

REPORT FOR STEERING GROUP – 16.10.06

Appendix 13

Highlight Report

Period Covered	14 August 2006 – 16 October 2006					
Stage Name	Delivery Phase					
Overall Stage Status	<ul style="list-style-type: none"> Engage partners in establishing a consistent approach in discussing delivering rehousing options. Formulation of procedures and protocols to assist Derby Homes, DFG Team, Housing Options and Social Services deliver a more effective and shared approach to rehousing disabled applicants. Continue development of housing stock for disabled people in Derby which will meet their needs. 					Rating Green
Budget Status						Rating Green
Status of Products being developed during this stage	Product Name	Status	Forecast Time	Actual Time	Forecast Cost	Actual Cost
	<ul style="list-style-type: none"> Arranged meeting with all housing stakeholders to discuss having a consistent approach in rehousing of disabled applicants. Aim is to engage partners in ownership of this process. 	Green	Oct	5 Oct		

	<ul style="list-style-type: none"> • Formulation of a focus group following engagement of all housing partners to write procedures and protocols to ensure effective and shared approach to rehousing disabled applicants. 	Green	Oct	18 Oct 11pm		
	<ul style="list-style-type: none"> • To devise a pre-vacancy inspection form which can be used by all housing partners (RSL's, Social Services, HOC's, Private Landlords & Derby Homes) to enable accurate collation of adapted properties for Homefinder and adapted properties database. 	Green	Oct	Completed 5 Oct		

	<ul style="list-style-type: none"> Devise a standardized housing assessment form which can be used as a proforma for Social Services staff to communicate housing needs of disabled applicants to CCM's & Derby Homes allocations team. This will then be scanned into Social Services records as well as Abritas. 	Green	Oct	Completed 5 Oct		
	<ul style="list-style-type: none"> Once housing assessment form agreed at steering group plan to roll out appropriate training to all housing partners. 	Green	Nov-Jan	Nov-Jan		

	<ul style="list-style-type: none"> • Consultation with Jamie Eaton regarding new Abritas system to be used by HOC. – Reviewed housing application form and made amendments – Discussed pathway for disabled applicants and how this translates on the system. 	Green	Oct-Nov	Oct-Nov		
	<ul style="list-style-type: none"> • Devise a pamphlet detailing types of adaptations provided to assist staff when completing pre-vacancy proforma to identify correctly the type of adaptation in property. 	Green	Nov-Feb Lynn Edwards Jane Robinson	Nov-Feb	Staff time	

	<ul style="list-style-type: none"> Lynn Edwards to accompany Derby Homes Liaison Teams in initial pre-vacancy inspections to ensure correct use of form so accurate information collated. 	Green	Nov-Feb			
	<ul style="list-style-type: none"> To continue work with Housing Strategy in development of housing stock for disabled applicants. 	Green	Continuous	Continuous		
	<ul style="list-style-type: none"> Await outcome of reviewing DFG programme following Bristol University's research Oct 05 commissioned by ODPM. 	Awaiting Documentation	Await	Await		

	<ul style="list-style-type: none"> Continue to support CCM in assisting them in nominating suitable disabled applicants to suitable properties. 	Continu ous	Continu ous	Continu ous		
Any additional achievement	<ul style="list-style-type: none"> Continue effective partnership and engagement work with Housing Strategy, for eg: I was asked to inspect Addison Road 3 x 2 bedroomed bungalows. Upon inspection with CCM it was found baths had been installed which would mean high priority disabled applicants could not be rehoused there. <p>With consultation and negotiation with Housing Strategy the RSL agreed to remove the baths and install dished floor showers so were able to nominate high priority cases to all 3 bungalows which “freed up” more disabled adapted stock for allocations.</p> <ul style="list-style-type: none"> Successfully nominated to private landlord adapted ground floor flat in collaboration with CCM and Arthur Court. Asked to be involved in the Baseball Ground development in relation to disability housing stock and in relation to one critical priority family. Successful engagement of housing partners to commit to devising written procedures. 					
Exceptions	None identified at this stage.					
Emergent Risks	<ul style="list-style-type: none"> Lack of funding to continue project and deliver outcomes. Resilience from private sector housing in innovative and joint working to create more disability housing stock. 					
Project Issue Status	<ul style="list-style-type: none"> Knowledge base and skill mix of the CCMs needs to be considered and reviewed as to whether this is sufficient to meet the demands of this role and its potential development. There is a general feeling of lethargy, lack of motivation and positive attitude to use this time of immense change as an opportunity of reviewing working practices. The project has come across great barriers in obtaining accurate information for future projections for disabled stock requirements for 2008/10. 					
Budget and	In order to improve the service additional funding will be required to:-					

schedule impact of issues on this stage	Continue this project to ensure delivery of outcomes Review of CCM's role and possibility of having suitably qualified officers in the community care team in housing options.
Impact on the Business Benefit	<ul style="list-style-type: none"> • The project will identify clearly the shortfall in the housing needs of disabled people. • It will target these shortfalls as variables in order to co-ordinate and streamline procedures for assessing the housing options available for disabled people. • Clear, consistent and effective procedures, policies and protocols will be identified and documented to assist all stakeholders in provision of a co-ordinated service to disabled users. • The system developed will benefit disabled people, social services workers and housing employees. • The above will have cost effectiveness implications as all stakeholders will be aware of their specific role within the developed system and will assist with budgetary management.
Any other comments	<p>Recommendations to Steering Group</p> <ul style="list-style-type: none"> • Need of management appraisal of CCM's:- <ol style="list-style-type: none"> 1) Their existing role 2) Its effectiveness 3) And whether they have the skills to fulfil this role and develop community care services further? • Management commitment to appraise IT systems and how information required for future planning and mapping can be stored, collated and retrieved as needed. • Developing effective consultation and engagement processes in the HOC surrounding current changes so that everyone has a sense of ownership and commitment. • Commitment from Steering Group in the delivery of the new housing assessment proforma, pre-vacancy inspection form and subsequent training.
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