

**NORTH LANARKSHIRE COUNCIL
REPORT**

To : HOUSING AND PROPERTY SERVICES COMMITTEE AND SOCIAL WORK (PLANNING AND ADMINISTRATION) SUB COMMITTEE		Subject : NORTH LANARKSHIRE CARE AND REPAIR PROJECT: BUDGET FOR 2000/2001
From : DIRECTOR OF SOCIAL WORK DIRECTOR OF HOUSING & PROPERTY SERVICES		
Date : 29 MARCH 2000	Ref : GSW/IMcM/LV/6	

1. Introduction

- 1.1 The purpose of this report is to approve funding for the Council's financial support to North Lanarkshire Care and Repair for financial year 2000/2001.

2. Background

- 2.1 In conjunction with Scottish Homes and the Lanarkshire Health Board, the Council established the North Lanarkshire Care and Repair Project in June 1998 and appointed Clyde Valley Housing Association as managing agents. It was agreed that revenue funding would be based on a 40:40:20 split between North Lanarkshire Council, Scottish Homes and the Health Board respectively. The Council's contribution was to be divided equally between the Social Work and Housing Departments.
- 2.2 In June 1997, the Social Work Committee approved the recurring sum of £15,000 from Care Element Transfer to fund, in partnership with other agencies, this project. The Housing Committee on 11 March 1998 approved a sum of not more than £49,526 for first year revenue costs for the project. The cost to each Department in the first year was £9,905.
- 2.3 In 1999/2000 the project expanded to employ a second full-time Care and Repair Officer. A budget of £80,922 was approved, which equated to £16,184 for both the Housing (Non-HRA Capital) and Social Work budgets. The outturn expenditure was however, only £14,000 for both Departments.

3. Progress to date

- 3.1 The North Lanarkshire Care and Repair project assists not only elderly people but also people with physical disabilities and others with community care needs who own their own homes or live in the private rented sector. The project is innovative by providing an integrated service which assesses an individual's need for social and health care to allow them to live in their own house. This is in addition to the assessment of their housing repair needs which has formed the core of traditional Care and repair work.
- 3.2 Operational management of the project is undertaken by Clyde Valley Housing Association, who were appointed by the funding partners, but the overall strategic direction and monitoring is provided by an advisory committee comprised of representatives from the managing agency and the funding partners.

- 3.3 Progress is reported to Committee on a quarterly basis, and the most recent report advised that at 31 December 1999, the project had 340 clients and had 126 building cases completed or in preparation. Four-fifths of the project's clients are aged 65 or over and 85% have some degree of disability. The Advisory Committee is satisfied that the project is making good progress towards meeting its objectives.
- 3.4 The Council assists the project's clients mainly through the provision of Repairs and Improvement Grants. The Scottish Office, in intimating the Council's capital spending consent for 1999/2000, assumed expenditure of £214,000 on grants for Care and Repair clients. This is a high priority category of grant for the Council and outturn expenditure is likely to be around £315,000. For the new financial year 2000/2001 the Scottish Executive have included notional expenditure of £220,000 in the Council's consent.

