

REPORT TITLE: PROPOSED DISABLED FACILITY GRANT POLICY UPDATE

4 JULY 2018

REPORT OF PORTFOLIO HOLDER: LEADER WITH PORTOLIO FOR HOUSING SERVICES – CLLR CAROLINE HERRILL

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WARD(S): ALL

PURPOSE

The Disabled Facilities Grant Policy was approved by Cabinet (Housing) Committee in July 2017. The policy included the award of discretionary grants based on need and did not propose a maximum award; all funding through the Better Care Fund grant received annually to support this work.

The July 2017 report and the Policy it approved did not clarify delegations and approval processes for grants in excess of £30,000. Whilst grants above this amount are limited and exceptional, there are some circumstances where a housing adaptation can achieve significant savings to the overall public purse (through early discharge from hospital for example). This report makes minor amendments to the Policy and recommends appropriate delegations to officers to review grant applications.

RECOMMENDATIONS:

1. That the policy not to cap discretionary grants be approved.
2. That for grants larger than £30k, full specifications and drawings are required for approval by a pre-appointed officer panel (which should include a Council appointed Quantity Surveyor).
3. That the Corporate Head of Housing be given delegated authority to approve grants up to £100,000, subject to consultation with Portfolio Holder and appropriate panel approval.
4. That in event of a larger than £100k grant, the Portfolio Holder for Housing be given authority to approve via a Portfolio Holder Decision Notice.

IMPLICATIONS:1 COUNCIL STRATEGY OUTCOME

- 1.1 The Council's Housing Strategy 2017/18 – 2022/23 has stated priorities to:

Improve the housing circumstances of vulnerable and excluded households.

Support local people accessing high quality and affordable housing which meet their needs.

Promote independence and support the creation of accessible homes and accessible environments, in particular helping people with disabilities and those with support needs get the accommodation and support they need.

This report identifies how the Disabled Facilities Grant (DFG) Policy supports these priorities.

2 FINANCIAL IMPLICATIONS

- 2.1 The City Council receive a "Better Care Fund" (BCF) grant annually of over £1m, (£1,005,453 for 2018/19) for the purpose of funding disabled facilities works in accordance with the local Better Care Fund spending plan. This aims to fund mandatory grants and also additional discretionary assistance that enables residents to remain in their homes and sustain independence and also to facilitate early discharge from hospital.

- 2.2 The budget for 2017-18 was not fully spent with approximately £784k of expenditure. The budget for 2018-19 is proposed at £1.422m including carry over from 2017-18.

- 2.3 The existing Policy approved in 2017 places no upper limit for discretionary assistance. The revised Policy continues with that approach but clarifies the necessary agreement, procurement and authorisations for the approval of larger awards (beyond the current approved limits of officers).

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Council has a duty to provide mandatory DFGs in line with the Housing Grants, Construction & Regeneration Act 1996 and has administered an annual programme of approximately £500,000 for many years. This increased to over £1m per annum from 2016..

- 3.2 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gave powers to issue additional discretionary grants. However, until 2017, any funding over the mandatory limit of £30,000 was deferred to other agencies, such as Health or Adult Social care.

- 3.3 The implementation of the BCF approach in 2016 effectively doubled the funding available to support this work with a view to the City Council being

able to directly administer larger works and discretionary grants previously funded by others.

- 3.4 In accordance with the 1996 Act, grant applicants can procure and administer their own building works (subject to appropriate checks and approvals) with the Council's responsibility limited to assessing need, ensuring proposals are valid and paying the grant to the applicant. However, as many applicants are not in a position to administer works, the Council does offer a full procurement and administration service and charges a set percentage (currently 12.5%) against the costs of DFGs for costs of administration. Whenever the Council takes on this service, all procurement is conducted in accordance with the Council's Contracts Procedure Rules.
- 3.5 The policy for discretionary grants approved by Cabinet (Housing) Committee in July 2017 (CAB2937 ref) did not propose a cap on discretionary grants but determined they should be assessed based on need. The report and the policy did not determine any specific delegations to officers regarding approval of grants. However, it is not considered appropriate for each grant to be subject to individual committee decisions and delegated authority is therefore sought as follows:
- a) For mandatory and discretionary grants up to £30,000 to be determined by the Head of Housing Options
  - b) Discretionary grants up to £100,000 to be determined by the Corporate Head of Housing, subject to consultation with Portfolio Holder and appropriate panel approval.
  - c) That in event of a larger than £100k grant, the Portfolio Holder for Housing be given authority to approve via a Portfolio Holder Decision Notice.
- 3.6 For each of the above, all grant proposals should be subject to review and initial approval by an officer panel including the Corporate Head of Housing, Head of Housing Options, and Council's Occupational Therapist and Surveyor.
- 3.7 It is proposed that for any grant in excess of £50,000, the grant only be awarded subject to a charge being placed on the property for the grant to be repaid if the occupant disposes of the property within 5 years of the grant award. This would need to be agreed by the occupant prior to any grant being awarded.

#### 4 WORKFORCE IMPLICATIONS

- 4.1 The Council directly employ an Occupational Therapist and a Programme Support Officer to administer the BCF grant programme. Both posts are directly funded from the annual BCF grant the Council receives.

## 5 PROPERTY AND ASSET IMPLICATIONS

5.1 None

## 6 CONSULTATION AND COMMUNICATION

6.1 Council officers have consulted with Hampshire County Council Adult Health and Care commissioners (both in individual meetings and during regular quarterly Countywide meetings) and with Foundations, the organisation appointed by central Government to advise local authorities on the legal framework under which DFGs and the BCF are delivered to review the appropriateness of assessing discretionary grants on needs and not limiting grants to a maximum or capped award.

## 7 ENVIRONMENTAL CONSIDERATIONS

7.1 None

## 8 EQUALITY IMPACT ASSESSEMENT

8.1 The policy was impact assessed in June 2017 and takes full account of the assessment.

## 9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None

## 10 RISK MANAGEMENT

10.1 The changes to the Policy and Procedure present no additional risk, and indeed help mitigate the risk of challenge by clarifying the procedures regarding procurement and financial approval limits.

