

**SOCIAL CARE AND ADULT SERVICES SCRUTINY PANEL
MAJOR ADAPTATIONS – ACTION PLAN**

SCRUTINY RECOMMENDATION	PROPOSED ACTION	BY WHOM	BUDGET COST	TIMESCALE
<p>a) That the Council should establish a target for waiting times which is no more than 25.4 weeks as outlined in the indicative performance targets that had been submitted to the panel.</p>	<p>A target of 25.4 weeks will be established for 2008/09 with further improvements in 2009/10 and 2010/2011.</p> <p>Social Care and Regeneration Departments will seek additional funding from a number of sources to enable such targets to be met. (Achievement of the target will depend upon achieving additional resources).</p> <p>The Care Services Efficiency Delivery Programme will assist the Departments in undertaking a business process aimed at improving the process.</p>	<p>Kevin Parkes/ Phil Dyson</p>	<p>See paragraph 4</p>	<p>Target established</p>
<p>b) That the Council maintains the level of funding to the service equivalent to previous levels of match funding.</p>	<p>The Council will receive Single Housing Investment Pot capital resources over the period 2008-11 that will enable the previous level of match funding to be maintained.</p>	<p>Kevin Parkes</p>	<p>-</p>	<p>2008-11</p>

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<p>c) That the Council investigate ways of speeding up the process to reduce waiting times, this should include</p> <p>i) Considering the results of the benchmarking exercise and analysing the current role of Occupational Therapists in the process to see if there is scope to widen their remit or to review the staffing structure to employ an administrative worker to support OTs if their role is developed.</p>	<p>A review of the process will be undertaken with assistance from the Care Services Efficiency Delivery Team, which will include an analysis of the key skills required.</p>	<p>Phil Dyson</p>	<p>-</p>	<p>By end December 2008</p>
<p>ii) That new ways of signing off projects should be investigated, for example undertaking spot checks of 1 in 10 projects and contacting service users to ensure the work is carried out satisfactorily rather than each project being signed off.</p> <p>iii) Work with Building Control to establish a formal process to monitor the speed of applications.</p>	<p>New ways of signing off projects will be investigated, taking into account the legislative requirements of the Disabled Facilities Grant and the requirements of internal audit. The business process review by the Care Services Efficiency Delivery Programme will consider this issue as part of an overall review.</p> <p>A process will be developed with Building Control to monitor the speed of applications.</p>	<p>Kevin Parkes/ Phil Dyson</p> <p>Kevin Parkes</p>	<p>Nil</p>	<p>September 2008</p>

SCRUTINY RECOMMENDATION		PROPOSED ACTION	BY WHOM	BUDGET COST	TIMESCALE
	iv) Reviewing the Tendering Process, to establish if it is necessary to tender for each new project.	A review of the tendering process will be undertaken to reduce the need for tendering on every individual case especially where work is of a repetitive nature.	Kevin Parkes	Nil	December 2008
d)	That the Registered Social Landlords (RSLs) are encouraged to undertake and fund adaptations without referring applicants to the Disabled Facilities Grant. In return the Council would help support the RSLs through the process.	All RSLs are currently asked to fund adaptations. This practice will continue.	Kevin Parkes	Nil	Ongoing
e)	That the Council should pursue a policy of developing accessible homes for the future and work with social housing providers to encourage them to adhere to the lifetime homes standards.	The DWP and CLG will make it mandatory for all public sector housing to adhere to the Lifetime Homes Standard by 2011. The Council will continue to encourage social housing providers to achieve the standard up to this date.	Kevin Parkes	Nil	2011