4. Proposals

- 4.1 In its proposals for 2000-2003, which were presented by Clyde Valley Housing Association to a recent meeting of the Advisory Committee, the key feature is the recommendation to establish a Small Repairs Service as an integrated service within Care and Repair.
- 4.2 Small Repairs Services operate within a small but growing number of Care and Repair projects throughout Scotland. The essence of the service is that an experienced tradesman is employed by the Care and Repair project to carry out minor repairs which are too small to be eligible for grant or to be of interest to most contractors. The cost of labour is provided by Care and Repair, and the clients pay only for materials used. Typically a hardship fund operates to assist clients who cannot afford the materials costs.
- 4.3 The Association have consulted with other Care and Repair projects, and conclude that a small repairs service represents a flexible and innovative approach to identified need. The service fits well with the aims of "Care in the Community" and plays an important role in providing reassurance and security to vulnerable elderly residents. Thus, in addition to the practical benefit of arranging repairs, the importance of the "Care" aspect of the service should be recognised as equally important.
- 4.4 Substantial demand for a Small Repairs Service has been identified by North Lanarkshire Care and Repair, and as the retired population grows and home ownership increases, this need is certain to expand in coming years. The Association have therefore prepared plans for the addition of a Small Repairs Service to the Care and Repair project. This service would be provided to elderly and disabled homeowners and private tenants throughout North Lanarkshire, providing a range of small repairs and minor adaptations, where the work would generally be completed within 3 hours. Clients would pay the cost of materials only, with labour costs met from the funding of the service. The focus of the work would be on necessary repairs and security measures, benefiting particularly the most vulnerable members of the community.
- 4.5 The cost of providing this service has been estimated as £27,312 in 2000/01, £24,634.00 in 2001/02 and £26,195 in 2002/03. The 2000/2001 total costs assume lower running costs due to the project not commencing until October 2000, but these would be offset by initial start-up costs, primarily to acquire a vehicle. Details of the projected costs are included at Appendix 1 to this report.

5. 2000/2001 Budget

- 5.1 Clyde Valley Housing Association has prepared figures for the anticipated revenue for Care and Repair over the next three years. These are shown in detail in Appendix 2 to this report.
- 5.2 Budget A is based on the project continuing with existing staffing levels without the inclusion of the proposed Small Repairs Service. Due to the considerable expansion of the Project and the increase in responsibilities of the Senior Care and Repair Officer, they recommended that the post be regraded to Grade 6 with the new title of Manager. An increase of 3% has been applied to all costs to account for inflation. Direct costs have been itemised where possible and indirect costs are based on a pro rata allocation of the Association's costs from its management accounts. Budget B is a summary of the anticipated expenditure including the costs for the establishment of a Small Repairs Service.
- 5.3 The Advisory Committee have examined the proposals for 2000/2001 and concluded that the costs were reasonable. Some concern was expressed over the growth in indirect office overhead costs; this is largely due to the Association's accommodation costs such as rent, and the Association has undertaken to address these over the next year.
- 5.4 Based on total expenditure in 2000/2001 of £121,379, the contribution from both Housing and Social Work Departments would increase from the approved budget of £16,184 this year to £24,276. Housing's contribution could be accommodated within the Non-HRA Housing Capital Programme. In the case of Social Work the increased funding of £8,092 would be met from additional monies made available for community care.
- 5.5 Although funding approval is sought for this year only, the Association have provided projections for 2001/02 and 2002/03, which indicate an increase to £131,544 by 2002/03, representing expenditure of £26,308 by each Department. Over the next few months the Advisory Committee intend to undertake a comprehensive evaluation of the Care and Repair project, and based on this, the Housing Association propose to prepare a new Business Plan to set out their involvement in Care and Repair in the years 2001 to 2004. These matters will be reported to future Committee meetings in due course.

6. Recommendations

- 6.1 It is recommended that Committee:
- endorses the expansion of the Care and Repair project to include a Small Repairs Service,
 - authorises a revenue budget of £121,379 for 2000/2001, 20% of which would be funded from both Housing and Social Work,
 - instructs the Directors of Social Work and Housing and Property Services to carefully monitor expenditure on the project and bring forward periodic progress reports to future Committees.

7. Background Information

- 7.1 Background information is available in the Departments.



