



Council

**Shetland
Islands**

MINUTE

A&B

Services Committee

Council Chamber, Town Hall, Lerwick

Thursday 2 September 2004 at 10.30am

Present:

F B Grains L Angus
B J Cheyne A J Cluness
C B Eunson R G Feather
B P Gregson L G Groat
I J Hawkins J H Henry
E J Knight W H Manson
Capt G G Mitchell J P Nicolson
W H Ratter F A Robertson
J G Simpson T W Stove

Apologies:

J C Irvine W N Stove
W Tait

In Attendance:

J Watt, Executive Director – Community Services
M Duncan, Grants Co-ordinator
C Ferguson, Community Care Manager
A Jamieson, Head of Education Service
C Medley, Head of Housing Service
H Tait, Management Accountant
L Geddes, Committee Officer

Chairperson

Mrs F B Grains, Chairperson of the Committee, presided.

Circular

The circular calling the meeting was held as read.

Minutes

The minutes of the meeting held on 17 June 2004, and the special meeting held on 24 June 2004, were confirmed.

Members' Attendance at External Meetings

Mr L Angus gave a brief synopsis of a TIGHRA meeting he had recently attended.

Mr W H Manson said that he had attended the first of the consultative meetings regarding proposed changes to schools, and that he was intending to attend as many as possible.

48/04 **Shetland Islands Council (SIC)/Shetland Leasing and Property (SLAP) Proposal to Pilot the Development of Social Housing for Rent**

The Committee considered a report by the Head of Housing (Appendix 1).

The Head of Housing summarised the main terms of the report, pointing out that, in view of the opinions expressed at the public meeting, there were likely to be objections to the proposal if it went ahead. He had been advised that the proposed development was in Zone 1, which was considered as suitable for housing development. Objections relating to loss of amenity and open space would be deemed as valid planning considerations, but objections relating to groups of people who may occupy the houses would not. He went on to refer to page two of the report, and said that the Member for the Area had asked him to point out that there was also a demand for housing in Burra and Trondra.

During the discussion that followed, it was noted that the School Board had expressed concerns about traffic and the potential for another junction in the area. It was also noted that the Sound Community Association had expressed similar concerns to those expressed at the public meeting, particularly in relation to the loss of the green area.

Members speaking in support of the proposal commented on the urgent need for social housing, particularly for clients with learning disabilities, and it was felt that this was a commendable method of using community funds. Whilst a green area would be lost, there did not appear to be wide public use of the area. It was also noted that the Council's road engineers could adequately deal with traffic problems.

Captain G G Mitchell moved approval of recommendation 7.1.1, with the proviso that the design should take cognisance of leaving a maximum green area.

Mr L G Groat seconded.

A Member referred to paragraphs 2.12 and 3.13 of the report which indicated the availability of other sites, and also expressed concern that the failure of a pilot study in this instance could affect other housing developments of this nature.

The Head of Housing confirmed that preliminary studies only had taken place on the sites, so there would not be any major loss of work already carried out. This site had been chosen as it was a flat and centrally located site, and development costs would be lower. He also confirmed that it was a pilot project in terms of the funding arrangements only and, if successful, the model could be applied to other projects.

(Mr L G Groat left the meeting)

A Member commented that he did not feel the public meeting had been well attended, as stated in paragraph 2.5, considering the area in question. It was also suggested that any future public meetings should follow a more structured format.

The Head of Housing agreed there were lessons to be learnt from the public meeting but explained that as the initial turnout had been poor, it had been agreed to have a discussion around the table. However more people had turned up during the meeting, and this had resulted in the difficulties referred to.

49/04 **Big Lottery Fund – Consultation – Shetland Islands Council Response**

The Committee considered a report by the Grants Co-ordinator (Appendix 2).

The Grants Co-ordinator referred to the appendices of the report which highlighted the grants made to Shetland organisations, and advised that Community Development had a role in assisting and advising groups who were making applications.

A Member referred to the importance of raising the local share, and of demonstrating commitment to carry projects through to the longer-term.

(Mr E J Knight left the meeting)

A Member commented that he had been involved with an application, and it had become clear to him that there was a need for professional advice when putting together an application. Scrutiny of applications was very thorough, and he felt that that some voluntary groups would have difficulty in completing applications.

(Mr E J Knight returned to the meeting)

During the discussion that followed, Members asked for the following points to be included in the response:

- The application process was complicated and quite bureaucratic, resulting in difficulties for some groups.
- Longer term funding would give organisations some stability.
- Consideration should also be given to ongoing revenue funding for the same reasons.

The Grants Co-ordinator said he would emphasise these points in the response. He agreed that the application process could be overwhelming for smaller community groups, but that Community Development did try to assist groups with the application process.

(Mr L G Groat returned to the meeting)

On the motion of Mr F A Robertson, seconded by Mr J P Nicolson, the Committee approved the recommendations contained in the report.

50/04 **Change of Name: South Nesting Primary School**

The Committee considered a report by the Head of Education (Appendix 3) and on the motion of Mr L Angus, seconded by Mr E J Knight, approved the recommendation contained therein.

The Chairman advised Members that the formal opening of the school would be held on 24 October.

51/04 **Cunningsburgh/Quarff Pre-School Provision**

The Committee considered a report by the Head of Education (Appendix 4).

The Head of Education summarised the main terms of the report, advising that there was considered there to be a gap in provision in the area. Negotiations with Quarff School Board had taken place, and it had been suggested that pre-school provision should be located in Cunningsburgh. It was intended to use the Cunningsburgh Village Club on a temporary basis, and it was hoped to provide suitable accommodation around or within the Cunningsburgh School.

In commenting that he was satisfied that the use of the Cunningsburgh Village Club was a temporary measure, Mr T W Stove moved approval of the recommendations and Mr B P Gregson seconded.

In response to queries, the Head of Education confirmed that Quarff School was currently being used on a temporary basis for ASN pupils who were too old for Bells Brae. He had also given permission for two clubs to use the Quarff School on a temporary basis. This use of the Quarff School building would discontinue on completion of the ASN Base at Gressy Loan, and the future of the Quarff School building would be the subject of a report at that time.

The Head of Education went on to confirm that it had not been intended to use the Quarff School building as an ASN Base at the time of closure of the school. This had resulted as a response to an identified need, and would be for the short-term only.

52/04 **Continuing Professional Development Funding 2004-2005**

The Committee considered a report by the Head of Education (Appendix 5).

The Head of Education summarised the main terms of the report, outlining the work that had been undertaken to date and the proposals for the second year of funding. He pointed out that the possibility of sharing training programmes and joint training was being explored, so it would be wider than just the Education Service.

A Member commented that it was his understanding that Shetland College and Train Shetland were responsible for carrying out training for the Council.

The Head of Education confirmed that Shetland College and Train Shetland were involved in the delivery of training. However there was

training that was specific to teachers, in-service training and access to specialist trainers was also required, so they would not be involved in delivering all the necessary training. Teachers had an obligation to complete 35 hours of training, and this had to be justified to the Scottish Executive Education Department. He went on to say that the funding was short-term funding, and it had been spent on setting up the infrastructure for the delivery of training. There was no guarantee that the funding would continue, and seconded staff would go back to their own jobs when it ceased.

A Member commented that he would like to see all Scottish Executive funding used to assist systems that were already in place, rather than being used for the creation of new systems and new posts.

On the motion of Mr W H Manson, seconded by Mr J H Henry, the Committee approved the recommendations contained in the report.

53/04 **Best Value Service Review – Informal Consultation on all the Proposals**

The Committee noted a report by the Head of Education (Appendix 6).

54/04 **Service Developments for People with Learning Disabilities – Update Report**

The Committee noted a report by the Community Care Manager (Appendix 7).

Members commented that they were pleased to see that most of the areas of concern were being addressed and taken forward.

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F B Grains
Chairperson



REPORT

To: Services Committee

21 October 2004

From: Head of Community Development

GRANTS TO VOLUNTARY ORGANISATIONS: DEFICIT FUNDING - OUT OF SCHOOL CLUBS

1. Introduction

- 1.1 The purpose of this report is to inform members of the current position of Out of School Clubs and to seek approval of the recommendations to allocate grant assistance towards their anticipated shortfall.
- 1.2 Members will recall as part of the 2004/05 Revenue Estimate savings exercise agreed by Council on 30 June 2004, it was identified that a saving of £40,000 be offered from Community Development's grant aid budgets. However, it was agreed this sum be instead allocated for the purpose of supporting the anticipated shortfall for Out of School Clubs in financial year 2004/05. This recognised that the Shetland Childcare Strategy had identified a number of measures, which may reduce the shortfall, but that the effects of these cost cutting measures would not fully be implemented.

