

**Date:** Monday 8 July 2024 at 4.00 pm

**Venue:** Jim Cooke Conference Suite, Stockton Central Library, Church Road,  
Stockton-on-Tees, TS18 1TU

**Cllr Marilyn Surtees (Chair)**  
**Cllr Paul Weston (Vice-Chair)**

Cllr Ian Dalgarno  
Cllr Niall Innes  
Cllr David Reynard  
Cllr Barry Woodhouse

Cllr John Gardner  
Cllr Eileen Johnson  
Cllr Hugo Stratton

## **AGENDA**

- 1 Evacuation Procedure** (Pages 7 - 8)
- 2 Apologies for Absence**
- 3 Declarations of Interest**
- 4 Minutes**  
To approve the minutes of the last meeting held on 3 June 2024 (Pages 9 - 12)
- 5 Scrutiny Review of Disabled Facilities Grant**  
To receive evidence from Foundations and Council Officers as part of the Scrutiny Review of Disabled Facilities Grant (Pages 13 - 24)
- 6 Chair's Update and Select Committee work Programme 2024-2025** (Pages 25 - 26)

**Members of the Public - Rights to Attend Meeting**

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

Persons wishing to obtain any further information on this meeting, including the opportunities available for any member of the public to speak at the meeting; or for details of access to the meeting for disabled people, please

Contact: Scrutiny Support Officer Rachel Harrison on email [rachel.harrison@stockton.gov.uk](mailto:rachel.harrison@stockton.gov.uk)

**KEY - Declarable interests are:-**

- Disclosable Pecuniary Interests (DPI's)
- Other Registerable Interests (ORI's)
- Non Registerable Interests (NRI's)

**Members – Declaration of Interest Guidance**



**Table 1 - Disclosable Pecuniary Interests**

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2 – Other Registerable Interest

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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## **Jim Cooke Conference Suite, Stockton Central Library** **Evacuation Procedure & Housekeeping**

If the fire or bomb alarm should sound please exit by the nearest emergency exit. The Fire alarm is a continuous ring and the Bomb alarm is the same as the fire alarm however it is an intermittent ring.

If the Fire Alarm rings exit through the nearest available emergency exit and form up in Municipal Buildings Car Park.

The assembly point for everyone if the Bomb alarm is sounded is the car park at the rear of Splash on Church Road.

The emergency exits are located via the doors between the 2 projector screens. The key coded emergency exit door will automatically disengage when the alarm sounds.

The Toilets are located on the Ground floor corridor of Municipal Buildings next to the emergency exit. Both the ladies and gents toilets are located on the right hand side.

### **Microphones**

During the meeting, members of the Committee, and officers in attendance, will have access to a microphone. Please use the microphones, when directed to speak by the Chair, to ensure you are heard by the Committee.

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## PEOPLE SELECT COMMITTEE

A meeting of People Select Committee was held on Monday 3 June 2024.

**Present:** Cllr Marilyn Surtees (Chair), Cllr Paul Weston (Vice-Chair), Cllr Ian Dalgarno, Cllr Lynn Hall (sub Cllr Hugo Stratton), Cllr John Gardner, Cllr Elsi Hampton (sub Cllr Niall Innes), Cllr Eileen Johnson and Cllr David Reynard.

**Officers:** Sam Dixon (Adults, Health and Wellbeing) and Michelle Gunn (CS).

**Also in attendance:**

**Apologies:** Cllr Niall Innes, Cllr Hugo Stratton and Cllr Barry Woodhouse.

### **PEO/13/24 Evacuation Procedure**

The Committee noted the evacuation and housekeeping procedure.

### **PEO/14/24 Declarations of Interest**

There were no declarations of interest.

### **PEO/15/24 Minutes**

AGREED the minutes of the meeting held on 13 May 2024 be confirmed as a correct record and signed by the Chair.