10.2 There are certain reputational risks and rewards associated with the provision of large discretionary awards as highlighted below

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Property</i> N/A		
<i>Community Support</i> Low	Policy meets the stated strategic priority for community support	
<i>Timescales</i> N/A		
<i>Project capacity</i>		

N/A		
<i>Financial / VfM Occasional large scale discretionary assistance (in one specific case approximately £250k) for exceptional cases. Council risk appetite suggests willingness to risk £500k-£2m for potential return)</i>	Policy requires all such assistance to be secured against property, and several safeguards in place before award agreed or paid.	To set a trailblazing approach to using BCF imaginatively in supporting disabled residents and make significant savings to the overall public purse
<i>Legal The Policy is open to challenge from either direction – ie for failure to provide the necessary assistance for an assessed need or for fettering our discretion in not considering an application that does not “fit” within the policy, or challenge as to why the Council is willing to make such large discretionary awards.</i>	Advice sought from HCC and Foundations clearly indicates that there is no legal limit to what the Council CAN offer by way of discretionary award. Policy is cautiously worded to ensure such cases are considered as “exceptional” and are considered on merit, in consultation with the appropriate welfare authority (HCC or NHS) to ensure best value for money for the public purse.	
<i>Innovation The Council is open to innovation. The Policy of having open ended discretion with regards to DFG is unusual and largely untested within a local authority DFG policy.</i>	The Policy approach has positive support from HCC and Foundations as it meets the purpose of the BCF.	The support from both HCC and Foundations for our policy and approach has been very positive and they are encouraging us to lead in such an innovative approach in the use of BCF funding.
<i>Reputation Decisions to make large discretionary awards may be subject to public and press scrutiny</i>	The support detailed above indicates that such scrutiny can be defended	An opportunity to lead in delivery of DFGs using the wider scope provided by the Better Care Fund. Foundations have shown an interest in completing and publishing a case study on the largest of the cases for which a case study is enclosed.
<i>Other</i>		

## 11 SUPPORTING INFORMATION:

### 11.1 Background

Within the existing policy there was no cap specified for discretionary assistance. This was in recognition of the new framework under which DFG monies were provided to the Council through the Better Care Fund.

The overarching purpose of the BCF policy framework is to make better use of public money in meeting the needs of individuals who need state support for a variety of health and welfare needs and demands co-operation between NHS, Social Services and Housing Authorities in achieving this.

The funding is distributed down to the City Council to enable it to provide suitable assistance to individuals where a housing solution is the most appropriate to the individual's needs and provides the best value for money to the public purse.

The overwhelming majority of such cases will be simple measures to reduce the risk of individuals needing hospital admission or to facilitate prompt discharge from hospital.

However, there will be a few cases each year which require more substantial provision to reduce admissions to residential care homes by enabling severely disabled individuals to remain at home.

In such cases the Council must consult carefully with the appropriate welfare authority to both determine the most appropriate solution and to consider the best value to the public purse. Where this is shown to be a housing solution, the Council should use the BCF funding provided for this purpose.

### 11.2 Policy and Procedure changes.

The changes to Policy are within Sections 1.4 to 1.15 and to Procedure in Sections 2.6 to 2.7. There are other minor changes to wording which have no impact on the Policy but aid clarity. The updated Policy and Procedure is included in the Appendices.

### 11.3 The Legislative framework

The legislation that governs DFGs is detailed in the Policy at 1.2 but for ease of information the legislation that allows discretionary awards to be made is The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) This gives councils powers to provide discretionary assistance. This may take the form of low cost loans and equity release as well as grants to private homeowners and others to help them to renovate, repair or adapt their home.

The Order also enables councils to provide other sorts of assistance, for example, helping someone move to more suitable living accommodation if it is

satisfied that this would provide a similar benefit to improving or adapting the existing accommodation. Councils may give discretionary assistance in addition to mandatory disabled facilities grants. The RRO puts no upper limit on the amount of assistance a local authority can approve.

Better Care Funding is allocated to Winchester City Council through Hampshire County Council under a formula determined by NHS England. The Council agrees to terms and conditions for the provision of the funding. These conditions are attached in the Appendices.

The framework under which BCF funding is provided is detailed in the Integration and Better Care Fund Policy Framework 2017-19 and again this is provided in the Appendices. The key objectives are:

- a) Facilitating timely hospital discharge
- b) Reducing admissions to residential care homes
- c) Reducing the cost of providing domiciliary care
- d) Contributing to the wider prevention agenda of housing, social care, and health authorities by facilitating improvements in individuals wellbeing, and reducing hospital admissions.

Councils have considerable freedom in how they choose to frame their Policy with regards to Disabled Facilities Grants using the powers of the Regulatory Reform Order and the funds provided by the Better Care Fund. However, that Policy should seek to meet the purpose of the BCF Policy Framework and the Purpose of Grant stated in the agreement with, in the Council's case, Hampshire County Council.

#### 11.4 Approval Process for Larger Grants:

In practice, applying this policy has highlighted the need to review the Council's Scheme of Delegation, something that was not fully appreciated at the time the policy was written, where the cost of a scheme is substantial and above the mandatory grant limit of £30,000 (this limit has not changed since 2008).

This report therefore recommends that review and approval of all grants below a value of £250,000 be delegated to officers and assessed on need in accordance with the DGF Policy.

Whilst grants in excess of £30,000 are rare and exceptional, two particular cases have highlighted the need to clarify the officer scheme of delegation.

One involves a young man with significant spinal injuries whose needs are best met by him remaining with his family. However, he needs 24 hour care and the family's current property requires major adaptation to provide for the disabled man, his carers and to provide space to mitigate the impact of him

remaining at home on the rest of the family. The costs have been assessed at over £200,000. Estimated costs for institutional care are in the region of £500 per day.

The other is of a single man also with high level spinal injury who needs adaptations to his own house in order to facilitate discharge from hospital. The cost of these works is of the order of £75,000. He is currently living in a care home at a cost in excess of £80,000 per annum.