2. Background

- 2.1 Out of school care clubs refers to services that provide care for school age children: before school starts in the morning, after the end of the school day, and during school holidays and in-service training. Parents pay a fee for this service.
- 2.2 Out of school care lies at the heart of Scottish Executive policy to make sure that every child and young person is healthy, happy, safe and achieving their potential. Out of school care clubs provide quality, social and developmental opportunities for children in a safe and structured environment. Clubs also provide an extremely important service for parents and the community as a whole: enabling parents

to take up and remain in jobs or training; reducing the number of young children who may be unsupervised outside school hours; and helping to tackle disadvantage through the providing employment and promoting regeneration.

2.3 There are currently 5 Out of School clubs operating across Shetland, catering for up to 106 childcare places. These clubs are as follows;

- Islesburgh Out of School Club,
- Sound Out of School Club,
- Firth and Mossbank Kidzone,
- Tiddlywinks Out of Nursery Care
- Ness Out of School Club.

Members should note that Scalloway Out of School Club was also in existence until recently, but ceased operating earlier this year.

2.4 In the autumn of 2000, Shetland Islands Council was successful with an application to the formerly entitled lottery distributor, "New Opportunities Fund out of school hours childcare programme". This application secured a grant of £60,343 which was allocated to four local out of School clubs; Firth & Mossbank, Scalloway, Ness and Tiddlywinks. This funding was made over a 3-year period and created an additional 72 out of school hour places.

2.5 In the autumn of 2003 Islesburgh Trust was also successful with an application to the New Opportunities Fund out of school hours childcare programme and received a grant of £144,550 to establish Islesburgh one stop childcare.

2.6 At a meeting of the Shetland Islands Council on 19 May 2004, members approved a report entitled "Shetland Childcare Partnership – Shetland Childcare 2012" (Min Ref: 58/04), and in doing so approved the Shetland Childcare Partnership's Childcare Strategy and Action Plan (Shetland Childcare 2012). The main aim of the strategy is: - "to ensure high quality, accessible, sustainable, affordable and flexible childcare is available in all areas of Shetland, enabling individuals, families, communities, businesses and Shetland as a whole to attain full economic and social potential". The Action Plan highlights the need to address a number of key areas, including accessibility to childcare, the worrying decline in numbers of local childminders, and the need to support out of school clubs to investigate and implement sustainable development. A copy of this report is available in the members' room.

2.7 At a meeting of the Services Committee on 6 May 2004 a report entitled "Review of Grant Aid to Voluntary Organisations" was considered and approved by members (Min Ref: 31/04). In this report it was agreed that the revised Support Grant scheme - which is designed to assist community groups who cater primarily for young people - introduce a new maximum grant up to 50% of annual operating and programme

costs up to £5,000. A copy of this report is available in the members' room.

3. Present Position

- 3.1 The Council's Community Development service has received grant applications from four out of school clubs requesting grant assistance towards their funding deficits in financial year 2004/05. It has been identified that the four applications have a combined funding shortfall of £64,793 which is set out in table 1 below:

Table 1

Organisation name	Funding deficit - 2004/05
FAME Kidzone	£18,760
Ness Out of School Club	£11,212
Sound Out of School Club	£22,752
Tiddlywinks Out of Nursery Care	£12,069
<u>TOTAL</u>	£64,793

- 3.2 Members should note that the above funding deficit includes grant aid of £26,000 already awarded from the Shetland Childcare Partnership in financial year 2004/05. This funding was allocated on a 2 stage formula basis, which is explained in Appendix A.
- 3.3 A further report is scheduled for presentation to the next cycle of the Services Committee to update members on the progress of the Childcare Strategy and to set out how the measures identified are impacting on addressing the sustainability of out of school clubs. This report is intended to describe progress made on a number of cost cutting methods including the following:
- Access to schools
 - Greater uptake in the child tax credit
 - Common code of practise
 - Exploring the use of childcare vouchers
 - Consolidation and amalgamation

Members should note that the next report is also expected to confirm the funding position of Islesburgh Out of School who currently provide up to 40 childcare places but were unable to submit their funding information at this time. However, Islesburgh Out of School Club have indicated that they should have sufficient resources to sustain service in financial year 2004/05 and therefore have not submitted an application for funding.

- 3.4 The Shetland Out of School Care Association, who are the umbrella organisation for out of school clubs, are intending to appoint a temporary part time Out of School Care Development Officer, on a consultancy basis, whose remit will be to support and advise clubs, and to look at ways of achieving long term sustainability.

- 3.5 Regular meetings are ongoing between Community Development, Shetland Childcare Partnership and individual clubs to monitor progress in addressing the deficit.

4. Proposed Funding

- 4.1 It is proposed that the grant assistance be allocated using the same funding formula implemented by Shetland Childcare Partnership. These formula calculations for the proposals below are set out in Appendix B. The following funding is proposed as detailed below in table 2:

Table 2

Organisation Name	Number Of childcare places	Proposed Grant
FAME Kidzone	12	£8,436
Ness Out of School Club	16	£8,948
Sound Out of School Club	28	£16,181
Tiddlywinks Out of Nursery Care	10	£6,435
TOTAL	66	£40,000

- 4.2 Members should note that the proposed grant assistance detailed above will still leave a combined funding shortfall of £24,793 between the four groups for financial year 2004/05. However, out of school clubs are currently tasked to consider how the measures highlighted in paragraph 3.3 above can impact and be implemented in order to address the long-term sustainability of their club, and feed any remaining funding deficit for 2004/05. This task is being undertaken with support from Community Development and Shetland Childcare Partnership. The remaining deficit is confirmed below in table 3:

Table 3

Organisation Name	Remaining deficit
FAME Kidzone	£10,324
Ness Out of School Club	£2,264
Sound Out of School Club	£6,571
Tiddlywinks Out of Nursery Care	£5,634
TOTAL	£24,793

5. Financial Implications

- 5.1 Community Development's budget for Grants to Voluntary Organisations General (GRL4310 2402) for financial year 2004/05 has an uncommitted budget of £49,614, which is a sufficient fund to meet the agreed allocation of £40,000 to support out of school clubs.

6. Policy and Delegated Authority

- 6.1 The Council has a general policy to support initiatives from community groups and organisations by every means at its disposal and by application of all resources available from all local and national agencies (Min Ref: 15/93).
- 6.2 The Services Committee has delegated authority to make decisions regarding Grants to Voluntary Organisations on matters within approved policy and budget (Mid Ref: 70/03).

7. Recommendations

I recommend that the Services Committee approve:

- 7.1 that grant assistance of £40,000 is allocated to the out of school clubs as proposed in paragraph 4.1 for the purposes outlined in this report. The source of this budget is Community Development's Grants to Voluntary Organisations General (GRL4310 2402) for financial year 2004/05; and
- 7.2 that the above grants be subject to the Council's standard grant conditions applying to Grants to Voluntary Organisations.

Oct 2004
Our Ref: MD/mr

Report No: CD 158-F

Shetland Out of School Care
Deficit Funding 2004/05

Total allocated in Shetland Childcare Partnership Action Plan to support Out of School Care
£26,000

Estimated cost to wind up Scalloway Out of School Club (already paid)
*** £3,500**

*** Please note this sum was approximately one sixth of the Scalloway Out of School Club projected deficit for 2004/05, which was sufficient to meet all remaining outstanding expenditure.**

Allocation A is based on the same proportion – i.e. one sixth of the remaining Out of School Clubs projected deficit. Therefore, the total budget available less the payment to Scalloway Out of School Club was:

£26,000-£3,500 = **£22,500**

Allocation B is calculated by taking the total budget balance remaining (£22,500) less the total payments made from Allocation A (£13,966), thus resulting in a sum of £8,533 to be shared between the remaining 5 clubs. This section calculation was allocated according to the total number of registered places at each service and (106) therefore giving £80.50 per place.

<u>ORGANISATION NAME</u>	<u>No. REGISTERED PLACES</u>	<u>A</u>	<u>B</u>	<u>TOTAL</u>
FAME KIDZONE	12	£3,333	£966	£4,299
ISLESBURGH OUT OF SCHOOL CLUB	40	£3,373	£3,220	£6,553
NESS OUT OF SCHOOL CLUB	16	£2,500	£1,288	£3,788
SOUND OUT OF SCHOOL CLUB	28	£2,000	£2,254	£4,254
TIDDLYWINKS OUT OF NURSERY CARE	10	£2,800	£805	£3,605
TOTAL	106	£13,966	£8,533	£22,499

Shetland Out of School Care
Deficit Funding 2004/05

Total budget provision available = £40,000

Allocation A is based on the same formula as Appendix C – i.e. one sixth of the remaining Out of School Clubs projected deficit as detailed in Paragraph 3.1, Table 1.

Allocation B is calculated by taking the total budget balance remaining (£40,000) less the total payments made from Allocation A (£10,797), thus resulting in a sum of £29,203 to be shared between the remaining 5 clubs. This section calculation was allocated according to the total number of registered places at each service and (106) therefore giving £80.50 per place.