### **PEO/16/24 Scrutiny Review of Disabled Facilities Grant**

The Committee received a presentation from the review's link officer, the Housing Regeneration & Investment Manager. The presentation covered:

- SBC Duties
- SBC DFG Policy
- Eligible works
- Enquiry Process
- Application Process
- Approvals Process
- Grant Conditions
- Land Charges
- Undertaking Works
- Local Discretion and Flexibilities
- Government Recommendations 2018

Key issues discussed included:

- The assessment of need is carried out by the Occupational Therapist. As part of this assessment, they would question if the person would consider moving e.g. move to a bungalow/ground floor flat if they have mobility issues.
- Discussion took place regarding the mean testing of the grant, the baseline of which had not changed since 2008, and contributions. Some people applying might qualify for a DFG but would not be given the full amount to cover the cost

of adaptations due to their income. Also, dependent on the adaptations needed to be carried out, works could cost over the £30,000 limit, and the example was given of an extension that cost £90,000. In these cases, the person would have to contribute the remaining cost of the works. Those that were in receipt of certain means-tested benefits were 'passported' to a full grant and would not need to contribute to adaptations up to £30,000.

- SBC would pay the costs of adaptations to a property outside of the Borough if it was for a child placed in care outside of the Borough. This system was reciprocated, and it was noted that Durham Council had paid for adaptations to a property in the Borough where a child under their care was living.
- The number of people on the waiting list had increased since reporting at the previous meeting and was now at 284. The Occupational Therapist could decide if a person was fast tracked to the top of the list due to their need following a detailed risk assessment. People on the waiting list were sent an income form to see if they would qualify to save them being on the list if they did not qualify. Each person on the waiting list was contacted every three months to keep them up to date on the process and how long it was expected to take. It was questioned if the NHS were installing at a quicker pace to SBC to aid hospital discharge, but the link officer was not aware of this and explained that hospital discharge usually came through SBC's Occupational Therapist Team.
- SBC would only fund the minimum specification required to meet the persons need, and would refuse anything that was above this, however the person would be able to fund adaptations above the basic offer themselves.
- Equipment was recovered when the person no longer required it so that it could be reused. It was indicated in the contract when adaptations were provided that they/the family would need to get in contact when they were no longer needed so they could be recovered.
- If a person broke the conditions of the grant, for example using a different contractor to the one specified, then SBC could ask for repayment of any funds granted.
- When Occupational Therapists assessed the person, they recommended adaptations that would meet their needs for the next five years. After this time, or if their needs changed before five years, they may be reassessed and make a further application.
- When a person was required to contribute to works being carried out, and they advised they could not afford the contribution, they would be referred the Local Administrator, Five Lamps, who would check whether they were able to secure a mainstream loan on the open market. If they could, Five Lamps would signpost them to these market lenders. If it was confirmed they could not obtain a loan on the open market then they would offer them a SBC loan. This prevented people from dropping out/cancelling their application. The policy for these local discretions had not been reviewed since 2017.
- Adaptations in Registered Providers properties were discussed, and it was noted that their standard for adaptations were higher than the basic that DFG would fund. It was questioned if there was a register of properties that had adaptations which people could be matched with, rather than the Registered Providers removing these when the property became empty. It was noted that the Director of Adults, Health & Wellbeing was due to meet with a Housing Provider regarding the adaptations in their properties. Members welcomed this and requested that the Director report back to the Committee.
- Foundations provided a simple toolkit online which advised those looking to apply for a DFG if they would be likely to qualify. It was suggested that

signposting to this toolkit could reduce the waiting list, as those who were informed that they would not qualify would not join the local waiting list for an assessment. Members raised concern that people may need assistance to complete this assessment, or be put off from applying, however were informed that it was a simple tool to advise if they would be likely to be approved a DFG and not the application.

- Members questioned who assessed the quality of the work that had been carried out and it was confirmed that the Housing Regeneration and Investment Team would do this and sign off the work. If there were any issues within the first 12 months the person could contact the team who would rectify the issue, but after this it was up to the individual to maintain it.
- Private landlords were discussed, and it was noted that they had to provide two quotes for any adaptations/works which would then be reviewed by a technical officer. Following the completion of works the officer would visit the property to check the standard.
- It was questioned whether best practice was shared between Local Authorities across the country, and it was noted that SBC shared best practice with colleagues in the North and this could be brought to the Committee.
- It was noted that in 2023/24 123 entry level showers had been fitted by the HV&E team.