For both cases, whilst costs are significantly higher than average grant awards, the cost to the public purse is considerably less through a housing solution than by an institutional solution from Health or Social Care Services. Neither individual has any wish to live anywhere but in their own, or their family home.

Both cases wholly comply with the aims and principles of the BCF and are supported by the Hampshire County Council Adult Services Team responsible for overall monitoring of BCF spend.

It should be noted that in all cases the Policy and Procedure imposes restrictive safeguards to ensure that funding is only provided where need is identified and for adaptations that are deemed “necessary and appropriate” and “reasonable and practicable”. The Policy allows for discretionary assistance to be provided as a grant or as a loan, depending on the applicant’s circumstances, and for a charge to be taken against the property for which the assistance is provided.

The Housing Grants Construction and Regeneration Act 1996 places a duty on the local authority to assess an application for a DFG “as soon as reasonably practicable and in any event not later than 6 months from the application”.

The proposed financial approval limits will allow officers to manage the application process and agree awards promptly and, except in exceptional circumstances, without recourse to a Portfolio Holder decision or to Cabinet.

## 12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Many councils have capped discretionary grants at a relatively low level (some as low as an additional £10,000 maximum over and above mandatory grants of £30,000).
- 12.2 Consideration has been given as to whether a cap is appropriate. However, any cap would potentially frustrate the aims of the BCF Policy Framework and Local Grant Conditions and would effectively limit the Council’s ability to meet the “needs” criteria set out in 11.3 above. A cap is therefore not recommended.



BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB2937(HSG) – Disabled Facilities Grants dated 6 July 2017

Other Background Documents:-

Integration and BCF Policy Framework 2017-19

APPENDICES:

- 1) DFG Policy and Procedure V8 May 2018
- 2) HCC DFG Local Grant Conditions 2018-19

**Winchester City Council – Housing Services  
Policy and Procedure**

<b>Title</b>	<b>Disabled Facility Grants</b>
<b>Housing Team</b>	<b>Private Sector Housing</b>
<b>Author Name &amp; title</b>	Mary Richards – originator John Easey – 2017 Revision John Easey – 2018 Revision
<b>Version Number &amp; Date Finalised</b>	7a, 05 June 2017 8, 14 May 2018

Review Date	May 2020
Title of officer with responsibility for maintaining and updating	Kevin Reed Private Sector Housing Team Leader

<p><b>Ratification Details</b> - i.e. where policy decision was finalised and by whom</p> <p>e.g. Committee paper references, Portfolio Holder Decision Ref, policy determined under scheme of delegation, DMT or other relevant meeting details &amp; dates where policy determined. Include details in order that context of policy can be checked if necessary</p>	<b>Date</b>
<b>Other Related Policy and Procedures</b>	Private Sector Housing Renewal Strategy 2016-21
<p><b>Details of Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• Relevance to statutory returns (e.g. CORE, P1Es, LASH)</li> <li>• Relevance to non statutory returns (locally agreed indicators and HouseMark Benchmarking club)</li> </ul>	<p>Response to HCC requests for monitoring returns</p> <p>Statutory time limits provide that a written decision on an application must be provided within 6 months of receipt of the application and grant monies must be paid within 12 months of the approval of the application</p> <p>2017/18. Service Delivery Plan requirements for 40 cases to be</p>

	delivered in the period and for the full Better Care Fund allocation to be spent.
<b>Quality Checks</b> Details of how performance is monitored e.g. random checks of 10% of cases.	Customer service questionnaire to service users in all cases.

## **Headline Summary of Disabled Facilities Grant Policy and Procedure May 2017**

### **Introduction**

This procedure note describes the policy, objectives, and actions to be taken during the various stages of the Disabled Facilities Grants (DFG) process.

The service is provided by the Private Sector Housing team with a lead officer responsible for service delivery and expenditure targets.

The DFG is a mandatory grant, as provided by The Housing Grants, Construction and Regeneration Act 1996, available to all applicants, towards the cost of the eligible works necessary to address their identified needs. The amount of financial contribution that an applicant must make is determined by a prescribed means tested assessment.

### **Purpose/aim**

To encourage the adaptation of dwellings to meet the needs of disabled occupants. The 1996 Act details the following as purposes for which a DFG may be given:

- 1) Facilitating Access – grant may be given for works to remove or overcome any obstacles which prevent the disabled person from moving freely into and around the dwelling, access to the garden and enjoying use of the dwelling and facilities or amenities within it.
- 2) Making a Dwelling or Building Safe – grant may be given for certain adaptations to the dwelling or building to make it safe for the disabled person and other persons residing with them. This may include the provision of lighting where safety is an issue or for adaptations designed to minimise the risk of danger where a disabled person has behavioural problems.
- 3) Access to a room usable for sleeping – grant may be given for the provision of a room usable for sleeping where adaptation of an existing room in a dwelling (upstairs or downstairs) or the access to that room is unsuitable. Where the disabled person shares a bedroom with a spouse or partner a grant may be given to provide a room of sufficient size so that normal sleeping arrangements can be maintained.
- 4) Access to a bathroom – grant may be given for the provision of, or access to, a WC, washing, bathing and/or showering facilities.
- 5) Facilitating preparation and cooking of food – grant may be given to re-arrange or enlarge a kitchen to improve the manoeuvrability for a wheelchair and to provide specially modified or designed storage units, work top area etc. Where most of

the cooking and preparation of meals is done by another household member, it would not normally be appropriate to carry out full adaptations to the kitchen. However, it might be appropriate to carry out certain adaptations that enable the disabled person to perform minor functions in the kitchen, such as preparing light meals or hot drinks.

