

**EAST AYRSHIRE COUNCIL**

**HOUSING COMMITTEE – 26 MARCH 2003**

**PILOT CARE AND REPAIR PROJECT**

**Report by the Director of Homes and Technical Services**

**1.0 PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to update the Committee on progress of the pilot Care and Repair scheme and to seek approval of the Steering Group's recommendations.

**2.0 INTRODUCTION**

- 2.1 The Housing Committee on 12th September 2001 approved the establishment of a Steering Group to take forward a pilot Care and Repair project for East Ayrshire.
- 2.2 The Steering Group comprises three Elected Members, the National Co-ordinator for the Care and Repair Forum, representatives from the Elderly Forum, the Disability Forum, NHS Ayrshire and Arran and the members of the Working Group.
- 2.3 A Working Group has been established and consists of officers from the Departments of Homes and Technical Services, Educational and Social Services, East Ayrshire Local Health Care Co-operative and Communities Scotland. It produced information and analysis of the type of need and services required in East Ayrshire.
- 2.4 The Housing Committee on 11th September 2002 agreed the need to establish a pilot project in Dalmellington.

**3.0 PROJECT OBJECTIVES AND CLIENT GROUP**

- 3.1 The pilot Care and Repair project objectives are the prevention of admission to hospital, the facilitation of hospital discharge back to suitably adapted accommodation in the community, and a Small Repair Service.
- 3.2 The project's client groups are elderly and vulnerable owner occupiers.

**4.0 MANAGING AGENT**

- 4.1 The Housing Committee on 11th September 2002 approved the setting up of a partnership agreement with an approved locally based housing association to act as management agent for the pilot project.

**4.2** At a meeting held on 11<sup>th</sup> December 2002, the Steering Group received a presentation from Shire Housing Association Ltd, who have expressed an interest in becoming the managing agent for the pilot project. The Steering Group instructed the Working Group to prepare a Business Plan Brief for issue to Shire Housing Association Ltd, in accordance with Communities Scotland's Care and Repair Good Practice Guide.

**4.3** At a meeting held on 7<sup>th</sup> March 2003, the Steering Group considered a report prepared by the Working Group which summarised the Business Plan submission supplied by Shire Housing Association on 27<sup>th</sup> February 2003. It was agreed by the Steering Group that they recommend, to the Housing Committee, that a partnership agreement be entered into with Shire Housing Association. Shire's submission has been forwarded to Communities Scotland for consideration, as joint funder for the initiative. A copy of the minute is attached as Appendix 1.

## **5.0 BUSINESS PLAN SUBMISSION**

### **5.1 Projected Work Plan Targets**

The anticipated total value of the works in the 18 months is estimated at £100,000 as follows:

<b>Year</b>	<b>Advice</b>	<b>Unit Completions</b>	<b>Capital Grant</b>	<b>Other Sources</b>	<b>Total Value</b>
2003/2004	Included in completions	12	£27,000	£13,000	£40,000
2004/2005 (Half year)	Included in completions	20	£40,000	£20,000	£60,000

### **Evaluation of Progress**

After twelve months the project will be evaluated by the Working Group and an evaluation report will be submitted to the Steering Group and this Committee, with recommendations on future Care and Repair activity within East Ayrshire.

### **5.2 Management and Support Arrangements**

#### **Management of Project**

The ultimate managerial authority for the pilot project will rest with the management committee, or board, of the managing organisation. A Service Level Agreement will be developed across the project funders and the managing agent.

## **Reporting and Advice**

The Care and Repair Officer will be a member of the East Ayrshire Care and Repair Working Group, and will report to the East Ayrshire Care and Repair Steering Group. The reports submitted to the Association's Management Committee will be copied to both the East Ayrshire Care and Repair Steering Group and Working Group.

## **Statement of Responsibilities**

The responsibilities of the managing organisation are as follows:

- to employ staff and provide the contract of employment
- to have ultimate legal and financial responsibility
- to be legally entitled under its rules/constitution to provide a Care and Repair service
- to prepare business plans to secure revenue grant funding
- to establish a separate cost centre within accounting practices and procedures
- to operate within budget
- to provide an external annual audit
- to take out necessary insurance cover – including professional indemnity insurance
- to prepare reports for revenue funders
- to submit regular progress reports on Care and Repair to the management committee / Care and Repair staff to attend management committee meetings when instructed
- to ensure that regular meetings are held between the line manager and Care and Repair staff
- to review performance and ensure that targets are achieved
- to establish procedures for dealing with customers' complaints using a formal complaints procedure and with recourse to The Housing Association Ombudsman for Scotland if the customer is not satisfied after the complaints procedure has been exhausted.

