

Date: Monday 2 September 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 8 July 2024 | (Pages 9 - 12) |
| 5 | Scrutiny Review of Disabled Facilities Grant | |
| | To receive evidence from Council Officers as part of the Scrutiny Review of Disabled Facilities Grant | (Pages 13 - 48) |
| 6 | Chair's Update and Select Committee work Programme 2024-2025 | (Pages 49 - 50) |

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

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
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	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.
Contracts	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.
Land and property	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.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	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.
Securities	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 8 July 2024.

Present: Cllr Marilyn Surtees (Chair), Cllr Paul Weston (Vice-Chair), Cllr John Gardner, Cllr Niall Innes, Cllr Eileen Johnson and Cllr David Reynard.

Officers: Sam Dixon (AHW), Michelle Gunn (CS).

Also in attendance: Rachel Russell (Foundations).

Apologies: Cllr Ian Dalgarno, Cllr Hugo Stratton and Cllr Barry Woodhouse.

PEO/18/24 Evacuation Procedure

The Committee noted the evacuation and housekeeping procedure.

PEO/19/24 Declarations of Interest

There were no declarations of interest.

PEO/20/24 Minutes

AGREED the minutes of the meeting held on 3 June 2024 be confirmed as a correct record and signed by the Chair.

PEO/21/24 Scrutiny Review of Disabled Facilities Grant

The Committee received a presentation from the Senior Regional Advisor for Foundations, the national body that supports the delivery of Disabled Facilities Grant and Home Improvement Agencies in England. The presentation covered:

- DFG Guidance Published in 2022
- Delta Data for age groups and tenure – comparison of Stockton-on-Tees Borough Council (SBC) with the region and England
- Timescales in the legislation
- The 5 stages of DFG
- Delta Data for delivery times – comparison of SBC with the region and England
- Delivery model – maturity of DFG delivery
- National trends also impacting on delivery in SBC
- Positives of SBC's delivery and DFG process
- Areas of Development for SBC

Key issues discussed included:

- It was noted that the Guidance published in 2022 not only outlined the statutory duties required by Local Authorities but also best practice in delivering DFGs.
- The Delta Data for 2022/23 was discussed, it was noted that 95% of Local Authorities returned their data and that these were self-assessments. The following comparisons were highlighted:
 - When compared against the regional and England averages, SBC

delivered significantly more DFG's for 0-17 year old age group. In addition, SBC delivered fewer DFG's to the 66+ age group than the regional and national average. It was noted that, due to their circumstances, those in younger age groups may have had more of an urgent need for adaptations in their home, however the needs of older people waiting for adaptations may change and subsequently require more social care interventions.

- There was an unusual trend for SBC with regards to tenure in that we had a higher than average Private Landlord uptake. There was no significant difference both regionally and nationally for other tenures i.e. owner occupiers and registered providers. It was stated that private rented landlords may be reluctant to apply for adaptations to their properties due to negative perceptions however SBC were bucking this trend.
- While the Delta Data on delivery times showed SBC was average nationally, SBC took longer both regionally and nationally at stage 2, compiling the application, and stage 4 carrying out the works. Members questioned the reasons for this, and informed that they had been several DFG's for extensions which took longer to complete. Stock and procurement processes were discussed, and it was noted that SBC had recently gone through a procurement process for suppliers of adaptations.
- Members were informed that there were no statutory timescale requirement for the person contacting the LA for adaptations receiving an assessment from an occupational therapist and/or the Home Improvement Agency helping with an application. There were, however, best practice guidance on timescales for each stage from first contact.
- Areas for development were discussed as follows:
 - The information on SBC website was considered to be basic, and it was noted that Foundations were due to roll out a standard template later in the year which could be duplicated. It was suggested that the link to Foundation toolkit for applying for a DFG could be placed on the website, while Plymouth and Coventry LA's were highlighted as best practice for their websites.
 - Further examination of stage 2 and stage 4 was required, however, Foundation suggested examples that could improve timescales included the use of electronic forms and frameworks for adaptations such as wet rooms.
 - Foundations suggested that SBC's Home Improvement Agency could be developed further to assist with moving, repairs, major adaptations, assistant technology and equipment.
 - Middlesbrough were highlighted as an example of best practice for the use of the Better Care Fund
- Foundations noted that the 2021 Adult Social Care Reform White Paper had indicated three public consultations were needed in regards to DFG's, on the means test, the upper limit and the allocation formula.
- Members questioned whether a person applying for a DFG had to use SBC services or could use their own contractor to speed up the timescales at stage 4. Officers informed that the applicant could organise for their own contractor to carry out the work but had to provide two quotes with the application and work could not start until the DFG had been approved.