AGREED that the information be noted.

**PEO/17/24 Chair's Update and Select Committee Work Programme 2024-2025**

Consideration was given to the Work Programme.

The next meeting would be held on Monday 8 July 2024. The Committee wished to invite Foundations to the meeting to give evidence regarding best practice in other Local Authority areas as well as a review of SBC's policy. Members also indicated that they wished to invite the Director of Adults Health and Wellbeing to a future meeting to feedback on the meeting with Registered Providers.

AGREED that the Work Programme be noted.

Chair.....

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## SCRUTINY REVIEW OF DISABLED FACILITIES GRANT

### Summary

The second evidence-gathering session for the Committee's review of Disabled Facilities Grant will focus on external bodies associated with this scrutiny topic, the experiences of other Local Authorities, and the 2023/24 Annual Report.

### Detail

1. As part of the scoping process for this review, in addition to the Stockton-on-Tees Borough Council (SBC) departments with oversight and involvement in the provision of Disabled Facilities Grants, the Committee identified representatives from other local authorities to provide evidence in relation to this scrutiny topic.
2. Foundations is the national body that supports the delivery of Disabled Facilities Grant and Home Improvement Agencies in England. Details of the support that they provide can be found on their website, <https://wwwFOUNDATIONS.UK.COM/> The Senior Regional Advisor for Foundations has been invited to the meeting to give not only their views on SBC's policy, which members considered at the June meeting, but to also share best practice from other local authorities.
3. In addition, the Committee will consider the Disabled Facilities Grant 2023/24 Annual Report, which shows how the policy was implemented in the previous year. A copy of this is included in preparation for this discussion.
4. A copy of the agreed scope and plan for this review is also included for information.

**Name of Contact Officer:** Michelle Gunn

**Post Title:** Scrutiny Officer

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# Stockton-on-Tees

## BOROUGH COUNCIL

Housing Investment and Migration Support

### DFG End of Year Report

#### 2023-2024

During 2023/2024 the Council spent **£2,252,770.65** on **400** adaptations for **376** people within the borough. The budget was overspent by **£116,918.25** and had to be met from the overall Housing & FSOT budget (end of year position).

2023/2024 saw a decrease in DFG statistics from 2022/2023, **47 less adaptations** were delivered for **63 less people** within the borough. (2022/2023 spend was £2,311,172.84, £58,402.19 more than 23/24)

These adaptations are broken down into DFG's and Equipment Loans (which we recycle when no longer needed)

#### Financial Breakdown

	Completions	Cost	% of Budget
DFG	161	£ 1,041,188.58	46%
Stairlift Loans	141	£ 548,246.12	24%
Ramp Loans	74	£ 229,085.39	10%
<b>Total Cost of Adaptations in 2023/2024</b>	<b>376</b>	<b>£ 1,818,520.09</b>	<b>81%</b>
Team Costs & Abortive Costs		£ 226,000.00	10%
Other cost incurred within year*		£ 208,249.96	9%
<b>TOTAL SPEND 2023/2024</b>		<b>£ 2,252,770.05</b>	<b>100%</b>
<b>Over Spend</b>		<b>£ 116,918.25</b>	

\*part payments on adaptations

#### DFG Information

185 Adaptations installed to 161 homes.

DFG Breakdown	Amount	%
Level Entry Showers	127	69%
Stairlifts	8	4%
Ramps	5	3%
Wash / Dry Toilets	10	5%
Extension	7	4%
Through Floor Lift	5	3%
Fencing	4	2%



# Stockton-on-Tees

## BOROUGH COUNCIL

### Housing Investment and Migration Support

Dropped Kerb	4	2%
Door Entry System	4	2%
Door Widening	3	2%
Shower Over Bath	2	1%
Step Lift	1	1%
Shower Pod	1	1%
Bath	1	1%
Safe Space/Wall Padding	1	1%
Garden Safety	1	1%
Safety Gates	1	1%
	<b>185</b>	<b>100%</b>

	DFG	%
<b>Owner Occupier</b>	86	<b>53%</b>
<b>Registered Provider</b>	57	<b>35%</b>
<b>Privately Rented</b>	18	<b>11%</b>
<b>TOTALS</b>	<b>161</b>	<b>100%</b>

28 of the 161 were fast-tracks (urgent cases that are dealt with immediately).

