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**Appendix 3**

**PROJECT DOCUMENTATION**

**OUTLINE BUSINESS CASE**

*Additional Resources Bid for Disabled Facilities Grants*

Release: 1.1

Date: 17/02/06

**This Project Utilises Chorley Borough Councils Project Management Methodology**

Author: Steve Lomas

Programme Board: Capital Programme Board

Outline Business Case

**Revision History**

Date of this revision: 17/02/06

Revision Date	Summary of Changes	Version
Jan 06	First draft	1.0
17/02/06	Minor changes following quality assurance	1.1

**Approvals**

This document requires the following approvals:

Name	Date Approved	Notes	Version
Capital Programme Board	01/02/06	Scheme to be recommended to Executive Cabinet for approval into the pipeline - category C.	1.0
Executive Cabinet	09/03/06		1.1

**Distribution**

This document has been distributed to:

Name	Title
Rebecca Ostapski	Project Support Officer
Capital Programme Board	
Executive Cabinet	

Outline Business Case

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## **OUTLINE BUSINESS CASE**

### **Project Background**

The Council has a statutory duty to provide grant assistance, subject to legal requirements to assist the disabled residents in the private sector to provide adaptations to their home to meet their essential needs. The adaptation referrals are made from the Social Services Department at LCC following an assessment of need by an Occupational Therapist.

In Sept 2005 Executive Cabinet approved an additional £99,128 to be added to this original allocation of £300,000, which increased this years budget to £399,128. Despite this increase demand is still greater than the budget and has resulted in a waiting list of 20 applicants.

The additional bid for resources is to reflect the increased demand for adaptations in 2005/6 over the original base budget provision of £300,000, which is projected to continue into 2006/7.

The delivery of the service is part of the programme of "Care in the Community" requirements.

It is proposed that from 1 April 2006 the delivery of the Service is administered through the South Lancashire Home Improvement Agency (HIA).

### **Project Objectives**

To provide a disabled person adaptation service to meet the needs of qualifying residents.

### **Scope**

The scope of the service would be to provide an additional 42 adaptations to local private residents homes as part of the wider "Care in the Community" and partnership with LCC.

Outline Business Case

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## **Assumptions**

- The delivery of the Service is subject to specified Capital Grant covering 60% of the costs being made available from the ODPM.
- Delivery of the service through the HIA is subject to successful contract tendering through LCC Supporting People Administration to deliver the service from 1 April 2006.

## **Overview of the Business Case and Benefits**

The Council has a statutory duty to assist local residents to enable them to remain in their home by providing assistance to adapt their dwelling to meet medical, physical, or mental welfare needs. The provision of Disabled Facilities Grant Assistance is part of the Council's wider partnership with Social Services, OPCT and LCC to provide care in the community. Assistance with home adaptations contributes toward:

- Reducing the requirement for institutionalised care.
- Facilitating improving hospital discharge times.
- Maintaining support networks by allowing residents to remain in their neighbourhoods.
- Improving the quality of life for disabled residents.
- Promoting independence.

The proposal to increase the DFG services will also allow for service expansion and for adaptation services of financial assistance for residents to be processed.

The demand for DFG's in 2005/6 has resulted in 20 clients having to wait until the new financial year despite additional resources of £99,128.00 before assistance can be given which has resulted in an approx 3 month wait for these households. Each year this wait gets progressively longer as the "roll forward" impact has to be absorbed the following years resources. Even with additional resources in 2005/6 it has still meant applicants having to wait.

If the additional resources are not approved then this will have a negative impact on the length of waiting lists, which could be subject to legal challenge because of the statutory nature of DFG's.

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### **Benefits Plan**

Performance targets are set as part of the Unit's Business Plan and monitored monthly. Current PI's are:

- KPI HS003 - The number of DFG's completed during the year.
- HR1 - Disabled Facilities Grants approved within 4 months (private sector)
- HR 1a - Disabled Facilities Grants completed within 5 months of approval (Private sector agency)

The £260,000 would enable an additional 42 households to receive assistance and avoid a waiting list developing.

### **GERSHON EFFICIENCIES**

Efficiency savings are envisaged with the current "in house" service but procurement of the service through the HIA will enable expansion of the service (increased outputs) without increased cost.

### **ESTIMATED PROJECT COSTS**

<b>Description</b>	<b>Capital Cost Estimate</b>	<b>Revenue Cost Estimate</b>
Additional DFG Fund	£260,000	£0*
<b>Total</b>	<b>£260,000</b>	<b>£0*</b>

\* There are no additional revenue costs associated with this proposal. The costs are contained in the revenue budget for HIA set up.

**RECOMMENDED HIGH LEVEL PROJECT MANAGEMENT ARRANGEMENTS**

<b>Position</b>	<b>Name</b>	<b>Title</b>
Project Sponsor	Cllr Laura Lennox	Executive Member for Housing and Neighbourhood Renewal
Senior User		
Senior Supplier <i>(may not be known at this stage)</i>		
Project Manager		