- 6) Heating, lighting and power – a grant may be given to provide or improve the existing heating system in the dwelling to meet the disabled person’s needs. A grant will not be given to adapt or install heating in rooms which are not normally used by the disabled person. The installation of central heating will only be considered where the well-being and mobility of the disabled person would otherwise be adversely affected. Provision is also made under this section for the adaptation of heating, lighting and power to make them suitable for use by the disabled person.
- 7) Dependant Residents – grant may be given for works to enable a disabled occupant better access around the dwelling in order to care for another disabled person who normally resides there whether or not they are related to the disabled person. Such works could include adaptations to a part of the dwelling to which the disabled person would not normally need access but which is used by the person to whom they are providing care and therefore it is reasonable for such works to be carried out.
- 8) Common parts- grant may be given for works to facilitate access to a dwelling through common parts of a building.

The utilising powers of the NHS Act 2006 as amended by The Care Act 2014 provide that Disabled Facility Grants using the Better Care Fund can also be provided for:

- 1) Enabling vulnerable individuals to stay living independently within their own home, preventing them from becoming homeless or having to move unnecessarily into a less independent institutional setting, and with the objective of:
  - a) Facilitating timely hospital discharge
  - b) Reducing admissions to residential care homes
  - c) Reducing the cost of providing domiciliary care
  - d) Contributing to the wider prevention agenda of housing, social care, and health authorities by facilitating improvements in individuals wellbeing and reducing hospital admissions.

To ensure that every enquirer for a disabled facilities grant is provided with suitable and sufficient guidance and support in the application process and that that guidance and support is transparent, easily understood and appropriately communicated.

To ensure that all applicants are treated fairly and equitably through the application process.

To ensure that eligible works are carried out having regard to the individual need, the financial resources available, and the City Council's statutory duty under Regulations, and intent under this policy.

To ensure that value for money is achieved in the process of commissioning and completing all eligible works, and that works are completed to such standards and statutory certification as are applicable to the works.

## **Scope**

The client group are disabled occupants in the private housing sector in the district in need of home adaptations and/or improvements in order to remain living at home with a sustainable quality of life. In the context of this policy private sector housing includes all tenures that are not Winchester City Council tenants. The provision of adaptations within Winchester City Council housing stock is managed and funded by the Property Services team.

The Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008 prescribes the maximum amount of mandatory grant which a local authority can give (currently £30,000). Local authorities may award discretionary grant awards or provide loan finance in excess of this limit in appropriate circumstances as allowed by The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 and in accordance with the authority's published private sector renewal policy.

The Better Care Fund allocation from Hampshire County Council is provided to support both mandatory grants and discretionary support. Winchester City Council is required to use this funding for the express purpose of contributing to the wider prevention agenda of housing, social care and health authorities and will work in partnership with these agencies to further this purpose.

### **The Better Care Fund**

The Better Care Fund is contributing to the additional allocation for DFGs provided to Hampshire County Council and distributed to Winchester City Council under a determination from Central Government.

It is encouraging new initiatives to avoid admission to hospital, reduce falls, and prevent delayed discharge from hospital.

### **Key Priorities:**

To raise the importance of safe/accessible Housing/community as significant factors in health and wellbeing

To improve Health and Wellbeing by encouraging more flexible and instant availability of DFG monies.

To enable the development of a more pro active approach to publicising the Service to the mainstream public arena

To promote independent/supported living at home by more responsive access to minor

and urgent adaptations, (without the need for full financial assessment).

**Discretionary grants:**

Discretionary grants have a key role to play, particularly in avoiding delayed discharge from hospital, prevention of admission and in delaying the risk of falls/reduced independence in the home.

**Priorities for Discretionary Grants**

Consideration will be given to Discretionary Grants in the following circumstances:

Where delayed transfer of care from hospital could be avoided by the provision of essential adaptations, and, if not provided, this would result in a deterioration of the client's medical condition/ independence, or their ability to resume life at home.

Where the client is at high risk of falls, or the care situation is at imminent risk of breakdown if essential adaptations are not provided quickly, discretionary grant can be provided to delay or avert admission to hospital or to residential care.

To provide "Top ups" for Statutory DFGs" where clients can demonstrate they have no option to take additional loans or funding themselves, and the adaptations are key to maintaining supported living at home.

To provide essential and urgent adaptations when clients have palliative care needs, and the provision of adaptations to provide access to essential amenities within the home will facilitate the option to return home safely and to avoid unnecessary nursing or residential care.

To develop a programme of "Healthy Home Checks" as part of a key Health and Wellbeing initiative. These checks aim to educate and inform clients of how to maintain safe mobility and independence within the home. This may include minor adaptations to prevent slips, trips and falls, and as part of the prevention of falls programme in the locality.

## What is the policy

To provide **mandatory** grant funded assistance to qualifying applicants to meet their identified needs subject to the prescribed means test and statutory limits.

To provide **discretionary** additional grant award or loan funding, where appropriate, where the cost of the eligible works exceeds the statutory limit for Disabled Facility Grants or where affordability is a demonstrable concern to applicants..

To provide **discretionary grants to** meet the objectives of the Better Care Fund as it relates to Disabled Facilities Grants

To offer a **fee generating support service** to applicants who do not qualify for grant award as a result of means testing, in particular to those who may need further adaptations in the future.

## How will the Policy be promoted and publicised

The Council recognises that the provision of Disabled Facilities Grants is a front line statutory service and as such should be actively and prominently promoted and publicised to the community to facilitate the most efficient and effective use of the budget available.

This will include prominent positioning on the Council's website and the use of suitable printed information available at all Council offices and distributed to appropriate partner organisations and stakeholders.



# 1. Main Text - POLICY

## 1.1 Background Information

The Housing Grants, Construction and Regeneration Act 1996 provides mandatory means tested disabled facilities grants and places a statutory duty on the Council to provide such grants where the appropriate legislative conditions are met. The objective is to assist applicants with the cost of providing facilities and to carry out works of access or adaptations to dwellings or common parts of buildings containing flats, for the benefit of the disabled occupant/s. There is no prior residency requirement and grants are available to owner occupiers, tenants (or to their landlord).

An assessment of needs must be undertaken before grant can be awarded. The statutory responsibility for making such an assessment rests with the Welfare authority (Social Services Department) by virtue of section 2 of the Chronically Sick and Disabled persons Act 1970.