The average time taken for DFG's to be processed from first enquiry to completion of works was **137 Days** an increase of **14 days** from 23/24.

**18** residents had to contribute towards their DFG ranging from **£281.81 to £41,626.80**.

**3** residents accessed the council's loan schemes to enable them to received their DFG adaptation.

**6** residents received the maximum grant available of £30,000 – All 6 were approved for extensions.

The average DFG grant was **£6,911.33** an **increase of £334.94** from 22/23.

The amount of people on the waiting list at the end of March 2024 was 181 people, the person at the top joined the list in June 2023 (9 months).

### Equipment Loan Scheme Information

#### Stair Lift Loans

		%
<b>Owner Occupier</b>	108	<b>77%</b>
<b>Registered Provider</b>	14	<b>10%</b>
<b>Privately Rented</b>	19	<b>13%</b>
<b>TOTALS</b>	<b>141</b>	<b>100%</b>





# Stockton-on-Tees

## BOROUGH COUNCIL

### Housing Investment and Migration Support

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The average time taken for Stair Lift Loans to be processed from first enquiry to completion of works was **44 days, 11 days less** than 22/23.

The average Stair Lift Loan was **£3,888.27, £773.10 more** than last year's average.

#### Ramp Loans

<b>Owner Occupier</b>	56	<b>76%</b>
<b>Registered Provider</b>	6	<b>8%</b>
<b>Privately Rented</b>	12	<b>16%</b>
<b>TOTALS</b>	<b>74</b>	<b>100%</b>

The average time taken for Ramp Loans to be processed from first enquiry to completion of works was **53 days, 3 days more** than 22/23.

The average Ramp Loan was **£3,095.75** which is **£ £260.72 more** than 22/23.

**Samantha Dixon**

**Service Lead - Housing Investment and Migration Support**

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<b>People Select Committee</b>
<b>Review of Disabled Facilities Grant</b>
<b>Outline Scope</b>

<b>Scrutiny Chair (Project Director):</b> Cllr Marilyn Surtees	<b>Contact details:</b> <a href="mailto:M.Surtees@stockton.gov.uk">M.Surtees@stockton.gov.uk</a>
<b>Scrutiny Officer (Project Manager):</b> Michelle Gunn	<b>Contact details:</b> <a href="mailto:michelle.gunn@stockton.gov.uk">michelle.gunn@stockton.gov.uk</a> 01642 524987
<b>Departmental Link Officer:</b> Sam Dixon (SBC Housing Regeneration & Investment Manager)	<b>Contact details:</b> <a href="mailto:Sam.Dixon@stockton.gov.uk">Sam.Dixon@stockton.gov.uk</a>
<b>Which of our strategic corporate objectives does this topic address?</b>	
<p>Disabled Facilities Grant directly supports the following Council plan priority: “To support people to remain safely and independently in their homes for as long as possible” (Council Plan Objective - ‘A place where people are healthy, safe and protected from harm’).</p>	
<b>What are the main issues and overall aim of this review?</b>	
<p>A Disabled Facilities Grant is a means tested grant provided by the Council to make an individual’s home suitable to their needs. Works may include:</p> <ul style="list-style-type: none"> <li>• widening doors and installing ramps or grab rails</li> <li>• improve access to room and facilities via stairlifts or level access showers</li> <li>• building extensions to accommodate a downstairs bedroom/bathing facilities</li> <li>• adapt heating or lighting controls to make them easier to use</li> </ul> <p>Monies to fund DFG’s is provided to Councils via the Better Care Fund.</p> <p>An individual must occupy the property the grant is applied for as their main residence and intend to occupy the property for the full grant period of 5 years. An individual can also apply if they are a landlord and have a disabled tenant. The Local Authority needs to be satisfied that the work is necessary and appropriate to meet the disabled person’s needs and that the work is reasonable and can be done, depending on the age and condition of the property.</p> <p>Demand for DFGs continue to rise at a time when building costs have significantly increased. The result of this is an increasing number of DFG applications costed above the maximum grant threshold (£30k) and a growing waiting list (in terms of numbers of those waiting for a DFG and time taken from the point of application to DFG works commencing). This impacts on the health and wellbeing of individuals and potentially their ability to remain living independently in their home</p> <p>The significant rise in building costs has resulted in an increasing number of residents needing to make greater financial contribution to the cost of their DFG, specifically in instances where the value of DFG works is above the maximum £30,000 threshold. SBC has adopted measures</p>	

