

STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

Report to Resources Overview & Scrutiny Panel

3 February 2021

TITLE:	Disabled Facilities Grant Update - Including Proposals for the Expansion of the Grant Offer
PORTFOLIO HOLDER:	Councillor Bowen – Portfolio Holder for Communities
CONTACT OFFICER:	Alicia Patterson, Head of Environmental Health
WARDS INVOLVED:	All Wards

Appendices attached:

Appendix 1 – The Adapted Home Grant
Appendix 2 – The Relocation Grant
Appendix 3 – The Adaptation Grant
Appendix 4 – The Community Adaptation Grant
Appendix 5 – 2020-21 Q3 DFG Report – Millbrook Healthcare

1. **Reason for the Report:** To outline proposals for the expansion of the Council's current Disabled Facilities Grant (DFG) offer as part of the wider review of the Council's Housing Renewal Assistance Policy.
2. **Recommendation**
 - 2.1 That the Panel considers the proposals in this report and recommends that Cabinet approves the revised Grant criteria as attached at appendices 1 to 4 for inclusion in the Council's Housing Renewal Assistance Policy.
3. **Executive Summary**
 - 3.1 The Council has a Private Sector Housing Renewal Assistance Policy made under the provisions of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. This Policy sets out the Council's approach to the delivery of private sector housing services and funding and includes the

provision for mandatory and discretionary services and funding associated with the Disabled Facilities Grant (DFG) programme.

- 3.2 The current Housing Renewal Assistance Policy was reviewed in 2016 and lasts for 5 years. The Policy is set for review in 2021 and this presents an opportunity to review the service provision for DFGs alongside the other private sector housing functions, such as empty properties, housing standards enforcement, area renewal and Houses in Multiple Occupation, amongst other things.
- 3.3 Over the last 3 years, the Council has seen a significant increase in the level of DFG funding provided in order to meet its statutory obligations, alongside a wider remit to look at funding opportunities for other, non-statutory projects, that aim to improve accessibility and also benefit the wider disabled community as part of discretionary capital funding schemes. The Council currently receives approximately £1.2m as the DFG funding element from the Better Care Fund, a joint health and social care fund provided by Government to the County Council. DFG funding is currently ring-fenced within the Better Care Fund allocation for the use of District and Borough Councils in two-tier authorities.
- 3.4 Many local authorities have taken the opportunity to review their Housing Assistance Policies in order to make the best use of the available funding and to seek out new ways of improving their DFG offer for the maximum benefit of their communities, and in particular the disabled community. The Council currently has that same opportunity, and so this report identifies some of the ways in which the Council can upgrade their mandatory and discretionary DFG offer.
- 3.5 The various proposals are laid out in the appendices to this report, so that each can be considered on their merits and a determination can be made on each individual proposal. It is suggested that the proposals would be a valuable addition to the options available to the Council and it is recommended that these be included in the Council's Housing Renewal Assistance Policy.

4. How this report links to Corporate Priorities

4.1 This report supports the Council's Corporate Priorities as follows:

- To help create a safer and healthier environment for our communities to live and work;
- To help create a strong economy by supporting further regeneration of towns and villages:
 - (i) Opportunities for vulnerable, disabled local residents to obtain access to community facilities on an equitable basis and participate fully in local community events.
 - (ii) Assists in the improvement of community facilities across the District and aids the provision of adaptations to benefit not just individuals in

their own homes, but from access to and involvement in a wider range of community premises and activities.

5. Options and Analysis

- 5.1 Cabinet may determine whether to approve some, all or none of the proposals to go forward to inform the Housing Renewal Assistance Policy review.

6. Implications

6.1 Community Safety - (Crime and Disorder Act 1998)

No impact.

6.2 Workforce

No impact at the present time.

6.3 Equality and Diversity/Equality Impact Assessment

This report has been prepared in accordance with the Council's Diversity and Equality Policies.

6.4 Financial Considerations

These proposals impact directly on the level of DFG funding available. It is envisaged that offers of additional mandatory and discretionary funding schemes will only be viable based on the maintenance of a suitable and sufficient level of funding year on year. In the event that DFG funding allocations are cut or reduced, the funding of additional or discretionary schemes will have to be reviewed so that there is no negative impact on our provision of core mandatory assistance to eligible clients.

6.5 Legal

All proposals agreed will need to be included in the Private Sector Housing Renewal Assistance Policy as part of the current review, so that the offer is supported by the provisions of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 on approval of the new Policy.

6.6 Climate Change

Sustainable on the proviso that current or similar levels of DFG Funding continue to be allocated as part of the Better Care Fund.

6.7 Consultation

The Private Sector Housing Renewal Assistance Policy is subject to internal and external consultation on review, and any agreed proposals will be subject to this consultation as part of the wider review.

6.8 Risk Assessment

Risk is based on the availability of funding for additional and discretionary schemes. The Policy review will make it clear that all such funding over and above our core mandatory funding obligation to eligible clients is subject to review in the event that overall funding levels are reduced to a level that impacts on our ability to deliver our mandatory duties.