<u>ORGANISATION NAME</u>	<u>No. REGISTERED PLACES</u>	<u>A</u>	<u>B</u>	<u>TOTAL</u>
FAME KIDZONE	12	£3,126	£5,310	£8,436
NESS OUT OF SCHOOL CLUB	16	£1,868	£7,080	£8,948
SOUND OUT OF SCHOOL CLUB	28	£3,792	£12,389	£16,181
TIDDLYWINKS OUT OF NURSERY CARE	10	£2,011	£4,424	£6,435
TOTAL	66	£10,797	£29,203	£40,000

REPORT

**To: Services Committee
Shetland NHS Board**

**21 October 2004
19 October 2004**

From: Community Care Manager – Jt. Post NHS/SIC

Report No: SW30-04F

DEVELOPMENT OF AN INTERIM PLACEMENT UNIT WITHIN MONTFIELD HOSPITAL

1. Introduction

- 1.1 This report seeks support for the development of an Interim Placement Unit within Montfield Hospital.
- 1.2 It is widely recognised that it is disadvantageous for people to spend extended periods of time in acute wards after they are clinically ready for discharge. Evidence suggests prolonged admission to hospital induces reduction in life skills, decision-making ability and independence. Prolonged hospital admissions increase the risk of hospital acquired infection, and increases the likelihood of depression and anxiety in vulnerable people¹. Awaiting placement in a residential care home is the primary reason for delays in discharge from hospital^{2,3,4}.

2. Background

- 2.1 Montfield hospital is the provider of older peoples NHS services in Shetland. There are two 20 bedded mixed sex wards, Ronas and Vaila, which have single sex bays and bathrooms. Within Vaila ward there is currently a 4 bedded young physically disabled (YPD) unit which houses younger patients who have chronic disabling diseases. The bed occupancy figures for Montfield hospital were 80.1% for the

year 2003-2004, and 75.8% for the YPD unit for the same period of time.

- 2.2 There are two main patient groups within Montfield hospital. The first are older people who require continuing care and have on going medical and nursing needs, and for whom Montfield hospital is their home. At the present time there are 16 patients in this category between the two wards, all of whom are aged over 80 years. The other group are those patients who require slow stream rehabilitation for sub acute medical conditions or who require assessment prior to treatment.
- 2.3 At the present time there is also another group of patients, 7 in number, within the wards, who are interim care patients awaiting placement into either care homes or to their own homes with a substantial care package. The present patients have been waiting for between one month and two years for these placements.

3. Proposal for an Interim Placement Unit

- 3.1 The negative impact that prolonged hospitalisation brings has brought about discussions between Shetland NHS Board and Shetland Islands Council. A working party with representatives from these two care providers was set up in June 2004. The contents of these discussions amount to there being a proposal that any person over the age of 16 years, assessed as requiring care in the community, could await placement or procurement of a community care package within an Interim Placement Unit at Montfield Hospital.
- 3.2 The proposal is that patients will be discharged from the acute or sub acute services and admitted to the Interim Placement Unit to await their first, second or third choice of accommodation becoming available. This arrangement of an interim placement meets guidance from the Scottish Executive⁵.
- 3.3 The unit will be largely self contained and staffed separately from the rehabilitative and on going care services currently delivered in Montfield hospital. The ten-bedded Interim Placement Unit will be based on Vaila

Ward and will be used to accommodate patients whose discharge from hospital is likely to be delayed by 6 weeks or more. This 6-week period is identified as being the discharge-planning period following the lead consultant's decision that the patient is clinically ready for discharge⁵.

- 3.4 The Interim Placement Unit will ensure that patients do not have an extended time in a clinical environment which could increase the risk of hospital acquired infection, and increases the likelihood of depression and anxiety in vulnerable people¹.
- 3.5 Admission to the Interim Placement Unit will be via the lead Consultant Physician for Montfield hospital or the Discharge Liaison Nurse. Whilst on the Interim Placement Unit, the patient will be under the care of the Consultant Physician who has clinical responsibility for Montfield hospital. The Consultant will spend one session per week on the Interim Placement Unit. It is anticipated that the client group in the Interim Placement Unit will not require large amounts of clinical or therapeutic input from either health or allied health professionals, as this client group is, by definition, ready for discharge. However, access to a doctor, registered nurse or allied health professional whilst on the Montfield Interim Placement Unit will be available for clinical and therapeutic intervention if appropriate.
- 3.6 The unit will be staffed by experienced healthcare assistants who will be line managed by the ward manager of Vaila Ward. The ward manager of Vaila Ward will also oversee the care of the patients.
- 3.7 On admission to the unit each patient will have an agreed care plan following completion of a Single Shared Assessment of their needs. All individuals in the Interim Placement Unit will have a 4 weekly review with Health and Social Work staff.
- 3.8 Discharge from hospital into the Interim Placement Unit, and from there into permanent residential care will be jointly planned between the Shetland NHS Board and Shetland Islands Council^{6,7}. There is a jointly agreed "Admission to Interim Placement Unit at Montfield hospital" protocol (Appendix 1), which addresses the operational issues of the unit. This is explicit regarding the criteria of

patients who will be served by the unit, and also processing bed allocation in order that patients on the unit are discharged to the appropriate care setting as soon as possible. The protocol is founded on the premise that the patients within the unit will have precedence to allocation of beds, unless under exceptional circumstances.

4. Consultations

4.1 Following the initial meeting of the working party, the draft proposal was discussed at the Local Partnership Forum, Shetland NHS Board's joint management and staff side group. The following day a meeting with the Montfield hospital staff took place. Monthly meetings with the staff have subsequently followed. There has also been an open meeting with the relatives and carers group of Montfield hospital patients.

The feedback from all these meetings has been generally cautious whilst there has been overall support that Montfield hospital is a suitable setting to provide interim care. The Local Health Council have also been consulted and are supportive of the proposal. Comments made have been taken on board in finalising the plan. There has also been a discussion with the Geriatrician at Aberdeen Royal Infirmary. Those consulted agreed with the priorities for future service, in particular the need to ensure that patients stay in the hospital environment no longer than they need.

4.2 The proposals were discussed by the Social Forum at their meeting on 6 October 2004. The Forum fully support the proposals.

5. Policy and Delegated Authority - SIC¹

5.1 All Social Work matters stand referred to the Services Committee. The Committee has delegated authority to make decisions on matters within its remit and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision (Min. Ref. SIC 70/03.)

¹ For Shetland Islands Council Services Committee only

- 5.2 The proposals in this report are part of the work on the Joint Future Delayed Discharge Local Action Plans included in the Extended Local Partnership Agreement for 2004/2005 approved by Services Committee and Shetland NHS Board in June (Min Ref SC 39/04).

6. Financial Implications

- 6.1 There are no immediate financial implications arising directly from this report as NHS Shetland will initially fully fund the unit at least up to March 2006, in the spirit of Joint Future. Thereafter, on the understanding that the unit was still required, joint funding will be discussed.

7. Monitoring

- 7.1 There will be systems established for the ongoing monitoring and evaluation of the Unit from the outset.

8. Conclusions

- 8.1 The proposed Interim Placement Unit is seen as an effective and appropriate response to ensuring the needs of people who no longer require being in hospital are met and also addresses the nationally recognised challenge of delayed discharges within hospitals.

9. Recommendations

- 9.1 The NHS Board and SIC Services Committee are asked to note the information in this report and to agree to support the establishment of the unit.

10. References

- ¹ Department of Health (2001) National Service Framework for Older People. HMSO. London.
- ² Scottish Executive Health Department (2004) Framework for the Production of Joint Hospital Discharge Protocols. Circular no. CCD 9/2003. Edinburgh.

- ³ Scottish Executive Health Department (2003) Partnership for Care – Scotland's White Paper. The Stationary Office. Edinburgh.
- ⁴ Scottish Executive Health Department (2002) Caring for Scotland: The Strategy for Nursing and Midwifery in Scotland. The Stationary Office. Edinburgh.
- ⁵ Scottish Executive Health Department (2004) Choice of Accommodation – Discharge from Hospital. Circular no. 8/2003. Edinburgh.
- ⁶ Shetland NHS Board (2004) Protocol on Patient Discharge from Hospital. Shetland NHS Board. Shetland.
- ⁷ Scottish Executive Health Department (2003) Framework for Joint Services for Older People. Joint Future Unit. 24th October 2003. Edinburgh

Date: 21 October 2004
Our Ref: CF/SM SW30

Report No: SW30-04F

APPENDIX 1

Draft Protocol for Admission to the Interim Placement Unit At Montfield Hospital

A Joint Agreement to meet the Scottish Executive's Guidance in Circular - *Choice of Accommodation, Discharge from Hospital ref CCD8/2003*

Background

Shetland NHS Board and the Local Authority have jointly addressed the issue of delayed discharges from Gilbert Bain and Montfield hospitals. The majority of delayed discharges are individuals who have been assessed through a Single Shared Assessment as requiring 24 hour care in a residential setting. Agreement between the individual, family, multi-agencies and associated disciplines, of this outcome is decided at a case conference. If there are no places available in appropriate care centres then the patient remains in hospital until a vacancy arises. Six weeks after the patient is clinically ready for discharge, they are recorded as a delayed discharge. The Scottish Executive sees this period, as an appropriate time scale for the Local Authority to arrange a placement in a care home. Patients may also be assessed as requiring care packages to support them whilst living in their own homes. If the care package agreed at a multi-agency case conference is not available at the time of planned discharge, then these patients are also recorded as delayed discharges 6 weeks after the clinically ready for discharge date.

