

# NOTICE OF MEETING

A **MEETING** of the **ADULT SOCIAL CARE PANEL** will be held in the **COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING** on **TUESDAY 10 APRIL 2018** at **10.00 am**.

**IAIN STRACHAN**  
Chief Governance Officer  
Clerk to the Council

4 April 2018

## B U S I N E S S

1. **APPOINTMENT OF CHAIR/ VICE CHAIR**
2. **APOLOGIES AND SUBSTITUTIONS**
3. **DECLARATIONS OF INTEREST**
4. **CHIEF OFFICER PRESENTATION**
5. **ADULT SOCIAL CARE PANEL - REMIT & TERMS OF REFERENCE** (Pages 1 - 4)
6. **PERFORMANCE REPORT: INSPECTION OF INTERNAL CARE HOMES**  
(Pages 5 -14)

(For further information contact Committee Officer – Karen Swan 01786 2 33081 or  
Governance Officer/Clerk – David McDougall, 01786 2 33068)



Stirling Council

Agenda Item No. 5

Adult Social Care Panel

Date of  
Meeting: 10 April 2018

Not Exempt

## Adult Social Care Panel – Remit & Terms of Reference

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### Purpose & Summary

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This report details the remit of the Adult Social Care Panel that was agreed at a Meeting of Council that took place on 8 December 2017.

### Recommendations

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Panel agrees to:

1. conduct the meetings in accordance with the agreed remit and Terms of Reference of the Adult Social Care Panel; and
2. note that a workplan of items of business for future meetings of the Panel will be developed through discussion with relevant Officers and the Chair and Vice-Chair.

### Resource Implications

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There are no additional resource implications.

No Impact on greenhouse gas emissions.

### Legal & Risk Implications and Mitigation

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Risk - Failure to conduct the Panel in accordance with the agreed remit and Terms of Reference, as set by Stirling Council on 8 December 2017.

#### 1. Background

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- 1.1. On 8 December 2017, Council agreed to remove the Education Committee and Social Care & Health Committee and to create the Children & Young People Committee and an Adult Social Care Panel.
- 1.2. This report presents the remit and Terms of Reference of the Adult Social Care Panel.

### 3. Considerations

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- 3.1 The remit of the Adult Social Care Panel, as stated within the Scheme of Delegation (approved by Council on 1 March 2018) is:
- 3.1.1 To consider reports from the Chief Officer of Clackmannanshire and Stirling Integration Joint Board, relevant Council Officers and relevant external agencies in relation to all Council functions relating to the social care of adults, including older people's care, learning and physical disabilities, mental health support and community justice where the same are within the operational remit of the Clackmannanshire and Stirling Integration Joint Board. Such Reports to include the Chief Social Work Officer's annual report and all performance and strategic priority information concerning the social care of adults.
  - 3.1.2 Although the Panel has no specific decision making powers it has the authority to scrutinise the Clackmannanshire and Stirling Integration Joint Board and the service areas within its remit, making such comment as it sees fit and refer reports or matters of concern to one of the Decision Making Committee/full Council for consideration.
  - 3.1.3 To consider petitions submitted under the Council's Public Petitions Process in relation to the social care of adults or other functions within the operational remit of the Clackmannanshire and Stirling Integration Joint Board and, if appropriate, make recommendations to Council regarding further action. Petitioners should be made aware that whilst such petitions may be considered, the Council may not have the authority to take such a decision on such matter in a way that may meet the petitioners concerns.
- 3.2 The report submitted to Council on 7 December 2017 also stated the following Terms of Reference of the Adult Social Care Panel:
- 3.2.1 The Panel will not be a decision-making body, but will be able to consider such reports (as referred to at Paragraph 2.1.1 above), and undertake scrutiny of the same, making such comment as it sees fit, and could determine that such reports should be referred to another Committee/full Council for further consideration; and
  - 3.2.2 To undertake such scrutiny of the Clackmannanshire and Stirling Integration Joint Board and the service areas referred to above (Paragraph 2.1.1) as it considers appropriate.
- 3.3 With the delegated authority to appoint a Chair and Vice-Chair at its first meeting, the Panel comprises of 7 Members: - .
- Councillor Maureen Bennison
  - Councillor Graham Lambie
  - Councillor Alastair Majury
  - Councillor Jeremy McDonald

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- Councillor Susan McGill
  - Councillor Christine Simpson
  - Councillor Alasdair Tollemache
- 3.4 The Adult Social Care Panel will meet once every 4 months, subject to special meetings being arranged as required.
- 3.5 A workplan of items of business for future meetings of the Panel will be developed through discussion with relevant Officers and the Chair and Vice-Chair.

