

Nicola Hesketh
Project and Information Co Ordinator

Our Ref: FOI4197/NH/02
Please ask for: Nicola Hesketh
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[name and address redacted]

16th November 2016

Dear [name redacted]

Freedom of Information – Request for Information

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

Details of Your Request

I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000.

Please send me:

[Information request - 1]

Is your Disabled facilities grant service a statutory only service or an enhanced service?

[Information request - 2]

How many DFG's were completed in 2014, 2015 and estimated completions to end of March 2016

[Information request – 3,]

How many members of staff are used to process your DFG's from assessment of need to Final completion of works? Please include all staff including those in agencies used and admin support. (exclude contractors)

[Information request – 4,]

Who assesses the service user eligible for a DFG when it comes to "need" and from which organisation are they from (i.e. OT social services)

[Information request – 5,]

Who carries out the following tasks and from which organisation do they belong (i.e Case Worker HIA / Chief officer Housing Dept etc)

- a) Completion of application form*
- b) Means test where necessary*
- c) Scheduling of work*
- d) Decision as to whether DFG is technically and economically viable*

[Information request – 6,]

Who approves the DFG in accordance with the Housing act and from which organisation do they belong (i.e who approves the spend per property)

[Information request – 7,]

How are the contractors chosen for DFG works (i.e framework contracts, client nominated, etc)

[Information request – 8,]

Who approves payments under the DFG to contractors and from which organisation do they belong.

[Information request – 9,]

Has a review of the DFG service been carried out in the last 3 years OR is a review proposed within the next 2 years. (please identify either if apply)

[Information request – 10,]

If a review HAS taken place in the last 3 years can you please answer requests 1,3,4 &5 again here showing the answers prior to the review.

[Information request – 11,]

Have you ever considered a) paying out on a DFG to the applicant before start of works, OR b) having a single tier system where assessment of need and approval of grant are carried out by the same department/section of an organisation? If not, why not?

[Information request – 12,]

How are the staff involved in DFG's paid (i.e. LA revenue, Better care fund capital, other capital?)

[Information request – 13,]

From your Better Care Funding how much as a percentage is planned to be spent on DFG's only, in 2016 (excluding any staffing costs if applicable)

[Information request - 2]

2014/15: 7, 2015/16: 36

[Information request – 3,]

Revival - we don't have people specifically who only work in Tamworth, however, approximately it is the majority of a full-time caseworker, full-time technical officer, half of a full-time administrator, part of the Senior Caseworker and part of the Team Leader.

Authority - have no staff specifically allocated to this task.

[Information request – 4,]

The OT / SCC Social Services/NHS

[Information request – 5,]

a) – caseworker Revival

b) – caseworker Revival

c) – technical officer Revival

d) - the borough council based on the recommendations of the OT and technical officer

[Information request – 6,]

Grants are approved by the borough council based on the recommendations of the OT and based on the form and documents completed by Revival.

[Information request – 7,]

The contractors used by Revival are all Trustmarked and go through a vetting process managed on behalf of Revival by Independence cic. However equipment is supplied by contractors provided by SSOTP.

[Information request – 8,]

The borough council, based on the recommendations of Revival's technical officer.

[Information request – 9,]

Not in the last 3 years. A review is starting in the next few months.

[Information request – 10,]

Not applicable

[Information request – 11,]

There is an ongoing service review across the County involving all districts that will look at all aspects of the service delivery. It is likely that this will not provide any results for 6-9 months for implementation in 2018

[Information request – 12,]

We don't pay any staff for the provision of the DFG function either through Revenue or Capital, Applications are processed by the Authority, but there is no designated post.

[Information request – 13,]

This responsibility is carried out by Staffordshire County Council, if you have not done so already please direct your request by email to the following address:

foi@Staffordshire.gov.uk

Or alternatively by post to:

**Information Governance Unit
Staffordshire County Council
Wedgwood Building - Block A
Tipping Street
Stafford
ST16 2DH**

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Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Nicola Hesketh
Project and Information Coordinator