The Local Authority and the NHS Board are working in partnership in Shetland as they are in the rest of Scotland, to actively manage accommodation choice and allocation of care home placements in a way that is consistent, fair and minimises delays in hospital. Lack of available places in care homes in Shetland often makes the management of choice more difficult. In the long term, the Scottish Executive clarify that Health and Local Authorities should jointly assess residential care unit need and undertake capacity planning, taking a whole system approach, to find the most effective and efficient solution to this growing problem.

Interim Placement

Shorter term plans to meet the challenge of managing choice and residential care provision in the context of scarce capacity, has been jointly actioned by Health and the Local Authority, in the form of an Interim Placement Unit in Montfield Hospital. Ten beds are available to individuals' aged 16 and over, in a unit that is identifiably separate to the clinically focused service operations of the hospital.

When an individual's needs require to be met in residential care, Social Work and Health staff should take a proactive approach in providing the individual and family with details on available care homes. Once the patient becomes classified as a delayed discharge, he or she will be transferred to an interim placement in the specially designated unit in Montfield Hospital. They will stay there to await a vacancy at one of their stated 3 preferred care homes. Interim placements will also be available to patients whose discharge is delayed whilst awaiting care packages.

If the Interim Placement Unit is at capacity a meeting will be convened between Shetland NHS Board and Social Work staff to agree remedial actions. In this situation patients will await discharge from the originating ward within the acute services, but will not take priority over patients already in the Interim Placement Unit.

Admission to the Interim Placement Unit will be via the lead Consultant Physician for Montfield or the Discharge Liaison Nurse. This will usually be 6 weeks after the patient is clinically ready for discharge date, and they have been recorded as having a delayed discharge. Alterations to this timescale for admission will be at the discretion of the Consultant Physician or Discharge Liaison Nurse. On transfer from either Gilbert Bain or Montfield, patients will be discharged from these areas and re-admitted into the Interim Placement Unit.

It is recognised that patients awaiting placement at Viewforth, the specialist dementia care unit may have challenging behavioural patterns giving rise to complex needs that cannot be adequately met on the Interim Placement Unit. This client group will be admitted at the discretion of the Consultant Physician or Discharge Liaison Nurse.

Care Provision

Whilst on the Interim Placement Unit, the patient will be under the care of the Consultant Physician who has clinical responsibility for Montfield Hospital. It is anticipated that the client group in the Interim Placement Unit will not require large amounts of clinical or therapeutic input from either health or allied health professionals, as this client group is, by definition, ready for discharge. However, access to a doctor, registered nurse or allied health professional whilst on the Montfield Interim Placement Unit will be available for clinical and therapeutic intervention as appropriate.

The unit will be staffed by experienced healthcare assistants, and care overseen by the ward manager. On admission each patient will have an agreed care plan following completion of a Single Shared Assessment of their needs. Entries of care will be recorded each day or more frequently as appropriate. A registered nurse will administer medication, or the patient will self medicate after being assessed as able, in accordance with the NHS Shetland protocol.

All individuals in the Interim Placement Unit will have 4 weekly reviews with Health and Social Work staff. This will create opportunity for the multi-agency team to update on progress plans and ensures that patients are discharged as soon as an appropriate residential place or care package becomes available.

Allocation of accommodation

Patients in the Interim Placement Unit will be given priority allocation of residential care beds, unless in exceptional circumstances. There will be joint working between Health and the Local Authority to minimise the individual's stay on the unit. It is recognised that the Montfield Interim Placement Unit cannot replace a permanent allocation in a care centre.

Health and Social Work staff will work closely together to support the individual and family so that transition to a permanent care bed when available is smooth and the potential for stress to the patient is minimised. In preparing for discharge, the jointly agreed, Protocol on Patient Discharge from Hospital will be applied.

References:

Scottish Executive Health Department (2004) Choice of Accommodation – Discharge from Hospital. Circular no. CCD 8/2003. 13th January 2004.

Scottish Executive Health Department (2004) Framework for the Production of Joint Hospital Discharge Protocols. Circular no. CCD9/2003. 13th January 2004.

Scottish Executive Joint Future Unit (2004) Renaming the Resource Use Measure (RUM) to Single Shared Assessment - Indicator of Relative Need. 1st April 2004.

Shetland NHS Board (2003) Protocol on Patient Discharge from Hospital. March 2003.



Council

**Shetland
Islands**

REPORT

To: Services Committee

21 October 2004

From: Head of Education

BURSARY APPLICATIONS - OUTWITH POLICY

1. Introduction

- 1.1 The Education Service has received two applications for bursary assistance which are outwith current Council policy. One of the applicants has already obtained a Higher National Certificate (HNC), two Masters and a Postgraduate Certificate. The other applicant is applying for a course in England.
- 1.2 This report also informs members of updated bursary guidance issued by the Scottish Further Education Funding Council to Incorporated Colleges on the Scottish Mainland.

2. Background

- 2.1 The Council's Bursary Policy (SIC Min Ref 74/98) states that bursaries will not be available to applicants who have previously gained a degree or diploma qualification whether or not they received funding from an education authority, Student Awards Agency for Scotland or any other source in connection with that course.
- 2.2 In the Council's Bursary Policy, under the Eligibility criteria, point 4 states that bursary support should not be made available to applicants who are already in possession of a qualification at HNC level or beyond unless their current qualification can be considered to be obsolete in the workplace.
- 2.3 The Council's Bursary Policy also states that study should take place at a college within Shetland. Only if a programme of study is unavailable in Shetland will bursary support be provided to attend a college on the Scottish Mainland. Bursary support to attend courses outwith Scotland will only be provided in exceptional circumstances,

and will be based on the costs which would have been incurred in attending a similar course in Scotland.

- 2.4 The Scottish Further Education Funding Council do not offer any support to students studying in England.

3. Applications Outwith Current Policy

- 3.1 Application 1 - An application to undertake an Information Technology course at Shetland College. The applicant has previously been awarded a HNC Electrical & Electronic Engineering, Master of Arts - Combined Science, Master of Science Transport Engineering & Operations and a Postgraduate Certificate of Education Technological Education. The applicant has been unable to secure employment with his aforementioned qualifications, therefore he feels these must be considered worthless in the workplace. His reason for applying for a bursary is to enhance his prospect of securing suitable employment, by having one of the most sought after qualifications of modern times.
- 3.2 Application 2 - An application to undertake a "Conservation and Restoration of Antique Furniture" one-year course at Bruce Luckhurst Little Surrenden Workshops, Kent. A similar course over two years is available at North Glasgow College at National Certificate level and would have been eligible for funding with a maximum bursary contribution of £4,658.64. However, the applicant has stated that the cost of the course in Kent is £23,320. He has been awarded a grant of £19,763 from Shetland Enterprise to assist with this course. The difference between the course fees and funding already secured leaves a shortfall of £3,557. The applicant has been a fisherman since leaving school and feels concerned for his future in the fishing industry and has spent some time identifying a job opportunity in Shetland.

4. Financial Implications

- 4.1 Based on the information provided with their applications the cost to Council of funding these courses, including fees, is as follows:

Application 1	£900.00
Application 2	£3,557.00

5. Policy and Delegated Authority

- 5.1 Authority to approve bursary applications which fall within policy is delegated to the Head of Education (Min Ref: SIC 29/96).

- 5.2 All matters relating to the provision of Education stand referred to the Services Committee (Min Ref: SIC 70/03). The Committee has delegated authority to make decisions on matters within approved policy and for which there is a budget. As the recommendation in this report falls outwith delegated powers, a decision of the Council is required.

6. Recommendation

I recommend that the Services Committee recommend to the Council that:

- 6.1 the applications referred to in paragraph 3 are refused as they are both outwith policy as explained in paragraph 2.

October 2004

Our Ref: AJ/ZA/ME

Report No: ED-24-F



REPORT

To: Services Committee

21 October 2004

From: Head of Education

ACCORDION AND PERCUSSION TUITION

1. Introduction

- 1.1 In 1999 Shetland Arts Trust initiated a project as part of their Music Development programme for Shetland and funded it for three years from their Music Development Budget. As part of this a need was identified for an accordion instructor and a percussion instructor. These posts were appointed on a temporary basis.
- 1.2 They have provided tuition to children throughout Shetland in the secondary sector in schools. This has been very successful and has been very much appreciated by the schools.
- 1.3 The percussion instructor won the Yamaha Scottish Instrumental Teacher of the Year Award in 2004.