## 4. Implications

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### **Equalities Impact**

- 4.1 The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as the report relates to the governance arrangements of the Council and does not seek to amend any policies or strategies. However, the proposed changes to the Council's political decision-making arrangements should help the Council deliver upon its strategic priorities, and effectively monitor this delivery.

### **Sustainability and Environmental**

- 4.2 No Impact.

### **Other Policy Implications**

- 4.3 N/A.

### **Consultations**

- 4.4 N/A.

## 5. Background Papers

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- 5.1 Meeting of Stirling Council, 7 December 2017.
- 5.2 Scheme of Delegation, Approved 1 March 2018.
- 5.3 Equality Impact Assessment Form.

## 6. Appendices

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- 6.1 None.

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Approved by: Iain Strachan

Signature:



Date: 28 March 2018

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Details of Convener(s), Vice Convener(s),  
Portfolio Holder and Depute Portfolio Holder  
consulted on this report:

N/A

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Wards affected:

All

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Key Priorities:

A - We will look after all of our citizens, from early years through to adulthood, by providing quality education and social care services, to allow everybody to lead their lives to their full potential

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Key Priority Considerations:

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Stirling Plan Priority Outcomes:  
(Local Outcomes Improvement Plan)

Healthy - People are healthy and live active, full and positive lives within supportive communities

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Stirling Council

Agenda Item No. 6

Adult Social Care Panel

Date of  
Meeting: 10 April 2018

Not Exempt

## **PERFORMANCE REPORT: INSPECTION OF INTERNAL CARE HOMES**

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### **Purpose & Summary**

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This report presents the Care Inspectorate's findings following their inspection of Stirling Adult Social Care Services in 2017/18.

### **Recommendations**

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The Panel is asked to:

1. agree or approve the content of this report

### **Resource Implications**

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There are no resource implications arising directly from this report. However, effective performance management requires corrective action and these actions may have resource implications. Some actions may be covered by existing budget allocation or require additional investment identified by the Council through its strategic planning process.

### **Legal & Risk Implications and Mitigation**

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Performance management is a legal requirement as defined in the Clackmannanshire and Stirling's Health and Social Care Integration Joint Board's Integration Scheme.

#### **1. Background**

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- 1.1. The purpose of this report is to ensure that the Adult Social Care Panel receive performance management information relating to Adult Health and Social Care services.

## 2. Considerations

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- 2.1. To consider the report on care inspections of Stirling Council registered services in 2017/18 (Appendix 1) and provide comment and feedback where appropriate.

## 3. Implications

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### **Equalities Impact**

- 3.1. The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as this report considers progress on previously considered proposals. These proposals have been the subject of EqlA where appropriate.

### **Sustainability and Environmental**

- 3.2. This report does not relate to a Plan, Policy, Programme or Strategy therefore Strategic Environmental Assessment does not apply.
- 3.3. There is no impact on the Council's duty relating to climate change.

### **Other Policy Implications**

- 3.4. N/A.

### **Consultations**

- 3.5. N/A.

## 4. Background Papers

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- 4.1. EqlA Relevance Check.

## 5. Appendices

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- 5.1. Appendix 1: Report on Care Inspections of Clackmannanshire and Stirling Councils Registered Adult Services in 2017/18.



