
REPORT TO:	HOUSING AND COMMUNITY SERVICES	AGENDA ITEM: 6
DATE OF MEETING:	17 APRIL 2003	CATEGORY: DELEGATED
REPORT FROM:	HEAD OF COMMUNITY SERVICES	OPEN
MEMBERS' CONTACT POINT:	MARK ALFLAT (Ext 5716)	DOC: s:\cent_serv\committee reports\housing & community services\17 april 2003\one-stop disabled adaptations agreement.doc
SUBJECT:	ONE-STOP DISABLED ADAPTATIONS AGREEMENT	REF: MA/CTS
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: CS02

1.0 Recommendations

- 1.1 That Committee approve the outcome of negotiations with the County Council as a basis for agreement.
- 1.2 That the recruitment of an additional part-time administration post and salary details be referred to the Finance and Management Committee for approval.

2.0 Purpose of Report

- 2.1 To bring before Committee the outcome of negotiations with the County Council Social Services and Architects departments to improve the provision of disabled facilities grants to residents of the district.
- 2.2 To inform Committee of the improvements to service that have been achieved so far by unifying the service.

3.0 Detail

- 3.1 On November 21st 2002 the Committee authorised the setting up of a unified disabled adaptations service across all tenures.
- 3.2 Members clearly expressed the view that partner agencies, namely Social Services and the County Architects, should improve their liaison and service arrangements with Environmental Health to provide a more efficient service.

3.3 The Environmental Health Manager entered negotiations with the County Council and the following improvements to service are proposed:-

- (i) A liaison meeting is to be held in South Derbyshire once a month between the Service Manager of Social Services, the Clerk of Works (from County) and private sector housing staff from Environmental Health. The purpose of the meeting is to progress/chase outstanding jobs, monitor budgets and look for continual improvement.
- (ii) The County Council have agreed that the Architect Technician in private sector housing can be the responsive officer for immediate problems with jobs that may occur. The officer will have the backing of the County Council for decisions made to progress and problem solving issues.
- (iii) Social Services will use Occupational Therapists for initial assessment of grant applicants to give a consistent approach across all tenures.
- (iv) A Clerk of Works will hold a weekly meeting with Environmental Health to discuss particular jobs.
- (v) The package of measures will be reviewed after 3 months to assess for effectiveness.

3.4 Improvements to service so far

- (i) Minor adaptations waiting times for fitting reduced from 9 days to 3 days for non-urgent and 1 day for urgent.
- (ii) Waiting list times for Council house tenants reduced from 3 years to 14 months.
- (iii) Saving on the Housing Revenue Account after 12 months likely to be in the region of a minimum of £50,000.

3.5 In order to deal with the extra administrative burden of a unified service it will be necessary to recruit a part-time administrative officer to the private sector housing section. Costs for this post have previously been approved out of fee income.

4.0 Financial Implications

4.1 Future savings of at least £50,000 will accrue as a result of a unified service.

4.2 Costs of an additional part-time administration officer have been previously approved out of fee income.

5.0 Community Implications

5.1 By unifying the disabled adaptations service and improving partner performance services to the district's disabled residents has been improved.