steering Group has been established to oversee implementation of this action plan.

2.6 Mental Health Services for Children in Secure Care

There are several aspects of this part of the Action Plan.

- 2.6.1 Since January 2013 Aberdeenshire has had a multi agency Getting Our Priorities Right (GIRFEC) management group that identifies strategic objectives for children's service provision. The sub structure of this Group comprises a range of themed areas of activity, one of which concerns child and adolescent mental health. Progress with the business plan of this sub group is regularly considered by GIRFEC Management Group and there is now a modernised process of barriers and opportunities being considered by the Directors of Housing and Social Work; Education Leisure and Learning and senior officers of NHSG, Police Scotland and the Scottish Children's Reporter Administration.
- 2.6.2 Prior to the demise of the North East of Scotland Child Protection Committee (NESCPC), the Head of Child Care has requested a Significant Case Review to examine the experiences of one particular young person and to bring forward an improvement plan that reflects the learning from his experiences of public service care, including health care. The Significant Case Review has now begun under the auspices of an experienced external professional and the outcome report will be considered by the Aberdeenshire Child and Family Protection Committee later this year.
- 2.6.3 Senior Officers from Aberdeenshire and Aberdeen City Councils have reviewed the appropriateness and Best Value of the funding that the Council contributes to NHS Grampian for children's health services, including Mental Health Services and have advised NHSG of the need for an increased focus on children in greatest need. Detailed proposals will be developed in the coming months.

2.7 Information Security

2.7.1 Data Protection

Raising the awareness of Council staff about their responsibilities is the responsibility of the Information Security Management Group (ISMG) and participation in training is now mandatory for all staff who handle personal information. Led by Legal and Governance, Social Work participation has been high. In addition, the Service has continued to reinforce the importance of data security and protection through newsletter and team briefs.

2.7.2 Transportation of Personal Information

The ongoing development of Care First 6 (Social Work IT system) will reduce the need for paper files to be transported. More detailed guidance is being developed for situations where paper files continue to have to be transported, including guidance on overnight/temporary storage at a worker's home.

Technical solutions to the transportation of information held electronically are being explored by ICT and meantime information on encryption is provided by staff via the training mentioned at 2.7.1 and through Arcadia.

2.7.3 Access to Systems/Data

Unauthorised access to data is being addressed through modifying password requirements in respect of our information systems and mobile devices. All our laptops currently have encryption software installed.

- 2.8 The implementation of actions described in this report is expected to be actioned within existing resources. Any change to that position will be reported to Committee as necessary.
- 2.9 The Head of Finance, the Monitoring Officer within Corporate Services, the Head of Human Resources and Organisational Development, the Head of ICT and the Chief Social Work Officer have been consulted in the preparation of this report and have no comments.
- 2.10 An equality impact assessment has been carried out and is included as Appendix 1.

Ritchie Johnson
Director of Housing and Social Work

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Housing and Social Work
Section	Directorate
Title of the activity etc.	Report to Social Work & Housing Committee
Aims of the activity	Develop Action Plan following Chief Social Work Officer’s Report
Author(s) & Title(s)	Ritchie Johnson, Director of Housing and Social Work

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Chief Social Work Officer’s Report 2012
Internal consultation with staff and other services affected.	Collated as part of CSWO Report
External consultation (partner organisations, community groups, and councils).	N/A
External data (census, available statistics).	N/A
Other (general information as appropriate).	N/A

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	No

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	N/A	

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	YES			
Age – Older	YES			
Disability	YES			
Race – (includes Gypsy Travellers)			YES	
Religion or Belief			YES	
Gender – male/female			YES	
Pregnancy and maternity			YES	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			YES	
Gender reassignment – (includes Transgender)			YES	
Marriage and Civil Partnership			YES	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	1. Better outcomes for children in secure care	-
	2. Sustainable Mental Health officers Service across client group	

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	Representatives of the key frontline services were consulted as part of the CSWO report.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	N/A	

Stage 9: What steps can be taken to promote good relations between various groups?
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<p>These should be included in the action plan.</p>	<p>MHO support can help service users integrate more effectively into their community</p>
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<p>Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?</p>
<p>More accessible services for children and adults with mental health issues</p>

<p>Stage 11: What equality monitoring arrangements will be put in place?</p>	
<p>These should be included in any action plan (for example customer satisfaction questionnaires).</p>	<p>The CSWO Report is annually reviewed</p>

<p>Stage 12: What is the outcome of the Assessment?</p>		
<p>Please complete the appropriate box/boxes</p>	<p>1</p>	<p>No negative impacts have been identified –please explain.</p>
	<p>Add value to Social Work service users (protected characteristics)</p>	
	<p>2</p>	<p>Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.</p>
	<p>N/A</p>	
		<p>The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen</p>
	<p>N/A</p>	

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

N/A

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Housing and Social Work Directorate		
	2) Title of Policy/Activity	(if appropriate)		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Ritchie Johnson Position: Director of H&SW Date: 1 May 2013 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: As above Position: Date:	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date: 27/05/13
	7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date: 27/05/13
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	

Action Plan							
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications		
Review CSWO Report Annually	September 2013	-	Bob Driscoll	Updated Action Plan	TBC		
Update Action Plan	December 2013	-	Ritchie Johnson	Agreed Action Plan	TBC		