





**Brighton & Hove
City Council**

Overview & Scrutiny

Title:	Adult Social Care & Housing Overview & Scrutiny Committee
Date:	6 November 2008
Time:	4.00pm
Venue	Banqueting Room, Hove Town Hall
Members:	Councillors: Meadows (Chairman) Barnett, Hawkes, Janio, Pidgeon, Randall, Wells and Wrighton
Contact:	290450 kath.vlcek@brighton-hove.gov.uk

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AGENDA

Part One	Page
27. PROCEDURAL BUSINESS (copy attached).	1 - 2
28. MINUTES OF THE PREVIOUS MEETING Draft minutes of the 04 September 2008 Adult Social Care and Housing Overview and Scrutiny Committee meeting (copy attached).	3 - 10
29. CHAIRMAN'S COMMUNICATIONS	
30. PUBLIC QUESTIONS The closing date for receipt of public questions was 12 noon on 29 October 2008. No public questions have been received.	
31. LETTERS FROM COUNCILLORS No letters have been received.	
32. NOTICES OF MOTION REFERRED FROM COUNCIL No Notices of Motion have been received.	
33. MEMBER TRAINING SESSION 'SAFEGUARDING VULNERABLE ADULTS & DEPRIVATION OF LIBERTY SAFEGUARDS/ MENTAL HEALTH ACT' Presentation from the Director of Adult Social Care and Housing. <i>Contact Officer: Philip Letchfield Tel: 01273 295078</i> <i>Ward Affected: All Wards</i>	
34. CARERS' STRATEGY Report of the Director of Adult Social Care and Housing (copy attached). <i>Contact Officer: Philip Letchfield Tel: 01273 295078</i> <i>Ward Affected: All Wards</i>	11 - 18
35. VALUE FOR MONEY REVIEW OF HOUSING Report of the Director of Adult Social Care and Housing (copy attached).	19 - 50

ADULT SOCIAL CARE & HOUSING OVERVIEW & SCRUTINY COMMITTEE

Contact Officer: Nick Hibberd Tel: 293756
Ward Affected: All Wards

36. HOUSING GREEN PAPER & PRIVATE SECTOR HOUSING 51 - 54

Report of the Director of Adult Social Care and Housing (copy attached).

Contact Officer: Martin Reid Tel: 29-3321
Ward Affected: All Wards

37. HOUSING ADAPTATIONS 55 - 60

Report of the Director of Adult Social Care and Housing (copy attached).

Contact Officer: Joy Hollister Tel: 01273 295030
Ward Affected: All Wards

38. UPDATE ON AD HOC PANEL

Report of the Chairman of the ad hoc Panel.

Contact Officer: Kath Vlcek Tel: 01273 290450

39. ASCHOSC WORK PLAN 61 - 64

Update on the ASCHOSC Work Programme (copy attached).

Contact Officer: Kath Vlcek Tel: 01273 290450

40. ITEMS TO GO FORWARD TO CABINET OR RELEVANT CABINET MEETING

To consider items to be submitted to the next available Cabinet or Cabinet Member Meeting.

41. ITEMS TO GO FORWARD TO COUNCIL

To consider items to be submitted to the next Council meeting for information.

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

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Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

ADULT SOCIAL CARE & HOUSING OVERVIEW & SCRUTINY COMMITTEE

For further details and general enquiries about this meeting contact , (290450, email kath.vlcek@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Wednesday, 29 October 2008

Agenda Item 27

To consider the following Procedural Business:

A. Declaration of Substitutes

Where a Member of the Committee is unable to attend a meeting for whatever reason, a substitute Member (who is not a Cabinet Member) may attend and speak and vote in their place for that meeting. Substitutes are not allowed on Scrutiny Select Committees or Scrutiny Panels.

The substitute Member shall be a Member of the Council drawn from the same political group as the Member who is unable to attend the meeting, and must not already be a Member of the Committee. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

B. Declarations of Interest

- (1) To seek declarations of any personal or personal & prejudicial interests under Part 2 of the Code of Conduct for Members in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest.
- (2) A Member of the Overview and Scrutiny Commission, an Overview and Scrutiny Committee or a Select Committee has a prejudicial interest in any business at a meeting of that Committee where –
 - (a) that business relates to a decision made (whether implemented or not) or action taken by the Executive or another of the Council's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken the Member was
 - (i) a Member of the Executive or that committee, sub-committee, joint committee or joint sub-committee and
 - (ii) was present when the decision was made or action taken.
- (3) If the interest is a prejudicial interest, the Code requires the Member concerned:
 - (a) to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration. [There are three exceptions to this rule which are set out at paragraph (4) below].
 - (b) not to exercise executive functions in relation to that business and

(c) not to seek improperly to influence a decision about that business.

(4) The circumstances in which a Member who has declared a prejudicial interest is permitted to remain while the item in respect of which the interest has been declared is under consideration are:

- (a) for the purpose of making representations, answering questions or giving evidence relating to the item, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, BUT the Member must leave immediately after he/she has made the representations, answered the questions, or given the evidence;
- (b) if the Member has obtained a dispensation from the Standards Committee; or
- (c) if the Member is the Leader or a Cabinet Member and has been required to attend before an Overview and Scrutiny Committee or Sub-Committee to answer questions.

C. Declaration of Party Whip

To seek declarations of the existence and nature of any party whip in relation to any matter on the Agenda as set out at paragraph 8 of the Overview and Scrutiny Ways of Working.

D. Exclusion of Press and Public

To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part 2 of the Agenda states in its heading the category under which the information disclosed in the report is confidential and therefore not available to the public.

A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.

AGENDA ITEM 28

BRIGHTON & HOVE CITY COUNCIL

ADULT SOCIAL CARE & HOUSING OVERVIEW & SCRUTINY COMMITTEE

4.00PM 4 SEPTEMBER 2008

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillors Meadows (Chairman); Wrighton (Deputy Chairman), Barnett, Hawkes, Janio, Pidgeon, Wells and Kennedy

PART ONE

15. PROCEDURAL BUSINESS (COPY ATTACHED).

15A. Declaration of Substitutes

15.1 Councillor Amy Kennedy declared that she was attending the meeting as Substitute Member for Councillor Bill Randall.

15B. Declarations of Interest

15.2 There were none.

15C. Declarations of Party Whip

15.3 There were none.

15D. Exclusion of Press and Public

15.4 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Schedule 12A, Part 5A, Section 100A (4) or 100 1 of the Local Government Act (1972) as amended.

15.5 **RESOLVED** – that the press and public be not excluded from the meeting.

16. MINUTES OF THE PREVIOUS MEETING

16.1 The minutes from the previous meeting of 26 June 2008 were agreed as an accurate record of the meeting.

16.2 **RESOLVED** – That the minutes of the meeting held on 26 June 2008 be agreed and signed by the Chairman.

17. CHAIRMAN'S COMMUNICATIONS

17.1 The Chairman wished to congratulate the council for successfully attaining a grant of one million pounds to convert Vernon Gardens into adapted accommodation for people with disabilities.

18. PUBLIC QUESTIONS

18.1 There were none.

19. LETTERS FROM COUNCILLORS

19.1 There were none

20. NOTICES OF MOTIONS REFERRED FROM COUNCIL

20.1 There were none.

21. ADULT SOCIAL CARE AND HOUSING OVERVIEW & SCRUTINY COMMITTEE (ASCHOSC) 2008/2009 WORK PROGRAMME

21.1 Members considered a report on the progress of the ASCHOSC work programme. The Work Programme working group comprised Councillors Meadows, Wrighton and Smart (substitute for Councillor Barnett).

21.2 **RESOLVED** – the work programme was agreed.

22. MEMBER TRAINING SESSION: AN INTRODUCTION TO SELF-DIRECTED CARE

22.1 Denise D'Souza, Director of Community Care, and Brigid Day, Interim Head of Adult Social Care (Operations), gave a presentation on the subject of self-directed care and answered members' questions.

22.2 In response to a question regarding whether checks were carried out on recipients of direct payments to ascertain that the money was being spent properly, members were informed that there was an allocated Finance Officer for this purpose. There was a clear audit trail including recipients having a bank account solely for direct payments; the council regularly monitors the account statements and carries out case reviews. From over 200 recipients of direct payments, there had only been one instance of money not being spent correctly.

22.3 In response to a question regarding the ongoing provision of more traditional care services, members were advised that traditional care services were still available.

- 22.4 A member queried how carers would be supported. Officers advised that the Local Authority had a responsibility to carry out carer assessments. Carers were able to receive direct payments and there were a number of respite options.
- 22.5 A member queried whether there could be inconsistencies in payments made to different residents in different cities. Officers clarified that Brighton & Hove City Council was part of an Efficiency Delivery Group and that funding streams were prescribed. It was noted that members should be mindful of resource allocation as some local unit costs might be higher due to cost of living, so care should be taken when making comparisons.
- 22.6 In response to a request from members for copies of case studies, officers were happy to circulate case studies and signpost members to other documents for further information.
- 22.7 The Chairman thanked the officers for their presentation and responses to the questions.

23. HOUSING STRATEGY- STUDENT HOUSING IN BRIGHTON AND HOVE

- 23.1 The Committee considered a report on the proposed Housing Strategy for students. Martin Reid, Head of Housing Strategy and Development and Private Sector Housing, answered members' questions.
- 23.2 It was explained that the rising number of students in the city and their need for accommodation was having an adverse effect on the availability of family housing, leading to growing pressure on housing in certain areas of the city. There was an impact on community infrastructure as a result. It was recommended that an ad hoc Panel be formed to consider the issues in depth.
- 23.3 Members welcomed the proposed strategy as timely, but did not think it was appropriate to wait for several years for a Supplementary Planning Document to be formed. Reference was made to the work that Nottingham and Salford Councils had carried out in similar situations.
- 23.4 Members were concerned about the effect of demographic changes, for example in terms of school admissions. This could lead to a school failing or ultimately being closed, reducing the number of families who would then move into the area.
- 23.5 Members commented that this was an increasing problem in Elm Grove and Hanover, although students were generally seen as a positive asset to the community, with isolated problems caused by some households. A Residents' Group has been formed in Elm Grove to voice the community's feelings; it was felt that an ad hoc Panel could be very useful.
- 23.6 A Member suggested that the free market and the forthcoming recession could resolve the issue without the council's involvement. Officers responded that there had been some impact on small buy-to-let agencies. Officers also advised that there were some practical measures that could be considered including an area based planning approach or planning conditions regarding the use of conservatories.

