

# Policy and Scrutiny Scoping Document

<b>Committee</b>	Community & Older People Policy and Scrutiny Committee	
<b>Topic</b>	Disabled Facilities Grants (DFG)	Ref: CWOP-SCR-??
<b>Objective</b>	<p>To act upon the concerns raised in the Occupational Therapy Service Review undertaken by the CWOP P &amp; SC completed in April 2011</p> <p>Using the facilities of the Committee to improve the process between OT assessment, financial assessment and works in line with the statutory requirement to approve adaptations within six months</p>	
<b>Reasons for undertaking review</b>	<p>The CWOP P &amp; SC recommended, in due course, improving the administration of the DFG and efficient partnership working with Districts/Boroughs so as to streamline decision points and to ensure Districts/Boroughs were involved earlier in the process.</p> <p>The Committee has great concern about delays in the DFG system, in particular regarding the discrepancy of delays in different areas of the county. The Committee will take evidence under separate scrutiny from Districts/Boroughs to ensure improvement in the administration of the DFG.</p> <p>The Committee wishes to receive reports on the number of delays throughout the county, and ascertain where the blockages might lay.</p>	
<b>Method</b> <ul style="list-style-type: none"> <li>• Initial briefing to define scope</li> <li>• Task &amp; Finish Group</li> <li>• Commission</li> <li>• Full Committee</li> </ul>	Full Committee	
<b>Membership</b> <i>Only complete if Task and Finish Group or Commission</i>	N/A	

<b>Issues to be addressed</b>	<ul style="list-style-type: none"> <li>• The number of delays on a District by District basis</li> <li>• The number of complaints resulting from the DFG administration process</li> <li>• Working with Districts/Boroughs to improve the process and ensure they are involved earlier in the process following OT assessment</li> <li>• Safeguards and Risk management processes</li> </ul>		
<b>Sources of Evidence and witnesses</b>	<ul style="list-style-type: none"> <li>• District/Borough lead officers/Cabinet Members responsible for the DFG process</li> <li>• Officers of the Authority</li> <li>• Service users</li> </ul>		
<b>Work Programme</b>	Scrutiny Review to start from November 2011		
<b>Indicators of Success</b>	To be completed.		
<b>Meeting the CfPS Objectives</b> <ul style="list-style-type: none"> <li>• <i>Critical Friend Challenge to Executive</i></li> <li>• <i>Reflect Public voice and concerns</i></li> <li>• <i>Own the scrutiny process</i></li> <li>• <i>Impact on service delivery</i></li> </ul>	<ul style="list-style-type: none"> <li>• To reflect public voice and concerns regarding the DFG process</li> <li>• To own the scrutiny process by undertaking a review of the DFG process and to make recommendations on improvements to the administrative process</li> </ul>		
<b>Diversity and Equality</b> <i>Diversity and Equality issues are to be considered and addressed.</i>	To be completed.		
<b>Date agreed by Committee</b>			
<b>Future Action</b>	To undertake first witness session on 9 November 2011		
<b>Governance Officer</b>	Robert Fox	<b>Committee Officer</b>	Graham Hughes

<b>Service Lead Officer(s)</b>	Rachel Richardson-Wright, Karen Wright, Diane Brown
--------------------------------	---

EssexWorks.

For a better quality of life

**Scrutiny**  
Improving Public Services

Updated September 2011

C:\Program Files\Neevia\_Com\Document Converter\temp\NVDC\01EA4E74-8FA0-49C6-82F7-31E34C468E50\d32ebc56-7262-4297-9d58-87269cf59448.doc