

Officer Decision Making

Tuesday, 7th October 2014
at 2.00 pm

PLEASE NOTE TIME OF MEETING

Office of the Director, Place

This meeting is not open to the public

Decision Maker

Director of Place

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AGENDA

Agendas and papers are available via the Council's website

1 **APPROVAL TO SPEND £1.2 MILLION ON DISABLED FACILITIES GRANTS IN 2014/15**

Report of the Head of Regulatory and City Services seeking approval to spend £1.2M on mandatory Disabled Facilities Grants approved during the 2014/15 financial year and the first quarter of 2015/16, attached.

Monday, 29 September 2014

HEAD OF LEGAL AND DEMOCRATIC SERVICES

Agenda Item 1

DECISION-MAKER:	DIRECTOR OF PLACE		
SUBJECT:	APPROVAL TO SPEND £1.2 MILLION ON DISABLED FACILITIES GRANTS IN 2014/15		
DATE OF DECISION:	7 OCTOBER 2014		
REPORT OF:	HEAD OF REGULATORY AND CITY SERVICES		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Janet Hawkins	Tel: 023 8083 2617
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STATEMENT OF CONFIDENTIALITY	
NOT APPLICABLE	
BRIEF SUMMARY	
<p>Approval to spend £1.2M on mandatory Disabled Facilities Grants (DFGs) approved during the 2014/15 financial year is sought. The grants will be paid in 2014/15 and 2015/16. Each grant is means tested and awarded in accordance with the Housing Grants, Construction and Regeneration Act 1996. The purpose of the grant is to enable independent living by adapting homes that are owner occupied, rented privately or from a Registered Provider (housing association) to meet the long term needs of disabled occupiers. One hundred and fifty homes will be adapted at an average cost of £8,000.</p>	
RECOMMENDATIONS:	
	<p>(i) To approve, in accordance with Financial Procedure Rules, capital expenditure of £1.2M on mandatory Disabled Facilities Grants, phased £900,000 in 2014/15 and £300,000 in 2015/16, provision for which is contained within the Housing General Fund Capital Programme.</p>
REASONS FOR REPORT RECOMMENDATIONS	
1.	Approval to spend £1.2M on Disabled Facilities Grants approved during the 2014/15 financial year will help the Council meet its statutory duty to award these grants to adapt the homes of vulnerable disabled people.
2.	Funding for these grants was approved by full Council in February 2014 and is contained within the Housing General Fund Capital Programme.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
3.	Not spending this resource on Disabled Facilities Grants would mean that the Council would not fulfil its statutory duty to award these mandatory grants and this would not be consistent with the Council Plan and Housing Strategy.

DETAIL (Including consultation carried out)	
4.	This decision was considered and approved by the Housing Capital and Projects Board on 26 th September 2014, in accordance with the Council's approach to the management of major capital projects and following consultation with the Cabinet Member for Housing and Sustainability and the Chief Financial Officer.
5.	The Project Initiation Document approved by the Board is attached at Appendix 1 and shows that the funding will deliver 150 completed adaptations at an average cost of £8,000 per grant by 30 September 2016.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
6.	Funding of £1.2M for Disabled Facilities Grants approved during the 2014/15 financial year is contained within the Housing General Fund Capital Programme approved by full Council in February 2014.
7.	The DFGs approved in 2014/15 (£1.2M) will be funded as follows: <ul style="list-style-type: none"> • Government Grant £793,100 (in 2014/15) • Council resources (identified Right-to-Buy receipts) £406,900 (£106,900 in 2014/15 and £300,000 in 2015/16)
<u>Property/Other</u>	
8.	There are no property or other implications
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
9.	Disabled Facilities Grants are awarded in accordance with the Housing Grants, Construction and Regeneration Act 1996.
10.	The Council's Officer Scheme of Delegation states: "3.1.23 In respect of regeneration land, in relation to the Housing General Fund Capital Programme, Home Improvement Loans and the Disabled Facilities Grant Scheme Approval and following consultation with the relevant Cabinet Member and the Chief Financial Officer, to approve capital expenditure under Financial Procedure Rules in accordance with the sums included in the approved capital programme subject to the capital resources being available."
<u>Other Legal Implications:</u>	
11.	The Council would be at risk of legal challenge if it failed to award Disabled Facilities Grants, as it has a statutory duty to do so in accordance with the requirements set out in the Housing Grants, Construction and Regeneration Act 1996 and associated regulations.
POLICY FRAMEWORK IMPLICATIONS	
12.	The recommendation is consistent with the Council Plan 2013-16 and helps deliver the priority of improving health and keeping people safe and is in accordance with the Council's Housing Strategy 2011-15.

KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	All

<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Project Initiation Document
Documents In Members' Rooms	
1.	None
Equality Impact Assessment	
Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out?	No
Other Background Documents	
Equality Impact Assessment and Other Background documents available for inspection at:	
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	Not applicable.

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PROJECT INITIATION DOCUMENT (PID)

For Silver and Gold Category projects only

Project Number: To be confirmed

**Project Title: Disabled Facilities Grants
Approved in 2014/15**

Release (Draft/Final)	Final
Version Number	2
Date	25 July 2014
Project Manager	Janet Hawkins
Project Sponsor	Mitch Sanders
Directorate	Place
Division	Regulatory and City Services

The appropriate approval must be obtained before for the PID is registered on SharePoint. Please refer to the Gateway Approval process for Gold & Silver projects.

Project Type	Silver
Approved by	Stuart Love

1 Background

1.1 Outline Project Proposal

The purpose of this project is:

To enable independent living for disabled people, through the provision of mandatory Disabled Facilities Grants (DFGs) to fund adaptations in private homes.

The Council has a statutory duty under the Housing Grants, Construction and Regeneration Act 1996 to approve applications for Disabled Facilities Grants where eligibility criteria are met and the work is deemed to be:

- necessary and appropriate and
- reasonable and practicable

1.2 Business Case

The Council has a mandatory duty to administer these grants. Failure to do so may result in legal action for breach of statutory duty or result in judicial review, which would be expensive to defend and highly damaging to the Council's reputation.

Delivery of this programme is consistent with the Council's corporate priority of achieving social sustainability by improving health and keeping people safe and helping individuals and communities to work together and help themselves.

2 Project Definition

2.1 What is 'in' scope

Capital funding for the Disabled Facilities Grants (DFG) programme, for grants approved during 2014/15 (and scheduled for completion during 2014/15 and 2015/16).

2.2 What is 'out' of scope

Capital funding for other environmental health housing programmes and costs associated with delivery of the DFG programme (technical salary costs and IT system costs etc.).

2.3 Project assumptions

Demand for DFGs will remain constant during 2014/15 and be broadly comparable with 2013/14.

2.4 Constraints

The Council has a statutory duty to approve a valid grant application within six months.

There is a corporate target of completing adaptations within a year of the initial enquiry being received.

Budget is limited to amount contained in the Housing General Fund Capital Programme.

DFGs are demand led – difficult to predict future demand with certainty.

2.5 Method of approach (if applicable)

Delivery of grants in partnership with:

- Council-based Occupational Therapists (People directorate)
 - Local building contractors and surveyors
 - Cost of work in individual cases will be determined using competitive tendering for each individual adaptation or an agreed schedule of rates, following an appropriate procurement exercise
-

2.6 Project Deliverables

Produce a list of the expected and required Deliverables/Products/Outcomes that the proposed project must create or acquire. Detail, if appropriate, the acceptance criteria. For example, must meet User Acceptance Testing if an IT product or BREEAM standard for build project.

The project deliverables will be used to create Work Packages.

Project Quality is measured at G5 by whether the project has achieved its objectives (see s 3.1 of the Business Case). Reference will also be made to project deliverables and the acceptance criteria below.