23.7 Members agreed that the ad hoc Panel should be formed, with Councillors Meadows, Wrighton and Janio as Panel Members.

23.8 **RESOLVED** – that this report be noted and that the ad hoc Panel be established.

24. HOUSING ADAPTATIONS FOR PEOPLE WITH A DISABILITY (VERBAL UPDATE)

24.1 The Committee received a verbal update from Joy Hollister, Director of Adult Social Care and Housing, prior to a full written report that will come to the November ASCHOSC.

24.2 The Committee heard that there was a direct link to the Self-directed Care strategy already discussed. There is a need to improve the time taken to adapt people's homes to allow them to stay at home. At present minor adaptations take six weeks on average; the target time is four weeks or less. The Commission for Social Care Inspection (CSCI) are monitoring the council's performance.

Access Point went live in May, which has been successful in signposting people to the right adaptations but has had a negative impact on waiting times.

24.3 In response to a question regarding private sector housing adaptations and recouping the cost, officers said that grants could be given to private sector housing applicants where eligible. If the property were re-sold within a certain time period, the local authority would be able to re-claim the grant.

24.4 **RESOLVED** – that the verbal update be noted.

**25. 'RATIONALISATION' OF REGISTERED SOCIAL LANDLORD (RSL) OWNED
SOCIAL HOUSING STOCK**

25.1 The Committee considered a report on the rationalisation of RSL owned housing stock. Sarah Potter, Housing Development Manager, presented the report and answered members' questions.

25.2 Members noted that smaller RSLs may not have the same level of commitment to an area or be willing to engage so much with the Local Authority as the larger RSLs. Officers commented that it was probably the case that the RSLs attended meetings in other local authorities where they held more stock. Officers suggested the council could be more proactive in sharing the work done at the Social Landlords' Forum and Brighton & Hove Housing Partnership with the smaller RSLs.

25.3 In answer to a query whether local RSLs had local offices, officers confirmed that this was the case. The larger RSLs regularly engaged with the council through the Social Landlords' Forum & Brighton & Hove Housing Partnership.

25.4 It was noted that it would be beneficial to have a further overview of the process at a later date.

25.5 **RESOLVED** – That the report be noted and that further information be provided to the ASCHOSC at a later date.

26. HOUSING GREEN PAPER: UPDATE (VERBAL REPORT)

26.1 The Committee received a verbal update from Martin Reid, Head of Housing Strategy and Development and Private Sector Housing, who responded to questions.

26.2 The Committee heard about two key pieces of work to improve investment opportunities: long term procurement and the opportunity for a Local Delivery Vehicle (LDV), raising money for regeneration and reinvestment. The Committee heard that there would be no freehold transfer and no involvement of Housing Associations with the LDV; it would involve the leasehold transfer of up to 499 temporary accommodation properties. There will be a number of tenants' consultation events.

26.3 In response to a query regarding the location of other LDVs, members heard that there were fourteen LDV pilots nationally, each of which was different, depending on the business objectives.

26.4 In response to a query about the effect on Right to Buy, members heard that the proposed LDV did not affect secure tenants and therefore Right to Buy was not a factor.

26.5 In response to a query about consultation, members were advised that the consultation had followed the structured tenants' participation route. There was to be an article in the forthcoming 'Homing In' magazine with an open invitation for tenants to come to a number of events. There would also be members' briefings.

26.6 It was requested that a follow up report be brought to the next ASCHOSC.

26.7 **RESOLVED** – That the report be noted and an update to be provided to the November 2008 ASCHOSC.

27. ADDRESSING BUDGET OVERSPENDS

27.1 The Committee considered a report from Denise D'Souza, Director of Community Care, and Brigid Day, Interim Head of Adult Social Care (Operations), outlining the proposals to reduce the current overspend. The budget is needs-led; demand can be very different from what was anticipated, particularly in Physical Disability services. This can lead to placements in high-cost accommodation and result in an overspend.

27.2 In response to a query regarding the unusually high numbers of residents with MS and with Motor Neurone Disease in the city, members heard that the PCT were researching this to establish whether there had been an increase in numbers.

27.3 In response to a query about item A14 in the report, officers clarified that it referred to an office where living equipment was stored.

27.4 In response to a query about whether any further funds could be sought from Central Government, members heard that central funding was being reduced and an increase was unlikely.

27.5 In response to a query regarding how the remainder of the overspend will be met, officers advised that they were in the early stages of reporting, but it was felt achievable to meet the entire overspend.

27.6 It was requested that an update be provided in January 2009.

27.7 **RESOLVED** – That the report be noted and an update be provided to the January 2009 ASCHOSC.

**28. PERFORMANCE OF THE ADULT SOCIAL CARE AND HOUSING DIRECTORATE:
ADULT SOCIAL CARE**

28.1 Philip Letchfield, Interim Head of Adult Social Care and Performance and Development, presented a performance report and responded to questions.

28.2 In response to a question about why it was predicted that the target would not be met on NI 132, members heard that whilst this target was well established in older peoples services, having been part of the old Performance Assessment Framework (PAF) set, it was new for services working with people aged 18 -64 and assessments for these users could be more complex. However the current forecast shows that we are close to achieving the target and that through developments such as the Single Access Point it is expected that the target will be achieved by year end.

28.3 In response to a query about why PAF indicators were still being counted with no requirement to do so, the Commission for Social Care Inspection are currently consulting on the performance framework for Adult Social Care. In the interim most councils will continue to collect the PAF data on a voluntary basis as this may form part of the final performance framework. Systems are in place to collect the data so the task is not too onerous.

28.4 **RESOLVED** – that the report be noted.

**29. PERFORMANCE OF THE ADULT SOCIAL CARE AND HOUSING DIRECTORATE:
HOUSING MANAGEMENT**

29.1 Nick Hibberd, Assistant Director of Adult Social Care and Housing, presented a performance report and responded to questions.

29.2 Members heard that there was performance improvement, following joint working with officers and contractors to improve void times.

29.3 **RESOLVED** – That the report be noted.

**30. ITEMS TO GO FORWARD TO CABINET OR THE RELEVANT CABINET MEMBER
MEETING**

30.1 There were none.

31. ITEMS TO GO FORWARD TO COUNCIL

31.1 There were none.

The meeting concluded at 6.45pm

Signed

Chair

Dated this

day of

Adult Social Care and Housing Overview and Scrutiny Committee

Agenda Item 34

Brighton & Hove City Council

Subject: Carers Strategy
Date of Meeting: 06/11/08
Report of: The Director of Adult Social Care and Housing
Contact Officer: Name: *Tamsin Peart* Tel: 29-5253
E-mail: tamsin.peart@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report summarises the key areas in the national strategy for carers "*Carers at the heart of 21st-century families and communities*" which was published in June 2008 and informs Members of plans for how this may be implemented in Brighton and Hove.
- 1.2 The report also updates members on other key developments relating to carers in the city.

2. RECOMMENDATIONS:

- 2.1 To note the information in this report.

3. RELEVANT BACKGROUND INFORMATION

- 3.1 A summary of the key issues in the national strategy is attached at **Appendix 1**. The Multi-Agency Carers Strategy Group is addressing the implications of the strategy for Brighton and Hove. A new post of Joint Commissioner for Carers' Services has been agreed between Adult Social Care and the PCT. This will enable the development of a strategic commissioning strategy for carers and a joint approach to the implementation of the new national strategy. One of the key targets for our local strategy will include ensuring that we are identifying and meeting the needs of BME carers and carers from other disadvantaged groups such as LGBT carers.
- 3.2 The City Council agreed that one of the 35 LAA stretch targets for 2008/09 to 2010/11 would be NI 135: Carers receiving needs assessment or review and a specific carer's service, or advice and information. We are forecast to exceed this

year's target of 16%. One of the ways we currently offer assessments to carers is through three voluntary sector organisations: Carers Centre for young carers; Patched for carers of substance misusers; Alzheimer's Society for carers of people with dementia. This model enables carers to be offered services directly following their assessment and prevents duplication of work in identifying carers' needs.

- 3.3 Carers' issues have been included in the redesign of services through the personalisation agenda in the following ways:
- Access Point – 6 month secondment from the Carers Centre was set up to raise awareness of carers' issues; provide support, information and advice to staff and ensure carers received appropriate advice, information and signposting to community services or referral to specialist workers during the initial months of this service.
 - Reablement – carers will be involved wherever appropriate. As part of the evaluation it will be vital to consider the impact on carers as well as users.
 - Case management and reviews – consideration of carers' assessments will be integral to the whole process and it is proposed that the majority of carers needs assessment work should be mainstreamed in order to focus resources on delivering more direct care and support to carers and enable carers to be offered Individualised Budgets.

4. CONSULTATION

- 4.1 The Department of Health carried out a wide range of consultation across the country to inform the national strategy.
- 4.2 The development of a strategic commissioning strategy for carers will include appropriate consultation.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 Any financial implications as a result of new service developments for carers will be met from within the Carers Grant. This now forms part of the Area Based Grant and for 2009/10 the funding available for Carers will be approximately £1 million.

Finance Officer Consulted: Mike Bentley

Date: 13th October 2008

Legal Implications:

- 5.2 This report provides details of the local strategy for carers and proposals for the implementation of the National Strategy within Brighton and Hove. The proposals are therefore in keeping with Central Government guidance. The local consultation process must ensure that all parties/organisations likely to have an interest in or be affected by the proposed implementation of the strategy are

included in that process, that there is ample time for responses and measures are in place to enable those under disability to participate fully and equally in providing their views.

The proposals for implementation of the Strategy take account of carers and their families ECHR Article 8 Rights (Family Life) and the proposed consultation process ensures fairness in accordance with Article 6.

Lawyer Consulted: Sandra O'Brien

Date: 15.10.08

Equalities Implications:

- 5.3 Caring can lead to significant disadvantage in terms of income, health and employment. Many carers may also experience discrimination due to their age, disability, ethnicity, etc. The development of a Strategic Commissioning Strategy for Carers will include an Equalities Impact Assessment to ensure that these issues are fully addressed.

Sustainability Implications:

- 5.4 Carers belong to every community in the city. Therefore supporting carers is key to the development of sustainable communities.