Section 24 of the 1996 Act places a duty on the Council:

- i. to consult the appropriate Welfare authority on whether the relevant works are "**necessary and appropriate**" to meet the needs of the disabled person,
- ii. to satisfy themselves that it is "**reasonable and practicable**" to carry out the works, having regard to the age and condition of the dwelling.

The Council have discretion to approve grant whether or not the property will be fit or unfit following completion of the eligible works.

## 1.2 Legislation/Guidance

Housing Grants, Construction and Regeneration Act 1996. Part 1. The parts relating to mandatory and discretionary Disabled Facilities Grants remains in force. Reference should be made to the relevant sections as it affects and regulates the various stages of the grants process.

ODPM Circular 05/2003: Housing Renewal: A Strategic Approach.

Provides comprehensive guidance on processing grants, legal requirements for applications and approvals, grant conditions and financial/exchequer subsidy matters; guidance on the fitness standard, service of Repair notices, Demolition and Closing Orders.

The Housing Renewal Grants Regulations 1996 (as amended).

Implements the test of resources (means test) for all grant applicants and thereby reduces the grant awarded by the amount of the means tested contribution to the eligible adaptation/improvement costs.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

gives councils greater powers to provide discretionary assistance. This may take the form of low cost loans and equity release as well as grants to private homeowners and others to help them to renovate, repair or adapt their home. The Order also enables

councils to provide other sorts of assistance, for example, helping someone move to more suitable living accommodation if it is satisfied that this would provide a similar benefit to improving or adapting the existing accommodation. Councils may give discretionary assistance in addition to mandatory disabled facilities grants.

The Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008

This prescribes the maximum amount of mandatory grant which a local can give (currently £30,000). NB. local authorities may award discretionary grant awards in excess of this limit in appropriate circumstances.

Housing Grants Construction and Regeneration Act: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008.

This defines the powers of a Local Authority to impose repayment conditions on a grant recipient subject to specified criteria and circumstances.

2017-19 Integration and Better Care Fund Policy Framework.

This outlines the policy framework under which Better Care Fund monies are allocated and their intended purpose and details the agreed National Conditions for its use.

NHS & Community Care Act 1990

The NHS and Community Care Act 1990 provides the context for the assessment of and response to potential needs including the adaptation of properties. The Act establishes a requirement that a needs assessment must be carried out where it appears to the social services authority that any person for whom they may provide or arrange community care services, may be in need of such services.

Equality Act 2010

The Equality Act 2010 abolished the earlier Disability Discrimination Act 1995 and hence the current definition of disability is provided in the most recent legislation. A person has a disability for the purposes of this Act if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities. Schedule 1 to the Act expands on this definition including further definition of “long term effects”, “normal day to day activities” and “substantial adverse effects”.

However, there may be people who, whilst not meeting the substantial and long-term test, will have had needs identified and assessed under the NHS & Community Care Act 1990, The Carers (Recognition and Services) Act 1995, or The Carers and Disabled Children Act 2000, for whom an adaptation will form part of an appropriate service response by the welfare authority.

### **1.3 Mandatory Grants**

The provision of mandatory grants is covered by the Act and the authority must comply with this legislation. All applications will be assessed for their eligibility for mandatory grant as defined by the range of needs and tests detailed above, and funded up to the £30,000 limit available subject to any contribution payable as a result of the means test carried out.

The Council offers all qualifying applicants an end-to-end service and support for the completion of application forms, drawing up of specifications of work, sourcing and appointing contractors, consultation with other agencies, site visits and works oversight, and payment of contractors invoices and any other support necessary for the timely completion of the application and works. The Council charges a fee of 12% of the approved cost of the works and this fee is itself eligible for grant payment and will be included within the total amount of grant formally approved. **As the cost of works under mandatory grants approaches this figure the Council's fee will reduce to a minimum of £409.80 plus VAT so as not to exceed the mandatory grant limit.** **Where the cost of eligible works and the Council's minimum fee combined exceed £30,000 the Council will limit its fee to £409.80 plus VAT regardless of any additional assistance offered through discretionary funding.** If an application is not approved then no fee will be payable for the service to that point.

The applicant may chose not to agree to this fee but this will limit the service provided by the Council to the statutory requirement to assess the application, carry out the financial means test, approve quotes provided by the applicants chosen contractors against the recommendations of the OT, and complete the necessary inspections of the works to approve payment of the grant.

## **1.4 Discretionary Assistance**

In addition to providing mandatory DFGs the authority may offer other discretionary assistance by virtue of Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. This may typically be considered in the following circumstances:

- a) To fund larger schemes where costs are in excess of the £30,000 limit for mandatory grant
- b) To assist individuals who may find it hard to fund their assessed contribution

Such assistance will only be considered for schemes that have already met the criteria for mandatory grant but where the applicant would suffer financial hardship in going ahead with the works required to meet their needs.

In addition, where a scheme is likely to cost more than £30,000 it must be demonstrated that due consideration has been given to the practicality of the applicant and/or their family moving to a property more suitable for their needs or for adaptation, for which a Relocation Grant of £3000 from the DFG fund can be provided (see below), as part of a maximum £30000 grant, to assist with moving costs.

- c) The authority may also provide discretionary assistance to applicants where providing grant will promote the stated purposes of the Better Care Fund in facilitating timely hospital discharge or in preventing or reducing the likelihood of hospital admission.

### **Schemes costing over the £30,000 limit**

**In the case of applications for children's grants**, such assistance may be provided as a grant where at least one parent is in receipt of a means tested benefit.

Assistance will be provided as a grant and/or low interest loan secured by a legal charge on the property and repayable on the eventual sale or transfer of the property in other cases. Where the applicant is in rented accommodation their contribution will be assessed in accordance with the following paragraph and the balance of the assistance will be by grant.

A low interest loan may be provided for sums equivalent to that for which the monthly repayment of a commercial loan over 5 years would not exceed 5% of the household net income at the time of application, provided that the applicant can demonstrate that they are unable to access such finance as a personal loan from their own bank or another mainstream high street lender. If the applicant is able to access such finance they will be required to make a contribution up to this amount.

