

Public Report
Improving Places Select Commission

Committee Name and Date of Committee Meeting

Improving Places Select Commission – 19 July 2022

Report Title

Update on the Tenant Scrutiny Panel Review – Aids and Adaptations Service

Is this a Key Decision and has it been included on the Forward Plan?

No, but it has been included on the Forward Plan

Strategic Director Approving Submission of the Report

Ian Spicer, Strategic Director of Adult Care, Housing and Public Health

Report Author(s)

Daniel Peck, Adaptations Manager

Daniel.peck@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The Tenant Scrutiny Panel selected the Aids and Adaptations Service as an area of service for review, as part of a continuous programme of service reviews which are undertaken by the Panel. The work of the Panel is facilitated and supported by Rotherfed, the Council's Tenant Federation provider. The aim of the Panel was to investigate the customer journey for those using the Aids and Adaptations Service in terms of accessibility, clarity and fairness.

The Tenant Scrutiny Panel completed its review and submitted a report detailing the Panel's findings, together with recommendations for service improvement. The report is attached as Appendix 1.

A report detailing the findings of the review and recommendations was received at Improving Places Select Commission on 29th June 2021.

This report provides an update on progress in delivering the actions agreed following the review. The action plan is attached as Appendix 2.

Recommendations

- 1.1 That the Improving Places Select Commission note the further progress made to date in delivering the actions within the Review Action Plan.
- 1.2 That the Improving Places Select Commission receive a further update report in 12 months' time

List of Appendices Included

Appendix 1 Tenant Scrutiny Panel Report A&A Scrutiny Action Plan RAG
Appendix 2 Tenant Scrutiny Panel recommendations and service action plan
Appendix 3 The Climate Impact Assessment

Background Papers

Minutes - Improving Places Select Commission, 29th June 2021.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

No

Update on the Tenant Scrutiny Panel Review – Aids and Adaptations Service

1. Background

- 1.1 In April 2019 the Aids and Adaptations Service was selected by the Tenant Scrutiny Panel for review, following consideration of the Council's housing service performance outturn for 2018/19.
- 1.2 The performance data relating to the Aids and Adaptations Service showed that service performance for adaptation works completed on time had improved on the previous year, at 96.16%, compared to 94.29% 2017/18. However, the target for 2018/19 of 98% had not been achieved. In considering this area of service for review, the Panel also reflected upon their own experiences of the service and anecdotal evidence they had received from conversations with other tenants.
- 1.3 The Panel set out several objectives for the review, which are summarised below:
 - Review and consider the adaptations customer journey, including accessing the service, time taken, and the number of different services involved.
 - Ascertain whether the publicity around the service is available to all tenants, including hard to reach groups.
 - Use mystery shopping and other methods to explore service access routes.
 - Consider the current service policy in terms of accessibility for tenants.
 - Benchmark against other housing providers to identify any learning and good practice from their systems and policies.
 - Examine the charging policy and how clear it is.
 - Explore links between adaptations and different services e.g. NHS, Occupational Therapists and Assistive Technology
 - Ascertain how service requests are prioritised.
- 1.4 In taking forward the review, Tenant Scrutiny Panel members interviewed representatives of the relevant services. This included senior managers from the Council's Housing Options Service, which administers the aids and adaptations service; staff within the adaptations service and within the Community Occupational Therapy Service (NHS Foundation Trust). The Panel also collected relevant data, using several methods, to inform the review and final report. These methods included a mystery shopping exercise via a telephone survey of 22 tenants, who had recent experience of the major adaptations process or were currently journeying through the process.
- 1.5 Panel members also contacted the Council via various customer access routes, to enquire about adaptations for a friend or family member, via email, telephone and face to face contact.

- 1.6 Finally, a benchmarking exercise was completed by comparing the Council's Aids and Adaptations Service against other similar housing providers and through the Northern Adaptations Group.
- 1.7 The report submitted by the Panel summarised the findings of the review, including the evidence base used to inform the Panel's recommendations to improve the service. Aspects of the service reflected upon included how tenants are informed of their choices regarding adaptations; customer expectations when utilising the service and the communication customers receive whilst works are on-going to the point of completion. A further consideration was the collection of customer satisfaction data and how it is utilised to inform service development and improvement.
- 1.8 The Council received the report at the Housing Service Senior Management Team meeting on 3rd March 2021. The report was very much welcomed, and the recommendations considered and agreed. An action plan was developed by the service in response to the recommendations and implemented.

2. Key Issues

- 2.1 The action plan and progress to date is detailed at Appendix 2. The updated action plan shows that all the submitted recommendations are being implemented, with several actions already completed. This includes improvements to budget monitoring and control, as well as resource management for time critical works for customers in urgent need.
- 2.2 The good progress already being made demonstrates the value the Council places upon the Tenant Scrutiny Review framework and ensuring that the customers voice is clearly heard in how we shape, deliver and continually improve services.
- 2.3 This scrutiny review and delivery of agreed actions contributes towards the following themes/priorities:

Rotherham Council Plan 2022-25:

- People are safe, healthy and live well

Rotherham's Housing Strategy 2022-25:

- Supporting people to live independently

3. Options considered and recommended proposal

- 3.1 Progress in delivering the actions from the Tenant Scrutiny Review are detailed within the action plan at Appendix 2.