Mark Trillo

Executive Director (People) and Monitoring Officer

Web Links and Background Papers

Location

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7. Detail

- 7.1 The Council's Housing Renewal Assistance Policy outlines the principles by which Staffordshire Moorlands District Council will assist owner-occupiers, tenants and landlords in the private sector with housing renewal in compliance with the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, which came into force on 18 July 2002 and the changes introduced by the Housing Act 2004 in April 2006.
- 7.2 The Regulatory Reform Order repealed much of the previous prescriptive range of home improvement grants, together with the associated detailed rules, procedures and conditions. The exception to this is the system of Mandatory Disabled Facilities Grants (DFGs).
- 7.3 DFGs are mandatory grants and when an eligible person applies the authority has a statutory duty to award a DFG where the qualifying criteria are met. The legislative changes identified in the National Strategy for Housing in an Ageing Society and subsequent publications, notably the 'Home Adaptations for Disabled People-Good Practice Guide', have allowed the Council to introduce a degree of policy flexibility in relation to the provision of disabled facilities.
- 7.4 Instead of the previous prescriptive grant system, the Council has a general power to provide grants, loans, advice, and materials or to directly carry out works, for the purpose of repairing, improving, extending, converting or

adapting housing accommodation. The Council has discretion to decide on the availability and rates of grant, grant conditions and all other such issues. In order to make use of this flexibility, the Council must publish a Housing Assistance Policy and must review this Policy at appropriate intervals in order to ensure that the Council is making the best, most effective use of public funds.

- 7.5 Over the last 3 years, the Council has seen a significant increase in the level of DFG Funding provided in order to meet its statutory obligations, alongside a wider remit to look at funding opportunities for other, non-statutory projects that aim to improve accessibility to the mandatory grant and also benefit the wider disabled community as part of discretionary capital funding schemes. The Council currently receives approximately £1.2m as the DFG Funding element from the Better Care Fund, a joint health and social care fund provided by Government to the County Council. DFG funding is currently ring-fenced within the Better Care Fund allocation for the use of District and Borough Councils in two-tier authorities and the Grant Determination Letter that accompanies the annual allocation states that:

Grant paid under this determination must be spent in accordance with a Better Care Fund (BCF) spending plan jointly agreed between the relevant local authority or local authorities and the relevant Clinical Commissioning Groups.

Any money paid under this grant determination must only be used for the specific purpose of funding adaptations for disabled people who qualify for a Disabled Facilities Grant made under the Housing Grants, Construction and Regeneration Act 1996 or under the Regulatory Reform (Housing Assistance) Order 2002 (or any other social care capital projects where agreed as above).

- 7.6 During consideration of a report regarding DFGs at the Resources Overview and Scrutiny Panel on 3rd October 2018, the Panel's view was sought for the Head of Environmental Health to take a report to the Strategic Partnership Board that oversees the DFG Programme across Staffordshire requesting that the surplus DFG Funding over and above the mandatory demand be used for discretionary cases as well i.e. those cases that traditionally sit outside the mandatory criteria but nevertheless are deserving of assistance that if not provided, would undoubtedly lead to isolation at home and a lack of participation in community life. The Panel agreed to support this proposal.
- 7.7 A report was subsequently presented to the Support for Independent Living in Staffordshire (SILIS) Strategic Partnership Board on 8th November 2018. The Partnership Board is made up of all the Chief Executive Officers from the participating Staffordshire Councils and also includes representatives from the County Council and the Public Health/NHS partners that set the agenda for Better Care Fund use. The report outlined the principles under which Staffordshire Moorlands District Council would seek to utilise the non-mandatory funding stream, and sought the agreement of the Steering Group for using the Better Care Fund programme for discretionary and community-based projects in the District. The recommendations in the report were agreed.
- 7.8 The Discretionary DFG Funding has subsequently been used for a number of projects – to provide top-up funding for DFG applicants who do not have

sufficient funds to contribute to large projects that cost more than the £35K mandatory grant maximum; to help people to move house where their existing property cannot be adapted to suit their needs; and to contribute to two community projects in Werrington that have provided access to existing and purpose-built community facilities. The community projects were managed by Millbrook Healthcare on the Council's behalf and have proved hugely successful.

- 7.9 Given the level of funding that the Council has available, and bearing in mind that our current level of spend on the statutory mandatory grant is about 50% of the annual allocation year on year, the opportunity now exists to expand our DFG offer both in terms of the promotion and expansion of the mandatory grant and building on the successful discretionary community-based projects without detriment to our statutory provision.
- 7.10 Accordingly, the appendices to this report outline a number of ways in which we can expand our current DFG service provision, based on local discussions and national good practice. It is important that local authorities respond positively to opportunities to improve their services to the disabled community and these proposals reflect the practical ways in which this might be achieved in Staffordshire Moorlands. The Cabinet is requested to consider the various options and determine which, if any, should be incorporated into the new Housing Renewal Assistance Policy.
- 7.11 It is also important to bear in mind that the Council delivers its DFG services in partnership with 5 other Staffordshire District and Borough Councils under a contract with Millbrook Healthcare Ltd administered by Staffordshire County Council. The DFG funding allocation across the 6 districts is not uniform, and some authorities receive a much lower annual allocation. As a result, expansion of the DFG offer across the whole partnership is not practical given that some authorities do not have enough funding to cover their statutory mandatory grant obligations. Whilst this has led to some comments from other partners about creating an uneven level of service provision across the County, this is in effect already happening simply by virtue of the variable level of funding each Council receives and is not in itself a reason for any individual authority to withhold potential service improvements from their local community. Partners within Staffordshire that receive a similar level of funding to this Council are also now looking at reviewing their Housing Policies accordingly.
- 7.12 In order to provide some clarity on the current position regarding the core provision of mandatory DFGs, Appendix 5 shows the Quarter 3 outturn report on our delivery programme in association with Millbrook Healthcare Ltd. The report focuses on cases completed (spend), cases approved and in progress (committed funds) and pipeline cases (projected commitment for the remainder of the financial year), along with some performance data.
- 7.13 The report shows that the spend and likely commitment of funding for this financial year is such that there will be a significant remaining balance on our budget to use for discretionary funding without detriment to our mandatory programme. There is no waiting list for clients applying for assistance, so the