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Phone 01786 233885

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Approved by: Alan Milliken

Signature:

Date:

*Alan Milliken*

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Details of Convener(s), Vice Convener(s),  
Portfolio Holder and Depute Portfolio Holder  
consulted on this report:

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Wards affected:

All

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Key Priorities:

A - We will look after all of our citizens, from early years through to adulthood, by providing quality education and social care services, to allow everybody to lead their lives to their full potential

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Key Priority Considerations:

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Stirling Plan Priority Outcomes:  
(Local Outcomes Improvement Plan)

Healthy - People are healthy and live active, full and positive lives within supportive communities

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**Care Inspections of Stirling Councils**  
**Registered Adult Services 2017/18**  
**Report**

## **1. Introduction**

- 1.1. The purpose of this report is to detail the Care Inspectorate findings following inspection of Stirling adult social care services.
- 1.2. The Care Inspectorate regulates and inspects care services in Scotland to ensure they meet the correct standards.

## **2. Findings**

- 2.1. Five Stirling Council services were inspected by the Care Inspectorate during 2017/18.
- 2.2. Allan Lodge Care Home was awarded a grade 5 (very good) for the Care and Support and Management and Leadership Quality Themes. The service received one recommendation and one requirement with all actions completed.
- 2.3. Beech Gardens Care Home was awarded a grade 5 (very good) for the Care and Support and Staffing Quality Themes. The service did not receive any recommendations or requirements.
- 2.4. Stirling Reablement & TEC Housing Support Service was awarded a grade 5 (very good) for the Care and Support Quality Theme and a grade 4 (good) for the Staffing Quality Theme. The service received two recommendations with one complete and one progressing according to agreed timescales.
- 2.5. Streets Ahead Support Service was awarded a grade 5 (very good) for the Care and Support and Staffing Quality Themes. The service received one recommendation with all actions completed.
- 2.6. Strathendrick Care Home Service was awarded a grade 5 (very good) for the Care and Support Quality Theme and a grade 5 (very good) for the Staffing Quality Theme. The service did not receive any recommendations or requirements.
- 2.7. Table1 below provides a summary of the grades awarded to each of the services inspected including recommendations or requirements received.

**Table 1: Summary of inspection findings**

Service	Inspection Date	Quality Theme Care Grades				No.of Recs.	No.of Reqs.
		Care and Support	Environment	Staffing	Management and Leadership		
<b>Services Inspected by Care Inspectorate</b>							
Allan Lodge	02/06/17	5	N/A	N/A	5	1	1
Beech Gardens	09/01/18	5	N/A	5	N/A	0	0
Stirling Reablement & TEC Housing Support Service	20/11/17	5	N/A	4	N/A	2	0
Streets Ahead Support	02/05/17	5	N/A	5	N/A	1	0
Strathendrick Care Home	19/2/18	5	N/A	5	N/A	0	0

<p><b>Key to grading:</b></p> <p>1. Unsatisfactory 2. Weak 3. Adequate 4. Good 5. Very Good 6. Excellent N/A. Not Assessed</p>	<p><b>Recommendation:</b> A recommendation sets out actions that a provider should take to improve or develop service quality, but where failure to do so would not directly result in enforcement.</p> <p><b>Requirement:</b> A requirement sets out what a care service must do to improve outcomes for people who use services and must be linked to a breach in statutory requirements. Requirements are enforceable in law.</p>
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2.8. Tables 2 and 3 detail recommendations and requirements issued along with the agreed actions to address any areas requiring improvement. Actions are either complete or progressing according to agreed timescales.

**Table 2: Inspection Recommendations:**

Allan Lodge Care Home Service Recommendation	Action
<p>1. It is recommended that the manager works with staff to improve the quality of care planning evaluation to make sure known needs and risks are clearly identified with guidance on how they should be managed or minimised. Care plans should be subject to robust evaluation, to establish the effectiveness of the care being delivered for the benefits of those using the service.</p>	<p>1. Allan Lodge Care Plan Audit documentation to be reviewed.</p> <p>Audit documentation to be more meaningful and include an evaluation process which clearly establishes the effectiveness of the care being delivered to service users.</p> <p><b>Timescale:</b> Immediate</p> <p>This action is complete.</p>

