

REVIEW COMMITTEE– SCOPING FORM FOR DISABILITY GRANTS PROCESS REVIEW

Project Team: All Members of the Review Committee	Date: June 2011
Review Title: Disability Grants process	
Terms of Reference:	
<p>To examine the statutory and discretionary processes involved in allocating the Disabled Facilities Grant.</p> <p>To establish what Agencies are involved in the process and what role they fulfil.</p>	
Out of Scope:	
Brief outline of how review will be conducted:	
<p>Overall presentation from Head of Community Services and Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Functions to identify who to talk to about process.</p> <p>Following the initial presentation the Committee will wish to meet with representatives from as many of the bodies involved in the process as possible.</p>	
Documents/information:	
None identified at the current time	
Witnesses:	
The Committee will wish to extend invitations to representatives from the various bodies involved in the grant process	
Site visits:	
To be agreed by the project team during the review	
Consultation/research:	
To be agreed by the project team during the review	
Venues to be used for meetings/evidence gathering:	
To be agreed by the project team during the review	

Officer support and other resources:
Head of Community Services Strategic Housing Manager Overview and Scrutiny Officer
Timescale/milestones:
12 July 11 Commence initial evidence gathering 6 Feb 12 Completion of Investigation phase 3 April 12 Acceptance of report by Review Committee
Reporting line for the Review:
The Review Committee may make recommendations to the Executive / Council arising from the outcome of any Scrutiny Process

PROJECT PLAN FOR THE REVIEW OF DISABILITY GRANTS PROCESS REVIEW

Plan Date	Action	Date Commenced	Date Completed
WB 20 June 11	Scoping of the review		
WB 20 June 11	Project Plan Review		
12 July 11	Agree Scoping and project plan by Review Committee		
WB 18 July 11	Commence initial evidence gathering		
27 July 11	Meeting with Head of Service and Portfolio Holder		
27 July 11	Meeting to discuss evidence gathered and next stage of evidence gathering		
WB 9 January 12	Meeting to consider evidence and formulate recommendations		
06 Feb 12	Completion of Investigation phase		
07 Feb 12	Preparation of draft of final report		
20 Feb 12	Circulation of draft report		
02 Mar 12	Last day for amendments		
16 Mar 12	Circulation of Final report to Review Committee Members		
3 April 12	Acceptance of report by Review Committee		
4 April 12	Recommendations passed to the Executive /full Council for ratification if appropriate		

All dates are indicative and can be moved although those in bold can be considered to be the milestones for the project. The dates can be brought forward should the initial evidence gathering phase be completed earlier than envisaged. The follow up activities resulting from the initial investigation have not been added, as these will be decided during the course of the Review.