

To : HOUSING & TECHNICAL SERVICES COMMITTEE and SOCIAL WORK (PLANNING & ADMINISTRATION) SUB-COMMITTEE		Subject : CARE & REPAIR IN NORTH LANARKSHIRE REVENUE BUDGET FOR 2003/04
From : DIRECTOR OF SOCIAL WORK AND DIRECTOR OF HOUSING		
Date : 31 January 2003	Ref : TMcK/IMcM/LR	

1. INTRODUCTION

- 1.1 The purpose of this report is to advise Committee of proposals to expand Care & Repair in North Lanarkshire, and to consider the Council's contribution to its revenue budget for 2003/04.

2. BACKGROUND

- 2.1 Care & Repair in North Lanarkshire was established in 1998 and, like other Care & Repair schemes in Scotland, assists elderly and disabled owner-occupiers to undertake improvements, repairs and adaptations to their homes.
- 2.2 The Social Work Committee meeting on 22 March 2001, and the Housing & Property Services Committee of 29 March 2001, re-appointed Clyde Valley Housing Association to manage the project, and agreed to a revenue budget for the project for the three-year Business Plan period 2001-04.
- 2.3 Revenue funding has been based on a 40:40:20 split between the Council, Communities Scotland and Lanarkshire Health Board respectively. The Council's contribution is divided equally between the Social Work and Housing & Property Services Departments, and the cost of revenue support to the project in 2003/04 is approved in principle at £28,840 for each Department.
- 2.4 An Advisory Committee with representatives from Clyde Valley Housing Association, Communities Scotland, Lanarkshire Health Board and the Council monitors the progress of the project, and progress is also reported quarterly to Social Work and Housing sub-committees.
- 2.5 In the current year 2002/03, the Council has approved additional capital resources of £100,000 for Repairs Grants for elderly/disabled owner-occupiers and a further £100,000 for disabled adaptation grants. This, coupled with an increase in referrals of disabled adaptation cases to the project for assistance, has increased the caseload of the project to a new level. This has resulted in waiting times for assistance increasing substantially, even for high priority cases. Existing priority referrals, including disabled adaptations, are now waiting over 3 months for a first visit from Care & Repair, and existing non-priority referrals or direct enquiries are waiting 6-7 months for a visit.
- 2.6 Recent figures illustrating the current situation are given in appendix 1 to this report.
- 2.7 The project is now well established, having recently completed works for its 1000th client, and direct enquiries are increasing through word-of-mouth recommendations. Recent trends

suggest that the project can expect to receive in excess of 400 enquiries or referrals per annum. Most referrals come from the Council, and this level is likely to continue into 2003/04, as additional resources for grants of £200,000, similar to 2002/03, have again been approved.

- 2.8 The Housing Association has indicated that it cannot meet the current level of demand for its service. The current caseload equates to the workload of two Care & Repair Officers up to April 2005, according to national targets for Care & Repair. Without additional staff resources, waiting times for the service would increase, or the quality of personal service provided to each client would suffer.

3. PROPOSALS

- 3.1 It has therefore been proposed that the establishment of the project be increased by the addition of one full time Care & Repair Officer and one full-time Administrative Assistant. The Administrative Assistant would also provide support to the Small Repairs service, with resultant saving on additional hours currently worked by the existing Administrative staff.
- 3.2 This increased establishment would allow an increase in the targets as follows.

	<u>Works Completions</u>	<u>Advice Completions</u>
Current Target 2003/04	120	60
Increased Target 2003/04	180	90

- 3.3 A revised budget, based on the established increase, has been prepared by the Housing Association for 2003/04, and is attached as appendix 2 to this report. In view of the time required to recruit staff, it is anticipated that the increased staffing would not commence until June 2003, with resultant savings on the full year costs. On this basis, the projected revenue costs for 2003/04 will increase from £144,220 approved in principle to £174,255, a total increase of £30,055.
- 3.4 Revenue costs have, (up to the current year), been shared by the funders as described in paragraph 2.3. Lanarkshire Health Board have indicated, however, that they are not in a position to make any significant increase in their funding for 2003/04. They could provide funding representing their previously approved contribution of £28,840, which includes an element for inflation.
- 3.5 In order for the expansion to proceed it is proposed that the shortfall in funding be shared equally by Communities Scotland, and the Council. For Communities Scotland this will result in total funding contribution of £72,707. For Social Work and Housing & Property Services Departments, this would mean a total funding contribution of £36,354 for each agency/department broken down as follows:

Department/ Agency	Funding Committed 2003/04	Proposed Increase	Total Funding
Communities Scotland	£57,680	15,027	£72,707
Social Work Department	£28,840	£7,514	£36,354
Housing Dept	£28,840	£7,514	£36,354
Health Board	£28,840	0	£28,840
Total	£144,200	£30,055	£174,255

- 3.6 The Advisory Committee has considered these proposals and is in agreement that the expansion of the project is clearly desirable and that the proposed budget of £174,255 is reasonable. It is noted that staff employed by the project are on temporary contracts, renewable annually, so that if the workload of the project was to diminish, contracts need not be renewed. In addition, it is

noted that 2003/04 is the third year of the current Business Plan period, following which the appointment of Clyde Valley Housing Association to manage the project on behalf of the funders would be reviewed.