to support individuals who do not have the financial means available to contribute to a DFG in the form of discretionary loans with the aim of preventing residents 'falling out' of the system.

This review will explore both current and potential alternative options to ensure the service is delivered in an efficient, effective and customer focused way.

**The Committee will undertake the following key lines of enquiry:**

- What is the customer journey when applying for DFG?
  - How do residents find out about DFG?
  - How is the Occupational Therapist (OT) assessment carried out and how long does this take?
  - What is the process once a referral is made by an OT and passed to the Housing Investment (HI) team?
  - What is current the current waiting list with HI?
  - How long does it take from application to receiving DFG?
  - What is the current waiting list with HVE and external contractors?
  - How are residents kept informed throughout the process?
  - What checks take place to ensure quality of the work once DFG has been received?
- Is Stockton-on-Tees Borough Council's current approach to delivering DFG providing enough support to vulnerable residents?
- How does SBC's approach compare with other Local Authorities?
- Should SBC implement any of the Good Practice Guidance issued by Central Government in 2018.
- How many residents are needing to access discretionary funding (financial loan assistance) to make financial contribution to the cost of their DFG?
- Are there any other measures that can be taken to assist residents who do not have the financial means available to contribute to their DFG?
- How many residents applying don't meet the criteria and what advice/support is provided to those not eligible for any funding for DFG?
  - Are there any Voluntary, Community & Social Enterprise (VCSE) organization that provide assistance that is/can be signposted to?

**Who will the Committee be trying to influence as part of its work?**

Council, Cabinet

**Expected duration of review and key milestones:**

10 months (report to Cabinet in March 2025)  
Approve scope and project plan – May 2024  
Receive evidence – May – December 2024  
Draft recommendations – January 2025  
Final Report – February 2025  
Report to Cabinet – March 2025

<p><b>What information do we need?</b></p> <p>Existing information (background information, existing reports, legislation, central government documents, etc.):</p> <p>Good practice guidance issued by Central Government (produced on their behalf by produced by 'Foundations'). <a href="https://www-foundations-uk-com-guides/">https://www-foundations-uk-com-guides/</a></p>	
<p>Who can provide us with further relevant evidence? (Cabinet Member, officer, service user, general public, expert witness, etc.)</p>	<p>What specific areas do we want them to cover when they give evidence?</p>
<p>Stockton-on-Tees Borough Council Officers</p>	<ul style="list-style-type: none"> <li>• Background information and evidence relating to key lines of enquiries from:</li> <li>• Housing</li> <li>• Integrated Early Intervention &amp; Prevention</li> <li>• Building Services</li> </ul>
<p>Representative from other Councils</p>	<ul style="list-style-type: none"> <li>• How do they provide DFG/Is there anything we could learn?</li> </ul>
<p>Representatives from VCSE - for example Five Lamps, disability support groups?</p>	<ul style="list-style-type: none"> <li>• Five Lamps experience as service provider</li> <li>• Disability Groups experience with access/using service</li> <li>• Age Concern UK</li> </ul>
<p>Stockton &amp; District Information &amp; Advice Service</p>	<ul style="list-style-type: none"> <li>• What other support are residents being signposted to</li> </ul>
<p><b>How will this information be gathered? (eg. financial baselining and analysis, benchmarking, site visits, face-to-face questioning, telephone survey, survey)</b></p> <p>Committee meetings, reports, desktop research, benchmarking, consultation with VCSE</p>	
<p><b>Communities powering our futures: How will key partners and the public be involved in the review?</b></p> <p>Engagement with groups that may have or may in the future access disabled facilities grant including:</p> <ul style="list-style-type: none"> <li>• Previous applicants</li> <li>• Making it Real Board</li> <li>• Community Partnerships</li> <li>• Viewpoint</li> <li>• Parent/Carer Forum</li> <li>• Teesside &amp; District Society for the Blind</li> <li>• BMBF</li> </ul>	