The DFG 2023/24 End of Term report was noted and the overspend raised. Officers

explained that due to some DFG's being implemented over two years, funding that was allocated to that applicant is held back. Members also requested further detail on how many of the adaptations were carried out inhouse/by contractors and how long each took to carry out.

AGREED that:

- 1) the information be noted.
- 2) the further information be provided as requested.

PEO/22/24 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 2 September 2024.

AGREED that the Work Programme be noted.

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People Select Committee

2 September 2024

SCRUTINY REVIEW OF DISABLED FACILITIES GRANT

Summary

The third evidence-gathering session for the Committee's review of Disabled Facilities Grant will focus on both the Occupational Therapist assessment process and the process for carrying out the works for adaptations.

Detail

1. As part of the scoping process for this review the Committee identified a representative from the Occupational Therapy (OT) Service to provide evidence in relation to this scrutiny topic. The OT carries out the initial assessment for a resident requiring adaptations to their home and the manager of the team has been invited to present on the work of their team and the journey of the client through the Service to the point the client is referred to the DFG Team. A copy of the presentation is attached in advance of the meeting.
2. Building services, who undertake the works for adaptations, were also identified in the scoping process to give evidence. Therefore, the service manager has been invited to the meeting to give details of their team and their processes once they receive the schedule of works. Again, a copy of the presentation has also been provided.
3. 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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People Select Committee

Disabled Facilities Grants (DFG): The Role of SBC Occupational Therapy Service



Krasen Saltikov – SBC Occupational Therapy Team Manager

2nd September 2024

Disabled Facilities Grants: The Role of SBC OT Service

Contents:

- SBC OT Service – mission statement and service overview
- Local authority Legal Duties
- OT service overview: our mission and how we deliver
- Person centred outcomes and Impact on health and well being
- Effects of long waiting times/none provision: financial impact
- OT process
- Q&A

SBC OT Service

Our Mission and Service overview

The Occupational Therapy Service aims to reduce, prevent, and delay escalation in care & support needs, thus reducing the likelihood of admissions to hospitals & long-term residential care settings

Or put in differently, OT interventions and provisions help people remain at home for as long as possible and be as independent as possible

Moreover, where possible OT interventions help reduce the burden to formal and informal carers

