

A Review of Demand for Disabled Facilities Grant (DFG) in the East Midlands.

On behalf of the East Midlands Regional Housing Group

1.0 Background and Aims

1.1 This research will provide the Regional Housing Group (RHG) and Local Authorities (LAs) with more understanding of the disabled and elderly population in the East Midlands

1.2 This research is designed to inform the RHG, through the DFG Steering Group, about the scale; nature and distribution of demand for disabled facilities grant in the East Midlands and inform future funding processes. To achieve this research is required to:

- Analyse and map eligible demand for and supply of Disabled Facilities Grant (DFG) using GIS. Providing baseline data which is available at a variety of spatial levels – LA, Sub-regional and regionally.
- Provide an accurate and up-to-date database of the population demographic across the East Midlands and identify residence patterns of disabled households. Therefore, identify existing patterns of eligible demand for DFG to help inform future funding decisions.
- Identify approaches/examples to enable the benchmarking of local authorities best practice in procurement, partnering and prevention with regard to DFG.
- Analyse and map all other contributions to supplement LA DFG Budgets, ie. Charitable Donations, Housing Corporation funding etc.
- Assess the need for the provision of other services to support the DFG. Therefore, identify potential costs/savings for other agencies.
- Investigate current accommodation needs of applicants in order to assist the identification of future trends.

1.3 Outcome from the research is expected to inform the development of the following policies and strategies:

- Future reviews of Disabled Facilities Grant and Government policy approach.
- Development of a Regional Accessible Housing Strategy and a future review of the Regional Housing Strategy.
- Background context for local, regional and sub regional housing strategies.
- Background context for future funding decisions.

2.0 Issues to be addressed by Research.

2.1 The research will be divided into two sections and the consultants will be expected to:

Objective 1: Analyse and map eligible demand for and supply of Disabled Facilities Grant using GIS provide baseline data and analysis in order to give a clear picture of demand and supply across the region.

- Identify the total population size and disabled population by census.
- Identify residence patterns of Disabled households at Local Authority (LA) level.
- Identify eligible demand for Disabled Facilities Grants in excess of £1000 at LA level. Identify level of demand between private householders/tenants and social housing tenants.
- Identify and map amounts bid for by local authorities and allocations received for the last five years.
- Identify and map actual amounts spent by local authorities for the last five years. Figures to be broken down between private householders / tenants and social housing tenants.
- Provide an overlay of associated data including age profile, tenure, housing type, disability living allowance and attendance allowance at regional, sub-regional and LA level.
- Identify measures used to control or manage demand for DFG because of restricted resources.
- Identify the annual number of referrals to Occupational Therapy departments at regional, sub-regional and LA level. Figures to specify whether a FACS criterion is being applied.
- Identify the amount of delay experienced by those waiting for adaptations (either for initial assessment or for any stage of implementation). Figures to include delay caused when maximum grant is inadequate to fund the needed adaptation and associated costs to all parties caused by such delays.
- Identify outcomes for families who do not proceed because of the size of their means-tested contribution.
- Identify and quantify any cases of delayed discharge from hospital caused by the need for a DFG.
- Identify numbers and capacity of Home Improvement Agencies.
- Identify regional and sub-regional population trends. Figures to include growth in numbers of households eligible for DFG.
- Provide detailed analysis of data.

Objective 2: Benchmark Local Authority best practice in procurement, partnering and prevention.

- Improve LA and Government knowledge of regional and sub-regional statistics, therefore, enhancing future funding plans.
- Identify approaches/examples of local authorities in the region who are implementing sound practice in the delivery of Disabled Facilities Grants.
- Identify approaches/examples of local authorities working in partnership with Home Improvement Agencies, PCTs, and Housing Associations.

2.2 Given that the results are a crucial aspect of the evidence base for DFG, it is essential that the investigation is conducted properly and contains high quality information.

2.3 The research is expected to be clear and transparent and the process involved in conducting the research should be accessible with clearly documented evidence of assumptions made, and decisions taken, so that others can understand how the results have been attained.

3.0 Research Requirements.

3.1 The research should deliver a report in Plain English with accompanying maps / diagrams in GIS / electronic and paper format.

3.2 The following outputs are expected/ required:

- **Inception report** – developing the proposed methodology, information sources and need for data acquisition (available in Microsoft Word).
- **Monthly progress reports** – ensure all parties are kept informed regularly in order to identify any problems that may occur.
- **Interim report** – including maps and GIS source files (available in Microsoft Word).
- **Final Report** – required to produce 20 printed copies plus one unbound, an electronic copy in Microsoft Word format and PDF format to include:
 - An Executive Summary appropriate to a non-technical, decision making audience
 - Technical reports to include clear summaries of key points /conclusions at the start of each chapter.
 - Detailed technical tables and analysis may be collated in technical appendices, to avoid key messages being lost in the detail.