Crime & Disorder Implications:

- 5.5 None

Risk and Opportunity Management Implications:

- 5.6 None

Corporate / Citywide Implications:

- 5.7 None

SUPPORTING DOCUMENTATION

Appendices:

1. ***Carers at the heart of 21st-century families and communities – briefing paper***

Background Documents

[List any background / supporting documents referred to or used in the compilation of the report. The documents must be made available to the public upon request for four years after the decision has been taken]

1. ***Carers at the heart of 21st-century families and communities, Department of Health 2008***

Carers Strategy

Carers at the heart of 21st-century families and communities

The National Strategy for Carers was published on 10 June 2008, signed by seven Government departments. In total the Strategy commits £255 million to create additional support for carers. It also sets out medium and long-term plans aimed at transforming the way that society treats carers.

The Vision

The Strategy says that by 2018:

- *carers will be respected as expert care partners and will have access to the integrated and personalised services they need to support them in their caring role;*
- *carers will be able to have a life of their own alongside their caring role;*
- *carers will be supported so that they are not forced into financial hardship by their caring role;*
- *carers will be supported to stay mentally and physically well and treated with dignity;*
- *children and young people will be protected from inappropriate caring and have the support they need to learn, develop and thrive, to enjoy positive childhoods and to achieve against all the Every Child Matters outcomes.*

Care services

- Training for professionals in local authorities for their day-to-day dealings with carers and decisions about services. It will bring together professionals in their local area to facilitate more joint working.
- Better integration of services through the development of a Common Assessment Framework (CAF) to share relevant information between agencies and encourage close working between councils, the NHS, other statutory agencies and the voluntary sector.
- There will be funding over the next three years for third sector services at a local and national level to support their work with carers.
- In the longer term, consider extending flexibility in the way personal budgets and direct payments can be used.

Information

- There will be funding over the next two years to give carers comprehensive, easy to access and up to date information about services in their local area. This will complement the national website and information helpline for which funding has already been committed.

Agenda Item 34

Carers Strategy

- Develop national information and advice on housing and related areas such as care and finance, ensuring it links to the carers' helpline.

Services for carers

- An increase of £150m in the amount of money available for breaks. The money will be allocated to Primary Care Trusts over two years who will be required to work with local authorities to publish joint plans for the provision of breaks. The increase in funding is equivalent to approximately one third of the current Carers Grant.
- Caring with Confidence, a training programme for carers (formally known as the Expert Carers Programme), will begin in August 2008. This will also be available through distance-learning from December 2008.
- Pilots looking at existing provision of breaks and encouraging innovative approaches to break provision and how personal budgets can be used to provide breaks.
- Consider how the relationship between local authorities and third sector and carer-led organisations can be developed to make greater use of their expertise and provide carers with greater choice and control over services. This includes examining how best to use the Carers Grant to benefit carers.
- Work with local authorities to spread good practice around discount cards for leisure and transport.
- In the longer term, explore using a lead professional to help carers access services and ensure early intervention.

Health

- Pilots of annual health checks for carers in a number of PCTs.
- Pilots to provide a training programme for GPs to help them better understand carers' needs. If successful, it may be rolled out nationally.
- Government is considering making projects offering emotional support to carers a priority category for funding.
- Pilots looking at how the NHS can better support carers. They will look at involving carers in diagnosis, care and discharge planning as well as greater support for carers in GP practices and hospitals.

Employers

- An awareness raising campaign to ensure carers and employers are aware that carers have the right to request flexible working.
- Government to work with business to produce a good practice guide for all employers on the benefits of recruiting carers. It will include case studies and focus on the business case for employing carers.

Agenda Item 34

Carers Strategy

- Review the definition of carer in the flexible working regulations to consider extending it to the 20% of carers who currently miss out. *These are carers who are not a close relation of the person they care for or do not live with them.*

Getting into work

The Strategy says that Government will try to ensure that all carers who want to work will be able to do so, and commits £38 million of additional funding.

- There will be a Care Partnership Manager in every Jobcentre Plus district.
- Improvements in training for Jobcentre Plus advisers.
- Funding replacement care for carers participating in approved training.
- DWP and Jobcentre Plus will investigate the feasibility of providing return to work support through third sector organisations.
- Government will encourage more flexible learning opportunities to be made available to carers.

Young carers

In total, the Strategy contains measures worth £6m aimed at supporting young carers.

- Action to build effective joined-up support around the family and the person cared for and to shift systems of support towards active prevention.
- An extended programme of training on whole-family working for staff in local services.
- Funding to embed support and guidance for young carers through the Healthy Schools Programme.
- Funding for awareness-raising across schools and other children's settings.
- Research on what sort of project-based support works best for young carers.
- Materials for GPs and hospital discharge teams to build awareness and skills in dealing with young carers.

Information about carers

- Government will develop a carer experience survey for local authorities to undertake on a voluntary basis in 2009-10.
- Review the National Indicator Set to ensure that local authorities capture carers' experiences.
- The question on carers will be included in recommendations for the 2011 Census.

Subject: Value for Money Review of Housing Services
Date of Meeting: 06th November 2008
Report of: Director of Adult Social Care & Housing
Contact Officer: Name: Nick Hibberd Tel: 29-3756
E-mail: Nick.hibberd@brighton-hove.gov.uk
Key Decision: Yes/No Forward Plan No. HSG 0012
Wards Affected: All

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To provide the Adult Social Care & Housing Scrutiny Committee with an overview of the findings of the Value for Money review of Housing Services.

2. RECOMMENDATIONS:

- 2.1 (1) That the Committee comment upon the findings of the Value for Money Review of Housing Services, and the value for money action plan, attached as an appendix to the report (appendix 1).

3. BACKGROUND INFORMATION:

- 3.1 Brighton & Hove's Draft Housing Strategy 2008-2013 is aimed at:

"Enabling healthy homes, healthy lives and a healthy city that reduces inequality and offers independence, choice and a high quality of life"

The strategy has 3 overall priorities:

- Strategic Priority 1: Improving housing supply
- Strategic Priority 2: Improving housing quality
- Strategic Priority 3: Improving housing support

- 3.2 Action to address these priorities aim to ensure we have enough of the right type of high quality housing in the city to meet the needs of local people and that those in need are provided with appropriate support to enable them to maintain their independence.

- 3.3 Value for Money is identified as one of six fundamental principles that underpin the Housing Strategy 2008-2013. These principles ensure that the Housing Strategy goes beyond the traditional focus upon bricks and mortar focus to deliver real change. The six strategic principles of the Housing Strategy are:

- A healthy city

- Reducing inequality
- Improving neighbourhoods
- Accountability to local people
- Value for money
- Partnership working

3.4 Principle 5: 'Value for Money', recognises that services delivered by the Council and its partners are affected by constant funding pressures and competing demands. The strategy recognises the need to make sure that the services we deliver are the right services, that they are delivered efficiently and targeted in such a way that will provide maximum impact and benefit for the resources available.

4. SCOPE OF THE VALUE FOR MONEY REVIEW

4.1 Brighton & Hove City Council is undertaking a corporate Value for Money (VfM) programme, involving a rolling cycle of service improvement work which will review all council services by autumn 2008.

4.2 The scope of the review covered the housing functions in the Adult Social Care & Housing Directorate, i.e. the following service divisions:

- Housing Strategy
- Housing Management

4.3 The VfM Steering Group agreed that the review should focus on the following areas:

- Strategic approach to housing need and homelessness
- ICT
- Sickness absence
- Staffing costs (use of agency staff)

4.4 A VfM review team was convened to undertake the review, using the corporate VfM review methodology and toolkit. The review team is made up of senior managers from:

- Housing Management
- Housing Strategy
- Financial Services
- Improvement & Organisational Development

5. FINDINGS OF THE VALUE FOR MONEY REVIEW

5.1 The final report (attached) includes a high level analysis of recent, current and planned VfM work across housing services. Opportunities for VfM improvements have been identified, prioritised and included in an action plan which is appended to the main report. Delivery of opportunities and progress towards targets will be monitored by the VfM Programme Board.

5.2 Housing is currently undergoing a number of major changes which should bring significant financial benefits and improved outcomes for service users and tenants. Following the outcome of the tenants' stock transfer ballot, officers reviewed strategic housing options to reflect the decision that the stock will be retained by the council and identified a strategy to fund the investment gap to achieve Decent Homes Standard and meet tenant aspirations for improvements to the stock. Two key approaches have been followed:

- A Procurement Strategy that would see the council enter into a long term partnership agreement for the maintenance and improvement of the council housing stock, reducing overheads and direct costs. The Procurement Strategy for the HRA stock was approved by Policy & Resources Committee on 3 April 2008.
- An asset management plan, which could see the creation of a Local Delivery Vehicle that would sit outside the council to utilise HRA assets requiring reinvestment and not occupied by Secure Tenants leveraging in additional investment to improve the council housing stock

5.3 The review found that value for money has been considered when planning and improving the Housing Needs Service, and in the strategic commissioning of accommodation for vulnerable groups. The Housing Strategy division has made considerable progress in developing a preventative approach to homelessness which has led to the budget no longer being classed as critical and improved outcomes for service users. Levels of homelessness prevention due to housing advice casework (BV213) remain top quartile compared to nearest neighbour authorities, and the council remains on track to meet the government's target to halve the number of households in temporary accommodation by 2010.

5.4 The review also found that the Housing Needs Service has strong partnership working with other BHCC directorates in the provision of housing need/homelessness support to Children and Young People's Trust (CYPT) and Adult Social Care (ASC). This has produced value for money benefits in providing a coordinated approach to housing need and temporary accommodation across the authority with improved procurement and less duplication of effort and spend.