2. Proposal

- 2.1 In 2002 these funds were no longer available and Shetland Arts Trust were unable to continue to fund the two instructors. There were a number of complaints when it was proposed to remove these two tutors from the instrumental service. It was agreed that the valuable service provided by these two instructors should continue. Since April 2002 the costs for these posts have been invoiced to the Education Service, although the posts have remained with the Shetland Arts Trust. The Shetland Arts Trust also contributed to the purchase of accordions for use in Shetland Schools.
- 2.2 It is proposed to transfer these two posts from the Shetland Arts Trust to the Shetland Islands Council Education Service as established posts.

2.3 The Unions have been consulted and they have no objections to this proposal.

2.4 This would be a transfer to which the Transfer of Undertakings Protection of Employment (TUPE) Regulations would apply.

3. Financial Implications

- 3.1 The financial implications for this transfer have already been included in the Education Service budgets for the past two years. The cost for two instructor posts at 0.7 FTE is £51,834 per annum. The funding is in GRE1401.

4. Policy and Delegated Authority

- 4.1 All matters relating to the provision of Education stand referred to the Services Committee (Min Ref: SIC 70/03). However, the Committee only has delegated authority to implement decisions on matters within approved policy, and for which there is a budget.
- 4.2 As this report proposes transfer of staff and an increase in establishment, a decision of the Council is required.

5. Recommendations

- 5.1 I recommend that the Services Committee recommend to the Shetland Islands Council that these two posts be transferred from the Shetland Arts Trust to the Education Service of Shetland Islands Council.

October 2004

Our Ref: AJ/HB/ME

Report No: ED-25-F



REPORT

To: Services Committee

21 October 2004

From: Head of Education

ADDITIONAL FUNDING FOR INCREMENTAL CHANGES TO QUALITY IMPROVEMENT OFFICERS

1. Introduction

- 1.1 The Scottish Negotiating Committee for Teachers (SNCT) have agreed a salary structure for Quality Improvement Officers and Education Support Officers which is set out in Circular SNCT/32. These posts are the equivalent to our Education Development Officers and Assistant Advisers.

2. Current Position

- 2.1 There are six Education Development Officers, one of whom is seconded into a Senior Education Officer post.
- 2.2 There are three Assistant Advisers, two of whom are funded through the National Priorities Action Fund. Only one is funded from the education core budgets.

3. Proposals

- 3.1 It is proposed that the additional funding of £28,000 to Shetland Islands Council as allocated in the letter dated 10 September 2004 from the Scottish Executive (Appendix A) fund the costs arising from incremental changes to Quality Improvement Officers. The £28,000 allocated will be used to cover the £20,100 shortfall for the implementation of SNCT/32.
- 3.2 It is also proposed to use £3,680 to cover the shortfall arising from a long service award that was not budgeted for.

Services Committee - Thursday 21 October 2004

Agenda Item No. 05 - Public Report

- 3.3 The remaining £4,220 will fund part of the shortfall arising from the Teachers pay award.

4. Financial Implications

- 4.1 There are financial implications due to SNCT/32 and the Scottish Executive has allocated £28,000 to Shetland Islands Council for 2004/2005 to assist with the increased salary costs. There will be funding allocated to Shetland Islands Council for 2005/06 from £11 million which has been set aside by the Scottish Executive. Exact costings have not yet been released.
- 4.2 The increase in cost to the Education Service for this year for the changes due to SNCT/32 is £20,100.

5. Policy and Delegated Authority

- 5.1 All matters related to the provision of Education stand referred to the Services Committee (Min Ref: SIC 70/03). The Services Committee only has delegated authority to make decisions on matters within approved policy and for which there is a budget.
- 5.2 As the recommendation in this report falls outwith delegated powers, a decision of the Council is required.

6. Recommendations

I recommend that the Services Committee recommend to the Council that

- 6.1 the allocation to Shetland Islands Council for 2004/2005 of £28,000 be used to cover the financial shortfall for the implementation of SNCT/32.

October 2004

Our Ref: HB/ME

Report No: ED-26-F



REPORT

To: Services Committee

21 October 2004

From: Head of Education

YOUTH MUSIC INITIATIVE

1. Introduction

- 1.1 In 2002 a national audit of youth music provision was carried out in order to gain a comprehensive picture of provision across the country, identify gaps and development needs and thus provide a sound basis on which to develop future policy and activity. As a result of this, in February 2003, the Scottish Executive made £17.5 million available over three years to improve the quality and availability of musical experiences to young people in Scotland. Local authorities were invited to bid for funding under this initiative, which was entitled the Youth Music Initiative (YMI). The funding is administered by the Scottish Arts Council (SAC).

2. Background

2.1 Associated with the above initiative, in March 2003, the Scottish Executive Education Department (SEED) issued guidance on music tuition in schools. The Executive stated that a good service will:

- provide equal opportunity of access to all pupils to learn to play a musical instrument
- enable pupils to realise their full musical potential and develop a sense of personal achievement and self expression
- involve pupils in a wide range of musical experiences that contribute to the musical life of the school and the community
- help pupils foster an understanding of music in the everyday life of the community
- help pupils foster an understanding of music in the everyday life of their own and other cultures

Services Committee - Thursday 21 October 2004

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In addition, SEED set a national target which stated that every child in Scotland should have the opportunity of at least one year's free music tuition by the time they reach Primary 6.

- 2.2 Under the YMI, Shetland Islands Council was allocated £20,907 for the financial year 2003-04. It was not possible to take forward the spending within the financial year 2003-04 (see Appendix A which contains a detailed report on Year 1) and under the conditions of the grant permission was sought and granted to carry forward the full funding into the present financial year. The allocation for 2004-05 is £41,815 (see Appendix A) and the grant for this year has now also been received. It should be noted that the relevant sub-group of the SAC described this authority's application for Year 1 as "very clear and well thought-out" and that the Year 2 application was similarly described as an "excellent proposal that builds on an already well-considered and established strategic approach to music education".
- 2.3 It should also be noted that, under the SAC's general terms and conditions of grant allocation, it is not possible to utilise any funding granted by SAC for existing projects, ie projects which have begun prior to the grant being awarded. Thus the elements of the application are intended to enhance the provision of youth music in Shetland through new ways of delivering a quality service.

3. Proposal

- 3.1 The details of the proposed programme for 2004-05 are set out in Appendix A as follows:
- 3.1.1 The appointment of a part-time Senior Instrumental Instructor which was proposed for 2003-04 has been carried forward into the present financial year. This post is a temporary appointment until August 2006.
- 3.1.2 It is proposed to support the development of brass tuition and to establish a Shetland Youth Brass Band at authority level. This will enhance current delivery, support the long-established community Brass Band, and forge stronger links and a smoother transition between school and community music-making. An increase in brass tuition in schools will be examined to supply current demand and to support this project.
- 3.1.3 It is proposed to follow-up the training by Caber Music by establishing a creative music project targeted at early years, classroom music specialists and instrumental instructors. The continuing encouragement of creativity in the arts is viewed as being extremely important. An initial visit is planned for May 2004. This project will be delivered under this funding supported by a joint bid with Caber Enterprises to the Strategic Development Fund if successful.

- 3.1.4 It is proposed to explore the area of vocal provision, and to offer training to existing staff in this area. An initial visit by National Youth Choir of Scotland is currently under negotiation and the details of this project will be formalised then. This project will also involve a joint partnership application for Strategic Funding.
- 3.1.5 It is proposed to increase Music Therapy in the Special Unit giving greater access and support to enhance the work already in place. This will involve an increase in hours for the current member of staff.
- 3.1.6 It is proposed to increase staffing as necessary to increase access for all P6 pupils in Shetland, looking particularly at the outlying island areas and their particular demands. As stated previously, all pupils already receive specialist class music. Through increased management time available, site visits will be made to schools and their local communities to establish current level of provision, demand, potential projects and their delivery and availability of tutors and facilities. A guitar project will be considered and implemented.
- 3.1.7 It is proposed to further develop the partnership between Shetland String Ensembles and the Edinburgh Academy through support for visiting tutors and exchange visits. The National Youth Orchestra of Scotland will visit in 2006. It is proposed to establish a Shetland Youth Orchestra to ensure the full potential of this visit. String tuition requires further enhancement at primary level to ensure long-term success of such an ensemble.

4. Financial Implications

- 4.1 The grant from SAC for £41,815 was confirmed on 27 July 2004 when the application was accepted. The grant of £20,907 has also been carried forward from last year. There are therefore no financial implications for the lifetime of the grant.

5. Policy and Delegated Authority

- 5.1 All matters relating to the provision of Education stand referred to the Services Committee (Min Ref: SIC 70/03). However, the Committee only has delegated authority to make decisions on matters within approved policy and for which there is a budget.
- 5.2 As the budget has been approved by the Scottish Arts Council, a decision of the Council is required to allocate the money to Education Service.

6. Recommendations

- 6.1 I recommend that the Services Committee recommend to the Shetland Islands Council that the grant from the Scottish Arts Council be used by the Education Service as detailed in the attached funding applications.