data is based on real-time approvals and spend. There are indicators in the report that show that performance in the Staffordshire Moorlands area on bringing cases to completion is significantly higher than in other districts for the last quarter, which gives some confidence as to the recovery post-lockdowns in the last year. There is concern, however, at the relatively low level of referrals for new cases.

- 7.14 One point of interest is that Staffordshire Moorlands cases have a higher proportionate number of drop-outs than the other districts – that is, cases where the client has applied for assistance but then withdraws their application for one reason or another. The principal reasons for clients dropping out are: the test of financial resources; that they no longer want or require the adaptation that is offered; or simply that the client does not engage with the service provider when trying to progress their case. Staffordshire Moorlands has recently appointed a DFG Officer to work closely with Millbrook on exploring the reasons behind our local drop-out rates and to use the tools outlined in the appendices to this report to stabilise the take-up rate, expand our publicity and promotion of the mandatory DFG to increase the number of new referrals, and to explore the opportunities for discretionary funding for community-based projects.

APPENDIX 1

THE ADAPTED HOME GRANT

CONSIDERATION OF CASES TO BE EXCLUDED FROM THE STATUTORY TEST OF RESOURCES – THE ‘MEANS TEST’

The provisions governing mandatory Disabled Facilities Grant (DFG) are principally laid out in the Housing Grants, Construction and Regeneration Act 1996 (“the 1996 Act”), as amended by the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (“the RRO”).

The RRO made three principal changes to the DFG legislative provisions in the 1996 Act: the provision of an enabling framework for discretionary assistance beyond mandatory DFG alongside the removal of the power to give discretionary DFG and extension of the mandatory DFG to those occupying park homes and houseboats and subsequently to occupiers of caravans under the Housing Act 2004.

The Housing Renewal Grants Regulations 1996 set out the basis for the DFG test of resources but the details of allowances, premiums and other factors are updated periodically by Statutory Instrument. The test parameters are set by central government and are essentially applied to the disabled occupant, their spouse or partner. Where the disabled occupant is a child or qualifying young person there is no means test.

The flexibility of the powers of the RRO has allowed the creation of adaptations policies that best meet local needs and priorities and to be more responsive to the needs of individuals. These have included funding arrangements in excess of the mandatory grant limit, and funding adaptations outside of the DFG system.

One of the ways to consider adaptation funding outside the traditional mandatory grant is to offer a separate grant to those persons who meet the eligibility criteria for a mandatory grant but who have been assessed as having a contribution to make to the cost of the adaptation under the mandatory scheme test of resources. In many cases, the assessment of resources is arbitrary and often identifies a contribution significantly at odds with the client’s ability to pay simply by virtue of the assets that are taken into account during the assessment process. The vast majority of cases that do not proceed to approval are those where the client has an assessed contribution but cannot practically pay it. Similarly, a number of drop-outs occur when clients faced with a contribution decide that they would rather use the money they do have to pay for essential care or services now rather than invest in an adaptation for their future needs.

By introducing an Adapted Homes Grant, the Council could effectively offer to pay for adaptations up to a defined level without a means test so that the adaptation could go ahead where it might otherwise fail.

There are two ways in which this might be achieved:

1. Defining the type of adaptation that the Council would fund without a means test. The Council could determine, for example, that it would pay for the

installation of a stairlift or a Level Access Shower without the need for a client contribution. This would not set a financial level on the cost of the adaptation, but it would instead be restricted to type. Stairlifts and level access showers account for over 80% of adaptations in any one year, so this would be a good way to fast-track these applications and satisfy demand. Typically, Stairlifts cost around £3-5k depending on the level of customisation required and the stairway layout; level access showers can cost between £5-6k on average but costs can vary outside of this range for specific property layouts.

2. Defining the amount of funding that the Council will contribute to an adaptation without imposing a means test. The level of funding offered by Councils varies, but the majority have settled for a maximum of £5,000. This fits in with the Council's ability to recover the costs of adaptations if the property is subsequently sold – currently, the Council can only register a local land charge on DFGs of over £5k, so there are no recovery implications for grants up to this value. A discretionary grant of up to £5k would pay for a stairlift or an average basic level access shower.

It should be borne in mind that in both these scenarios, there is the issue of agency fees and VAT consider. Most adaptation work is VAT exempt, but not all. In providing the adaptation, our service provider will charge a fee for managing the project on the part of the client from application to conclusion, and this could take the total cost of the grant above £5k even though the work itself is less than £5k. it might be a consideration to state that the level of funding is set at a maximum of £5k for the works themselves, exclusive of fees.

