



Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

| Report of: | Portfolio Holder | Date of publication |
|--|---|---------------------|
| Mark Broadhurst, Service Director Health and Wellbeing | Cllr Roger Berry, Neighbourhood Services and Community Safety Portfolio Holder | 31 May 2018 |

Review of Disabled Facilities Grant Administration Fees

1. Purpose of report

- 1.1 To seek approval to increase the fees payable to the Council on Disabled Facilities Grants (DFG) from 10% to 15%.

2. Outcomes

- 2.1 To increase the Council fees on Disabled Facilities Grants to 15%.

3. Recommendation

- 3.1 That the administration fee the Council receives on Disabled Facilities Grants is increased from 10% to 15% exclusive of standard rate VAT.

4. Background

- 4.1 The Council currently receives a 10% administration charge on all Disabled Facilities Grants, with the exception of technical fees such as architect or occupational therapist costs. The administration fee contributes to the running of the service including the processing and administration of applications as well as the technical officer input into the adaptations.
- 4.2 Owing to the changing needs of the service users and the demands of managing increased expectations, we are finding that the resources required for an average adaptation have increased significantly over recent years. It is felt the current 10% fee is no longer representative of the work carried out by the team.

4.3 The administration fee levels charged by districts varies across Lancashire. Discussions were held at a Lancashire DFG Task Group meeting in April 2018, and the majority of Districts are looking to increase their fee levels to 15% to take into account the additional officer time that is currently being taken on adaptations.

5. Key issues and proposals

5.1 The proposed increase in fees to 15% will result in a corresponding increase in the utilisation of the Better Care Funding budget. However, it is not anticipated that this will have a significant impact on DFG delivery.

6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Neighbourhood Services and Community Safety Portfolio Holder (as set out in Part 3 of the council’s constitution): “To determine charges or fees for any relevant services operated within the Portfolio.”

| Financial and legal implications | |
|---|--|
| Finance | Wyre’s Better Care Funding allocation in 2017/18 was £1,563,469. However this was re-profiled with some spending slipped to 2018/19. The allocation for 2018/19 is currently unknown but assumed to be same as 2017/18 in the Capital Programme. The current budget in 2018/19 has therefore been set at £2,133,469. The change in fee will result in an increase in the 2018/19 budget from £228,590 to £271,200 (£42,610). |
| Legal | The Housing Grants, Construction and Regeneration Act 1996 s.2(3) and The Housing Renewal Grants (Services and Charges) Order 1996 allows Councils to charge fees that relate to the application and preparation for carrying out the works. |

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

| risks/implications | ✓ / x |
|---------------------------|--------------|
| community safety | x |
| equality and diversity | ✓ |
| sustainability | x |
| health and safety | x |

| risks/implications | ✓ / x |
|---------------------------|--------------|
| asset management | x |
| climate change | x |
| data protection | x |

| report author | telephone no. | email | date |
|----------------|---------------|----------------------------|------------|
| David McArthur | 01253 887434 | David.mcarthur@wyre.gov.uk | 14/05/2018 |

| List of background papers: | | |
|-----------------------------------|------|--------------------------------|
| name of document | date | where available for inspection |
| N/A | | |

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