<p>The service must ensure that there is an effective system in place to consistently monitor and evaluate people's weights. This must include taking and recording appropriate actions to investigate weight loss.</p> <p>National Care Standards, Care Homes for Older People  - Standard 5 - Management and Staffing  - Standard 6 - Support Arrangements</p>	
<p><b>Stirling Reablement &amp; TEC Service Recommendations</b></p>	<p><b>Action</b></p>
<p>1. Six-monthly reviews of people's support needs should be planned and consistent. Review visits should evidence discussion of service user's support, if it continued to meet their needs, future needs and include any points of discussion with service users or their representative.</p> <p>Reference is made to:  National Care Standards Care at Home  - Standard 3: Your Personal Plan and  Standard 4: Management and Staffing</p> <p>2. The service will ensure that supervision is a priority for all staff as a key aspect of their learning. Use of management practices such as supervision, appraisal, and observed practice and care audits should be further developed to guide staff and support the services quality assurance practices.</p> <p>Reference is made to:  National Care Standards Care at Home  - Standard 4: Management and Staffing</p>	<p>1. An alert will be added to our new schedule system to inform Care Co-ordinator a 6th monthly review is due. This involves approximately 8 people at this time.</p> <p>The Service will ensure discussions with the Service user and/or with their representative, will be clearly recorded and will reflect any discussions and any changes to their care needs. The service will work alongside Adult assessment to ensure any changes to their care needs are updated on their support plan.</p> <p><b>Timescale:</b> March 2018  Actions are progressing according to the agreed timescales.</p> <p>2. A rolling programme for one to one and group supervision is in place. Team leader and Care Co-ordinators will observe group supervisions to ensure these are around good reflective practice and sharing information.</p> <p>All Seniors and Care Co-ordinators have or are in the process of completing PDA in Supervision.</p> <p>Staff participation group will be further established to ensure all staff are involved in service development and learning.</p> <p>Team leader and Care Co-ordinators will ensure supervision is a priority for the team, this is non-noticeable. The Team Leader and Care Co-ordinators are aware of the importance one to one</p>

	<p>and group supervision and will strive to ensure they are maintained.</p> <p>Care audits and any other quality assurance audits will be continued to be developed and ensure recordings are appropriate and any actions are completed.</p> <p><b>Timescale:</b> June 2018 Actions are complete.</p>
<p><b>Streets Ahead Support Service Recommendation</b></p>	<p><b>Action</b></p>
<p>1. The service provider should ensure that plans of support are signed by the person or, where appropriate, their representative.</p> <p>National Care Standards Support Services. Standard 4: Support Arrangements</p>	<p>1. There is consistent feedback around consultation to ensure that feedback is provided on consultation, for example ensure that all service users and parents/carers have access to the most current copy of the Continuous Improvement Plan.</p> <p>Service users/parents/carers are now being prompted to sign any plans.</p> <p>Ongoing opportunities to engage with discussions shaping service redesign.</p> <p>6 monthly care provider reviews will be recorded in new format that welcomes feedback from parents/carers and other provider's as well as service users.</p> <p>Service user group will continue to be held monthly.</p> <p>Parents/Carers Meetings continue to be held quarterly.</p> <p>Services user's involvement in staff recruitment and training.</p> <p>Actions are complete.</p>

**Table 3: Inspections Requirements:**

<b>Allan Lodge Care Home Service Requirement</b>	<b>Action</b>
<p>1. To ensure the safety and well-being of people the provider must: Ensure that the Care Inspectorate are notified within 24 hours of any unforeseen event including accidents and incidents resulting in harm or injury to a person using the service which results in:</p> <ul style="list-style-type: none"> <li>- a GP visit</li> <li>- a visit or referral to hospital</li> <li>- an injury reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).</li> </ul> <p>This is in order to comply with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011. Scottish Statutory Instrument 210 Regulation 4 1(a) Welfare of users.</p> <p>This is a requirement for providers to make proper provision for the health, welfare and safety of service users and Scottish Statutory Instrument 2011/28 4 (1) Notifications and Returns</p>	<p>1. Senior and Admin Staff to have training on the Care Inspectorate website/e-forms. This will enable them to notify the Care Inspectorate of any events including accidents and incidents. Senior and</p> <p>Admin Staff will now notify Care Inspectorate as part of the Allan Lodge reporting accident incident procedure.</p> <p><b>Timescale:</b> Immediate Actions are complete</p>