- 3.7 On this basis the projected cost of the expanded service in 2003/04 would be £36,354 to each Department.

4. **CORPORATE CONSIDERATIONS**

- 4.1 The proposed costs can be funded from the non-HRA Housing Capital Programme and the Social Work Revenue Budget 2003/04, and there are no other legal or personnel implications for the Council.

5. **RECOMMENDATIONS**

- 5.1 It is recommended that a revenue budget of £174,255 for Care & Repair in North Lanarkshire in 2003/04, with contributions of £36,354 from both Social Work and Housing & Property Services Departments, be agreed.



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Further information is available from Marie McEwan, Senior Development Officer, Social Work Department, Development Section, Scott House, Motherwell, Tel No: 01698 332657.

Appendix 1

Recent trends for caseload referrals and registered awaiting visit are as follows:

(1) Caseload – Quarter Ending 31 December 2002

<u>Visited</u>	1337
<u>Awaiting Visit</u>	<u>135</u>
	<u>1472</u>

(2) Referrals to Care & Repair

<u>Quarter Ending</u>	<u>Total Referrals/ Enquiries to Care & Repair</u>	<u>Disabled Referrals From NLC</u>
30 June 2001	60	10
30 September 2001	95	8
31 December 2001	105	12
31 March 2002	96	10
30 June 2002	90	16
30 September 2002	166	101
31 December 2002	91	20

(3) Clients Registered Waiting for Care & Repair Visit

<u>Quarter Ending</u>	<u>Awaiting Visit</u>
30 June 2001	61
30 September 2001	67
31 December 2001	70
31 March 2002	52
30 June 2002	90
30 September 2002	143
31 December 2002	135

Appendix 2

NORTH LANARKSHIRE COUNCIL - CARE & REPAIR BUDGET

BUDGET - 2003 / 2004 - Revised Staff Structure

STAFF COSTS	PROJECTED 2003 /2004	APPROVED 2003/2004	BALANCE
Manager - Grade 6	26,609	27,162	- 553
Officer - Grade 5	21,577	23,498	- 1,921
Officer - Grade 5 New Post - Assume for 10 Months	16,784		16,784
Admin Assistant (P/T)	8,887	8,761	126
Admin Assistant (P/T)	7,670	7,830	- 160
Admin Assistant New Post - assume for 10 Months	11,264	-	11,264
Small Repairs (Grade 4)	17,775	18,768	- 993
Additional Admin	-	3,000	- 3,000
Employers N.I. (12.8%)	12,004	9,258	2,746
Employers Pension (12.2%)	13,489	10,860	2,629
Training	2,250	1,591	659
Recruitment	2,500	1,061	1,439
Subsistance	250	212	38
Indirect Cost @ 7%	3,572	3,572	-
TOTAL PERSONNEL COST	144,633	115,573	29,060
OFFICE OVERHEADS			
Heat & Light (1)	1,061	1,061	-
Rent & Rates (1)	5,835	5,835	-
Travel (2)	8,585	7,585	1,000
Insurance (2)	2,758	2,758	-
Telephone (2)	1,591	1,591	-
Mobile Telephone (2)	424	424	-
Stationery	2,122	2,122	-
Printing (2)	530	530	-
Publicity (2)	530	530	-
Postage (2)	2,122	2,122	-
Office Equip. Repairs / Maint (2)	424	424	-
Office Equipment (2)	212	212	-
Subscriptions & Publications (2)	265	265	-
Annual Audit (2)	796	796	-
Small Repairs Equipment		-	-
Legal Fees (2)	530	530	-
Vehicle Carges	1,337	1,337	-
Hardship Fund	500	500	-

TOTAL OFFICE COSTS	29,622	28,622	1,000
TOTAL COSTS	174,255	144,195	30,060
FUNDING REQUIRMENT			
Communities Scotland	72,707	57,680	15,027
Lanarkshire Health Board	28,840	28,840	-
NLC Housing Dept	36,354	28,840	7,514
NLC Social Work Dept	36,354	28,840	7,514
TOTAL	174,255	144,200	30,055

Key

(1) Cost apportioned against number of staff in project against f/t office equivalent 11.5%

(2) Estimated out - turn figure

	Revenue Funding	
Salary Grade 6 Point 29	Total Cost	174,255
Salary Grade 5 Point 22	Less Health Trust	28,840
Admin (P/T) Point 16	Balance	145,415
Admin (P/T) Point 12	Communities Scotland 50% of Balance	72,707
Salary Grade 4 Point 16	NLC Housing 25% of Balance	36,354
	NLC Social Work 25% of Balance	36,354
	NB Previous Split was 40%,20%,20%	