4. Consultation on proposal

- 4.1 The Tenant Scrutiny Review report and recommendations were presented to the Rotherfed Tenant Scrutiny Meeting on 8th February 2021 for discussion and finalisation, prior to submission to the Council. The Report was received, discussed and the findings and recommendations accepted at the Housing Senior Management Team meeting on 3rd March 2021. A report was presented to Improving Places Select Commission on 29 June 2021.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Delivery against the recommendations in the action plan is being monitored by the Tenant Scrutiny Panel in liaison with the Council's Aids and Adaptations Service Management Team. The projected completion dates for actions within the plan are reflective of current resources within the service and recognises that the service is on a continuing journey of improvement.
- 5.2 The overall accountable officer is Paul Walsh, Acting Assistant Director for Housing.

6. Financial and Procurement Advice and Implications

- 6.1 The Appendix A – Action Plan indicates that four temporary A&A posts have been implemented to reduce the backlog. These posts are funded via the additional fees generated in the current financial year from increased capital budgets to fund carried forward works. If the additional works are not completed this could result in a budget pressure on both HRA and General Fund.

6.2 A review of the effectiveness of the posts will establish whether additional resource is needed long term. The financial viability will be considered prior to the posts being extended or made permanent.

7. Legal Advice and Implications

- 7.1 The Council should ensure that measures for all consultation, reports, assessments and evaluations comply with Equality and Diversity legislation, HRA legislation and in compliance with Local Government consultation duties, Housing, Children and Care Law.

8. Human Resources Advice and Implications

- 8.1 At DLT on 11 May 2021 four full time additional posts for the service were established for 12 months on a temporary basis. From a contractual perspective the posts will remain in place for 12 months following appointment and this may result in a staggered start and finish. One project manager commenced in April 2022, two application officers commenced in December 2021 and one technical officer commenced December 2021. A review of the effectiveness of the posts will establish whether additional

resource is needed long term and should this be the case the consideration will be given as to whether this should be on a permanent basis. Due HR processes will be followed in this regard.

9. Implications for Children and Young People and Vulnerable Adults

9.1 None arising from progress report

10. Equalities and Human Rights Advice and Implications

10.1 Ensuring that the customer voice is heard is instrumental in how the Council develops and delivers its services and is of paramount importance. The review supports the continued journey of improvement for the aids and adaptations service. The service aims to offer a high quality and accessible service to all customers, ensuring that our residents are safe, healthy and live well with dignity and independence.

11. Implications for CO₂ Emissions and Climate Change

11.1 The service improvement actions being implemented will contribute to the Council's ambition to become carbon neutral by 2030. The improvements proposed to customer access and self-service opportunities will reduce the potential number of physical visits Council officers will make to complete all paperwork and assessments, by offering a digital solution. The creation of this digital service will reduce paper and printing requirements of the service as well as reducing multiple visits to customers where possible, reducing the services carbon emissions through reduced car usage.

11.2 The Contractor Partners operate to the minimum Standards Charter to:

- Eliminate unnecessary waste by adopting the “reduce, reuse, recycle” philosophy.
- Be a good neighbour, minimise negative local impacts (noise, air quality etc.), improve green areas (e.g. biodiversity, visual attractiveness etc.).
- Reduce carbon footprint – be aware of main impacts on carbon emissions including the indirect carbon used in manufacturing processes and the direct impact of operations and logistics
- Temporary ramps and straight stairlifts are recycled following removal and all new shower installations are energy efficient.

11.3 Please see the Emissions Impact Assessment attached at Appendix 3

12. Implications for Partners

12.1 The Housing Options Service Senior Management Team will continue to work with RotherFed and the Tenant Scrutiny Panel towards delivering the

recommendations in the action plan. Delivery of these actions will involve collaboration across relevant Council services and with key delivery partners.

13. Risks and Mitigation

- 13.1 The key risk is the failure to engage with the tenant scrutiny board in Rotherfed and inability to deliver against the recommendations in the action plan. This will be mitigated by ongoing monitoring, scrutiny and evaluation of the recommendations by the Improving Places Select Commission and the Adaptations / Housing Options Management Team

14. Accountable Officer(s)

Daniel Peck. Adaptation Manager

Approvals obtained on behalf of:

	Name	Date
Chief Executive		Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Kathleen Andrews	01/07/22
Assistant Director of Legal Services (Monitoring Officer)	Elizabeth Anderton	01/07/22
Assistant Director of Human Resources (if appropriate)		Click here to enter a date.
Head of Human Resources (if appropriate)	Claire Cox	01/07/22
The Strategic Director with responsibility for this report	Ian Spicer, Strategic Director of Adult Care, Housing and Public Health	05/07/22
Consultation undertaken with the relevant Cabinet Member	Cabinet Member for Housing - Councillor Brookes	04/07/22

Report Author: Daniel Peck, Adaptations Manager

Daniel.peck@rotherham.gov.uk

This report is published on the Council's [website](#).