

RESPONSE TO SCRUTINY COMMITTEE ON IMPLEMENTATION FOLLOWING 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		
Total No. of Recommendations and Sub Recommendations	Achieved	4	On track	2	Extended	1
	Achieved (Behind target)	2	Overdue	0	Alert	0

Key Achievements:

- The revised Adaptations Policy (Council Owned Properties) 2022-2025 has been adopted by Executive. As a consequence, the following documents have also been revised and approved:
- Welfare Adaptations Procedure
- Stock Categorisation Procedure
- Outstanding stock identified as requiring ‘categorisation’ have now been dealt with.
- The new Open Housing software system has been adapted to enable officers to apply the correct categorisation to stock, enabling more effective management.
- The adoption of the Mobility Scooter Policy was slightly delayed due to the local election period but will be presented to Executive on 31st July.
- Further data releases from Census 2021 are required to carry out ongoing updates to the ward and demographic analysis completed during the course of the review. This will be done once the data is available and updated periodically as part of ongoing data monitoring.

Reasons for non-implementation of Recommendations:

- The mapping of stock data in the Council’s GIS system is still under development. This should still be completed once the new Housing Strategy & Development Officer is in post.

PERFORM Code	Recommendation	Lead Officer	Target Date	Completion Date	Status	Resources	Progress/Action
CSSC21-22 1.1	That Executive approve and adopt the Adaptations Policy (Council Owned Properties) 2022-2025 as presented.	Assistant Director of Housing Management & Enforcement	May 2022	May 2022		Officer time	Submitted to Executive in May 2022, and approved and adopted.
CSSC21-22 1.2	That a Welfare Adaptations Procedure is produced to support the revised Policy and clearly define our processes.	Assistant Director of Housing Management & Enforcement	June 2022	June 2022		Officer time	Completed as part of the development of new Adaptations Policy.
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.	Assistant Director of Housing Management & Enforcement	Sept 2022			Officer time	<u>Interim Update</u> Draft Policy to Scrutiny on 12 th December 2022, a period of tenant consultation will be needed prior to any approval – request amended target date of April 2023. <u>Final Update</u> The final Policy is due to be presented to Executive on 31 st July 2023.
CSSC21-22 1.4	That the postcode data for current and future stock is mapped via the GIS	Assistant Director of Housing Management	October 2023			Officer time Support will be needed from the	<u>Interim Update</u> Initial discussions have taken place with ICT/GIS. Further postcode data is needed and

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	system allowing comparison of vacant/occupied stock.	& Enforcement Scrutiny & Elections Officer				Scrutiny and Elections officer to progress this recommendation.	clarification on categorisation before the work can be completed in MyMaps. <u>Final Update</u> Due to staff absence this was not completed in the original planned timescale. However, this can now be taken forward for delivery by the new Housing Strategy & Development Officer with a projected delivery timescale of October 2023.
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.	Assistant Director of Housing Management & Enforcement	July 2022	November 2022		Officer time	Completed and will be used to assist in developing the mapping of the data as required for recommendation 1.4.
CSSC21-22 1.6	That a revised Stock Categorisation Procedure is drafted to ensure effective implementation of the new	Assistant Director of Housing Management & Enforcement	June 2022	June 2022		Officer time	This was incorporated in to the revised Adaptations Policy approved by Executive. This has also be considered and approved by Housing Stock Management Group.

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	Adaptations (Council Owned Properties) Policy and ensure current stock are correctly categorised.						
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.	Assistant Director of Housing Management & Enforcement	June 2022	June 2022		Officer time	This was completed during the latter stages of the review and prior to the presentation of the new Policy to Executive. The assessment of the properties helped to shape the final Stock Categorisation Procedure.
CSSC21-22 1.8	That Housing services use the ward analysis to assist in pinpointing potential areas for future development.	Assistant Director of Housing Management & Enforcement	Ongoing			Officer time	<p><u>Interim Update</u> Data will be considered as and when future development is programmed for delivery.</p> <p><u>Final Update</u> This will be incorporated into the new Housing Strategy & Development Officer role and will be reviewed periodically as part of wider data monitoring for the local Housing Strategy.</p>
CSSC21-22 1.9	That this demographic analysis is refreshed once	Assistant Director of Housing Management	Dependent on release of Census data - TBC			Officer time Support will be needed from the	<p><u>Interim Update</u> Still awaiting more detailed data release from Census 2021.</p>

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	the Census 2021 data is released.	& Enforcement				Scrutiny and Elections officer to progress this recommendation.	<u>Final Update</u> This will be incorporated into the new Housing Strategy & Development Officer role and will be reviewed periodically as part of wider data monitoring for the local Housing Strategy.