Engagement will include not only asking for their experience but also for solutions and, dependent on feedback received, may result in focus group sessions.

A detailed engagement plan will be developed to plan this work

**How will the review help the Council meet the Public Sector Equality Duty?**

The Equality Act 2010 protects everyone from discrimination on grounds of nine Protected Characteristics (including – but not limited to – age, gender, disability, ethnicity), and advance equality of opportunity for those with Protected Characteristics. Public bodies must have due regard to the need to encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

**How will the review contribute towards the Joint Strategic Needs Assessment, or the implementation of the Health and Wellbeing Strategy?**

Stockton Joint Strategic Needs Assessment (JSNA):

Vulnerable Groups - the review outcomes will support the JSNA key issue that people with physical disabilities should be supported to enable them to live as independently as possible and achieve their full potential.

Stockton-on-Tees Joint Health and Wellbeing Strategy 2019-2023:

All people in Stockton-on-Tees live well and live longer.

All people in Stockton-on-Tees live in healthy places and sustainable communities.

**Provide an initial view as to how this review could lead to efficiencies, improvements and/or transformation:**

DFG's helps the most vulnerable residents with disabilities in the Borough live independently in their own homes for longer, preventing pressures on other council and health services and supporting hospital discharge. The review will consider how SBC can deliver this crucial service in the most effective and efficient way whilst still meeting vulnerable resident's needs. It will also explore whether SBC is offering sufficient support to enable residents secure a DFG in the face of rising building costs.

<b>Project Plan</b>
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<b>Key Task</b>	<b>Details/Activities</b>	<b>Date</b>	<b>Responsibility</b>
<b>Scoping of Review</b>	Information gathering	<b>March/April 2024</b>	Scrutiny Officer Link Officer
<b>Tri-Partite Meeting</b>	Meeting to discuss aims and objectives of review	<b>10.04.24</b>	Select Committee Chair and Vice Chair, Cabinet Member(s), Director(s), Scrutiny Officer, Link Officer
<b>Agree Project Plan</b>	Scope and Project Plan agreed by Committee	<b>13.05.24</b>	Select Committee
<b>Publicity of Review</b>	Determine whether Communications Plan needed	<b>TBC</b>	Link Officer, Scrutiny Officer
<b>Obtaining Evidence</b>	Integrated Early Intervention & Prevention Building Services	<b>03.06.24</b>	Select Committee
	Foundations	<b>08.07.24</b>	Select Committee
	Customer Feedback	<b>02.09.24</b>	Select Committee
		<b>07.10.24</b>	Select Committee
		<b>04.11.24</b>	Select Committee
		<b>02.12.24</b>	Select Committee
<b>Members decide recommendations and findings</b>	Review summary of findings and formulate draft recommendations	<b>06.01.25</b>	Select Committee
<b>Circulate Draft Report to Stakeholders</b>	Circulation of Report	<b>TBC</b>	Scrutiny Officer
<b>Tri-Partite Meeting</b>	Meeting to discuss findings of review and draft recommendations	<b>TBC</b>	Select Committee Chair and Vice Chair, Cabinet Member(s), Director(s), Scrutiny Officer, Link Officer
<b>Final Agreement of Report</b>	Approval of final report by Committee	<b>03.02.25</b>	Select Committee, Cabinet Member, Director
<b>Consideration of Report by Executive Scrutiny Committee</b>	Consideration of report	<b>04.03.25</b>	Executive Scrutiny Committee

