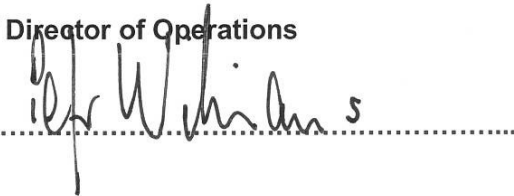


**NORTH LINCOLNSHIRE COUNCIL
OFFICER DECISION NOTICE AND RECORD
(PUBLISHED)**

1. DECISION TAKEN		
To approve the agency fees for delivering all assistance detailed within the council's Home Assistance Policy.		
EXECUTIVE	NON-EXECUTIVE	(Please tick either)
IS THIS A 'KEY DECISION' ? (see definition overleaf)		Yes No X
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?		Yes No X
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)		

2. OFFICER DECISION TAKER	<p>NAME Peter Williams</p> <p>POSITION/POST Director of Operations</p> <p>SIGNATURE </p> <p>DATE 11 September 2017</p>
3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)	A report presented by the Head of Waste & Public Protection setting out the Agency Fees for delivering all assistance detailed within the council's Home Assistance Policy.
4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	To maintain existing agency fees.
<p><i>TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.</i></p>	
5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER	Not Applicable
6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE	None

(CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN	
7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)	No

PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.

WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE FOR PUBLISHING.

(The definitions of a key decision are when an executive decision is likely -

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

NORTH LINCOLNSHIRE COUNCIL

**REPORT TO DIRECTOR OF
OPERATIONS**

AGENCY FEES FOR DELIVERING THE HOME ASSISTANCE POLICY

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To approve the agency fees for delivering all assistance detailed within the council's Home Assistance Policy.

2. BACKGROUND INFORMATION

- 2.1 We are permitted to charge an agency fee for dealing with Disabled Facilities Grants (DFG's) and other forms of home assistance
- 2.2 We use the money generated from agency fees to help meet the revenue cost of providing this important service which is targeted to the most vulnerable within the community.

3. OPTIONS FOR CONSIDERATION

2.3 Option 1

2.3.1 To charge an agency fee of 15% or £1400, whichever is greater, for all elements of the Home Assistance Policy, unless the circumstances in paragraphs 2.3.2 apply.

2.3.2 To charge a fee of £700 to cover the costs of all in house preparatory work and assistance where a third party is employed to facilitate and complete the grant or loan.

2.4 Option 2

2.4.1 To maintain the existing percentage agency fee with no minimum fee structure or recovery of costs on third party completions.

4. ANALYSIS OF OPTIONS

- 4.1 Option 1 is in line with the agency fees charged by other council's in the region. The agency fees are paid from grant given by central government to support DFGs.

- 4.2 Maintaining the current agency fees set out in Option 2 without a mechanism to recover reasonable costs for smaller grants or those processed by a third party, impacts on the service's financial sustainability.

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

- 5.1 Financial – Agency fees are recovered from the capital money allocated to deliver mandatory Disabled Facilities Grants and the grants within the Home Assistance Policy. Income from agency fees are used to offset the cost of delivering this service.

6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

- 6.1 Agency fees are an established mechanism for funding this service. This proposal does not have any direct impacts relevant to an IIA.

7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTEREST DECLARED

- 7.1 No conflicts of interest have been declared.

8. RECOMMENDATIONS

- 8.1 To approve the agency fees set out in Option 1 for delivering assistance set out within the Home Assistance Policy.

HEAD OF WASTE & PUBLIC PROTECTION

Author: Kath Jickells
Date: 11 September 2017

Background Papers used in the preparation of this report

