

# Capital Programme Review 2020-21 Project Appraisal Form

**COMMITTEE & BID NUMBER**

Community & Wellbeing Bid 1

**PROJECT TITLE**

DISABLED FACILITIES GRANT (DFG) PROGRAMME

**ACCOUNTABLE OFFICER**

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

RACHEL JACKSON

**DETAILS OF PROJECT**

Project scope, what is included/excluded in the scheme	<p>The Disabled Facilities Grant (DFG) is a mandatory grant which provides adaptations to enable vulnerable residents to remain in their home independently, thereby reducing the need for hospital services or sheltered housing.</p> <p>Within the scheme we also provide the Discretionary Housing Grants Policy, which provides a greater level of flexibility in delivering adaptations.</p> <p>The project links to our Key Priority of Supporting our Community.</p>
Project outcomes and benefits	<p>The DFG is a mandatory grant, and provides adaptations to enable vulnerable residents to maintain independence and remain in their own homes, and can prevent the need for NHS services/hospitalisation and/or sheltered housing. Provision of the DFG meets our statutory obligations.</p> <p>In addition, the flexibility of the DFG programme has allowed the introduction of a Discretionary Grants programme which will reach out to an even greater range of vulnerable residents.</p>

**FINANCIAL SUMMARY**

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	£600k	The figure has not been confirmed as yet, and may be increased or decreased (there will also be the carry-over of the underspend from 19/20)
b	Consultancy or other fees		
c	<b>Total Scheme Capital Costs (a+b)</b>	£600K	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	£600K	In 2014/15 the Better Care Fund (BCF) was introduced which pools together £3.8 bn funds for health, social care and housing. For 2019/20 the DFG element was protected by way of a ring-fenced grant to each Local Authority, which resulted in £692K being allocated for the

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			programme, no additional capital funding was allocated. The high level of funding was due to the fact that Surrey County Council were not allocated any funding under this scheme. We worked with SCC to meet some of the costs in delivering Community Services Equipment (CES) which could fall under the DFG such as hoists and ramps. It is expected that the funding for the CES will continue in 20/21.
e	<b>Net Costs to Council (c-d)</b>		
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	<b>Capital Reserves Needed to Finance Bid (e-f)</b>		
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	0	
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project		

Year	2020/21 £	2021/22 £	2022/23 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	£600,000	£600,000 (plus any carry over)	£600,000 (plus any carry over)

### REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	
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### CORPORATE PLAN 2016/20

Is this investment linked to EEBC's Key Priorities? If so, say which ones and evidence how. How does project fit within service objectives?	The project links to our Key Priority of Supporting our Community.
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### TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

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		Target Start Date	Target Finish Date
1	Design & Planning	Ongoing	
2	Further Approvals Needed	n/a	
3	Tendering (if necessary)	n/a	
4	Project start date	Ongoing	
5	Project Finish Date	Ongoing	

### BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (7 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

<b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.	Yes. As above.
<b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	No.
<b>It is mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.	Yes. There is a need to ensure that sufficient resources are made available to deliver the mandatory grant programme.

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<p><b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so say how.</p>	<p>Yes, as above. Should the DFG programme not be delivered, there is a risk the Authority would be judicially challenged for failing to meet its statutory obligations.</p>
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## ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>No.</p>
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## PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	<p>Investment essential to meet statutory obligation.</p>	<p>Yes. The DFG is a mandatory grant.</p>
2	<p>Investment Important to achieve Key Priorities.</p>	
3	<p>Investment important to secure service continuity and improvement.</p>	
4	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

## RISKS ASSOCIATED WITH SCHEME

1	<p>Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)</p>	
2	<p>Are there any risks relating to the availability of resources internally to deliver this project</p>	<p>The budget is monitored closely on a monthly basis and to ensure the programme is delivered within the financial limits. In addition, the approved priority assessment scheme is implemented when necessary to ensure the most vulnerable applicants received assistance.</p> <p>An additional part time technical officer joined the team in October 2018, and a Support and Caseworker position was filled in August 2019 (which replaced the HIA Caseworker post which had been unfilled due to 12 months sickness absence). It is anticipated that this support will ensure greater completion of DFG cases in 2020/21.</p> <p>However, there have been additional pressures Unfortunately pressures on the service since May 2019 due to sickness absence of a further post Housing Grants Officer, but this has been partly offset by commissioning Woking Borough Council's HIA to take on a selection of backlog casework. It is hoped that a full complement of staff will be available to meet the service delivery for 2020/21 and beyond.</p>

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3	Consequences of not undertaking this project	As detailed within this appraisal.
4	Alternative Solutions (Other solutions considered – cost and implications)	None.

<b>Is consultation required for this project?</b> Please give details of the who with and when by.	No.
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<b>Ward(s) affected by the scheme</b>	All
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### Accountable Officer Responsible for Delivery of the Scheme

Name and Signature **Rachel Jackson**      Date 18 September 2019

### Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

### Accountable Officers for the revenue implications of the project

Project Manager Name and Signature ..... Date .....

Revenue Budget Holder Name and Signature ..... Date .....

Service Accountant Name and Signature ..... Date .....