

EXECUTIVE RESPONSE TO RECOMMENDATIONS OF SCRUTINY REVIEW

Title of Review:	Review of Council-Owned Adapted Accommodation		
Timescale of Review:	August 2021 – March 2022	Post-Monitoring Period:	12 months commencing May 2022. Interim report due December 2022.
Date agreed by Scrutiny:	April 2022	Date agreed by Executive:	May 2022

PERFORM Code	Recommendation	Desired Outcome	Target Date	Lead Officer	Resources	Service Response	Executive Response
CSSC21-22 1.1	That Executive approve and adopt the Adaptations Policy (Council Owned Properties) 2022-2025 as presented.	A revised policy compliant with current legislation which more clearly defines our policy in relation to Adaptations.	May 2022	Assistant Director of Housing Management & Enforcement	Officer time	Draft policy has been presented to the Scrutiny committee and will be put to executive in May 2022.	Recommendation Approved.
CSSC21-22 1.2	That a Welfare Adaptations Procedure is produced to support the revised Policy and clearly define our processes.	A refreshed procedure enabling effective implementation of the revised Policy.	June 2022	Assistant Director of Housing Management & Enforcement	Officer time	During the course of the Review we had devised a draft procedure which can be finalised after the Policy is approved.	Recommendation Approved.
CSSC21-22 1.3	That subsequent to the main Policy, a Mobility Scooter Policy be produced to supplement the Adaptations Policy (Council Owned Properties) 2022-2025, to further define our policy, procedures and duties as an authority.	A clearly defined Policy outlining the Council's duties and policy with regard to use and storage of Mobility Scooters' by Council tenants.	September 2022	Assistant Director of Housing Management & Enforcement	Officer time	The revised Tenancy Agreement is currently out for consultation and has a requirement that Mobility scooters are not stored in communal areas. This policy will supplement this approach.	Recommendation Approved.

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CSSC21-22 1.4	That the postcode data for current and future stock is mapped via the GIS system allowing comparison of vacant/occupied stock.	A refreshed approach to storing adapted stock data	June 2022	Assistant Director of Housing Management & Enforcement Scrutiny & Elections Officer	Officer time Support will be needed from the Scrutiny and Elections officer to progress this recommendation	This will be a useful exercise, to have a pictorial representation of where disabled adapted and substantially adapted housing stock is within the district.	Recommendation Approved.
CSSC21-22 1.5	That a special category be created within the Housing software system, Open Housing, to create more efficient management and allocation processes and ensure adapted stock is easily identifiable.	A refreshed approach to storing adapted stock data, creating greater efficiencies for officers managing stock.	July 2022	Assistant Director of Housing Management & Enforcement	Officer time	A number of system checks still need to take place to ascertain if this is possible. Assuming the system can accommodate this, staff will implement the recommendation.	Recommendation Approved.
CSSC21-22 1.6	That a revised Stock Categorisation Procedure is drafted to ensure effective implementation of the new	A clearly defined procedure for stock categorisation is in place to enable effective management	June 2022	Assistant Director of Housing Management & Enforcement	Officer time	By assessing when significant adaptations to a property mean this is considered a disabled adapted property we can official change the stock categorisation with Housing Stock	Recommendation Approved.

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	Adaptations (Council Owned Properties) Policy and ensure current stock are correctly categorised.	and allocation of stock.				Management Approval.	
CSSC21-22 1.7	That urgent action be taken to assess categorisation of the additional properties identified as potentially qualifying for the fully adapted criteria.	Effective management and allocation of stock	June 2022	Assistant Director of Housing Management & Enforcement	Officer time	To ensure we have up to date and accurate records we need to review the list of significantly adapted properties to see if we can officially change the stock categorisation with Housing Stock Management Approval.	Recommendation Approved.
CSSC21-22 1.8	That Housing services use the ward analysis to assist in pinpointing potential areas for future development.	A greater understanding of the District demographic profile when considering development of future stock.	Ongoing	Assistant Director of Housing Management & Enforcement	Officer time	This will help to build a clear picture of where there are gaps in provision of disabled units across the district and can be used in future Bolsover Homes schemes.	Recommendation Approved.
CSSC21-22 1.9	That this demographic analysis is	A greater understanding of the District	Dependent on release	Assistant Director of Housing	Officer time	Updated information will be useful.	Recommendation Approved.

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	refreshed once the Census 2021 data is released.	demographic profile when considering development of future stock	of Census data - TBC	Management & Enforcement	Support will be needed from the Scrutiny and Elections officer to progress this recommendation		