5.5 In addition to these major initiatives there are a number of other positive value for money initiatives across both divisions, these include:

- Successful strategic commissioning through the Supporting People Programme, through initiatives such as the Single Homeless Integrated Support Pathway
- The Brighton & Hove, East Sussex Together Partnership (BEST), led by Brighton & Hove City Council, has been allocated £18.6 million over three years to improve the living conditions of vulnerable households in the private sector
- Efficiency savings achieved through improved contract management of the partnering contracts for the repairs and maintenance of the housing stock
- A reduction in empty property turn-around time for council properties

- A tenant-led review of Estate Services in Housing Management
- 5.6 The review also identified areas where there are opportunities to improve value for money. Headline findings from the review include:
- The opportunity to further improving links between the Housing Management and Housing Strategy divisions
 - The need to reduce the use of agency staff in both divisions
 - The need to maximise the value for money benefits of an effective ICT strategy
 - The need to continue the progress that has been made in reducing levels of sickness absence in both divisions
 - The need to develop a business case identifying the potential wider VfM benefits from investing in adaptations
 - The opportunity to reduce current expenditure on the storage of belongings for homeless households
 - The need to reduce unit costs in Housing Management
 - There is potential to continue the recent improvements in income collection in Housing Management, through the introduction of a marketing strategy and exploration of a 50 week rental year.
- 5.7 These issues are addressed in the appended action plan.

6. CONSULTATION

- 6.1 The review process involved interviews with identified staff and a workshop with senior managers.
- 6.2 The final report final report has been considered by tenants through the Housing Management Consultative Committee

7. FINANCIAL & OTHER IMPLICATIONS:

7.1 Financial Implications:

The Value for Money review identifies a number of actions within the Action Plan which should result in savings to both the General Fund and Housing Revenue Account (HRA) Housing Services. Target HRA savings particularly in Housing Management costs, agency staff and ICT have been included in the 30 year HRA Business Plan and will be included in future year's HRA Budget Reports, as appropriate. Target savings in General Fund services such as storage costs and agency costs for homelessness will be included in the General Fund Budget Strategy.

Finance Officer Consulted: Sue Chapman

Date: 14th Oct 08

7.2 Legal Implications:

The Council is responsible for ensuring that public money is used economically, efficiently and effectively. The value for money action plan will assist in meeting that responsibility. There are no immediate Human Rights Act implications arising from the report. However, in implementing the action plan, the council

will need to have regard to the effect of the proposed measures on any individual's human rights.

Lawyer Consulted: Liz Woodley

Date: 14 Oct 08

7.3 Equalities Implications:

There are no direct equalities implications arising from this report.

7.4 Sustainability Implications:

There are no direct sustainability implications arising from this report. The Draft Housing Strategy 2008-2013 includes a commitment to reducing fuel poverty and improving the energy efficiency of homes in the city through the Energy Efficiency Strategy.

7.5 Crime & Disorder Implications:

There are no direct crime and disorder implications arising from this report.

7.6 Corporate / Citywide Implications:

Providing the homes that people need is a key aspect of delivering priority one of the Corporate Plan 2008-2011: '*Protect the environment while growing the economy*'.

7. EVALUATION OF ANY ALTERNATIVE OPTION(S):

7.1 Not applicable to this report.

8. REASONS FOR REPORT RECOMMENDATIONS

8.1 The Adult Social Care & Housing Scrutiny Committee are asked to comment upon the value for money review and action plan

SUPPORTING DOCUMENTATION

Appendices:

VfM Review of Housing Report

Documents In Members' Rooms

None

Background Documents

None

Appendix 1

Brighton & Hove City Council: Value for Money Programme

Housing Report

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Contents

	Page number
1. Introduction	5
2. Approach	5
3. Housing Strategy	7
4. Housing Management	11
5. Cross-cutting issues	14
6. VfM Action Plan	17
7. Appendix 1 (charts and tables)	20

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Introduction

1. As part of improving our performance on the use of resources, the council is undertaking a corporate Value for Money (VfM) Programme looking at comparative spend on all leading service areas in a 12 month period.
2. This report focuses on VfM 'hot spot' areas within Housing and potential improvement opportunities. The action plan on page 16-19 provides an overview of the review findings and recommendations.
3. Brighton & Hove City Council's Housing division is composed of two services; Housing Strategy and Housing Management. The service as a whole achieved 3 out of 4 in the 2007 CPA assessment (comprising of 4:4 for Housing Strategy and 2:4 for Housing Management). This report has been split into three sections; Housing Strategy, Housing Management and cross-cutting issues. More detailed performance and comparison tables and charts can be found in appendix 1.
4. Housing Management is currently undergoing a major service transformation which it is anticipated will bring significant financial benefits and improved outcomes for service users and tenants. Changes currently underway include the development of a housing Local Delivery Vehicle (LDV), a innovative long-term partnering Procurement Strategy for the council's housing stock and a 3 year Service Improvement Plan for Housing Management. The second phase of LDV development has recently been approved by Cabinet and this could bring in up to £45M in additional funding as well as improvements to units of temporary housing. The long term partnering contracts for the repairs and maintenance of the housing stock will commence in April 2010 and lead to substantial year on year savings in the council's maintenance costs. The 3 year Service Improvement plan will provide a new strategic focus and enable a service review with the aim of the overall unit cost of the service.

Approach

5. The approach is based on a good practice model developed by PricewaterhouseCoopers with review outputs including priorities for improvement and performance measures for monitoring and reporting. The focus of the review has been on analysing the service 'as is' rather than a detailed 'backward look' with an emphasis on developing a prioritised list of VfM opportunities that the service can begin to implement. The corporate methodology follows a five stage process detailed below:

Review stage	Key actions
1. Preparing for the review	<ul style="list-style-type: none"> • Agreeing scope • Establishing review team • Initial data gathering
2. Reviewing existing service provision	<ul style="list-style-type: none"> • Interviews with ADs & Heads of Service • Analysis of data • Analysis of best practise information
3. Prioritise areas of the service for improving VFM	<ul style="list-style-type: none"> • Analysis of data and interviews • Development of VfM opportunities long-list
4. Identify VfM improvement projects & final report	<ul style="list-style-type: none"> • Opportunities short-listing workshop • Development of report • Reporting to VfM Steering Group
5. Target setting, monitoring and reporting	<ul style="list-style-type: none"> • Key deliverables and monitoring schedule agreed • Start of implementation of quick-wins • Development of transformation plan

A. Housing Strategy

6. Housing Strategy manages the council's strategic and community housing functions, including the following areas:

The Housing Strategy

- Housing Needs and Homelessness
- Temporary Accommodation
- Private Sector Housing
- Single Homelessness
- Supporting People

7. The net budget for 2008/9 is £6.1M (excluding support services costs). The service also manages the Supporting People grant which totals £12.5M for the same period. Housing Strategy has scored 4 out of 4 in recent CPA assessments. Supporting People was classed a 'good service with promising prospects for improvement' in a 2007 Audit Commission inspection. Brighton & Hove has well above average instances of homelessness and housing related problems. Housing is therefore a key priority for the council and this is reflected in the comparatively high level of funding in order to provide a high quality service.
8. Housing Strategy has taken account of Value for Money when planning and improving services through a service improvement exercises including a VfM review of Homeless spend and the strategic commissioning of services for single homeless people. Housing Strategy also manages services for people with Learning Difficulties and has made significant financial savings in this area. Learning Difficulties were included in the earlier VfM review of Adult Social Care are therefore not included in the scope of this review.

Homelessness and Temporary Accommodation

9. The Audit Commission VfM comparators identify BHCC second to top of its group from spend on homelessness per head of population (see appendix 1). Homelessness has traditionally been a key financial pressure for the council and the homeless budget was classed as a corporate critical budget. In the past this has been characterised as an intractable problem due to the high number of homeless people 'attracted' to the city and the higher than average size of the private rented sector.
10. The division has made considerable progress in developing a preventative approach to homelessness which has led to the budget no longer being classed as critical and improved outcomes for service users. The service has moved resources from dealing with statutory homelessness to supporting preventative actions and providing housing advice (and has the highest portion of overall spending on prevention amongst the authorities benchmarked in the Acclaim study below). Statutory homelessness acceptances have decreased from 925 in 2003/04 to 439 in 2007/8 (see appendix 1) and a reduction from 666 households in temporary

accommodation to 482 over the same period. Levels of homelessness prevention due to housing advice casework (BV213) remain top quartile compared to nearest neighbour authorities, and the council remains on track to meet the government's target to halve the number of households in temporary accommodation by 2010.

11. The service has recently undertaken a Value for Money exercise which included benchmarking led by Acclaim consulting. Acclaim used a comparator group based on London Boroughs which they argue have more similarities in terms of homelessness with Brighton & Hove than most authorities in the Audit Commission comparator group. BHCC compare well in the majority of areas of homelessness spend including:
 - Lowest unit costs per prevention (see appendix 1)
 - Low unit cost for emergency accommodation
 - The lowest annual cost for units of temporary accommodation.
12. The report also identified some areas where BHCC compares less favourably including the highest costs for storage in the group, high costs for non-block booked Bed & Breakfast and bottom quartile for percentage of people in Temporary Accommodation in Bed & Breakfast. The service has developed an action plan to address these issues.
13. The service has good partnership working with other BHCC directorates in the provision of housing need/homelessness support to Children and Young People's Trust (CYPT) and Adult Social Care (ASC). This has produced VfM benefits in providing a coordinated approach to housing need and temporary accommodation across the authority with improved procurement and less duplication of effort and spend. This has also improved outcomes for service users improving the timeliness and quality of temporary accommodation and its provision. More work need to be undertaken to identify the extent and financial benefits of this joint working. The Acclaim exercise identified that BHCC reporting used in the Audit Commission profiles includes non-statutory homelessness costs (particularly for ASC and CYPT). Exclusion would reduce from cost per head from £12 to closer to £7 and compare more favourably to the council's in the comparator group (see appendix 1).

Adaptations

14. The Private Sector Housing Team provide an adaptations service for council, housing association and private sector tenants, and owner occupiers. The annual adaptations budget is £750K for council tenants and £1M for others (provided through the Disabled Facilities Grant). The budget is in high demand and there is a waiting list of applicants.
15. The service has taken steps to ensure that housing options are considered at an early stage in the application processes so that a move to a more suitable adapted property is considered before expensive adaptations are undertaken. It is essential that this is further developed (in conjunction with ASC and

CYPT) to stop unnecessary waiting times and spend. Options to offer financial support to owner occupiers for moving to a more suitable property rather than adapting their existing home should also be investigated (as successfully used in Eastbourne and Hastings).

16. Adaptations have wider financial impacts. Time on the waiting list or adaptations to unsuitable properties can affect other service areas (e.g. need for Home Care whilst waiting or having to remove adaptations from unsuitable council properties once the resident has left). The Department for Local Government and Communities (DCLG) has presented a case for investing in adaptations in order to gain wider VfM benefits across council functions. Some initial work has been undertaken to develop a business case for BHCC, but further analysis needs to be completed to understand local costs and benefits. This work will continue and is included in the attached action plan.