Grant criteria

Any person over the age of 18 who is registered or registerable as disabled (i.e. the person is eligible under the definition of disabled as defined in section 6(1) of the Equality Act) would be eligible for the Adapted Homes Grant in the same way as they would have an entitlement to the mandatory DFG. The grant will not be restricted by tenure.

Only 1 application per year per person can be made for the Adapted Homes Grant.

Owner applicants will need to complete a certificate stating that they intend to occupy the premises as their main residence for at least the next 5 years. Joint owners will need to obtain the written consent of the other owners for the adaptation work to be carried out. Tenant applicants will need the written consent of their landlord for the adaptation work to be carried out.

Any grant eligible works (within the meaning of the Housing Grants, Construction and Regeneration Act 1996) paid for under this grant will not be subject to a 'means test' of the financial resources of the disabled client. The disabled client will be entitled to receive a full Adapted Homes Grant to cover the costs of the eligible works.

In the event that it is determined that the grant will be paid by type of adaptation rather than a monetary ceiling, then the eligible works are defined as a stairlift or level access shower. In the event that a maximum level of funding is the preferred

option, then the client's entitlement will be to receive a full grant to cover the costs of the eligible works up to £5,000.

When considering the eligible works, the Council will seek the advice of a suitably qualified professional. The works must be necessary and appropriate to meet the needs of the client and it must be reasonable and practicable to carry out the eligible works having regard to the age and condition of the dwelling.

This Grant will be re-payable in full in the event that the property is sold on the open market within 10 years of the grant completion date.

APPENDIX 2

THE RELOCATION GRANT

ASSISTANCE FOR ELIGIBLE APPLICANTS TO MOVE HOME

There are numerous cases where on assessment, the applicant's existing premises cannot be adequately adapted to meet their needs, or where the level of cost of carrying out the necessary adaptations at their current premises is unreasonable and/or impractical. In these circumstances, the Local Authority can offer a discretionary grant to help eligible applicants move to a more suitable home that is already adapted or which can be more easily adapted to meet their needs at a much more reasonable cost.

In the event that the applicant identified a suitable property outside the area in which they currently live, the discretionary assistance would still be of benefit to them and should still be available in these cases.

To qualify for relocation assistance, a person must be:

- Someone who would otherwise qualify for a mandatory DFG were it possible to carry out the works, and whose contribution towards the cost of the works would, using the standard test of resources, be less than £5,000.00.
- An owner/occupier whose main or only residence is within the Staffordshire Moorlands area.

The Council must be satisfied that:

- It is not practicable to carry out necessary, appropriate or reasonable works at the client's current property; or
- The new property shall provide a long term sustainable home for the eligible person in that either further adaptation is not necessary or any new adaptation is significantly smaller than the original DFG assessment. The total cost incurred in the eligible relocation expenses at the 'new' property should not be greater than the estimated cost of adapting the applicant's current property.
- The Council will pay any reasonable costs, subject to satisfactory evidence that the expenditure has been incurred including:
 - Stamp Duty;
 - Mortgage arrangement fees;
 - Estate Agents fees;
 - Furniture removal costs;
 - Utility connection costs;
 - Conveyancing costs; and
 - Any other costs deemed by the Council to be essential to effect the move.
- Subject to a maximum total level of assistance of £15,000 per applicant, made as a single payment upon completion of the move and upon receipt of suitable evidence of expenditure.

The Council has made successful use of this discretionary assistance in the recent past and the addition of this funding option to the Housing Renewal Policy would be welcomed.

APPENDIX 3

THE ADAPTATION GRANT

DISCRETIONARY FUNDING FOR EXCEPTIONAL CASES

Staffordshire Moorlands District Council will give such discretionary assistance in the form of grants according to the financial resources available to the Council at the time of the application. Works that may qualify for discretionary Adaptation Grants include:

(1) Adaptation Grant:

- Particularly expensive works costing above the normal maximum of £30,000, where the applicant cannot fund the additional costs by any other reasonable means. The Council will consider additional funding to facilitate the works.
- Providing a safe play area for a disabled child.
- Adapting or providing a room or space to allow disabled occupants to receive specialised care or medical treatment in their own homes.
- Adapting or providing a room to be used by a disabled person who is housebound but is able to work from home.
- Providing more satisfactory internal living arrangements for a disabled occupant where the works are of direct benefit to the disabled occupant but also will be of benefit to other members of the household who provide care for the occupant. Such works might include extending or enlarging a dwelling that is already suitable for the disabled person in all other respects. It could include cases where the care of the disabled applicant is provided across more than one property – current mandatory assistance will only allow the main residence to be adapted.
- Other exceptional or unique works to provide a solution for vulnerable and disabled applicant's needs that are not currently covered in the statutory criteria for eligible DFG works. This would include, for example, work to assist dementia clients to remain active in their own homes.

This grant will be subject to the client having a 'nil contribution' from the mandatory DFG Test of Resources and will be subject to a maximum of £10,000 per application. This grant is available as a stand-alone grant or as a supplement to a Mandatory DFG.

