

WEST DUNBARTONSHIRE COUNCIL

Report by the Acting Director of Social Work Services

Children Services Committee : 11 October 2006

Subject: Strategy for Improving Performance in Meeting Target Times for Submission of Reports to the Children's Hearing

1. Purpose

- 1.1 To outline to members of the Committee progress on the production of procedures and standards for the submission of Reports to the Children's Hearing.

2. Background

- 2.1 At a meeting of the Children's Services Committee on 16 August 2006 the Committee recommended a progress report be presented to the next Committee on 11 October 2006.

3. Progress

- 3.1 A procedural paper has been finalised and will be implemented on 30 October 2006.

4. Main Issues

- 4.1 The procedural paper will tackle some of the 'inbuilt' delays to the system which contribute to late Panel Reports.
- 4.2 The paper will allocate specific responsibilities to those involved in the progressing of Panel Reports within the time limits.

4.3 Process

- 4.3.1 The following section gives an outline of the stages in the process.
- 4.3.2 All requests for Reports will be allocated on the same day that the request arrives in the area team office.
- 4.3.3 There will be a dedicated Senior Social Worker and Admin. Worker who will take responsibility for the allocation of the Report request.

- 4.3.4 During the timescales allowed for the production of Panel Reports (20 working days) a weekly 'early warning' report will be produced alerting the responsible workers to the timescales left for the production of their Reports.
- 4.3.5 Any difficulties with regards to producing the Report on time will be highlighted at this stage, and brought to the attention of a senior manager.
- 4.3.6 All reports will be sent by secure e-mail.

5. Personnel

- 5.1 There are no personnel issues at present.

6. Finance

- 6.1 There are no financial issues identified at present.

7. Recommendations

- 7.1 Committee is asked to note the contents of the Report.

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Background Papers: None

Wards Affected: All