Housing Strategy successes

17. Housing Strategy have successfully improved and developed some of their services to improve VfM and bring additional funding to the council. Recent successes include:

Supporting People

18. The Supporting People team have effectively developed their strategy in order to manage a reduction in their grant of 10% over 3 years. The service has improved its strategic approach to commissioning and managed (using a VfM tool) to increase the number of units of support it provides to vulnerable people within this reducing grant framework.

Single Homeless Integrated Support Pathway

19. The Single Homeless Team has managed the reduction in Supporting People funding whilst improving outcomes for single homeless people. The Integrated Support Pathway has aligned third sector organisations in the city to the council's strategic objectives and provided a higher level of support to enable single homeless people to gain employment and stable housing. This work has been recognised by the government as best practice and brought in additional funding.
20. Following the Supporting People Grant Announcement in January 2008, the Supporting People team were required to find savings of 11.5% over a three year period. This represented £776,827 from services within the 'Social Excluded Cluster Group', the majority of which sit within the Integrated Support Pathway.
21. In order to meet this savings target, and deliver new services identified as gaps in provision by the Supporting People Strategy Review, it was necessary to decommission some services that were not as closely aligned to the Supporting People Strategy as other services. The impact of the

decommissioning of these services is being mitigated through a combination of remodelling of existing services and exploring other move on options for service users whose complex needs cannot be met from within the Pathway.

BEST Private Sector Renewal funding

22. The Private Sector team have successfully led a regional bid for Private Sector Renewal funding. This has brought an additional £8M to the city which is being used to improve Private Sector properties.

B. Housing Management

23. Brighton & Hove Council owns around 12,000 council homes and manages 2,000 leasehold properties. The service was awarded 1 star out of a possible 3 in a 2005 inspection by the Audit commission and classed as 'a fair service with promising prospects for improvement'. The estimated cost of the service for 2008/9 is £46.2M. The service is funded through rent collection via the Housing Revenue Account (HRA).
24. In February 2007 Brighton & Hove tenants voted to retain the housing stock under the direct control of the council. This has resulted in a funding gap if the council is to bring all homes to meet the Decent Homes standard. Council officers and consultants have been working to reduce this funding gap with a programme of savings and a new 10 year Procurement Strategy. A large amount of council resource is already focused on addressing this issue and it has therefore been excluded from the scope of this review.

Unit costs and management structure

25. Unit costs for Housing Management are high at £17.28 cost per property for 2007/8. This puts BHCC close to the top quartile when compared to other local authorities. The service is making efforts to address this and unit cost has reduced from 2005/6 cost of £18.58 per property. Satisfaction amongst tenants is in the lowest quartile for Unitary Authorities at 72%.
26. Analysis of previous reviews and interviews with managers revealed concerns that the service's current structure is not effective. The current structure has dedicated teams for functions including rent collection, lettings and estate services, mixed with an area based tenancy management function. This has led to an element of confusion regarding lines of responsibility and inconsistencies in practices between areas (for example how Housing Officers deal with tenancy enforcement and interact with the dedicated teams). The resulting management structure is large to accommodate these responsibilities and therefore high cost. A new 3-year Service Improvement Plan for the service is currently under development and it is recommended that the service is restructured to support the framework, improve clarity of lines of responsibility and reduce unit costs.
27. Housing management has a devolved structure with separate access points for each of the management areas as well as for the repairs and specialist teams. This can mean that customer enquiries are often not resolved at first contact, whilst transaction costs are high and inefficiencies exist. The service would benefit from a customer access and business process review. This work should be linked to the council's corporate customer Access Strategy.

Repairs and Maintenance

28. Unit costs for maintenance are high and in the top quartile in the Audit Commission comparator group for 2006/7 (see appendix 1). However Housing Management costs fell to £17.37 in 2007/8 for the first time in several

years from £18.82 in 2006/07. This was achieved through a reduction in responsive repairs, improved contracting/partnering and capitalisation of some costs. Work has also been undertaken to review all housing management assets and produce a prioritised model for improving the overall housing stock to meet the Brighton & Hove Standard.

29. The proposals in the Procurement Strategy for the repair and maintenance of the stock should lead to significant financial savings and improved outcomes for tenants. The service has also made VfM improvements to its current contracting arrangements (see point 33). However there is potential to gain efficiencies by joining contracts for works not covered by the 10 year agreements with other (non-housing) corporate contracts, for example lift maintenance, asbestos removal etc. Work should be undertaken to produce a forward plan of both corporate and housing contracts, and to tender them jointly where appropriate.

Income Collection

30. Income collection has seen a steady improvement since the establishment of the dedicated team. The team provide a more consistent and systematic approach than under previous arrangements where the function was devolved to area Housing Officers. Performance is now at 97.7% which has moved the council out of the bottom quartile for the first time in recent years and puts BHCC closer to the median when compared to other Unitary Authorities (see appendix 1).
31. There are opportunities for further improving performance and reducing the total amount of outstanding rent. The adoption of a 48 or 50 week rent year with those in arrears continuing to pay for 52 weeks has been effectively used by other providers. Other successful initiatives include marketing campaigns that emphasise the consequences of not paying rent. It is recommended that the council considers these examples of best practice in income collection.

Recharging

32. The authority is currently not maximising opportunities for recharging, for example properties that are left in poor condition and unauthorised repairs. Where recharges are made, payment is not always effectively pursued. Work should also be undertaken to ensure that those who leave properties in a state of disrepair or undertake unauthorised work on their homes are recharged, and that every effort is made to ensure that the outstanding charges are collected.

Housing Management successes

33. Housing management have successfully improved and developed some of their services:

Improved contracting

34. As well as developing the longer term Procurement Strategy, steps have been taken to improve current contracts and the service is working to develop an 'open book' approach with its key contractors. The service has made substantial savings through improved procurement; including a reduction in the unit cost from £4,779 to £3,100 for kitchens and from £2,800 to £1,780 for bathrooms between 2006/7 and 2007/8. Substantial savings have also been made in procurement of doors through the London Housing Consortia and improvements to cyclical repairs and redecorations.

Empty properties

35. Significant improvements have been achieved in empty property turn-around times. The average turn around time has been reduced over the past year, dropping from 35 days in 2006/7 to 31 in 2007/8 (see appendix 1). This results in people moving out of temporary or unsuitable accommodation more quickly and has a positive impact on the Bed & Breakfast budget. There is also a reduction in the amount of rent 'lost' through vacancy.

Estate Services review

36. A review of Estate Services is underway to look at the future provision of the service. The review has followed the recommendations made by tenants through councillor led focus groups and has already resulted in developments to the service that have been widely supported.

C. Cross cutting issues

37. A number of areas have been identified that have VfM implications for both Housing Strategy and Housing Management:

Housing Green Paper

38. Proposals to develop a detailed business case to establish a Local Delivery Vehicle (LDV) as outlined in the government's Housing Green Paper have recently been agreed by councillors and tenants groups. The council is committed to creating an LDV without the involvement of a Registered Social Landlord, freehold transfers or the transfer of tenanted properties. As well as bringing additional investment the LDV is expected to bring wider social benefits by helping to meet housing need in the city.
39. Work has been undertaken by leading financial and legal experts who have concluded that there are a number of viable options to create a LDV in Brighton & Hove within these constraints. Financial modelling by PwC will help ensure that the LDV delivers value for money and indicates that significant financial benefits are achievable. PwC estimate that the LDV will generate up to £45M in additional funding for improving the council's housing stock.

Links between Housing Strategy and Management

40. Housing Strategy and Management are arranged as two separate services with little shared functions. The separation is partly due to the differing funding arrangements (HRA, General Fund and the Supporting People grant) and historical factors. The proposal to transfer Housing Management created a logical need to keep the services separate in order to make the transition as smooth as possible in the event of a 'yes' vote. The tenants' decision to retain the council as their landlord means that opportunities exist to increase and improve joint working across the services. The new Housing Strategy 2008-2013 provides the strategic framework for improvement in this area.
41. The division currently has multiple customer access points across both services. There is scope for better integration of these access points and joining-up elements of customer access in line with the strategic 'housing options' approach to addressing housing need. Opportunities also exist for learning from best practice across the services, for example Housing Strategy's VfM focused approach to service improvement and Housing Managements improvements in void turn-around times. It is recommended that opportunities for integrating teams and joining-up elements of customer access in line with the council's 'Access Vision' are reviewed.

ICT

42. Issues with ICT systems were identified across both divisions and ICT was often cited as not supporting business processes and hampering improvements to the service. Particular frustration related to the OHMS system which is used across both services. Benchmarking of Housing Management costs via the Housemark network identifies BHCC as having a higher percentage of overall spend on IT than many other providers (Based on 2004/5 data). Although ICT should not drive improvements in the service it is important that the ICT infrastructure is effective in supporting any new customer access initiatives, the new Service Improvement Plan and the delivery of the Procurement Strategy for Housing Management.
43. The service is yet to implement effective mobile working and an initial pilot failed due to difficulties linking current systems to the mobile solution. Mobile working has been used effectively by other providers to improve working practices and deliver efficiencies. Successful examples include Lewisham LBC who have delivered £120K per year saving through mobile working for surveyors and Peterborough City Council who used mobile solutions to help deliver £1.8M of savings. Further development of mobile working should be investigated, but it is essential that any future projects have a robust business case.
44. Processes across housing are often paper-based and records are mainly manually stored and retrieved. The service may benefit from participation in the corporate Electronic Document and Record Management (EDRM) programme. Work should be undertaken to produce a business case identifying areas of Housing that would benefit from inclusion in the programme, as well as identifying the costs involved and efficiencies that could be gained.

Sickness absence

45. Sickness absence figures show that Housing Strategy and Housing Management have high levels of sickness absence within the authority. There are a number of long-term absences, however short-term absences account for a significant portion of the overall figure. Sickness absence has VfM implications for staffing levels, service delivery, and use of agency staff.
46. The council has recently initiated a sickness absence pilot in which Housing have been identified as a participants. The pilot includes improvements to reporting and monitoring, HR support, use of Occupational Health, use of flexible working and training for HR and Housing managers. Initial analysis shows a positive impact of this initiative with significant reductions in sickness absence in Housing Management.