October 2004

Our Ref: AJ/RS/ME

Report No: ED-23-F



Application for Youth Music Initiative: Year 2 Local Authority Formula
Funding
2004/05

For Scottish Arts Council use only

Local Authority:

Reference number:

Date received:

Please type if possible, or use **BLACK INK** and **BLOCK CAPITALS** if you hand write it. We cannot accept this cover sheet on disk, by fax or by e-mail because we need to have a hard copy with a signature. We will photocopy your submission, so please do not fax, bind it or present it in any other format which will make copying difficult.

Please return your submission by Friday 23 April 2004 to:

Morag Thomson
Grants Administrator (Music)
Scottish Arts Council
12 Manor Place
Edinburgh EH3 7DD

CONTACT DETAILS

- 1 What is the formal name of your authority (for payment purposes)? **Shetland Islands Council**

- 2 What is your address?

Address: **Finance Service, Montfield, Burgh Road,**

Town: **Lerwick, Shetland
OTY**

Postcode: **ZE1**

Daytime telephone: **01595 744 681
7440 667**

Fax: **01595**

E-mail: **Finance@sic.shetland.gov.uk**
Website: **www.sic.gov.uk/**

- 3 If different from above, please give the full address for correspondence:

Address: **Education Service, Hayfield House, Hayfield Lane**

Town: **Lerwick, Shetland
0QD**

Postcode: **ZE1**

Daytime telephone: **01595 744 000
074**

Fax: **01595 744**

E-mail: **Education@sic.shetland.gov.uk**
Website: **www.sic.gov.uk/**

- 4 What is the name of the contact person within your authority who will deal with this submission and all correspondence relating to it? (The person named here must be authorised to answer all queries and to submit and sign all subsequent paperwork relating to this submission.)

Mrs Helen Budge

- 5 What is the position of the contact person within your authority?

Senior Education Officer

STATEMENT AND SIGNATURE

Publicity

We publicise all our funding awards through the media and in our *Information Bulletin*, Annual Report and on our website. You will be required to acknowledge Scottish Arts Council funding as appropriate.

Openness and accountability

Information supplied by you will be held in manual files. It will then be summarised and details transferred to a computer-based grants management system. Reports from the information you supply and from comments made on your application by the Reference Group and staff members are likely to be held on both manual and computer-based systems.

Data Protection and Freedom of Information

Data held on our grants management system is used for statistical and accounting purposes. The details of your grant will be public information.

We view your signature on your application form as acceptance of the use of your data outlined above.

All the information in this application, and any documents provided to support it, is true and correct. I will tell you immediately if anything changes which could affect this application in any way. I note that any grant awarded will be subject to standard conditions and confirm that I have the power to accept the grant under any conditions you set. (Note: Scottish Arts Council conditions of funding are available from the Help Desk on request.)

I agree that the authority named above will participate in the monitoring and consultation processes of the Youth Music Initiative. I hereby submit an application form and agree to supply management information on a pro-forma that will be sent to me in August 2004 as a condition of receiving the funding allocated for this authority in the year 2004-05.

Signature

This must be signed and dated by the Director of Education.

Name	Mr Alex Jamieson	Signature	
Position	Head of Education Service	Date	11 May 2004

How to fill in this form	<i>Please fill in this form using typescript or black ink. Electronic Arts Council website (www.scottisharts.org.uk). Please keep attaching separate sheets.</i>
How will this application be assessed?	On receipt, your proposal will be assessed by the Scottish Reference group against the criteria identified throughout the hand column. The reference group will approve proposals, or amendment.
How and when to return this form	<i>This form should be sent to Morag Thomson, Grants Administration Council by Friday 23 April.</i> <i>This form must be signed by the Director of Education.</i> <i>We undertake to give you a response by Friday 4 June.</i>

1. Please provide a brief evaluation of your Year 1 activities:

The activities planned in Year 1 were as follows in italics, with a brief evaluation in normal type

Part-time (0.6) Senior Instrumental Instructor

To provide full day-to-day leadership of the service and to help review and plan strategically terms of continuous improvement of the service.

It was not possible to complete the recruitment process by the end of the financial year and therefore permission was sought and granted from the Scottish Arts Council (SAC) to carry the entire funding forward to the current financial year. It has transpired that the costs of this initiative are actually slightly greater than the entire funding for Year 1 (see section 4 and the Budget section below) as, during the process of putting the bid together, costings were calculated on incorrect assumptions. However the rationale behind this part of the bid we believe is still sound.

Staff development

November In-service Training – Caber Enterprises, 'Creative Music' (for both Instrumental and Primary Music Staff).

This training took place, funded by Shetland Islands Council (SIC). It was extremely successful. It should be noted that Early Years staff were included. Following this up in Years 2 and 3 being presently examined and forms part of the bid for Year 2.

Staffing

Increase staffing as necessary in moving towards full access for all P6 pupils in Shetland.

Some adjustment of staffing took place within existing resources.

It is worth stating at this point that, in terms of the 'year's free tuition by P6' target referred to above, we do feel, as was stated in the Year 1 application, that Shetland is in fact meeting this target in virtually all cases. All of this age group has access to free instrumental tuition already. Almost all primary schools, except for a handful in very remote locations, are visited by specialist Music teachers.

2. Have you submitted a detailed account of how the Year 1 funding was used?

NO ✓ (as all funding carried forward)

3. Please provide a brief ~~description~~ summary of your proposal including a broad indication of its projected stages and the outcome of each stage.

1. It is proposed to continue appointment of a part-time Senior Instrumental Instructor (SII). It is intended to recruit to this post shortly (the post was advertised on 7 May). It is intended to include travel costs within the bid for the current year.
2. It is proposed to support the development of brass tuition and to establish a Shetland Youth Brass Band at authority level. This will enhance current delivery, support the long-established community Brass Band, and forge stronger links and a smoother transition between school and community music-making. An increase in brass tuition in schools will be examined to supply current demand and to support this project.
3. It is proposed to follow-up the training by Caber Music by establishing a creative music project targeted at early years, classroom music specialists and instrumental instructors. We view the continuing encouragement of creativity in the arts as being extremely important. An initial visit is planned for May 2004. This project will be delivered under this funding supported by a joint bid with Caber Enterprises to the Strategic Development Fund if successful.
4. It is proposed to explore the area of vocal provision, and to offer training to existing staff in this area. An initial visit by NYCOS is currently under negotiation and the details of this project will be formalised then. This project will also involve a joint partnership application for Strategic Funding.
5. It is proposed to increase Music Therapy in the Special Unit giving greater access and support to enhance the work already in place. This will involve an increase in hours for the current member of staff.
6. It is proposed to increase staffing as necessary to increase access for all P6 pupils in Shetland, looking particularly at the outlying island areas and their particular demands. As stated previously, all pupils already receive specialist class music. Through increased management time available, site visits will be made to schools and their local communities to establish current level of provision, demand, potential projects and their delivery and availability of tutors and facilities. A guitar project will be considered and implemented. Predicted start date of August 2004.
7. It is proposed to further develop the partnership between Shetland String Ensemble and the Edinburgh Academy through support for visiting tutors and exchange visits. The National Youth Orchestra of Scotland will visit in 2006. It is proposed to establish a Shetland Youth Orchestra to ensure the full potential of this visit. String tuition requires further enhancement at primary level to ensure long-term success of such an ensemble.

4. Please indicate how your Year 2 application builds on Year 1. How would you develop your approach in Year 3 in order to achieve the P6 target?

It is felt that, as in Year 1, we require to improve the management of the Instrumental Service and we are thus utilising the carry-over of the Year 1 funding to continue to recruit and fund a part-time Senior Instrumental Instructor as detailed in the Year 1 bid. A relatively small amount of Year 2 funding will also be used to this end, in the light of the point made above in Section 1 about the revised costs of this part of the initiative.

A report on music in Shetland schools was undertaken on behalf of Shetland Arts Trust (SAT) in the mid-1990s by Katherine Campbell. This report contributed substantially to the rationale behind the education part of the SAT's Music Development Project which is ongoing. One of the priorities identified within the report was the promotion of vocal tuition. It has not been possible to progress this area up till now owing to lack of trained staff. It is now proposed to train existing staff who are willing to take on the vocal-tuition role. This will mainly involve piano instructors and class music specialists. When teaching is implemented, the emphasis will initially be on P4-6.

There is a desire to extend the brass tuition currently ongoing in Shetland schools down the age range. Funding will be made available to support an extra-curricular brass group aimed at primary pupils. The Lerwick Brass Band was established many years ago and is an essential part of the community music scene regularly used for outdoor festivals and official occasions. Their existing rehearsal facilities and materials would be shared with the new Youth group. Instruments will be purchased, in particular the lower brass in order to encourage and support the playing of these more expensive instruments. A bid by the Brass Band for lottery funding will be considered to further enhance this project.