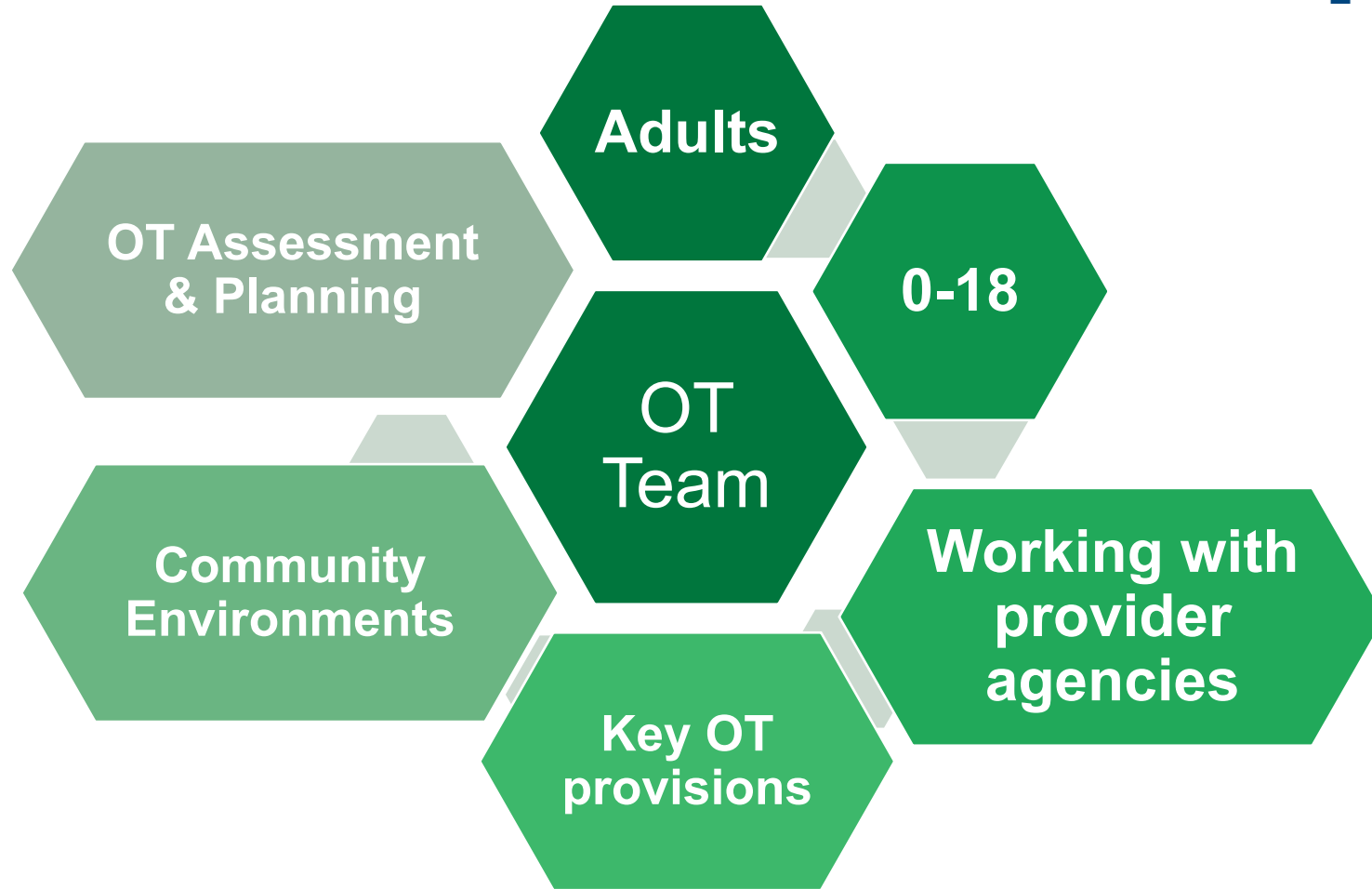
Legal Duties and OT Services

Housing Grants, Constructions, and Regeneration act 1996

Care Act 2014

- Assessment of need – “adaptations must be necessary and appropriate” (Housing Grants, Constructions, and Regeneration act 1996)
- LA’s legal duty to carry out assessment of need to anyone who “appears to have a **care and support** need” (Care Act 2014)
- LA’s general duty to arrange provision of preventative services (Care act 2014)