Agency Staff

47. Both housing divisions had high spend upon agency staff in 2007/8. Housing Strategy's agency costs were predominantly used to cover for sickness absence and deal with service peaks (e.g. summer months when the number of homeless enquiries increases). Housing Management's costs related primarily to cover for vacancies in the Estate Services team whilst it was under review, and some sheltered housing posts that have been difficult to recruit to permanently. Anecdotal evidence suggests that agency employees can sometimes provide better value for money than other options, however more work needs to be undertaken to identify actual costs and benefits. It is recommended that targets are set for reducing the annual spend on agency staff.
48. Housing Management is currently completing reviews of the estate service and of sheltered housing. An expected outcome of these reviews is the reduction in the use of agency staff.

Value for Money opportunities and action plan

49. The various VfM opportunities identified in the review have been grouped and summarised into a VfM action plan (starting on the next page). A workshop was held with senior Housing managers in order to prioritise the opportunities and agree timescales for the action plan.

Ref	VfM issue	Objective	Lead	Timescale	Performance measures
H1	Links between Housing Management (HM) and Housing Strategy (HS) PRIORITY = HIGH	Housing wide review of customer access. Link to customer Access Vision. <ul style="list-style-type: none"> Including Business Process Improvement work. 	Nick Hibberd and Jugal Sharma	Review completed by end Mar 2009 Implementation start by May 2009	<ul style="list-style-type: none"> Increase in customer satisfaction (Target increase by %) Increase in number and use of access channels Reduction in duplication of access channels
H2	Use of agency staff PRIORITY = HIGH	Evaluate costs and benefits of key areas of agency staff use. Set clear targets for reducing annual spend on agency staff and consultants.	Nick Hibberd and Jugal Sharma	Cost benefit analysis by December 2008 Targets set for reporting in April 2009	Spend on agency staff (Target = reduction by 25%)
H3	Unit costs for housing management service PRIORITY = HIGH	Service redesign to reflect new strategic framework for Housing Management	Nick Hibberd	Housing Management 3 year Service Improvement Plan agreed by November 2008 Service structures reviewed and redesign implemented during 2009	<ul style="list-style-type: none"> Housing Management Unit Cost (target = reduction by £4)
H4	ICT systems not always fit for purpose PRIORITY =	Review of ICT needs, costs and options for future	Steve Corbett	Initial review complete by November 2008 <ul style="list-style-type: none"> Business Case for joining 	<ul style="list-style-type: none"> Cost of ICT as % of overall spend (target = reduction % of overall spend)

Ref	VfM issue	Objective	Lead	Timescale	Performance measures
	MEDIUM			<p>corporate Electronic Document & Record Management May 2009</p> <ul style="list-style-type: none"> Business case for mobile working development/pilot May 2009 	
H5	Income collection performance PRIORITY = MEDIUM	Implement measures to increase rent collection	David Rook	<ul style="list-style-type: none"> Introduce 48 or 50 week rent year from April 2010 Focused rent arrears marketing strategy agreed by Mar 09. Marketing campaign during 2009/10 	<ul style="list-style-type: none"> % of rent collected (target = increase by 0.5%)
H6	level of sickness absence PRIORITY = HIGH	Participate in Sickness absence pilot	Nick Hibberd and Jugal Sharma	Evaluation of sickness pilot by March 09	<ul style="list-style-type: none"> Average days per employee (reduction in average number of days. Target = 9 days)
H7	Storage costs for Homeless households in TA PRIORITY = MEDIUM	Introduce charge for storage/or sign-post only	Steve Bulbeck and Sylvia Peckham	Storage recharging implemented by December 2008	<ul style="list-style-type: none"> Storage costs (target = reduction in storage costs to at least average in benchmarking exercise)

Ref	VfM issue	Objective	Lead	Timescale	Performance measures
H8	Adaptations (cross cutting impact CYPT and ASC) PRIORITY = HIGH	Identify local costs, impact and potential VfM benefits of changing policies and spend on adaptations. And identify spend to save opportunities	Martin Reid	Develop Business Case for increasing adaptations funding based on local cost benefit analysis by January 2009	<ul style="list-style-type: none"> Performance measure should be identified as part of this work
H9	Separate Housing Management and corporate procurement strategies and contracts PRIORITY = MEDIUM	Identify all potential repairs and maintenance areas with potential for single contract and develop forward plan	Nick Hibberd	Forward plan produced by December 2008	<ul style="list-style-type: none"> Number of joint contracts
H10	Homeless cost per head PRIORITY = HIGH	Ensure that costs and benefits of corporate commissioning of temporary contracts for social care clients are understood and identified. Distinguish costs of statutory homelessness from other types of homelessness in financial records and reporting. Implement Housing Need VfM review opportunities	Steve Bulbeck and Sylvia Peckham	Cost benefit analysis by April 2009 Separate reporting by April 2009 Implement recommendations by November 2009	<ul style="list-style-type: none"> Homelessness cost per head (target = reduction £)

Appendix 1 – Charts and tables

Table 1: Housing CPA score (from Audit commission VfM profile)

Chart 1: Homeless applications and acceptances 2001/02-2007/08

Table 2: Homelessness cost per head (from Audit commission VfM profiles)

Chart 2: Actual cost of homelessness/£ pre head (from Acclaim benchmarking exercise)

Chart 2a Temporary Accommodation targets and projections

Table 3: Average management cost per unit (from Audit commission VfM profiles)

Chart 3: Brighton & Hove Housing management £ per property over time

Chart 4: BHCC percentage of rent collected over time

Table 5: Weekly maintenance £ per property (from Audit commission VfM profiles)

Table 1: Housing CPA score (from Audit commission VfM profile)

Authority name	2007
Blackpool Council	4
Bath And North East Somerset Council	4
Sefton Council	3
Southampton City Council	3
Brighton and Hove City Council	3
Reading Borough Council	3
Portsmouth City Council	3
Plymouth City Council	3
Trafford Metropolitan Borough Council	3
City of York Council	3
North Tyneside Council	3
Bournemouth Borough Council	2
Southend on Sea Borough Council	2
Bristol City Council	2
Coventry City Council	2
Torbay Council	2

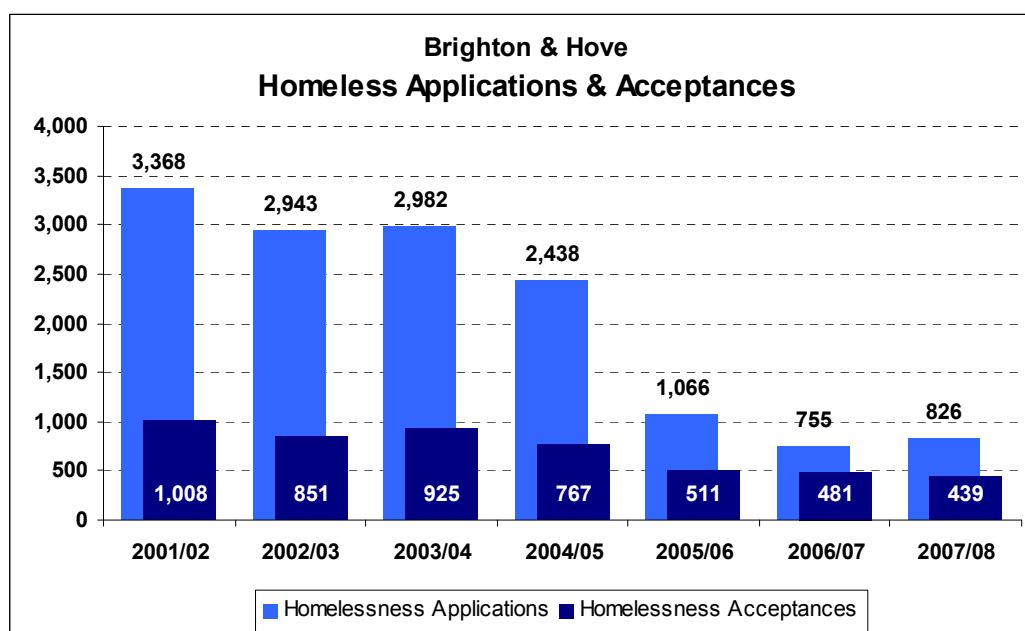
Chart 1

Table 2: Homelessness cost per head (from Audit commission VfM profiles)

Authority name	2007
Torbay Council	17.54
Brighton and Hove City Council	16.53
Bristol City Council	12.86
Southend on Sea Borough Council	8.56
Bournemouth Borough Council	8.34
Southampton City Council	6.54
Reading Borough Council	5.86
Bath And North East Somerset Council	5.22
Portsmouth City Council	4.10
City of York Council	4.05
Blackpool Council	4.04
Plymouth City Council	4.03
Coventry City Council	2.57
North Tyneside Council	2.28
Trafford Metropolitan Borough Council	2.08
Sefton Council	1.56

Chart 2: Actual cost of homelessness/£ pre head (from Acclaim benchmarking exercise)

Benchmarked Activity	Total homelessness cost per head (adjusted population) <i>(NB: Interim & Temporary Accommodation for Client Side only)</i>	
	Brighton & Hove Result	Comparator Group Results
1. Prevention & Housing Advice	£4.4 (63%)	Median £5.0 (50%)
2. Assessment	£1.0 (14%)	Median £2.5 (19%)
3. Interim & Temporary Accommodation	£1.4 (20%)	Median £3.5 (25%)
4. Allocations to Homeless	£0.26 (4%)	Median £0.5 (7%)

Chart 2a Temporary Accommodation (Homeless Households) reduction target and projections 2007-8 to 2008-9

	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09
Target (net reduction)	495	485	475	465	455	445	435	425	415	405	395	385	375
Performance	529	516	482	484	467	445	445	428	411	394	360	343	326
Stretch Target													

