



SOCIAL WORK AND HOUSING COMMITTEE – 6 MAY, 2013

APPOINTMENT OF SUB-COMMITTEE: IMPROVEMENT GRANT (WORKS FOR DISABLED OCCUPANT) SUB-COMMITTEE

1 Recommendations

The Committee is recommended to:

- 1.1 Establish the Social Work and Housing Committee Improvement Grant (Works for Disabled Occupant) Sub-Committee, and**
- 1.2 Agree and appoint the membership of the Improvement Grant (Works for Disabled Occupant) in accordance with the Terms of Reference provided at Appendix 1.**

2 Background / Discussion

- 2.1 This report explains that a Sub-Committee, previously established by the Infrastructure Services Committee, requires to be established as a Sub-Committee of the Social Work and Housing Committee.
- 2.2 The Improvement Grant (Works for Disabled Occupant) Sub-Committee of the Infrastructure Services Committee has a remit to consider appeals submitted against decisions made by the Environmental Health Service who have delegated powers to approve and refuse improvement grant applications in terms of the Housing (Scotland) Act 2006. However, from 1 June, 2013 the administration of the grants will be transferred to the Housing Service and the Director of Housing and Social Work will then have delegated powers to approve and refuse home improvement grant applications.
- 2.3 Therefore the Social Work and Housing Committee is required to constitute a Improvement Grant (Works for Disabled Occupant) Sub-Committee and appoint members from their membership as stipulated in the Terms of Reference (Appendix 1).
- 2.4 A Sub-Committee is a small group made up of Council Members and set up to look in detail at one aspect, or a related group of aspects, of the Council's or a Committee's work. Sub-Committees may have powers delegated by the Council or parent committee, or may simply be established to make recommendations. They are formal groups of the Council and are subject to the provisions of the Local Government (Scotland) Act 1973 and other legislation relevant to the conduct of the Council's business. Meeting of Sub-Committees must be conducted in accordance with Standing Orders and the Scheme of Delegation. Sub-Committees can meet regularly or on an ad-hoc basis, and are considered to be a good method of allowing detailed discussions on matters which do not have a natural time limit or where

decision making would be required over a long time. Sub-Committees are also subject to the Access to Information Regulations requiring that matters are considered in public unless a resolution is made to treat a matter as exempt in terms of the legislation.

- 2.5 The Head of Finance and Monitoring Officer within Corporate Services have been consulted in the preparation of this report and are in agreement with the contents of the report.

3 Equalities, Staffing and Financial Implications

- 3.1 An equality impact assessment is not required because the recommended actions will not have a differential impact on people sharing any of the protected characteristics.
- 3.2 There are no specific staffing and financial implications arising from this report.

Christine Gore
Director of Corporate Services

Report prepared by Niall David, Senior Committee Officer
9 May, 2013

APPENDIX 1

TERMS OF REFERENCE

MAY, 2013

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| Title of Group | Social Work and Housing Committee Improvement Grant (Works for Disabled Occupant) Sub-Committee (formerly know as the Infrastructure Services Committee Home Improvement and Repairs Grant Sub-Committee) |
| Lead Officer | Janelle Clark, Housing Manager (Strategy) (formerly David Cooper, Environmental Health Manager) |
| Remit | |
| To consider appeals in terms of the Housing (Scotland) Act 2006 regarding the approval or refusal of Improvement Grant applications in respect of works for a disabled occupant. | |
| Suggested Membership (5) | |
| As this has traditionally been a small group it is suggested that this group should comprise 3 Alliance Group members and 2 opposition members . This matches the composition whilst this was an Infrastructure Services Sub-Committee. | |
| Authority to Establish Group | |
| Previously established as an Infrastructure Services Committee Sub-Committee. That Sub-Committee will discontinue upon the establishment of the equivalent Social Work and Housing Committee Sub-Committee. | |
| Frequency of Meetings | |
| Since first established in June 1999 it has not met. The way of working is for a report to be circulated to members seeking a decision and only if there is no consensus a meeting is then called. | |
| Strategy | |
| To apply the terms of the Housing (Scotland) Act 2006 and the Council's scheme of eligibility for grant assistance in considering appeals on the approval/refusal of home improvement grant application (works for a disabled occupant). | |