

# DUNDEE CITY COUNCIL

**REPORT TO:** Social Work Committee – 21 August 2000  
Personnel and Management Services Committee –  
21 August 2000

**REPORT ON:** Establishing a Residential Respite Unit for Children with Disabilities at Gillburn Road

**REPORT BY:** Director of Social Work and Director of Personnel and Management Services

**REPORT NO:** 458-2000

## 1 PURPOSE OF THE REPORT

1.1 To provide an update on the progress of the residential respite facility at Gillburn Road. (Social Work Committee Report No. 278/1999 refers).

## 2 RECOMMENDATIONS

2.1 It is recommended that The Social Work Committee:-

2.1.1 note the planned Service Development at Gillburn Road.

2.2 It is recommended that the Personnel and Management Services Committee:-

2.2.1 approves the staffing establishment as outlined in Appendix 1.

## 3 FINANCIAL IMPLICATIONS

3.1 The cost of the recommendations contained within the report will be met from the existing respite care revenue budget (see Appendix 2).

## 4 LOCAL AGENDA 21 IMPLICATIONS

4.1 The creation of an extended residential respite service at Gillburn Road will allow children with disabilities and their families to be supported within their own community.

## 5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The development of an extended residential respite facility for children with disabilities will enable these children and young people to have access to respite services which are currently not available to them because of the lack of barrier-free accommodation.

## 6 MAIN TEXT

- 6.1 Volume 1 of "Scotland's Children - the Children (Scotland) Act 1995 Regulations and Guidance" notes that "respite services are an important part of the range of services that should be available to help families with children in need. They are particularly relevant to helping children with disabilities ...." It is noted that respite care can provide a child's parents or carers with a break where the absence of such support might result in the breakdown of the usual arrangements for the child's care.
- 6.2 Respite can be provided for children in a number of different settings, including alternative family care such as fostering, and day-care. Where such supports are not appropriate, residential respite care can also enable parents "to have a break from care and other responsibilities without necessarily being separated from their child."
- 6.3 Since 1996, the Social Work Department has been providing a Respite Care facility, firstly at Marryat House and more recently at St Leonard's House. The Respite Care has been provided at weekends and during school holiday periods but has only been able to care for two children at a time because of the restricted size of the accommodation.
- 6.4 It is proposed to provide a regular programme of respite care over a two week cycle, incorporating weekend care and respite care mid week when the children and young people will attend school during the day. During the school holiday periods, children and young people will be cared for on a 24 hour basis.

## 7 NEW SERVICE DEVELOPMENT

- 7.1 As part of its commitment to developing its residential respite care facilities, Dundee City Council has authorised the building of a new Residential Respite Care Unit at Gillburn Road which will have accommodation for up to 6 children. The building was completed in July 2000.
- 7.2 The current Social Care Officer staffing level is 5.3 full time equivalent staff (196.1 hours). The staffing establishment is outlined in Appendix 1.
- 7.3 The current staff to child ratio is 1:1 because of the nature of the accommodation but, when staff have moved to the new unit, the ratio will, normally, become one staff to two children.
- 7.4 In order to co-ordinate the complex management of referrals, pre-admission assessments, co-ordinating the care plans and reviews for children using the unit on a regular basis, there is a need to appoint two Senior Social Care Officers.
- 7.5 In order to facilitate the maintenance of the unit, and the provision of meals for children, a post of 20 hour Domestic plus 15 hour Cook is required.
- 7.6 There is a need to establish additional 0.8 full time equivalent Social Care Officer (30 hours) to ensure flexibility of Social Care Officer hours.
- 7.7 The new proposed staffing level is outlined in Appendix 1.

- 7.8 Discussions have taken place with carers' representatives about the best time for the unit to operate, taking into account children's and families needs, staffing availability and appropriate service conditions and existing respite arrangements.
- 7.9 Once the staffing establishment is agreed, the additional posts will be advertised. It is envisaged that the respite service will relocate to Gillburn Road in September 2000.

**8 CONSULTATION**

- 8.1 Consultations have been held with the Director of Support Services and Director of Finance.

**9 BACKGROUND PAPERS**

- 9.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing the above report.

**10 SIGNATURE**

J. Roberts  
Director of Social Work .....

Date .....

J.C. Petrie  
Director of Personnel and Management Services .....

Date .....

## Appendix 1

**GILLBURN ROAD RESIDENTIAL RESPITE UNIT  
STAFFING ESTABLISHMENT**

**Current Staffing Establishment**

<b>Job Title</b>	<b>SCP</b>	<b>Salary</b>	<b>FTE</b>
Residential Respite Manager	34-37	£21,636 - £23,319	1
Social Care Officers	16-23	£12,699 - £15,240	5.3
Clerical Assistant	3-12 (GS1/2)	£8,652 - £11,685	0.5

**Proposed Staffing Establishment**

<b>Job Title</b>	<b>SCP</b>	<b>Salary</b>	<b>FTE</b>
Manager	34-37	£21,636 - £23,319	1
Senior Social Care Officer	27-30	£17,322 - £19,224	2
Social Care Officers	16-23	£12,699 - £15,240	6.1
Clerical Assistant	3-12 (GS1/2)	£8,652 - £11,685	0.5
Cook	MW3	4.56 per hour	0.4
Domestic	MW1	4.25 per hour	0.5

**Appendix 2**

<b>Current Children's Respite Budget</b>	<b>£</b>
Staff Costs	215,900
Other Costs	25,400
<b>Total</b>	<b>241,300</b>

<b>Proposed Budget</b>	<b>Posts</b>	<b>SCP</b>	<b>£</b>
Manager	1.0	35	22,630
Senior Social Care Officer	2.0	29	38,130
Social Care Officer	6.1	19	85,350
Clerical Assistant GS1/2	0.5	12	5,990
Cook	0.4	MW3	3,650
Domestic	0.5	MW1	4,540
	<b>10.5</b>		<b>160,290</b>
Allowances			27,075
NI & Superannuation			28,535
<b>Staff Costs Total</b>			<b>215,900</b>
Non staff costs			25,400
<b>Total</b>			<b>241,300</b>