<b>Report to Cabinet / Approving Body</b>	Presentation of final report with recommendations for approval to Cabinet	<b>13.03.25</b>	Cabinet / Approving Body
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## People Select Committee – Work Programme 2024- 2025

Date (4pm unless stated)	Topic	Attendance
<b>Monday 8 April 2024</b>	Monitoring: Initial Progress Update - Scrutiny Review of Home Energy Efficiency and Green Jobs for the Future  Monitoring: Progress Update – Scrutiny Review of Disability Inclusive Borough	Neil Mitchell/Julie Marsden  Jane Webb / Margie Stewart-Piercy
<b>Monday 13 May 2024</b>	Monitoring: Action Plan Scrutiny Review of Cost of Living Response  Scrutiny Review of Disabled Facilities Grant <ul style="list-style-type: none"> <li>• (Draft) Scope and Project Plan</li> <li>• Background Presentation</li> </ul>	Haleem Ghafoor/Margie Stewart-Piercy  Sam Dixon
<b>Monday 3 June 2024</b>	Scrutiny Review of Disabled Facilities Grant <ul style="list-style-type: none"> <li>• Evidence Gathering – SBC Policy and Government guidance for Local Authorities</li> </ul>	Sam Dixon
<b>Monday 8 July 2024</b>	Scrutiny Review of Disabled Facilities Grant <ul style="list-style-type: none"> <li>• Evidence Gathering</li> </ul>	Sam Dixon / Rachel Russell, Foundations
<b>Monday 2 September 2024</b>	Scrutiny Review of Disabled Facilities Grant <ul style="list-style-type: none"> <li>• Evidence Gathering</li> </ul>	Sam Dixon / Kris Saltikov / Chris Donnison
<b>Monday 7 October 2024</b>	Monitoring: Progress Update – Scrutiny Review of Disability Inclusive Borough  Scrutiny Review of Disabled Facilities Grant <ul style="list-style-type: none"> <li>• Evidence Gathering</li> </ul>	Haleem Ghafoor  Sam Dixon / Parent & Carer Forum
<b>Monday 4 November 2024</b>	Monitoring: Progress Update – Scrutiny Review of Cost of Living Response	Haleem Ghafoor

## People Select Committee – Work Programme 2024- 2025

<b>Date (4pm unless stated)</b>	<b>Topic</b>	<b>Attendance</b>
	Scrutiny Review of Disabled Facilities Grant <ul style="list-style-type: none"> <li>• Evidence Gathering</li> </ul>	Sam Dixon
<b>Tuesday 2 December 2024</b>	Scrutiny Review of Disabled Facilities Grant <ul style="list-style-type: none"> <li>• Evidence Gathering</li> </ul>	Sam Dixon
<b>Monday 6 January 2025</b> (Informal)	Scrutiny Review of Disabled Facilities Grant <ul style="list-style-type: none"> <li>• Summary of Evidence / Draft Recommendations</li> </ul>	Sam Dixon
<b>Monday 3 February 2025</b>	Scrutiny Review of Disabled Facilities Grant <ul style="list-style-type: none"> <li>• (Draft) Final Report</li> </ul> TBC Overview Reports: <ul style="list-style-type: none"> <li>• Community Services, Environment and Culture</li> <li>• Corporate Services</li> <li>• Finance, Development and Regeneration</li> </ul>	Pauline Beall/ Nigel Cooke/ Carolyn Nice/ Sam Dixon/ Jane Edmends  Cllr Bob Cook/ Cllr Steve Nelson/ Cllr Norma Stephenson OBE/ Garry Cummings/ Reuben Kench/Julie Butcher/ Lorraine Dixon
<b>Monday 3 March 2025</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	