G Whitefield
Director of Housing and Property Services



J Dickie
Director of Social Work

SMALL REPAIRS SERVICE

PROJECTED REVENUE AND CAPITAL COSTS

REVENUE	** 2000/1	+ 3% 2001/2	+ 3% 2002/3
<u>Personnel</u>			
Small Repairs Officer (Grade 4)	7615.00	16248.00	17222.00
N I Contribution	785.00	1624.00	1722.00
Pension Contribution	957.00	1982.00	2101.00
Subsistence	125.00	300.00	350.00
Training	300.00	300.00	300.00
Recruitment	1500.00	-	-
<u>Transport</u>			
Road Tax	80.00	180.00	200.00
Insurance	275.00	600.00	650.00
Servicing	225.00	500.00	550.00
Fuel	650.00	1400.00	1500.00
<u>Office Overheads</u>			
Publicity	-	-	-
Printer/Copier	-	-	-
Stationery	-	-	-
Mobile	200.00	250.00	300.00
Office Equipment	-	-	-
Postage	-	-	-
Rent/Rates	-	-	-
Heat/Light	-	-	-
Admin (payroll)	-	-	-
Insurance	250.00	550.00	600.00
<u>Hardship Fund</u>	500.00	500.00	500.00
	13462.00	24434.00	25995.00

** In 2000/1 ½-year costs are provided assuming the project commences October 2000.

CAPITAL	2000/1	2001/2	2002/3
Vehicle Purchase	11500.00	-	-
Racking/roof-rack etc	600.00	-	-
Sign writing	200.00	-	-
Tools/equipment	900.00	100.00	100.00
Protective clothing	200.00	100.00	100.00
Desk & chair	300.00	-	-
Filing Cabinet	150.00	-	-
	13850.00	200.00	200.00
Capital	13850.00	200.00	200.00
Revenue	13462.00	24434.00	25995.00
Total	27312.00	24634.00	26195.00

**North Lanarkshire Care and Repair
Revenue Budget for Financial Years**

	Year 3 2000/01	Year 4 2001/02	Year 5 2002/03
<u>Personnel</u>			
Care & Repair Manager (Grade 6)	22,491	23,825	25,201
Care & Repair Officer (Grade 5)	19,190	20,426	21,705
Administration Assistants (2 part-time)	14,248	15,245	16,312
Employer's National Insurance	5,592	5,949	6,321
Employer's Pension (12.2)	6,823	7,258	7,712
Training	1,000	1,200	1,400
Subsistence	500	600	700
<u>Indirect</u>			
7½ % of Managing Organisation's Officer time X full employment Costs	2,776	2,859	2,944
Total Personnel Costs	72,620	77,362	82,295
<u>Travel</u>			
Essential Car User's Allowance	1,700	1,751	1,803
Mileage Allowances	3,000	3,090	3,182
Total Travel Costs	4,700	4,841	4,985
<u>Office Overheads</u>			
Direct Costs	6,987	7,293	7,716
Indirect Costs	9,760	10,052	10,353
Total Office Costs			
Total Expenditure	<u>94,067</u>	<u>99,548</u>	<u>105,349</u>

	Year 3	Year 4	Year 5
<u>Office Overheads</u>			
<u>Direct</u>			
Telephone (inc. mobiles)	2,000	2,060	2,121
Insurance	1,400	1,540	1,694
Computer Maintenance	350	360	370
Printing/Stationery	1,500	1,545	1,591
Office Equipment	250	257	364
Publications/Subscriptions	200	206	212
Annual Audit	587	604	622
Contingency	300	309	318
Legal	<u>400</u>	<u>412</u>	<u>424</u>
	6,987	7,293	7,716

	Year 3	Year 4	Year 5
<u>Indirect</u>			
Rent, Rates }	6,000	6,180	6,365
Heat, Light, Power }			
Fax }	3,760	3,872	3,988
Postage }			
Photocopying }			
Stationery/Office Materials }			
	<u>9,760</u>	<u>10,052</u>	<u>10,353</u>

BUDGET B**North Lanarkshire Care and Repair
Revenue Budget for Financial Years**

	Year 3 2000/01	Year 4 2001/02	Year 5 2002/03
Total Expenditure (Budget A)	94,067	99,548	105,349
Total Expenditure (Small Repairs Service)	27,312	24,634	26,195
Total	<u>121,379</u>	<u>124,182</u>	<u>131,544</u>