Sums above this loan limit will be funded by discretionary grant, and may be in addition to a loan.

**In the case of applications for adults in receipt of passport benefits** such assistance may be provided as a grant and/or low interest loan secured by a legal charge on the property and repayable on the eventual sale or transfer of the property.

Where the applicant is in rented accommodation their contribution will be assessed in accordance with the following paragraph and the balance of the assistance will be by grant.

A low interest loan may be provided for sums equivalent to that for which the monthly repayment of a commercial loan over 5 years would not exceed 5% of the household net income at the time of application, provided that the applicant can demonstrate that they are unable to access such finance as a personal loan from their own bank or another mainstream high street lender. If the applicant is able to access such finance they will be required to make a contribution up to this amount.

Sums above this loan limit will be funded by discretionary grant, and may be in addition to a loan.

### **Individuals who may find it hard to fund their assessed contribution**

**Where the applicant is assessed as needing to make a contribution** – applicants may apply for financial support to effectively defer their contribution where they can demonstrate that meeting their assessed contribution would cause hardship or where they are unable to access such commercial lending as would be necessary for them to meet their assessed contribution.

In such cases the applicant will still be expected to make a contribution of up to 20% of their readily available capital and savings (monies not tied up in property) or to the amount of a commercially available personal loan from their bank (or similar mainstream high street lender) equivalent to a monthly repayment of 5% of their monthly income at the time of application over a 5 year repayment period. Where the applicants is able to demonstrate that they cannot access a personal loan of this amount, their contribution will be the 20% of their readily available capital and savings.

Applicants may apply for a low interest loan secured by a legal charge on the property repayable on the eventual sale or transfer of the property for any amounts above these thresholds.

NB loan applications under this heading may be for the entire cost of the recommended adaptations and may include for fees for support services as detailed below

Such loan assistance is only available to applicants who hold an owners interest. This means either a freehold or an unexpired leasehold term of at least 5 years, or an unexpired right of occupation for a mobile home or permanent mooring agreement for a houseboat.

### **Better Care Fund Discretionary Grants**

Applications for assistance will primarily be assessed using the provisions of the Housing Grants, Construction and Regeneration Act 1996 and the associated means test for mandatory grants and the options for discretionary assistance detailed above. However, in certain circumstances, and in consideration of the following criteria, discretionary grant will be provided as the identified need of an individual meets the specific purposes of the Better Care Fund as it applies to Disabled Facilities Grants.

The Key criteria are:

- 1) When essential adaptations (to enable access to the home and access to key facilities to ensure that living at home is possible), need to be provided “urgently” to facilitate timely discharge from hospital/nursing or residential care, (avoiding delayed transfer of care and maximising opportunity for re-ablement at home).
- 2) Where clients in the community, have high and complex level of disability and/or life changing diagnosis, and the risk of sudden deterioration in their condition/ reduced independence or increased risk of falls could be minimised by urgent provision of essential adaptations to the home,(to reduce risk of premature admission to hospital/ residential care, or increase in care package).
- 3) When the care situation in the home is at imminent risk of breakdown if essential adaptations are not provided quickly,(to support the carer and maximise client independence, health and wellbeing).
- 4) Where clients have catastrophic and life changing/limiting diagnosis, where urgent essential adaptations could minimise the risk of breakdown of family life and care, and enable supported living at home, delaying the time scale for the start, or increase in external health or social intervention.
- 5) When the timely provision of minor adaptations (in line with Health and wellbeing targets and better care priorities), would reduce the risk of falls and promote a safer home environment when clients have no immediate and safe access to alternative service options.

Discretionary grant of up to £5000 may be available to provide suitable adaptations to facilitate timely hospital discharge or to carry out minor preventative works aimed at reducing hospital or residential care home admissions, following an assessment by the in-house Occupational Therapist in discussion with such other agencies as may be involved in an individual's care.

In exceptional circumstances this grant limit may be extended in consultation with the appropriate welfare authority and with the agreement of a panel consisting of the Head of Housing Options and Allocations, the in-house Occupational Therapist, and a senior officer from another department in the Council, and will normally only be considered when to not provide additional funding would result in catastrophic loss of independence/breakdown in care and admission to residential or nursing care. The panel will consider whether the application of discretionary funding is both essential and unavoidable via any other funding pathway.

Applications will be assessed on a case by case basis following a referral from an appropriate Health Authority or healthcare provider, or as identified by officers of the Council as additional non-mandatory works during the application process for a mandatory grant.

For grant to be approved it must be demonstrated that the provision of grant supports one of the key priorities as detailed in the Scope of this policy (see above), and meets the above criteria.

Discretionary grant provided under this heading will not preclude the recipient from applying for additional assistance under a mandatory grant or other discretionary grant or loan.

### **Additional scope for the Better Care Fund**

The Better Care Fund includes a stated aim of contributing to the wider prevention agenda of housing, social care, and health authorities by facilitating improvements in individuals wellbeing and reducing hospital admissions.

The Council will encourage and consider any bid for funding from the Better Care Fund for schemes which will demonstrably support this aim, whether from individuals or from organisations, and whether to support individual disabled people or to provide provision for disabled people generally within a housing adaptation setting.

### **Dual residency of a disabled child**

In cases where families separate and a court order provides that residency of the subject disabled child is split between the mother and father (or other designated guardian) the Authority may consider the award of discretionary DFG to one property. The proposed adaptations will only be considered for discretionary assistance if they fall within those headings normally applied to mandatory schemes.

Mandatory DFG can only be provided to the 'sole or main residence' of the disabled applicant and in circumstances covered by this section it would be assumed that one party would apply for mandatory grant on the basis that the child occupies the subject property as their sole or main residence. The main residence will be determined by which party receives child benefit. This property may or may not be within the Winchester City Council area.

The Authority will consider the details of any court order and specifically the allocation of time spent with each parent in determining eligibility for assistance. No specific percentage split is proposed by this policy as each case will be reviewed on its own merits. Factors to be considered include the specific details of any order, likely time to be spent at each property, whether the child will stay overnight at the subject property and for what period etc.