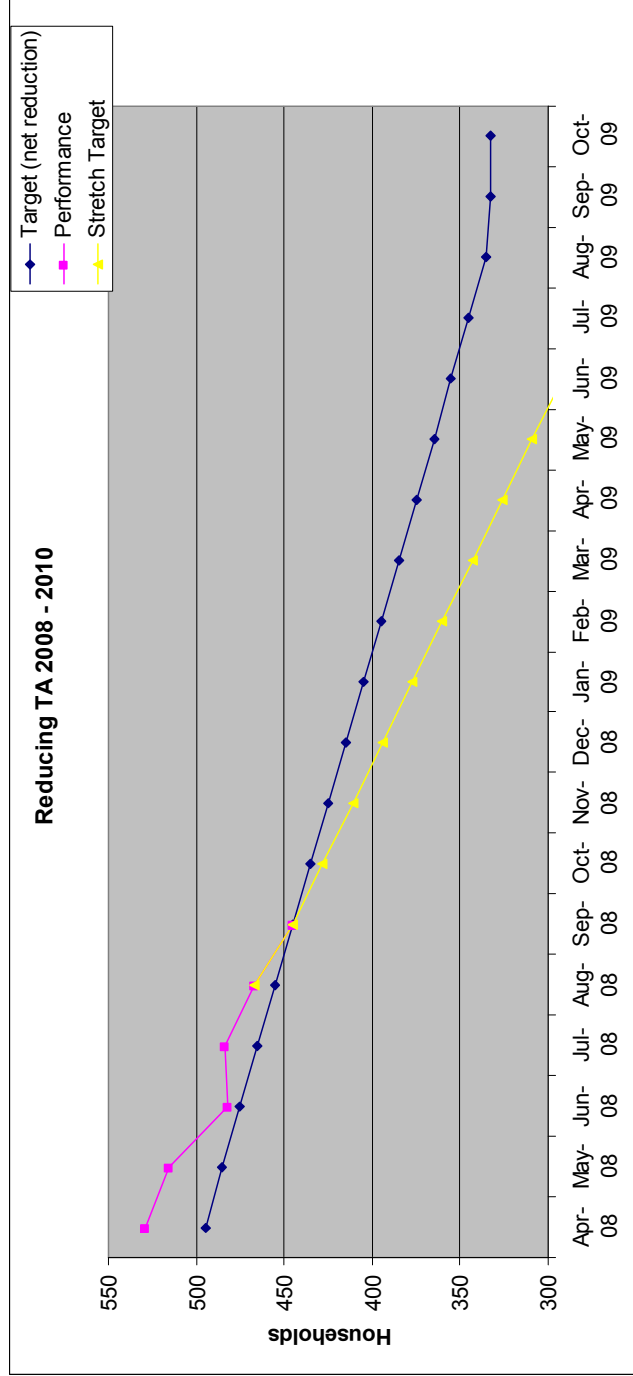


Table 3: Average management cost per unit (from Audit commission VfM profiles)

Authority name	2007
Southend on Sea Borough Council	29.50
Reading Borough Council	20.13
Brighton and Hove City Council	17.09
Bristol City Council	16.59
Blackpool Council	15.91
Southampton City Council	15.71
Bournemouth Borough Council	14.60
Portsmouth City Council	13.56
City of York Council	13.43
Plymouth City Council	13.39
North Tyneside Council	12.44

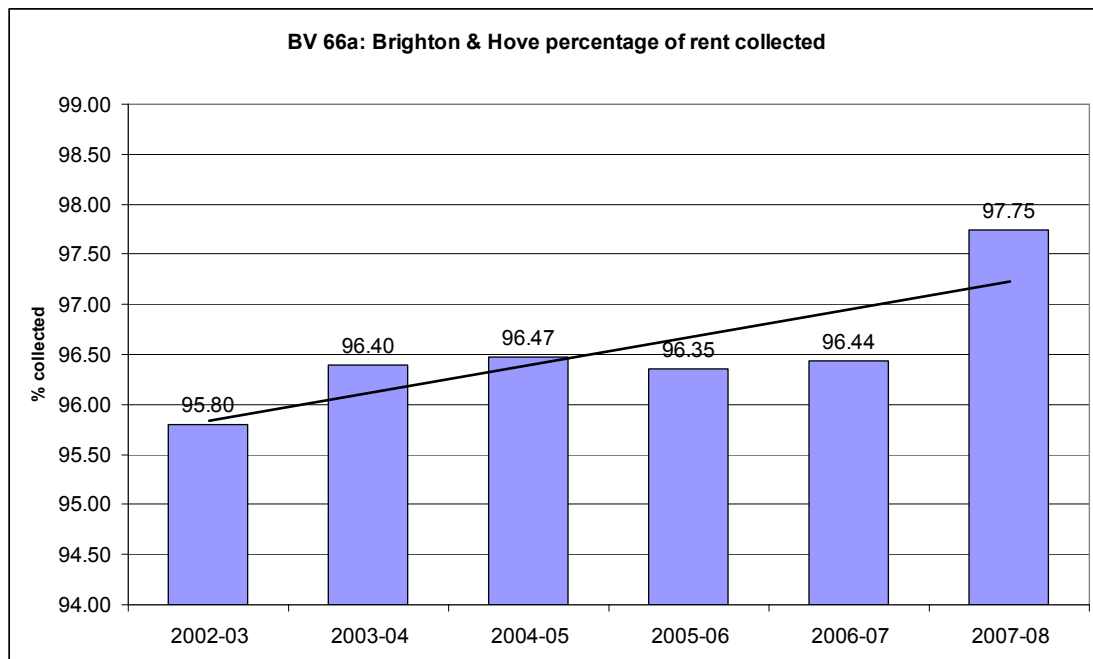
Chart 4

Table 5: Weekly maintenance £ per property (from Audit commission VfM profiles)

Authority name	2007
Portsmouth City Council	19.70
Brighton and Hove City Council	18.82
Blackpool Council	17.40
Southampton City Council	16.97
Plymouth City Council	16.74
Southend on Sea Borough Council	16.25
Reading Borough Council	16.24
Bristol City Council	15.07
North Tyneside Council	13.48
City of York Council	13.29
Bournemouth Borough Council	10.47

ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY COMMITTEE

Agenda Item 36

Brighton & Hove City Council

Subject:	Housing Green Paper update		
Date of Meeting:	6 November 2008		
Report of:	The Director of Adult Social Care and Housing		
Contact Officer:	Name: Martin Reid	Tel: 29- 3321	
	E-mail: Martin.Reid@brighton-hove.gov.uk		
Wards Affected:	All	All	

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The purpose of this paper is to update Adult Social Care and Housing Overview and Scrutiny Committee on the creation of a housing Local Delivery Vehicle (LDV) to obtain best value for money from Housing Revenue Account (HRA) assets requiring reinvestment and not occupied by Secure Tenants, without freehold transfer.
- 1.2 Following support from Housing Management Consultative Committee, Cabinet approved at its meeting on 24 September 2008 the setting up of an LDV to deliver key strategic housing and corporate priorities and generate funding for improving council tenants' homes.
- 1.3 Full Council on 9 October 2008 authorised the making of an application to the Secretary of State for consent to lease to the LDV up to a maximum of 499 Housing Revenue Account dwellings, including the 106 HRA properties currently used as temporary accommodation.
- 1.4 The Council is now planning implementation of the proposals, including: recruiting a board of management; setting up and registering the company; finalising 30 year business plan and obtaining funding; producing agreements between the council and the LDV.

2. RECOMMENDATIONS:

- 2.1 That members of Adult Social Care and Housing Overview and Scrutiny Committee note the contents of this update report.

3. BACKGROUND INFORMATION

- 3.1 Following review of Housing Green Paper options, proposals to establish a housing Local Delivery Vehicle have been developed and refined and agreed by Housing Management Consultative Committee, Cabinet and Council.

- 3.2 The purpose of the LDV is:

- To bring in additional investment to improve council homes, to assist in meeting Decent Homes Standard and tenant aspirations for improvement of the council housing stock
- To meet strategic housing and corporate priorities. In particular, to provide accommodation for people with particular needs to whom the council owes a housing duty
- To refurbish the leased stock.

- 3.3 The proposal complies with the following parameters, set in light of council tenants' overwhelming rejection in 2007 of the proposal for large scale voluntary transfer of the council's housing stock:

- No RSL involvement
- No freehold transfer
- No transfer of tenanted properties
- Maximum transfer of 499 properties within a period of 5 years.

- 3.4 Planning for implementation of proposals is now being undertaken, including:

- Recruiting a board of management
- Setting up and registering the company
- Finalising 30 year business plan and obtaining funding
- Producing agreements between the Council and the LDV.

- 3.5 The Board of management will consist:

- 4 council tenants or leaseholders selected by Area Panels
- 4 council board members
- 4 independent board members appointed by tenant and council board members.

- 3.6 The LDV proposal and the investment it would raise for the HRA would help the Council meet numerous priorities, objectives and targets, including those in the Corporate Plan 2008-2011, Sustainable Community Strategy,

Local Area Agreement, Socially Excluded Adults Public Services Agreement and Housing Strategy.

4. CONSULTATION

4.1 Throughout the review of Housing Green paper options and development of the LDV proposal the Council has been committed to ensuring that tenants are fully consulted on the process and developments at each stage and their queries answered. Further information will continue to be provided to Housing Management Consultative Committee, Area Panels and tenants as the proposal are implemented.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 There are no financial implications directly related to this update report. Financial implications of the Local Delivery Vehicle proposals are outlined in detail in the reports considered by Housing Management Consultative Committee, Cabinet and Council.

Legal Implications:

5.2 There are no legal implications directly related to this update report. The legal implications of the Local Delivery Vehicle proposals are outlined in detail in the reports considered by Housing Management Consultative Committee, Cabinet and Council.

Equalities Implications:

5.3 There are no equalities implications directly related to this update report. Development of LDV proposals will be undertaken with regard to equalities issues.

Sustainability Implications:

5.4 There are no sustainability implications directly related to this update report.

Crime & Disorder Implications:

5.5 There are no implications for crime and disorder

Risk and Opportunity Management Implications:

5.6 There are no implications arising directly from this update report. Key risks and risk mitigation are outlined in detail in the reports considered by Housing Management Consultative Committee, Cabinet and Council.

Corporate / Citywide Implications:

5.7 There are no implications arising directly from this update report. The proposals to set up an LDV supports Council and Local Area Agreement priorities.

SUPPORTING DOCUMENTATION

Appendices:

1. None

Documents in Members' Rooms:

None

Background Documents:

1. Local Delivery Vehicle reports to Housing Management Consultative Committee on 23 September, Cabinet on 24 September and Council on 9 October.