(2) Safe and Secure Grant:

- Where additional work is necessary that is not currently grant eligible but would provide a safe and secure home. This might include re-wiring of the property, replacement of an unsafe appliance, replacing lead water pipes or works to eliminate dampness and excess cold, or any other minor adaptations or small repairs to;
- Reduce trips, slips, falls and accidents around the home;
- Promote independent living;
- Assist with hospital discharge or prevent hospital admission;
- Improve security (e.g. replacement of insecure windows and doors);

- Breakdown of primary sources of heating or hot water;
- Protect public safety (e.g. an unsafe chimney or roof slates);
- Reduce internal risks to health and safety (e.g. rotten flooring or dangerous staircase);
- Remedy a structural element that is so defective that further significant damage may be caused to the property or a neighbouring property if not dealt with (e.g. a leaking roof or defective guttering or downspout);
- Improve the thermal and energy efficiency of properties with a low Standard Assessment Procedure (SAP) Rating.

This grant will be subject to the client having a 'nil contribution' from the mandatory DFG Test of Resources and will be subject to a maximum of £5,000 per application. Any number of applications per client to a cumulative value of £5,000 in any three year period may be made. This grant is available as a stand-alone grant or as a supplement to a Mandatory DFG.

This Grant will be re-payable in full in the event that the property is sold on the open market within 10 years of the grant completion date.

APPENDIX 4

COMMUNITY ADAPTATION GRANT

DISCRETIONARY FUNDING FOR COMMUNITY-BASED ADAPTATION PROJECTS

The Better Care Fund guidance specifically encourages projects which address the Social Model of Disability, and the terms of the DFG Determination for 2020/21 state that any money paid under the grant determination must only be used for the specific purpose of providing adaptations for disabled people who qualify under the scheme or any other social care capital projects in accordance with a Better Care Fund (BCF) joint spending plan agreed between the grant authority and the fund holder.

In Staffordshire Moorlands, the level of the DFG settlement over the last 3 years provides an excellent opportunity to consider options for the wider use of the DFG funding beyond the mandatory regime, with a particular focus on supporting community projects, community groups and other facilities or providers who are able to demonstrate that investment of discretionary funding will have a positive impact on improving access and facilities for the disabled community residing in or visiting their area.

There are a number of avenues that Staffordshire Moorlands District Council would like to explore in identifying and developing creative and innovative use of the DFG Allocation, and we would want to work in partnership with the Staffordshire SILIS Partnership provider, Millbrook Healthcare Ltd, in promoting access to discretionary funding and assessing the value to the local community of any proposals that come forward, whether that be along traditional lines that deal with physical disability or more innovative, unique projects around mental health, with a particular focus on dementia and autism.

Some basic considerations for the funding might include:

1. Provide funding for existing or new projects to include disabled facilities that would otherwise not progress or would fall short of meeting a disability standard or assessed need.
2. Benefit as wide an area of the disabled community as possible, and as many people as possible.
3. Afford access to facilities, or encourage use of facilities or services that disabled people might not otherwise consider using.

This is based on the premise that whilst providing assistance to disabled residents to enable them to remain living independently in their own homes is essential, it is equally important to enable people with physical or mental disabilities to access community facilities and services.

Potential opportunities might include:

- The provision of 'Changing Places' facility within the district that are accessible to residents and visitors to the area.

- Upgrading of facilities at local leisure centres, swimming pools and other leisure facilities to include adapted toilet, bathing, washing and changing facilities.
- Working with property developers to look at building in adapted facilities at the start of housing projects so that properties that are provided for affordable rent as part of development schemes are prepared for disabled access during the build.
- Discussions with local schools with disabled students about ensuring that the facilities are suitable for their needs.
- Support for local community groups and partnerships who are striving to provide equality of access to services and the premises that they are provided in for the benefit of the wider community. Many community groups do excellent work in fund raising and seeking funds from other sources like the National Lottery, but often there is a shortfall between the funds raised and the delivery of the project and it is this gap that better use of the DFG funding can bridge in order to make the proposal a reality.
- Exploring the opportunity for funding dementia-friendly schemes for community buildings or care homes that will help residents to recognise their surroundings and engage with local services.

This is not an exhaustive list by any means, but hopefully it gives an indication of how we might engage more widely with the local community in providing better access to facilities and services in their local area. The funding would not be available for commercial or retail outlets, or for public buildings where the authority have their own obligations under equalities legislation. It may be available, however, for public buildings where the management and maintenance of the building is contracted out to a third party provider or is provided by a community or voluntary group.

Clearly there will need to be some criteria set for such schemes, and as a general principle the proposals must:

- Relate to a capital project that adapts, upgrades or improves access to a premises that serves the local community;
- Be made by a community or voluntary group, a community facility service provider, a care provider, or a charitable, philanthropical or not-for-profit organisation;
- Address either a physical disability or a defined mental health disability;
- Be built on a sound business case;
- Ideally complement existing fund-raising, grant applications or capital investment by the applicant;
- Be limited to a level of contribution commensurate with the expected local impact – a ‘value for money’ assessment, in other words.

In looking at offering wider funding opportunities, the Council will of course ensure that there is always sufficient funding to meet its statutory obligations to mandatory applicants. Discretionary funding will only be available as and when the Better Care Fund allocation for the District affords it, and no commitment to provide ongoing funding year on year can be provided.

APPENDIX 5

2020-21 QUARTER 3 DFG REPORT MILLBROOK HEALTHCARE

Synopsis of the 3 quarters 2020/21
Invoiced amounts per LA along with the Committed Spend.