Our Mission and How Do We Get There



OT Team

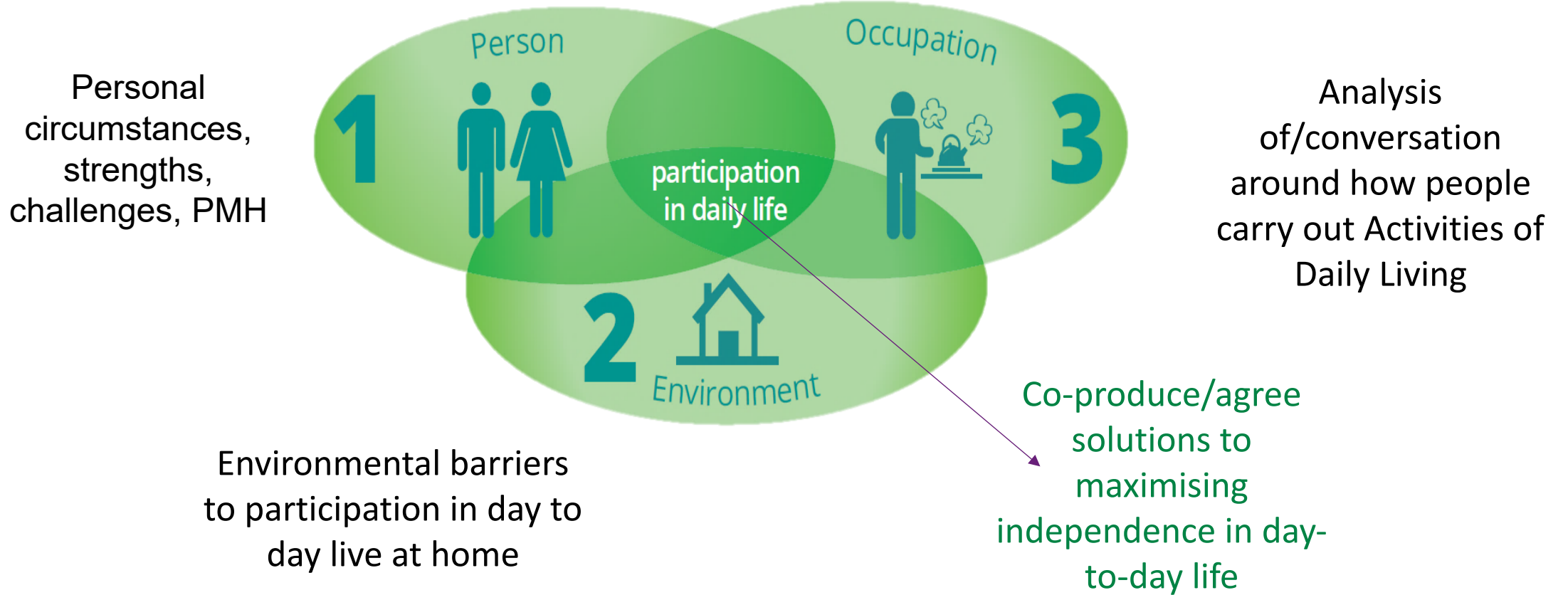
28 staff WTE 22.2 on part time and full-time contracts including:

- Team manager
- Deputy Manager
- 15 Occupational Therapists
- 11 Occupational Therapy Assistants (Trusted Assessors)

OT Provisions/output & Key Provider Agencies

- Equipment – Tess Community Equipment Store (TCES)
- Home Improvement Agency (HIA) – “Low-Cost Adaptations”
- **Disabled Facilities Grant (DFG)**
- 13 group Social Housing Landlord and other Housing Providers
- Therapy plans to help people regain function
- Recommended reduction to existing domiciliary care packages
- Producing reports for appropriate housing
- Assess eligibility for Blue Badge and Buss Pass
- Best Interest Assessments under the MCA 2025 for those unable to consent to care/treatment
- Signpost/refer to other services and provide information and advise

OT Assessment & Planning



How do we measure success? Impact on Health & Wellbeing

Operational outcomes:

- Reduction in the cost of home care packages
- Reduction in long-term residential care admission/duration in stay
- Initiate assessments within 7 days of referral

Personalised outcomes:

- Functional independence Measures
- Personal Goals Attainment Scales
- Quality of Life Measure
- Service User Feedback

Long Term effects of waiting time/none provision

Financial impact: 1-week residential care £766/£834 and one day in hospital - £250-483

Adaptation Provisions:

1. Adaptations to facilitate Ground Floor Living: bathroom & toilet facilities
2. Adaptation to facilitate access to/from 1 floor: stair lift, through floor lift
3. Extension, if the above two fail
4. Ramped access
5. Wheelchair accessibility indoors
6. Wash and dry toilet facility

Long-term Implications of none provisions or delays in provisions:

- Re-housing
- Admission to long term Residential Care
- Delayed hospital discharge
- Remain in current accommodation – poor health outcomes & quality of life

OT Process

Recap

1. First Contact or SBC Internal Social Care Team (adults/children)
2. OT Team Triage processing time– 3-5 days
3. Initial contact made and background established within 7 days
4. Home visit: OT Assessment and Planning -7-10 days

Total lead time – up to **28 days** depending on priority and capacity & demand situation

5. Referral to DFG/13 Group for adaptations
6. After care for those on the waiting list

Demand on OT Services, OT output, and impact on demand for DFG

5-year trend

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Team Capacity	15.9	17.6 (+11%)	19.7 (+12%)	20.5 (+4%)	20.2 (0%)	20.2 (0%)
Total per year	2072	2670 (+29%)	3025 (+13%)	3649 (+21%)	3675 (0%)	4152(13%)
Per month (AVG)	173	223	252	305	306	346

Thank You

Any Questions / Feedback

Contact details

Krasen Saltikov (Kris) Team Manager Occupational Therapy Team

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07387241994

Email: Krasen.saltikov@stockton.gov.uk

Occupational Therapy Team

Tithe Barn House

High Newham Road

Hardiwck

Stockton on Tees

TS19 8RH

DISABLED ADAPTATIONS (DFG)

Building Services – Overview

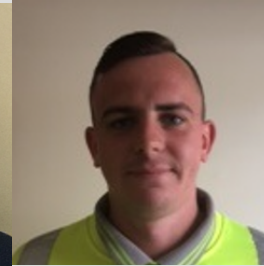
Building
Supervisor
(DFG)



Tenant
Liaison
Officer (TLO)