## **5.3 Reporting Requirements**

- Shire Housing Association Ltd will purchase and operate the Care and Repair database, from the Care and Repair Forum Scotland.
- The Association will ensure compliance with Communities Scotland's reporting requirements.
- Shire Housing Association Ltd will ensure the terms and conditions of the proposed Service Level Agreement are implemented in all aspects.

## **5.4 Networking With Other Projects**

The Care and Repair Officer and other team members, where appropriate, will develop an awareness of Care and Repair activity in Scotland, the Care and Repair Forum, and will liaise with other Care and Repair project managers and staff.

## **5.5 Staffing Proposals**

- An initial job description and person specification have been supplied. The post will be a dedicated one, with support, and will be for a fixed term. The post will be subject to a review process so as to inform the project's post's future service delivery. Detailed terms and conditions of employment such as salary and leave are a matter for the managing organisation.
- Assuming approval of the Business Plan by the project funders, and subject to funding, the Managing Agent recommends April 2003 as the proposed project start timescale to coincide with the start of financial year 2003/2004.

## **5.6 Revenue Funding and Budgets**

Revenue budgets submitted within the Business Plan use a standardized format to ensure consistency of practice across Care and Repair projects.

## **6.0 FINANCIAL IMPLICATIONS**

### **6.1 Revenue Funding**

Revenue funding for Care and Repair projects is normally provided jointly by Communities Scotland and the Local Authority. Communities Scotland has agreed to provide £25,000 of the total revenue costs of the East Ayrshire pilot project for the financial year 2003/2004. It is proposed by the Steering Group that a similar contribution of £25,000 is funded this year from within the agreed Homes and Technical Service's revenue budgets. Revenue funding of £25,000 can be met from agreed budgets.

### **6.2 Capital Funding.**

The Housing Committee on 11th September 2002 agreed that capital funding for grants requires to be made available to the pilot project. A capital funding requirement for the pilot project for financial year 2003/2004 has been identified as £27,000, with a further £13,000 from Other Sources, e.g. client's own resources, insurance claims etc. Capital funding of £27,000 can be met from agreed budgets.

- 6.4** It was also agreed that the local Health Board was to be approached to provide additional funding in recognition of the role that Care and Repair has in addressing the health needs of service users, as proposed through the project objectives. A request for funding has been submitted both to the Health Board and the restructured Kyle, Carrick and Doon Valley Local Health Care Co-operative.

## **7.0 LEGAL IMPLICATIONS**

- 7.1** The managing organisation is the corporate body with ultimate legal and financial responsibility for the project.
- 7.2** A Minute of Agreement will require to be entered into between the managing organisation and the funding partners regulating the terms and conditions of funding and all other aspects of the project.

## **8.0 RECOMMENDATIONS**

**8.1** Committee is asked to:

- i. Note the contents of the Report,
- ii. Approve the recommendations of the Steering Group,
- iii. Agree to set up a partnership agreement with Shire Housing Association Ltd, an approved locally based housing association, to act as management agent for the pilot project,
- iv. Approve the Business Plan submitted by Shire Housing Association,
- v. Agree the revenue funding proposals outlined in the report,
- vi. Agree the capital funding proposals outlined in the report to be made available to the pilot project.
- vii. Agree that the local member for Dalmellington be invited to participate in future meetings of the Pilot Care and Repair Project Steering Group.
- viii. Note that a further report on progress will be brought to a future Committee meeting for consideration.

James Lavery  
Director of Homes and Technical Services  
15 March 2003

### **LIST OF BACKGROUND PAPERS**

1. Scottish Executive Working Together on Care and Repair A Strategic View, 2001.
2. Communities Scotland Care & Repair A Good Practice Guide, March 2002.
3. Shire Housing Association Ltd. Business Plan, February 2003.

For further information please contact Joseph Cassidy, Policy Manager, on 01563 576617.

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