In determining the works that might be considered as eligible for assistance the Authority will consider the suitability of the subject property for adaptation, the complexity and scope of the adaptations required and any observations or referral

made by the Occupational Therapy service. The scope of any works will not necessarily mirror that to be undertaken at the sole or main residence.

Any assistance provided under this heading will be up to a maximum award of £10000, but will not be subject to any form of means testing. Any award will be repayable to the Authority if and when the subject property is sold. The award amount will be recorded as a Land Registry charge.

Any discretionary award will only be considered having regard to the amount of resources the Authority has at the time. If the Authority does not have sufficient resources left to deal with other mandatory referrals that have been passed to them by the Occupational Therapy Service at the time, the Council reserves the right not to approve any discretionary assistance.

### **Relocation Grant**

A discretionary relocation grant may be available to an applicant who owns or privately rents their property if adaptations to their current home through DFG are determined not to be feasible or reasonable and they are considering relocation to a property they intend to purchase.

Applicants must be 18 or over on the date of application is made and, in the case of a disabled child, the parent(s) would make the application. Any application must be supported by a recommendation from the Hampshire County Council OT service.

The Authority and the OT must be satisfied that the proposed property already meets the needs of the disabled person without further adaptation or are satisfied that it can be adapted at a reasonable cost.

Applicants must be relocating within the Winchester City Council area. Consideration may be given to a move within Hampshire but this would require the approval of the relevant district/borough council, whether or not adaptations are required and the scale of any adaptations before a relocation grant can be considered.

A grant of up to £3000 may be made available towards specific relocation expenses, which includes estate agent fees, legal costs, removal costs.

The cost of the relocation grant together with the cost of any adaptations required to the new property must demonstrate value for money, whether the move is within Winchester or to another district/borough council in Hampshire.

Applications must be submitted prior to the relocation, grants cannot be paid retrospectively. Assistance will not be given toward the purchase price of the new property.

If on sale of the applicant's existing property, a net equity is released, the amount of net equity will be included in a revised means test for assessment of any grant for adaptations. (Net equity refers to any equity released when the purchase price of the new property is less than the existing property's selling price).



If the move is aborted through the fault of the applicant then costs will not be paid and any costs already paid will be reclaimed from the applicant. If the reason for the move failing is through no fault of the applicant then the Authority will cover the costs.

The new property must be the disabled person's main residence and no applicant will be awarded a Relocation Grant on more than one occasion.

If the disabled occupant moves from the new property within 5 years then the grant must be paid back in full except in exceptional circumstances.

The Relocation Grant scheme will be subject to the same means test as the mandatory Disabled Facilities Grant scheme unless the relocation is for a disabled child in which case no test will be applied.

### **Repayment of Mandatory and Discretionary Grant in event of disposal of the property**

The Housing Grants, Construction and Regeneration Act 1996 and the 2008 General Consent allow the authority to impose repayment conditions on Mandatory Disabled Facility Grants subject to the following prescribed criteria. To be repayable, the grant must be awarded subject to a local land charge being registered on the premises.

- 1) The authority may demand repayment of any grant which exceeds £5000 up to a maximum repayment of £10000
- 2) The applicant must have a qualifying owners interest in the premises where the relevant works are to be carried out
- 3) The recipient of grant disposes of the premises within 10 years of the certified completion of the works, whether by sale, assignment, transfer or otherwise.
- 4) The authority is satisfied that it is reasonable to require repayment taking into account a) whether repayment would impose significant hardship, b) whether disposal of the premises is to enable the recipient to take up employment or change employment, c) whether the disposal is connected with the recipients health and d) whether the disposal is to enable the recipient to receive or provide care
- 5) Whether the grant was registered as a local land charge

Repayment of discretionary grants or loans is determined by The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 provisions regarding repayment which allow for full recovery of the assistance provided by any suitable means.

### **Discretionary Grants Budget**

Grants provided specifically for the express purposes of enabling timely discharge from hospital or for preventing or reducing the likelihood of hospital admissions will be provided from the general DFG budget allocated via Hampshire County Council.

The budget for all discretionary grants and loans not made under the purposes described above will be set annually by the Chief Housing Officer.

### **1.5 Fee Generating Support Services**

The Council recognises that applicants who do not qualify for mandatory grant assistance or discretionary grant or loan assistance nonetheless still have an identifiable need for adaptations. In some cases, applicants may decide not to proceed with necessary adaptations for lack of confidence or desire to deal with the process of completing specifications, seeking and appointing suitable contractors and managing the installation, and dealing with contractors and payment demands.

The Council wishes to encourage individuals to adapt their homes where necessary and appropriate to enable them to stay in their home in accordance with the wider prevention agenda of housing, social care and health authorities.

For mandatory grant works the Council provides an end-to-end service, acting as agent for the applicant, and charges a fee, of 12% of the grant provided towards the cost of works. This fee forms part of the grant funding allocated. The Council will offer the same service at the same fee rate to all applicants.

The provision of loans and fee paying support services would be advantageous to certain applicants who may need further works carried out in future years, as the legislation allows for the contribution made towards one scheme of works to be counted towards the applicant's contribution to a further scheme of works if this is carried out within 5 years in the case of rented property or 10 years in the case of owner occupied property, provided that the earlier scheme has been managed through the DFG process.

### **1.6 Contractual relationships and responsibilities:**

In all circumstances, the contract for the completion of works will be between the applicant and the contractor appointed to complete the work.

Full details of the contractual relationships and responsibilities will be provided to all contractors invited to bid either by the Council or by the applicant in the document **Preliminary Information to Contractors** which may vary from time to time to reflect changes in legislation and industry standards. This information will also be provided to applicants.

If there is a dispute between the applicant and the contractor, the Council will not be able to get involved unless by some act or default the Council has caused the issue which has led to the dispute. The Council will generally pay contractors on behalf of the applicant, but in the case of an unresolvable dispute the Council will pay the grant direct to the applicant. It is then for the two contracted parties, the applicant and their contractor, to take such action as they deem necessary to resolve their dispute.