The creative music project will build on the very successful in-service training undertaken by Caber Enterprises in Shetland in November 2003. With specialist class music already in place in Shetland through peripatetic staffing, it will be possible to take this project out to more than just one target area or school. As some class teachers also have instrumental tuition as part of their timetables, this will increase impact even further.

5. How does your application ensure

a) ~~How does your application provide for~~ a range of musical styles and genres? |

Vocal training will be in e.g. jazz, classical, folk and popular styles.

Brass tuition will be in jazz and classical styles.

There is a very strong traditional folk scene in all areas of Shetland and any tuition will always be influenced by and use this style.

Guitar tuition will cover all styles and range of instruments.

b) the use of a range of instruments and vocal tuition?

The current wide range of provision of music tuition within Shetland will be extended to expand vocal work. Vocal tuition will be explored through current staff provision, involving training of those staff. Shetland already has 2 Senior Choral community groups, and, through class music specialists and instrumental instructors, 6 Secondary School Choirs. At least 16 Primary school enter a choir for the annual Schools Music Festival. All genres of music, from classical to own composition is already offered at this festival and further staff training will allow access to further styles and materials.

The brass project will help to extend a part of the existing provision which is relatively less-well provided for and encourage uptake of lower brass instruments.

Guitar tuition is currently led by Class Music Staff supported by workshops in schools and communities. The workshops are provided by the Shetland Arts Trust Music Development project. Guitar instruction is an identified area for expansion and this will be piloted in the northern isles.

c) a range of learning and teaching approaches?

The creative music project in particular will involve staff and pupils in an innovative approach to learning and teaching, utilising thinking about what is involved in creativity in terms of music-making.

Group work will be involved in all projects with community involvement in many of the projects. After-school work will be important as school timetables become increasingly busy.

d) **diversity of delivery (including group and ensemble playing)?**

The brass and string projects will involve pupils receiving both individual tuition and the opportunity of participating in an authority ensemble. The guitar project will involve group tuition.

In addition, all these projects will be linked to the Under-18s Music Development Project (funded through SEED's Quality of Life Funded 2003-2006), which involves a partnership between Education Service's Inter-School Music Groups and Community Development Service's Youth Service.

The creative music project will be delivered through early years staff, classroom music specialists and instrumental instructors.

6. What are the training needs that arise from your application?

Needs in this area will include training in:

- Individual vocal and choral techniques for Piano Instructors and Primary/Secondary Class Music Teachers.
- The techniques associated with the creative-music project for Nursery, Early years and Primary staff; Primary and Secondary Class Music specialists; and Instrumental Instructors
- Management training for the incoming Senior Instrumental Instructor.

7. How will these training needs be addressed?

The vocal area will be addressed in partnership with NYCOS and will be delivered through: the rolling programme of training aimed at the requirement for 35 hours p.a of CPD outwith school time; in-service training on closure days; and site visits.

The creative music project would involve negotiation with Caber Enterprises regarding the best method of delivery but it will probably involve a combination of training through the rolling CPD programme and the in-service training programme.

Management training through already well-established Council Training programmes.

8. Does this application include partnership working? If YES, please indicate who the partners are and provide a brief description of the nature of the partnership.

NYCOS. They will deliver specific training in vocal techniques and choral conducting to SIC staff. This training will be delivered in Shetland.

Caber Enterprises. They will deliver training in creativity in music as part of a project that will run over a period of time. This training and project work will be delivered in Shetland.

The provision of instrumental instruction, inter-school groups and workshops for all music-related projects is provided in partnership and discussion with Shetland Arts Trust through their Music Development Project Officer.

The Under-18s Music Development is delivered in partnership with Community Services through the Youth Development Officer. All these projects will involve this partnership.

The String Project will continue in partnership with Edinburgh Academy and will establish further links with National Youth Orchestra of Scotland in preparation for their visit in 2006.

The guitar project will involve partnership with Shetland Arts Trust through its Music Development Officer.

9. Please indicate how you intend to monitor your proposals.

The Senior Instrumental Instructor aspect of the bid will be monitored by:

- the staff development and review process
- formal report from both part-time SII's at the end of the project

The brass project aspect of the bid will be monitored by:

- feedback from staff and students
- ongoing assessment by Senior Instrumental Instructors

The vocal project aspect of the bid will be monitored by:

- feedback from staff and students
- ongoing assessment by Senior Instrumental Instructors
- reports from NYCOS

The creativity project aspect of the bid will be monitored by:

- feedback from staff and students
- ongoing assessment by Senior Instrumental Instructors
- reports from Caber Music

The String project will be monitored by:

Feedback from staff and students
Ongoing assessment by Senior Instrumental Instructors

The Special Unit project will be monitored by:

Staff at the Bells Brae Special Unit
Feedback from parents and support staff
Ongoing assessment by Senior Instrumental Instructor

10. How does your plan fit with the 5-14 curriculum guidelines, and the broader educational aspect of personal and social development and essential life skills?

The plan as outlined above will address a number of National Priority outcomes. Key outcomes to which this initiative will clearly contribute are 5.1.C (the proportion of pupils (Primary: from P1 to P7, Secondary: from S1 to S6) participating in cultural, sporting and learning activities outside the core curriculum) and 5.2 (To equip pupils with the foundation skills, attitudes and expectations necessary to prosper in a changing society and to encourage creativity and ambition). However learning an instrument contributes more widely to the development of children and thus can be seen as constituting a valuable input also to areas such as Attainment and Achievement and Citizenship.

One area of particular need within Shetland is the further development of instrumental tuition in the area of Special Needs (National Priority 3), particularly as far as children with severe and complex needs are concerned. It is anticipated that improved leadership of the service will enable this to be taken forward along with the increase in hours for the current Music Therapy Teacher.

In terms of the 5-14 curriculum, an enhanced instrumental service will clearly assist in the delivery of all of the strands which relate to Music under the Expressive Arts Outcomes 'Using Materials, Techniques, Skills and Media', 'Expressing Feelings, Ideas, Thoughts and Solutions' and 'Evaluating and Appreciating'. Pupils' understanding of the relevant music concepts and their ability to express themselves musically is clearly increased by instrumental tuition.

11. What processes would help you to determine likely future demands for vocal and instrumental tuition, particularly in instruments and styles that are not currently offered?

A review of the instrumental service is part of a costed 3-year action plan (Creative Links post) to be taken forward this financial year.

Increase in management allowing increase in site visits and consequent liaison with HTs, Music and Instrumental Music Staff.

Feedback from instructors at regular instrumental staff meetings, music panel meetings, school-master discussion web-site.

Budget

Please provide a budget breakdown for the sum of money allocated to you within Year 2 of the YMI formula.

INCOME		NOTES
Formula Allocation	Funding £41815 + £20907 c/f from Year 1	
EXPENDITURE		
Staffing	£ 25700	Part-time Senior Instrumental Instru
Equipment, hire of premises	£ 8000	To support brass, vocal and creativ
Training costs	£ 5000	To support brass, vocal and creativ
Partnership costs	£ 7000	£4000 vocal (NYCOS), £2000 creat
Materials/music/instruments	£ 12000	£6000 brass, £2500 vocal, £2500 c
Other 1 (travel costs for SII)	£ 5000	
Other 2	£	
Other 3	£	
Other 4	£	
TOTAL	£ 62700	



REPORT

To: Services Committee

21 October 2004

From: Community Care Manager

Report No: SW29-04F

**Service Developments for People with Learning Disabilities –
Update Report**

1 Introduction

- 1.1 At the meeting of Council on 19 May 2004 Members asked that an update report on the progress of service developments for people with learning disabilities should be presented to each meeting of Services Committee (Min. Ref. SIC 72/04.) This is the second of such reports and is for noting.

2 Background

- 2.1 Current projections suggest the number of adults who will need support services, will treble over the next ten years.
- 2.2 A multi-agency Disability Strategy Group has been formed, which includes Councillors. A draft Disability Strategy was presented to SIC and NHS Board Members early in September.
- 2.3 There are a number of service developments currently in progress that will provide increased levels of service to meet the increasing levels of need locally in Shetland. Progress is noted below.

3 Current Service Developments

3.1 *New Kantersted*

The final design review has taken place for Kantersted and it is expected that the contract will go out to tender in October, with a view to opening the service in February 2006. A sprinkler system will have to be installed in line with new legislation. This will push the project beyond its existing capital allocation. The Project Manager will report the implications to the Capital Projects Management Team.

3.2 *Supported Accommodation*

Supported accommodation, including Independent Living Project, Stocketgaet and outreach services is in the process of having its registration finalised with the Care Commission. Conditions of registration are being negotiated. Inspections will commence in 2005.

3.3 *Quoys Housing Development*

Hjaltland Housing Association has started to build Phase I this month, which will incorporate two properties to replace two unsuitable Independent Living Project properties.

3.4 *Fishbox Site*

Further discussions are to take place in respect of the design for the development of supported accommodation for adults with learning disabilities.

3.5 *Eric Gray Resource Centre*

A business case is being prepared looking at future options for day care services for adults with learning disabilities and will be presented to the Capital Programme Management Team in October 2004. The working group includes Councillor Groat and Neil Risk as Chairman of the Special Needs Action Group (SNAG).

