

Review Committee – 10 January 2012

Minutes of the meeting of the **Review Committee** held on **10 January 2012** when there were present:-

Chairman: Cllr Mrs J R Lumley

Cllr Mrs P Aves
Cllr Mrs A V Hale

Cllr J R F Mason
Cllr R D Pointer

VISITING MEMBER

Cllr M Maddocks

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs H L A Glynn and I H Ward.

OFFICERS PRESENT

J Bourne	-	Head of Community Services
P Gowers	-	Overview and Scrutiny Officer
M Power	-	Committee Administrator

1 MINUTES

The Minutes of the meeting held on 6 December 2011 were agreed as a correct record and signed by the Chairman.

2 REVIEW OF THE DISABLED FACILITIES GRANT PROCESS

The Committee considered the final report of the project team on the review of the Disabled Facilities Grant process.

It was requested that the Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Functions and/or Head of Community Services provide feedback to the Committee in 12 months' time on how the recommendations have been progressed. Members felt that this would give sufficient time for the recommendations to be implemented and a chance for any new procedures to be in.

Recommended to the Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Functions

(1) That the Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Functions and the Head of Community Services agree to:-

- 1 Separate the Local Performance Indicators relating to DFGs into the different categories.

- 2 For performance management purposes record the timing for certain applications separately with a full breakdown of the time taken and reasons for each stage.
- (2) That copies of the Initial Test of Resources form are supplied to the Occupational Therapists at Essex County Council in order that they can be handed out to clients as soon as the need for a DFG is identified by the Occupational Therapists.
- (3) That the Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Functions and the Head of Community Services examine ways in which the scheduling, Initial Test of Resources and the Means test parts of the process are resourced.
- (4) That, to ensure all relevant documents are enclosed, the application form should contain a tick list for documents that are required to be submitted with the form
- (5) That all outstanding applications are monitored with the Home Improvement Agency on a monthly basis.
- (6) That the Home Improvement Agency be encouraged to agree a schedules of rates or fixed price contracts for level access showers and stair lifts with its list of approved contractors.
- (7) That the application process for Level Access Showers and Stair Lifts be amended so that schedule of rates or fixed price contracts, agreed by the Home Improvement Agency with its contractors, can be accepted.
- (8) That the Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Functions and the Head of Community Services encourage Essex County Council Social Services Department to investigate the possibility of offering a similar service as St Helens Borough Council & Broadlands District Council.
- (9) That all of the acute health service and social care budget holders are approached via the Local Strategic Partnership to see if they would be willing to fund certain DFGs on the basis that this would reduce their care bill in the longer term.
- (10) That Members are offered a training course on Disabled Facility Grants in the next phase of Member Training.

3 THE FORWARD PLAN

The Committee reviewed the Forward Plan and noted its contents.

The meeting closed at 7.57 pm.

Chairman

Date

If you would like these minutes in large print, Braille or another language please contact 01702 318111.