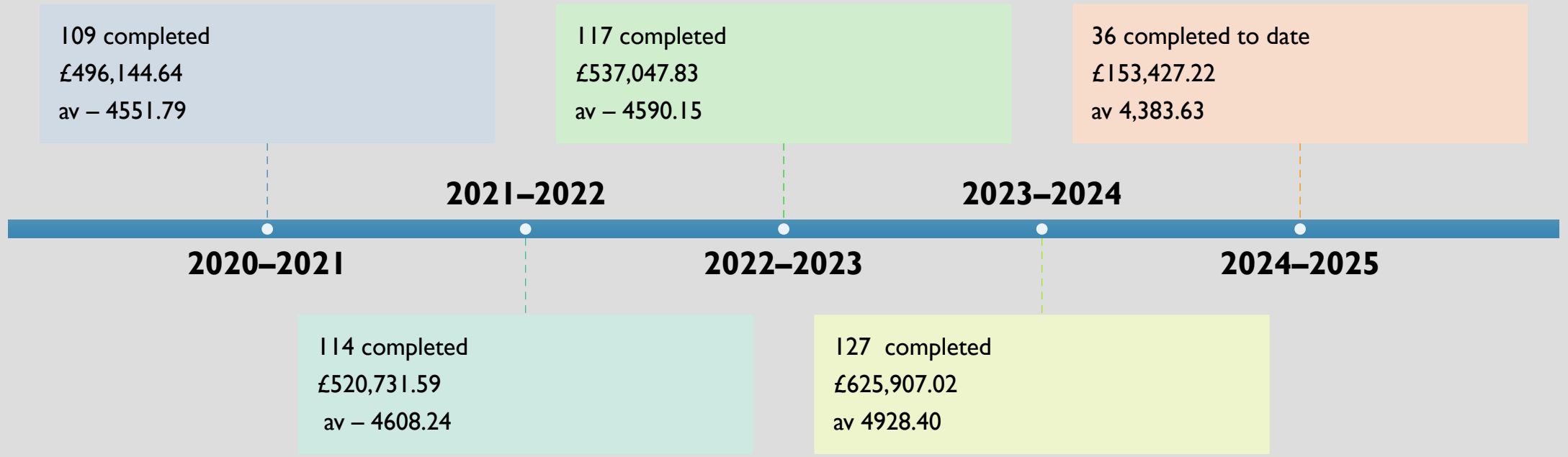
3 x
Multiskilled
Operatives



1 x
Apprentice

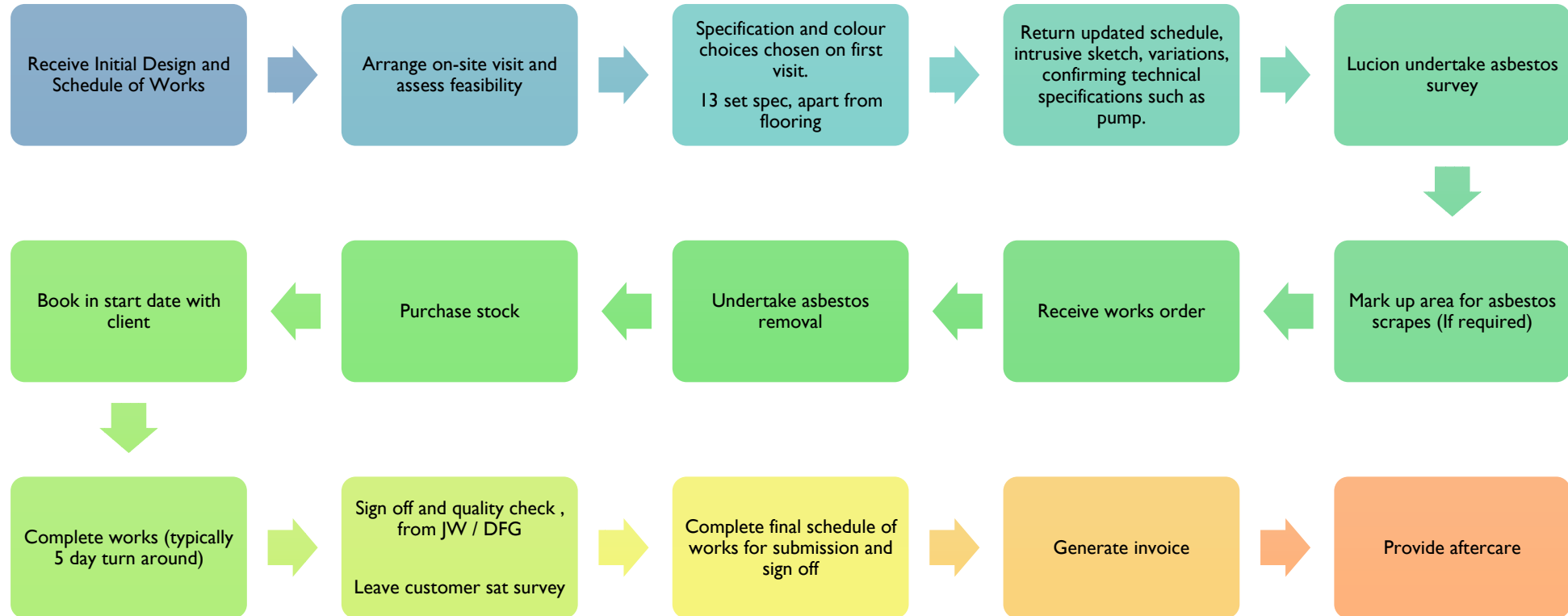


THE TEAM



BACKGROUND INFO

PROCESS OVERVIEW



TIMELINE

Aspect	Days Between (Av)
Referral and 1 st onsite visit	12
Onsite visit and return schedule	5
Asbestos Report	26
Asbestos scrapes and removal	6.5
Approval to proceed and start date	136
Total	185.5

CUSTOMER JOURNEY

- Fully explaining the customer experience journey prior to starting works by TLO / Supervisor
 - Operatives start the job, explain what will happen, what will happen the next day.
 - General update daily what stage they are at
 - Communication around additional contractors etc
 - Demonstration (hand over)

COMMUNICATION

- TLO – primary contact for the client
 - Done through phone
 - Direct contact details for TLO provided on first site visit.
- Communication for documentation between BSU and DFG is via e-mail.
- Progress is on an excel tracker
- Quarterly meetings with DFG and OT