3.6 *School Leavers*

From June 2004 school leavers have been offered day services by Eric Gray Resource Centre staff, but due to the physical capacity of the Eric Gray building, staff are presently providing the service on the Bell's Brae site.

3.7 *Local Area Co-ordinator*

The Council approved the post of Local Area Co-ordinator in April 2003 (Min. Ref. SIC 47/03). The Interim Job Evaluation Panel has graded the post. The post was advertised in September and interviews will take place later this month.

3.8 *People First*

An approach is being made to People First with a view to establishing a local branch to support self-advocacy for people with learning disabilities. Difficulties experienced by Advocacy Shetland over the

last 18 months have delayed progress on this. Work is now being undertaken by the Service Manager Adult Services in Social Work.

3.9 *Partnership in Practice (PiP)*

The PiP agreement, which details Shetland's response to the recommendations in "The Same as You" report, is being updated for the Scottish Executive.

4 Financial Implications

There are no financial implications arising directly from this report.

5 Policy and Delegated Authority

All Social Work matters stand referred to the Services Committee. The Committee has delegated authority to make decisions on matters within its remit and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision (Min. Ref. SIC 70/03.) This report is for information only.

6 Conclusions

6.1 There has been progress on the new Kantersted, as the contract is expected to go out to tender this month

6.2 Further discussions are to take place in respect of the design of the supported accommodation developments on the Fishbox site.

6.3 Following decisions made by Council in June 2004, there has been some progress made to meet the needs of young adults supported at Bells Brae School. Work to develop enhanced day care facilities to meet increasing levels of need has started.

6.4 The involvement of Councillors in the working groups is welcomed and demonstrates Council's commitment to this client group.

7 Recommendations

I recommend that Members note the content of this report.



REPORT

To: SERVICES COMMITTEE

21 October 2004

From: CHIEF SOCIAL WORK OFFICER

Report No: SW28-04F

PUBLICATION OF INFORMATION ON COMPLAINTS: SOCIAL WORK

1. Introduction

This report presents to Members details of complaints and representations received by the Social Work Service between 1 April 2003 and 31 March 2004.

2. Background

The Social Work (Scotland) Act 1968, as amended by the National Health Service and Community Care Act 1990 requires the Council to publish information on complaints received and action taken in relation to services either provided or purchased by the Social Work Service.

3. Findings

Appendix 1 sets out the information required in an accessible format. Copies of the report will be available from the public offices of the Social Work Service. All required actions on the part of the Service that have been identified as a result of these complaints have been initiated.

4. Financial Implications

There are no financial implications arising from this report.

5. Policy and Delegated Authority

All social work matters stand referred to Services Committee (Min. Ref. SIC 70/03). No decision is required on this report, however, its publication is a statutory requirement.

6. Recommendation

Members are asked to note the report and its findings at Appendix 1, which will be made available to the public on request.

Date: 21 October 2004
Our Ref: AW/MS SW28

Report No. SW28-04F



APPENDIX 1

**SOCIAL WORK SERVICE
COMPLAINTS RECEIVED BETWEEN
1 APRIL 2003 and 31 MARCH 2004**

Number of Complaints received 6
Number referred to Complaints Review Committee 0

1. Introduction

The Social Work (Scotland) Act 1968, as amended by the National Health Service and Community Care Act 1990, requires local authorities to publish information on complaints received and action taken in relation to their social work services.

This report is compiled from records kept on complaints within Shetland Islands Council's Social Work Service.

2. Findings

During the period 1 April 2003 to 31 March 2004, the Social Work Service received 6 complaints.

SERVICE	NUMBER	Upheld	Initial Response (within 5 days)	Final Response (within 28 days)
Community Care Older Peoples Services	1	Part	Yes	Yes
Community Care Adult Services	1	No	Yes	Yes
Children & Families	4	1 Part 2 No 3 Part 4 No	Yes Yes No Yes	No No Yes Yes

Details of the individual complaints are set out below.

2.1 Community Care - Older Peoples Services

Complaint from a member of the public regarding an incident whereby a resident of a sheltered housing complex was found wandering and the ensuing difficulties in contacting staff members.

It was ascertained that the care package was commensurate with the individuals needs and reflected the wishes of the family. The difficulties in relation to staff being contactable were acted upon.

The complaint was partially upheld.

2.2 Community Care - Adult Services

Complaint from the relative of a service user with special needs that a social worker made unannounced visits to the home; a subsequent admission to respite care was detrimental to the service users health.

It was established that the visits had been made in response to concerns about the service users well being and safety, and were entirely appropriate and in accordance with departmental procedures. No part of this complaint was upheld.

2.3 Children & Families

2.3.1 Complaint from a parent following a Child Protection Case Conference regarding the quality of reports and minutes; and the lack of availability of senior staff on telephoning social work offices.

The complaint was partially upheld as it was clear that insufficient attention had been given to the casework process - this would have ensured that the parents were fully informed about the process.

2.3.2 Complaint from a parent that a senior staff member had not taken seriously her concerns regarding the safety of her children.

It was clear that the referral had been acted on in accordance with Shetland's Interagency Child Protection Procedures and found to have no substance.
The complaint was not upheld.

2.3.3 Complaint from a relative who was unhappy about the quality of service and the attitude of a social worker following a Child Protection investigation.

The information recorded on file did not support the complaint. However there was an unacceptable time lapse in contacting the family to advise of a change of social worker.
The complaint was partially upheld.

2.3.4 Complaint from a relative of a service user regarding the quality of service provided by a Family Support Worker.

The complaint was not upheld.

3. Delays

There was a delay in providing a final response to 2 of the 6 cases.

In 2.3.1 the delay was as a result of key social work personnel being on annual leave and therefore unavailable for interview by the Investigating Officer.

In 2.3.2, the complainant had changed address and not advised Social Work Services.

September 2004



REPORT

To: Services Committee

21 October 2004

From: Executive Director – Community Services

INITIATIVE MONEY

1. Introduction

- 1.1 This report is produced for Members' information in order to explain how a range of Scottish Executive initiatives affects the Community Services Department both in terms of funding and staffing. Following on from my report on 6th May 2004, this report gives Members the updated position.

2. Background Information

- 2.1 Members have raised a number of times the question of the range of funding and policy initiatives emerging from the Scottish Executive in Edinburgh. These often require us as a Local Authority to recruit new personnel or staff to fulfil a new function or develop services as centrally directed.
- 2.2 In Community Services terms, the initiatives can be broken down formally as detailed in Appendix 1 attached. New initiatives and changes since May are written in italics.
- 2.3 Members will note from the attached that in total, the current funding supports the employment of 60.5 FTE employees. Of these, 26.5 funded posts are located in Social Care, 12 posts are located in Housing (of which 8 finish in March 2005), 16 posts are located in Education and 6 posts are located within Community Development.
- 2.4 From the beginning of this financial year, I have been monitoring this spend very closely with Service Heads, with the view to maximising the potential of the funding, both in achieving the Scottish Executive's objectives but also in achieving our own local, fiscal and policy objectives.

- 2.5 Any new funding which comes into the Department is now being discussed with Management Team in order that decisions can be made on a departmental-wide basis as to whether the initiative is to be supported and developed. Where possible, every attempt is being made to utilise funding in a manner that will reduce staffing and overhead costs. A recent example is the Anti-Social Behaviour Project within Housing. In making this decision the Management Team pays heed to the Community Plan, the Council's Corporate Plan, individual Service Plans and budgetary constraints currently being operated within.

3. Issues

3.1 The issues raised by this method of funding have been mentioned by Members before and broadly these are: -

- The sustainability of service developments if funding comes to an end.
- The clear need for service managers to develop exit strategies before any funding is awarded or posts filled.
- The danger of raising service user and community expectations.
- The perception that Community Services growth is coming from within. Evidence would suggest that the bulk of it is stimulated by new Scottish Executive funding.

4. Financial Implications

4.1 There are no financial implications arising from this report. Scottish Executive funding for 2004/5 has been fully allocated in the 2004/5 budget setting exercise.

5. Policy and Delegated Authority

5.1 The Services Committee has delegated authority to implement decisions relating to matters within its remit for which the overall objectives have been approved by the Council, in addition to appropriate budget provision (Min Ref: SIC70/03). As this report is for noting only, there are no policy and delegated authority issues to be addressed.

6. Conclusions

- 6.1 The Scottish Executive through its desire to implement a number of national policies at local level is providing extra funding to Community Services Department to the tune of £7,385,650. This has created 60.5 FTE posts within the Department at the present time.
- 6.2 Planning and managing service delivery and developments is made more problematic by the nature of the funding. However, it is clear that the funding is assisting us in achieving local as well as national objectives.

7. Recommendations

- 7.1 I recommend that Members note the content of this report.

21 October 2004

Report no: CMSD-14-F

Our Ref: JW/ST