District DFG SPEND 2020/2021 DFG COMMITTED SPEND

	Q1 Invoiced	Q2 Invoiced	Q3 Invoiced	Total invoiced 2020/2021	Committed Spend
Lichfield District Council HIA	£ 6,678.00	£ 105,045.09	£ 192,621.29	£ 304,344.38	£ 170,255.18
Newcastle-under-Lyme Borough Council HIA	£ 23,015.00	£ 161,256.46	£ 193,801.19	£ 378,072.65	£ 226,584.91
South Staffordshire Council HIA	£ 83,647.00	£ 245,732.43	£ 157,358.79	£ 486,738.22	£ 253,426.63
Stafford Borough Council HIA	£ 75,616.00	£ 139,630.09	£ 268,305.30	£ 483,551.39	£ 204,921.53
Staffordshire Moorlands District Council HIA	£ 65,225.00	£ 211,241.37	£ 199,589.59	£ 476,055.96	£ 311,856.17
Tamworth Borough Council HIA	£ 18,578.00	£ 43,453.52	£ 162,240.96	£ 224,272.48	£ 67,442.56
TOTAL	£ 272,759.00	£ 906,358.96	£ 1,173,917.12	£ 2,353,035.08	£ 1,234,486.98

CASE STATUS

CLOSED CASES

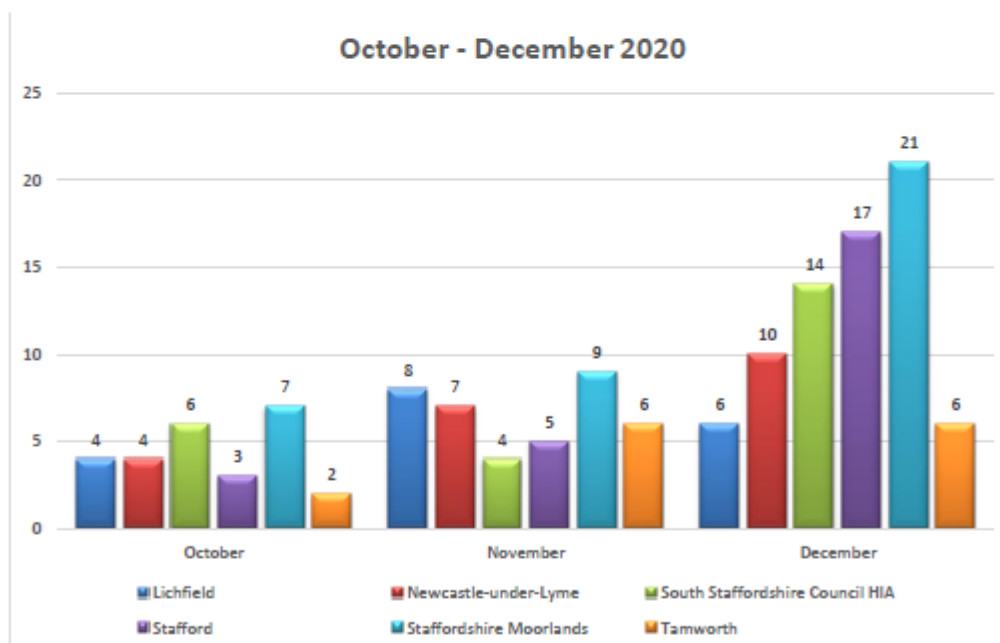
The table below shows the completed cases from 01/10/2020 until 31/12/2020.

Please Note: As we have transitioned from Millflow to Case Manager, the data for this quarter is a combination of Millflow (October & November) and Case Manager (December).

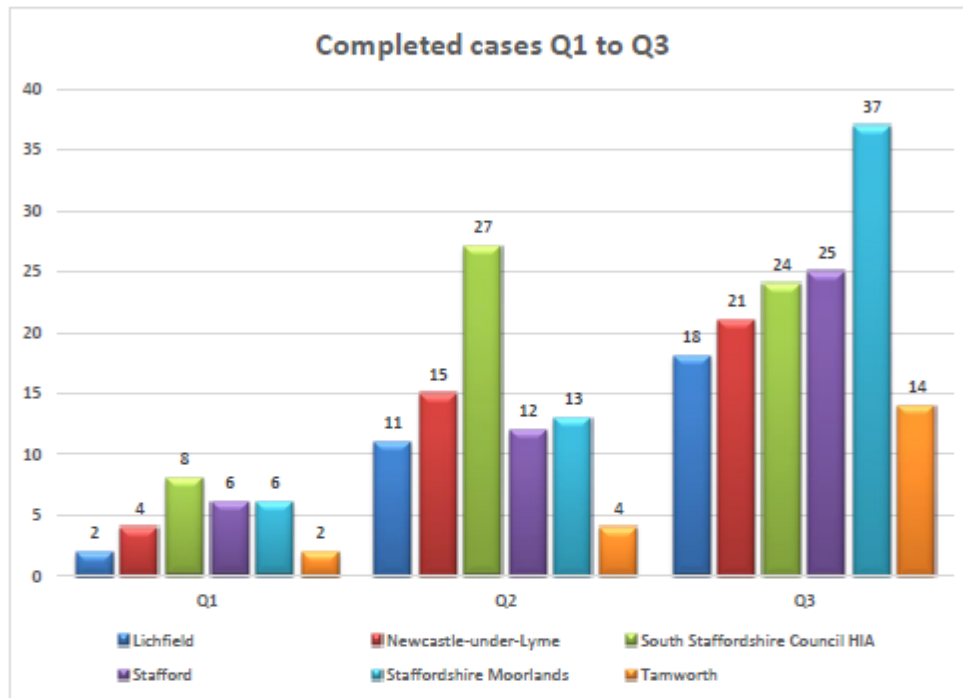
The data extracted from Millflow is represented in client cases (this may include numerous individual adaptations). Case Manager for this report reflects each individual application per service user.