Adult Social Care and Housing Overview & Scrutiny Committee

Agenda Item 37

Brighton & Hove City Council

Subject:	<i>Adaptations</i>		
Date of Meeting:	6 th November 2008		
Report of:	<i>The Director of Adult Social Care and Housing</i>		
Contact Officer:	Name:	<i>Joy Hollister</i>	Tel: 295030
	E-mail:	Joy.hollister@brighton-hove.gov.uk	
Key Decision:	Forward Plan No. (7 Digit Ref):		
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1. This report sets out current practice and performance with regard to the council's duty to provide minor and major adaptations.
- 1.2. The NHS and Community Care Act (1990) and the Children's Act (1989) place a duty on local authorities to provide assessment and assistance to vulnerable adults and children. This includes aids and adaptations to enable disabled people to remain in the community.
- 1.3. The assistance available covers private sector housing, owner/occupied and the council's own housing stock. With regard to the latter the funding for this is contained within the Housing Revenue Account (HRA). Assistance covers assessment and advice as well as financial provision through means tested Disabled Facilities Grants (DFG's) and Disabled Facilities Assistance (DFA's).
- 1.4. In Brighton and Hove minor adaptations are those costing under £1000 whilst major adaptations are those over £1000.
- 1.5. Lifetime homes, the government's strategy for housing in an ageing society sets out a commitment to increase levels of DFG funding and the capacity of the Home Improvement Agencies (HIAs)

2. RECOMMENDATIONS:

- 2.1. That Adult Social Care and Housing Scrutiny committee note the report and the current initiatives underway to improve the service.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1. Minor Adaptations.

3.1.1 Assessments for minor adaptations are made by Health Occupational Therapists in hospital or intermediate care settings or by Occupational Therapists and Occupational Therapy Assistants (OTAs) within the Adult Social Care Access point, the Initial Response Service (IRS) and the Occupational Therapy Assessment Team (OTAT). For children, access to minor adaptations is through the Children's Disability Team (CDT); this report does not consider children's services. People may also access adaptations through referral from a private Occupational Therapist.

3.1.2. For properties owned by the council a prescription is submitted to the Home Improvement Officer (HIO) following assessment. This HIO then places an order with the contractor using the schedule of rates. There is a target of 4 weeks for works to be completed. The works are then checked and signed off by the HIO. The budget for public sector adaptation is £750K per year; however this covers both minor and major adaptations. There are approximately 150 cases awaiting orders to be placed by the HIO and 95 cases are awaiting completion of works.

3.1.3. For owner/occupiers and private rented properties the process differs slightly in that the prescription is faxed to the Integrated Community Equipment Store (ICES) who then place the order with their contractor. The target is to complete works within 7 working days. The budget for minor adaptations is £342,760.

3.2 Major adaptations.

3.2.1 Properties requiring major adaptation fall into 2 main categories; those that are relatively simple such as stair lifts and level access showers and those that are complex. Within the council's own stock simple major adaptations follow the same process as minor adaptations. Where they are complex the Home Improvement Officer (HIO) works with the Housing Adaptations Occupational therapist (HAOT) to produce plans and costing. If considered feasible, the plans are then agreed with the client. If the costings are under £10k the HIO places the order as above; if over this ceiling the case is considered by the adaptations panel which meets bi-monthly.

3.2.2. As stated, the budget for these works sits within the HRA and is a total of £750k per annum to include minor adaptations. Main issues are waiting times for initial assessment within Occupational Therapy and the capacity within the HAOT team to provide support and assistance to the HIO.

3.2.3. For Housing Association (HA) properties, if simple, the prescription is forwarded directly to the HA with a request to fund; if agreed the HA will organise the works and the prescriber will merely undertake a check visit on completion. Should the HA

wish, they can submit a landlord's DFG application setting out the technical detail and if funding is approved they will organise the delivery of the works. Alternatively should the HA refuse to submit the landlord's application the tenant would have to be financially assessed in their own right and the HIO would then complete the specification and either they or the Home Improvement Agency (HIA) assist the tenant in ordering works. If the works are complex the process is the same but there would be the additional involvement of the HAOT. The financial issues remain the same as council-owned stock, with works over £10k being considered by the adaptations panel to ensure equitable use of resources.

- 3.2.4. In the private rented or owner-occupied sector, simple major adaptations are assessed and the prescriber passes to the HIO or HIA for financial assessment and DFG application and works are ordered. For complex adaptations the process is as for Housing Associations. Approximately 30% of all referrals require the involvement of the HAOT team due to their complexity.
- 3.2.5. The funding for all minor adaptations apart from those within council-owned stock is made up of £1.1m DFG and Private Sector Housing Renewal Assistance ?? (PSHRA), £2.76m PSHRA to support Disabled Facilities Assistance (DFA's) of up to £50K per application and Minor Adaptations Grant (MAG) of up to £5k per application. There is also £100k Adult Social Care top up fund: this is almost completely committed.
- 3.2.6. The budget for private rented and owner-occupied properties is believed to be sufficient to meet demand; the budget within the HRA is unlikely to be sufficient to cover all demand should the waiting list be cleared.

3.3 Waiting Times.

- 3.3.1. There are currently 385 people waiting assessment by the Occupational Therapy Assessment Team (OTAT) and there are 137 cases awaiting completion of plans or schedule of works with the Home Improvement Agency (HIA).
- 3.3.2. Within HAOT there are 120 cases awaiting allocation. Approximately 30 cases per month are added to the waiting list, but with 40 per month allocated the waiting list should be cleared within 12 months.

3.4. Current initiatives

- 3.4.1. New information packs are being developed to be sent out from the Adult Social Care access point; these packs are designed to give people better information on housing options and choice.
- 3.4.2. Proposals are under development to offer a direct access route for people requiring adaptations but not wishing to have a full Community Care Assessment. This is a key part of the Self Directed Support work to enable people to receive timely support and signposting.
- 3.4.3. Development of a simpler process for straightforward adaptations such as level access showers and stair lifts to enable access to funding through the simpler MAG route (up to £5k) rather than the more complex DFG route.

- 3.4.4. The use of Direct Payments to enable clients to source their own contractors and manage their own works is being considered.
- 3.4.5 The adapted housing register is helping the council ensure adapted properties are allocated to best match people's needs and avoid the wasteful practice of taking out expensive adaptations.

3.5. Conclusion

Timely and appropriate adaptations are an essential part of enabling disabled and older people to live within their communities. They are a key part of the personalisation of Adult Social Care enabling people to have increased choice and control. Work is underway to improve the process and enable more people to have timely access to adapted properties through the various work streams of the modernisation programme.

4. CONSULTATION

None

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

The total adaptations budget for 2008/2009 is £1,231,200 which is split between Housing Revenue Account (Disabled adaptations £888,440) and Adult Social Care (Adaptations to homes of disabled people £342,760).

The forecast for 2008/2009 is for a balanced budget.

The financial impact of the current initiatives set out in paragraph 3.4 have not yet been assessed.

Finance Officer Consulted: Neil Smith

Date: 04/11/2008

5.2 Legal Implications:

There are no legal implications arising directly from the report.

Lawyer Consulted: Abraham Gherbre-Ghiorghis

Date: 4.11.08

5.3 Equalities Implications

Adaptations are a key part of ensuring people have equal access to their homes and communities.

5.4 Sustainability Implications:

None arising

5.5 Crime & Disorder Implications:

There are no implication for crime and disorder in this report

5.6 Risk and Opportunity Management Implications:

None

5.7 Corporate / Citywide Implications:

None other than already referred to in the report.

SUPPORTING DOCUMENTATION

Appendices: None

Documents In Members' Rooms: None

Background Documents: None

Agenda Item 41

Adult Social Care and Housing Overview & Scrutiny Committee (ASCHOSC) 2008-2009 Work Programme: Update

- 1.1 The ASCHOSC 2008-2009 work programme is reproduced in tabular form in **Appendix 1** to this paper.
- 1.2 The work programme has, to date, been followed as indicated in **Appendix 1** with the following exceptions. The amendments have been indicated in grey shading in Appendix 1:
 - a) Adaptations (to be taken 06.11.08). This featured on the work programme at the September 2008 meeting as a verbal update, and has been added to the agenda for a further report.
 - b) Housing Green Paper (to be taken 06.11.08). This featured on the work programme at the September 2008 meeting and has been added to the agenda for a further report at the request of the Chairman.
 - c) Budget Overspends (to be taken 08.01.09). This featured on the work programme at the September 2008 meeting, and has been added to the agenda for a further report at the request of the Chairman.
 - d) Delayed Transfers of Care (to be taken 08.01.09). This has been postponed to the January 2009 ASCHOSC to link in to the scheduled re-ablement training session.
 - e) Housing Procurement (to be taken 08.01.09). This has been postponed to the January 2009 ASCHOSC.
- 1.3 A further Work Programme meeting has been scheduled for 20 November 2008 in Room G28 from 1-3pm.

ASCHOSC Draft Work Programme 2008/2009 – update for November ASCHOSC

Issue	Date to be considered	Referred By?	Overview & Scrutiny Activity	Progress and Date	Outcomes and Monitoring
Housing strategy for families/students	September		Ad hoc Panel Evidence gathering	Ad hoc Panel established	
Adaptations	September & November		Update on current state of adaptations	Report to ASCHOSC Sept/Nov 2008	
Self-Directed Care	September		Training session	Training delivered Sept 08	
RSL rationalisation of stock ownership/management	September		Information on current status	Report to ASCHOSC Sept 2008	
Housing Green Paper	September & November		Update to facilitate planning of more involved work	Report to ASCHOSC Sept/Nov 2008	
Budget Overspends	September & January		Update on recovery plans to address housing/ASC budget overspends		
Delayed Transfers of Care	Report to January 2009 ASCHOSC		Update to facilitate planning of more involved work		

Issue	Date to be considered	Referred By?	Overview & Scrutiny Activity	Progress and Date	Outcomes and Monitoring
Value for Money (VfM) Review of Housing	November		Update on progress of VfM review		
Housing Procurement	November / January		Update on decisions Re: Housing procurement		
Safeguarding Vulnerable Adults	November		Training session		
Deprivation of Liberty Safeguards/Mental Health Act	November		Training session		
Carers' Strategy	November		Update with possible ad hoc Panel to follow		
Re-ablement	January		Training session/overview		
Private Sector Housing	November		Update		
Performance Monitoring: ASC & Housing	September/ March		Performance Monitoring		