Project Phase/Activity	Deliverable	Acceptance Criteria (if appropriate)	Due Date
Disabled Facilities Grants	Delivery of 150 completed adaptations at an average cost of £8,000 per adaptation	Each individual adaptation subject to sign off by customer and Southampton City Council. Planning Permission and/or Building Regulations approval required in some cases.	30 September 2015

3 Project Costs

3.1 Financial Profile of spend

	Q1	Q2	Q3	Q4	Total (£)
Financial Year 1 2014/15	£0	£100,000	£400,000	£400,000	£900,000
Financial Year 2 2015/16	£200,000	£100,000	£0	£0	£300,000
Total					£1,200,000

Note: spend during Q1/2 of 2015/16 will be for grants approved during quarter 4 of 2014/15, rather than those approved during 2015/16. This is reflected in the February Capital Programme update, which includes two Disabled Facilities Grants projects as follows:

Agresso	PM connect	Short description	2013/14	2014/15	2015/16	Total
			£'000	£'000	£'000	£'000
G4650	1699	DFG 2013/14	901	299	Nil	1200
TBA	TBA	DFG 2014/15	NIL	900	300	1200
		Total	901	1199	300	2400

The grants approved in 2014/15 (£1,200,000) will be funded as follows:

- Government Grant £793,100 (in 2014/15)
- Council resources (identified Right-to-Buy receipts) £406,900 (£106,900 in 2014/15 and £300,000 in 2015/16)

3.2 Financial Assessment

Not applicable in this case. Grants to the value of £1,200,000 will be approved during 2014/15 if the average grant is less than forecast, then additional grants will be approved. If the average grant is more than forecast, then fewer grants will be approved, or additional resources will be sought.

4 Key Project Milestones

A full Project Plan should be attached as an Appendix.

No.	Milestone	By When	By Whom
1	30 grants completed	30 September 2014	Project Manager
2	40 grants completed (70 cumulative)	31 December 2014	Project Manager
3	40 grants completed (110 cumulative)	31 March 2015	Project Manager
4	40 grants completed (150 cumulative)	30 September 2015	Project Manager

5 Project Controls and Reporting

Explain how the project will be controlled, attaching as an Appendix a project organisation chart. See PM Connect guidance on SharePoint on the default requirements for escalating projects.

Reporting Procedure For example, monthly Highlight report to Project Sponsor and/or Project Board	Escalation Procedure (include any agreed tolerances)	Change Management Procedure Procedure to agree changes to the project schedule, cost and quality
Monthly highlight report to Head of Regulatory and City Services.	Housing Capital and Project Board	Head of Regulatory and City Services/Project Sponsor

6 Communication Plan

Alternatively, attach the Communication Plan as an Appendix.

Stakeholder	Purpose of Communication	Medium	Who	When	Support Material	Comments
Customers	<ul style="list-style-type: none">Elicit feedback on customer service	<ul style="list-style-type: none">Questionnaire	Technical support or case officer	On completion of work		
Building contractors	<ul style="list-style-type: none">Improve qualityEnsure capacity maintained	<ul style="list-style-type: none">Effective working relationship	Principal Officer, EH Housing Team	Ongoing		
Occupational therapists (People directorate)	<ul style="list-style-type: none">Service improvementPerformance management	<ul style="list-style-type: none">Meeting (Housing Adaptations Steering Group)	Heads of Service and Service Managers	Ongoing		

7 Appendices:

7.1 Project Plan

This is an ongoing annual Capital programme. Milestones are listed above.

7.2 Risk Register

Risk	Risk Owner	Probability	Impact on project (H/M/L)	Timing	Mitigation
Occupational therapists delay referrals	Head of Personalisation and Safeguarding/ Head of Housing Services (pending restructure)	Medium (service has been adequately resourced to process the number of referrals required to deliver programme)	High	Ongoing	Liaison with Occupational Therapists; Corporate Housing Adaptations Steering Group
Insufficient local building contractors to deliver	Environmental Health Team Leader	Low	High	Ongoing	Monitor contractor capacity (including those listed on Buy with Confidence); investigating alternative delivery mechanisms to ensure quality and value
Increased demand for DFGs	Project Manager	Medium	Medium	Ongoing	Monitor demand through liaison with Occupational Therapists; Corporate Housing Adaptations Steering Group
Structural changes in council or implementation of new service arrangements to deliver adaptations	Project Manager	High	Medium	2014/15 and 2015/16	Thorough planning and effective change management

7.3 Impact Assessments

An Integrated Impact Assessment is not required as this is a continuing programme (an assessment would be required if the programme was suspended, discontinued or varied significantly).

7.4 Project Organisation

DFG programme governance