There has been a significant increase (£267000) in the value of completions from Q2 to Q3.

District	Number of cases completed	Value of completed cases
Lichfield District Council HIA	18	£192,621.29
Newcastle-under-Lyme Borough Council HIA	21	£193,801.19
South Staffordshire Council HIA	24	£157,358.79
Staffordshire Moorlands District Council HIA	37	£268,305.30
Stafford Borough Council HIA	25	£199,589.59
Tamworth Borough Council HIA	14	£162,240.96
TOTAL Quarter 3	139	£1,173,917.12



CLOSED CASES GRAPH FOR THE PERIOD Q1 – Q3



REFERRALS, DROP OUT AND PIPELINE CASES

The table below shows the overall status of the referrals received from 1st October 2020 to the 31st December 2020 for all Staffordshire Districts. The number of drop out cases includes cases referred before 01/10/2020 but closed after 01/10/2020.

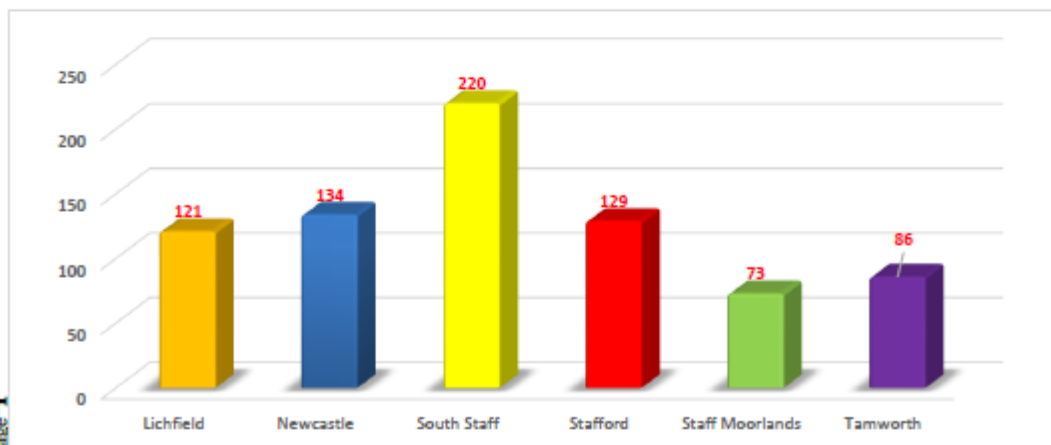
The number of new referrals received have declined (98) from Q2 – Q3. The number of dropout cases have also reduced (109) between Q2 and Q3

The pipeline has increased by more than £634K between Q2 and Q3

They are split into 2 categories:

- Open: Cases that are still open and progressing
- Closed: Cases which were closed without any works (drop out cases)

District	Number of referral cases received	Number of dropout cases	Pipeline Cases Individual adaptations	Value of Pipeline Adaptations
Lichfield District Council HIA	45	4	121	£1,099,082.44
Newcastle-under-Lyme Borough Council HIA	37	7	134	£942,492.27
South Staffordshire Council HIA	49	10	220	£1,463,865.48
Stafford Borough Council HIA	59	4	129	£978,762.70
Staffordshire Moorlands District Council HIA	26	16	73	£676,358.69
Tamworth Borough Council HIA	25	8	86	£683,927.48
TOTAL Quarter 3	241	49	763	£5,844,489.06



CURRENT COMMITTED SPEND AND CASES APPROVED OCT 2020 – DEC 2020

The table below shows the current status of the committed spend for all Staffordshire Districts.

With the additional support in place to improve the monthly closure and completions, a team target of £500K - £550K has been set and these targets are monitored by a weekly management panel which will allow partners to calculate expected spend for the balance of the year.

INDIVIDUAL ADAPTATIONS - COMMITTED SPEND

District	Number of approved cases	Value of approved cases
Lichfield District Council HIA	21	£170,255.18
Newcastle-under-Lyme Borough Council HIA	27	£226,584.91
South Staffordshire Council HIA	42	£253,426.63
Stafford Borough Council HIA	25	£204,921.53
Staffordshire Moorlands District Council HIA	36	£311,856.17
Tamworth Borough Council HIA	10	£67,442.56
TOTAL Quarter 3	161	£1,234,486.98

The table below shows the number of approvals for the period 1 October 2020 – 31 December 2020 for all Staffordshire Districts.

Although December was a short month the implementation of individual targets for staff member has resulted in a positive up turn in the number of approved cases.

Going forward the expectation set on the team is to achieve an approval value of at least £500K per month. These targets are also monitored through a weekly management panel.

With the support and structures that are in place these targets will be achieved. The strong pipeline provides a good framework for case migration to case approval (committed spend) which in turn ensures that enough work is completed on a monthly/quarterly basis.