FAST TRACK

- OT authorises fast track, DFG office will communicate this with BSU.
- 28 days turnaround
 - Dependant on current information available (such as spec, asbestos reports etc)
- Impact on the wider team, services and clients
 - Delays current waiting list
 - Puts pressure on stock storage / acquisition
 - 14 fast tracks this year to date

FEEDBACK

- Customer satisfaction left onsite after works are completed
- 3 services feedback into one form
- Feedback is shared across the teams
- Work is ongoing to provide a singular customer satisfaction survey to gain feedback on the whole client experience.

AFTERCARE

- 1 year warranty on all works
- Provide key contact details if future issues
- TLO main point of contact regarding any issues
- All 3 departments can receive aftercare requests which can be escalated to the BSU

PURCHASING

- Contractor Reviews
 - Recently changed flooring contractor due to performance
- Supplier engagement to drive discounts on common items
 - Regular updates with Impey to drive costs down, current discount rate is as high as 41% (shower trays)
- Bulk purchasing
 - Bulk purchasing of commonly used items has reduced prices and ensures required stock is always available from the stores.

SOCIAL HOUSING PROVIDERS

Increasing demand for services to support social landlords

- 2020 - 2021 – 8
- 2021 – 2022 – 31
- 2022 – 2023 – 35
- 2023 – 2024 – 47
- 2024 – to date - 45

CHALLENGES

- Different communications around the expectations and requirements the client will experience
- Waiting times for clients are resulting in conflict and frustration when we visit first time, the client may have been on their journey for a year before BSU is handed the case.
- Design and specification limitations / discrepancies can occur, alongside changes in clients condition / requirements.
- Key information can be missing that can slow down progress, i.e. measurements, asbestos reports etc.
- The team can become a mediator between issues, puts pressure on operatives.
- Limitations of having a small team. (Holidays, sickness etc)

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People Select Committee
Review of Disabled Facilities Grant
Outline Scope

Scrutiny Chair (Project Director): Cllr Marilyn Surtees	Contact details: M.Surtees@stockton.gov.uk
Scrutiny Officer (Project Manager): Michelle Gunn	Contact details: michelle.gunn@stockton.gov.uk 01642 524987
Departmental Link Officer: Sam Dixon (SBC Housing Regeneration & Investment Manager)	Contact details: Sam.Dixon@stockton.gov.uk
Which of our strategic corporate objectives does this topic address?	
<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 - <i>‘A place where people are healthy, safe and protected from harm’</i>).</p>	
What are the main issues and overall aim of this review?	
<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"> • widening doors and installing ramps or grab rails • improve access to room and facilities via stairlifts or level access showers • building extensions to accommodate a downstairs bedroom/bathing facilities • adapt heating or lighting controls to make them easier to use <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>What information do we need?</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'). https://www-foundations-uk-com-guides/</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"> • Background information and evidence relating to key lines of enquiries from: • Housing • Integrated Early Intervention & Prevention • Building Services
<p>Representative from other Councils</p>	<ul style="list-style-type: none"> • How do they provide DFG/Is there anything we could learn?
<p>Representatives from VCSE - for example Five Lamps, disability support groups?</p>	<ul style="list-style-type: none"> • Five Lamps experience as service provider • Disability Groups experience with access/using service • Age Concern UK
<p>Stockton & District Information & Advice Service</p>	<ul style="list-style-type: none"> • What other support are residents being signposted to
<p>How will this information be gathered? (eg. financial baselining and analysis, benchmarking, site visits, face-to-face questioning, telephone survey, survey)</p> <p>Committee meetings, reports, desktop research, benchmarking, consultation with VCSE</p>	
<p>Communities powering our futures: How will key partners and the public be involved in the review?</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"> • Previous applicants • Making it Real Board • Community Partnerships • Viewpoint • Parent/Carer Forum • Teesside & District Society for the Blind • BMBF 	

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.

Project Plan

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

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

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

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