3.3 Presentation (in PowerPoint) of the findings to a relevant group from the East Midlands Regional Housing Group.

3.4 The final document to be supplied to the RHG in PDF and Microsoft Word formats for placement on EMRA website.

3.5 A detailed assessment of the DFG in East Midlands that provides consistent, accurate and up-to-date information. Improved and accessible baseline data and outputs which set out both quantitative and qualitative data and analysis providing:

- Analysis of policy context
- Analysis of secondary data
- Analysis and display of any primary survey data.

4.0 Work Programme.

4.1 The timetable for the work will be as follows:

Invitation to tender: 20th July 2007
Submission of tender: 10 August 2007
Interviews: (w/c) 13th August 2007
Inception meeting: (w/c) 13th August 2007
Interim report: 16th October 2007
Final report completed: 18th December 2007

4.2 The successful contractors should initially discuss the scope of the research with the Project Steering Group at the inception meeting to confirm all appropriate outputs and timescales.

4.3 The contractors will then complete the study of the region and will submit a draft final report to the Steering Group. The Steering Group will then comment on the draft report before it is finalised.

5.0 Management.

5.1 Government Office for the East Midlands – Project Manager: Deborah Harrison

5.2 The project steering group is to be drawn from members of the DFG Steering Group

5.3 The contractor will be supervised by an officer of the Government Office for the East Midlands, who will act as a Contract Manager. The RHG will expect a named member of the contractor's staff to be in sole charge of the project.

5.4 The project will be overseen by a representative from the Steering Group, to monitor progress and provide advice. At least two meetings will be held between the contractor and the Steering Group, which will be chaired by a representative from the Steering Group. The Contractor will be expected to meet the Steering Group for an initial briefing, to review progress and to make a presentation of the findings.

6.0 Reporting Arrangements.

6.1 The East Midlands Regional Housing Group will require the contractor to prepare and circulate copies of all progress reports and discussion papers to each

member of the Steering Group. The tender should allow for 20 copies of each paper.

6.2 Progress reports and other papers to be discussed by the Steering Group should be provided at least ten working days before a meeting.

6.3 A draft Final Report should be submitted for discussion with the Steering Group not less than three weeks before the contract end date. The Steering Group will require delivery of 20 copies of the draft Final Report, prepared in accordance with details stated above.

6.4 The East Midlands Regional Housing Group will require twenty copies of the Final Report, which should be fully proof-read. It will include a freestanding Executive Summary of not more than 2,000 words. This executive summary should also be reproduced as a separate publicity flyer of four sides of A4. An additional master copy will also be made available in the form of camera-ready copy suitable for direct printing and along with electronic versions in Microsoft Word XP and PDF format on CD-ROM. In addition all the map based data (both baseline data and accompanying maps in the final report) should be made available in digitised GIS format on CD-ROM and any statistical tables should also be presented as Microsoft Access or Microsoft Excel files.

6.5 The East Midlands Regional Housing Group will hold the copyright on the research and its publication. The report or the information from this research cannot be quoted from or used in any other project work without the written permission of the East Midlands Regional Housing Group.

6.6 Any information supplied by the East Midlands Regional Housing Group or its steering group partners to the contractor during the project must be returned no later than one month after the end of the contract period. A copy of any presentation materials used in the Final Report or meetings or seminars (slides, overhead projection transparencies etc.) will be required by the East Midlands Regional Housing Group for retention.

7.0 Duration and Timetable.

7.1 The East Midlands Regional Housing Group expects that the contract to begin in August and be of 4 months duration.

8.0 Tender Submission and Project Management.

8.1 Tenders are invited on a fixed price basis (including all expenses and disbursements). Detailed broken down costings should be provided, indicating all elements of VAT. The budget for this project is up to **£30,000** (inc VAT).

9.0 Bibliography / Relevant Background Information.

9.1 Close support will be available from members of the DFG Steering Group to provide any information they have, other likely sources will include but are not confined to:

- Housing Intelligence for the East Midlands (hi4em)

- Housing registers (local authorities/RSLs) including transfers
- Housing needs studies
- Health needs information
- Social care needs information
- Social services needs information
- Equality and diversity strategies
- Supporting people strategies
- HSSA return
- Voluntary sector published data
- National/regional data sets
- National House Condition Survey
- Local Authority House Condition Survey
- Core Data

10.0 Further information.

10.1 Further information is available from:

Deborah Harrison
Government Office for the East Midlands
The Belgrave Centre
Talbot Street
Nottingham
NG1 5GG

Tel: 0115 971 2664

Fax: 0115 971 2440

E-mail: deborah.harrison@goem.gsi.gov.uk