INDIVIDUAL ADAPTATIONS APPROVED OCTOBER TO DECEMBER

District	October		November		December	
	No	Value	No	Value	No	Value
Lichfield District Council HIA	2	£11,812.39	1	£25,236.03	4	£25,557.00
Newcastle-under-Lyme Borough Council HIA	5	£42,679.14	0	£0.00	10	£65,886.49
South Staffordshire Council HIA	12	£101,337.21	3	£16,724.54	16	£86,727.09
Stafford Borough Council HIA	4	£37,781.98	5	£57,914.62	4	£25,192.12
Staffordshire Moorlands District Council HIA	9	£84,703.88	2	£42,552.40	9	£70,548.58
Tamworth Borough Council HIA	1	£7,410.57	0	£0.00	5	£38,306.11
Total Quarter 3	33	£285,725.17	11	£142,427.59	48	£312,217.39

DROP OUT CASES AND CLOSURE REASONS

The following tables represent the number of drop out cases and the closure reason.

Reason	No. of clients
No Longer Require Adaptation	17
Client MT Out	8
Client Funding Own Works	4
Lack of Contact	10
Client Passed Away	2
Client Moved	2
Client Moved into Care/Hospital/Residential Home	2
Duplicate Case	1
Minor Works Only	1
Landlord Refusal	2
TOTAL Quarter 3	49

KPI'S
CASE PROGRESSION – KPI'S

The table below shows us the stages of case progression.

The TOTAL Average was calculated deducting 16 weeks delay which were caused by COVID-19 and the graph represents the same situation (with 16 weeks deducted)

Where applicable Landlord Approvals and Client delays have been factored into this calculation.

The data below represents the number of cases completed after 01/10/2020.

Newcastle, South Staff, Staffordshire and Staff Moorlands have shown a marked improvement in the KPI's for this quarter. Tamworth has similar results to Q2

*Lichfield – all 8 non-complex cases were older cases.

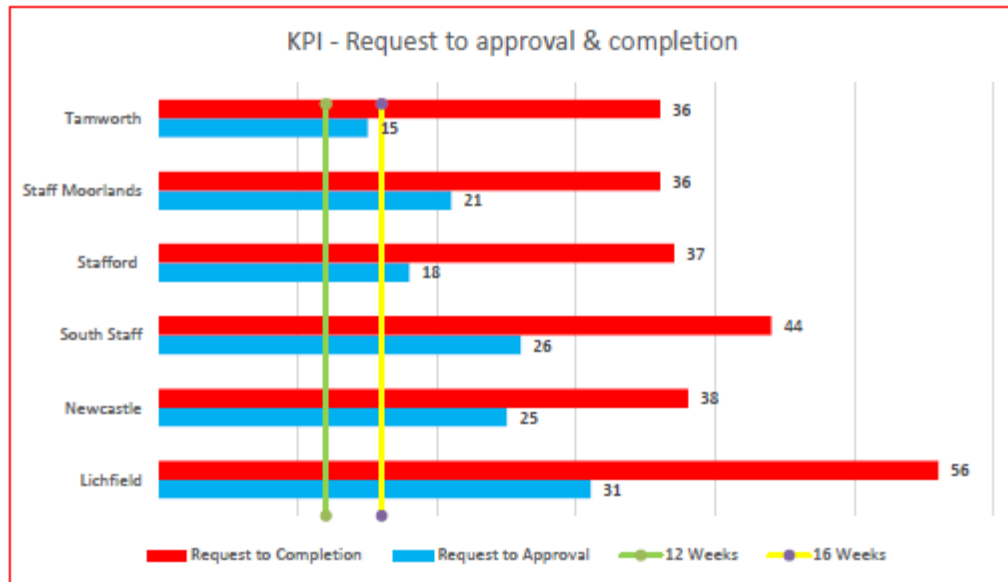
NON-COMPLEX CASES

District	Completed Cases	Request to Approval	Request to Completion
Lichfield District Council HIA	8	31	56
Newcastle-under-Lyme Borough Council HIA	12	25	38
South Staffordshire Council HIA	9	26	44
Stafford Borough Council HIA	18	21	36
Staffordshire Moorlands District Council HIA	8	18	37
Tamworth Borough Council HIA	6	15	36
TOTAL Quarter 3	61	22	41

COMPLEX CASES

District	Completed Cases
Lichfield District Council HIA	10
Newcastle-under-Lyme Borough Council HIA	9
South Staffordshire Council HIA	15
Stafford Borough Council HIA	17
Staffordshire Moorlands District Council HIA	19
Tamworth Borough Council HIA	8
TOTAL Quarter 3	78

KPI GRAPH DETAILING REQUEST TO APPROVAL & REQUEST TO COMPLETION



TENURE TYPE

The following table details the tenure type for all closed cases from 01/10/2020 to present date for all Staffordshire districts.

The tenure has been split into the following categories:

- **Owned:** Cases where the client is the owner of the property or it is owned by a family member
- **RP:** Registered providers
- **Private:** Private Landlords
- **PH:** Park Homes

District	Owned	RP Group	Private	PH	Total
Lichfield	7	11	0	0	18
Newcastle	3	17	1	0	21
South Staff	9	15	0	0	24
Stafford	8	17	0	0	25
Staff Moorlands	6	29	2	0	37
Tamworth	9	5	0	0	14
Total Quarter 3	42	94	3	0	139