### **1.7 The procurement framework:**

The process of sourcing and appointing contractors to complete the works will depend on the likely nature and value of the works to be carried out, and the applicants preferred method of engagement.

The Council offers an end to end service (see 1.3) for the majority of straightforward grants and where the value of the works is likely not to exceed £10,000. For this approach, the Council maintains a list of approved contractors whose service will be offered to the applicant if they wish to make use of the service offering.

Furthermore the Council offers a choice of approved agents for higher value schemes that will typically involve Planning application and Building Control application for extensions or other substantial building works.

Where either of the above options is adopted, the procurement of contractors will be carried out according to the Council's procurement rules, details of which are summarised below at 1.10.

The applicant is under no obligation to use either approved list and is entitled to invite and submit quotes from their own choice of agents and contractors. In these circumstances the submitted quotes will be assessed only to confirm that the quotations are for works reasonably required to meet the identified needs of the applicant and for which the grant is being provided. The Council may, however, wish to investigate the contractors proposed by the applicant to ensure that they are of sufficient competence and reliability to safeguard that the public purse is not put at unnecessary risk, and may seek assurance as to insurances and references before approving an award.

The Council will base the award on the lowest quote that meets the needs, however the applicant may still use a higher priced contractor provided they pay for the difference in price. The applicant may also chose to carry out additional works to those that meet the needs for which assistance is being provided, but the award will not contribute to such additional works. In exceptional cases the Council may agree to base the award on a quote higher than the lowest where circumstances, such as time for completion or known specific expertise, would indicate a better value outcome.

### **1.8 List of approved contractors**

The Council will maintain a list of approved contractors capable of completing the works typically associated with Disabled Facility Grants, including specialists in the installation of wet-rooms and stair-lifts as well as general building contractors.

This list will be informed by a 2 yearly invitation to contractors to tender against a given schedule of works, and confirmation of suitable insurances and professional accreditation.

The Council's Contract Procedure Rules accept membership of "Constructionline" as meeting the requirements for being accepted on the Council's list of approved contractors. It is expected that the list will include no more than 12 contractors including a minimum of 3 in any specialism.

This list will be used for any project with a likely value of up to £25,000 in line with the summary above.

### **1.9 List of approved agents**

The Council will maintain a list of approved agents (architectural practices and project management organisations) capable of managing the process of design, statutory applications, sourcing and assessment of quotations from contractors, and project supervision to completion.

Agents will source and assess contractors' quotations in accordance with Council Procurement Rules.

This list will typically be used for projects over £25,000 and where extensions to or substantial internal conversion of a property are required.

### **1.10 Contract Procurement Rules summary**

The Council Contract Procurement Rules identify 5 value of contract ranges for which the method of procurement varies as follows:

Under £10,000 – any contractor considered competent. The list of approved Contractors identified in 1.8 would all meet this competency condition.

£10,000 – £25,000 – any contractor on the approved list may be used. If not using the approved list, three quotations must be sought and an evaluation model based on price or most economically advantageous criteria used.

£25,000 – £100,000 – An evaluation model based on price or most economically advantageous must be agreed prior to inviting three written quotations.

Over £100,000 but outside of Public Contract Regulations – a formal competitive tender process by Public Invitation, Restricted Invitation or by invitation to contractors on the select list.

Over £100,000 and subject to the Public Contract Regulations – this is not considered applicable to grant funded works.

NB: the contract procurement rules do not apply where the applicant is not using the Council's management service or approved lists of contractors or agents. In these circumstances the quotes will be assessed only to confirm that they are for works reasonably required to meet the identified needs of the applicant and for which the grant is being provided, and to determine the grant award, generally based on the lowest quote that meets the needs.

### **1.11 Assessment of bids**

Where competitive bids are received for higher value works they will be assessed according to any evaluation criteria applicable to the particular procurement.

For lower value projects where more than one quote is sought, the cheapest bid will determine the primary choice of contractor, provided that, in the view of officers, the bid is reflective of the works specified.

The Council is under no obligation to accept either or any bid submitted and further invitations may be sent out.

In view of the contractual relationship, the Council will recommend the primary choice of contractor to the applicant and the applicant may accept or decline this recommendation. In the circumstance that they decline the primary choice, the Council may require that the applicant makes a contribution equivalent to the difference in price between the primary choice and their choice of contractor.

### **1.12 Contract Variations**

Grant approvals are made by assessing submitted tenders for the specification provided. It is the nature of any building work that variations may be required once work commences, either to the specification to provide a more practicable solution, or for additional works due to unforeseeable circumstances.

Applicants who chose to complete their own design must ensure that it satisfies the needs identified by their Occupational Therapist.

If any applicants' design includes for other works not provided for by the grant, the grant will be strictly limited to that part of the cost of works needed to satisfy the minimum necessary and appropriate requirements as identified by the Occupational Therapist and approved by the Council.

Where variations will materially affect the design or function of the adaptation, agreement must be sought from the originating Occupational Therapist before the variation is approved.

All requests for variations from contractors that will involve additional costs must be agreed in writing before works proceed.

Where variations are reasonably expected to reduce costs, the contractor must be required to identify this reduction before works proceed.

In both circumstances the grant approval documentation must be suitably amended.

No additional cost will be agreed for works that an experienced contractor should have reasonably foreseen as necessary for the completion of the specified works.

### **1.14 Supervision of works and payment of award:**

In all circumstances the Council has a duty to inspect the works as they progress and on completion to ensure that monies from the public purse are being spent in accordance with the purpose for which the award was made.

The Council may pay:

- 1) The contractor directly (the Council's preferred method)
- 2) The applicant directly
- 3) The contractor by providing the applicant with a suitable instrument of payment

### **1.15 Complaints procedure**

Where applicants are dissatisfied with the service they have received, including where a grant has been refused, they can make a complaint through the Council's published complaints procedure which can be found at [www.winchester.gov.uk/about/complaints](http://www.winchester.gov.uk/about/complaints)

### **1.16 Other Circumstances**

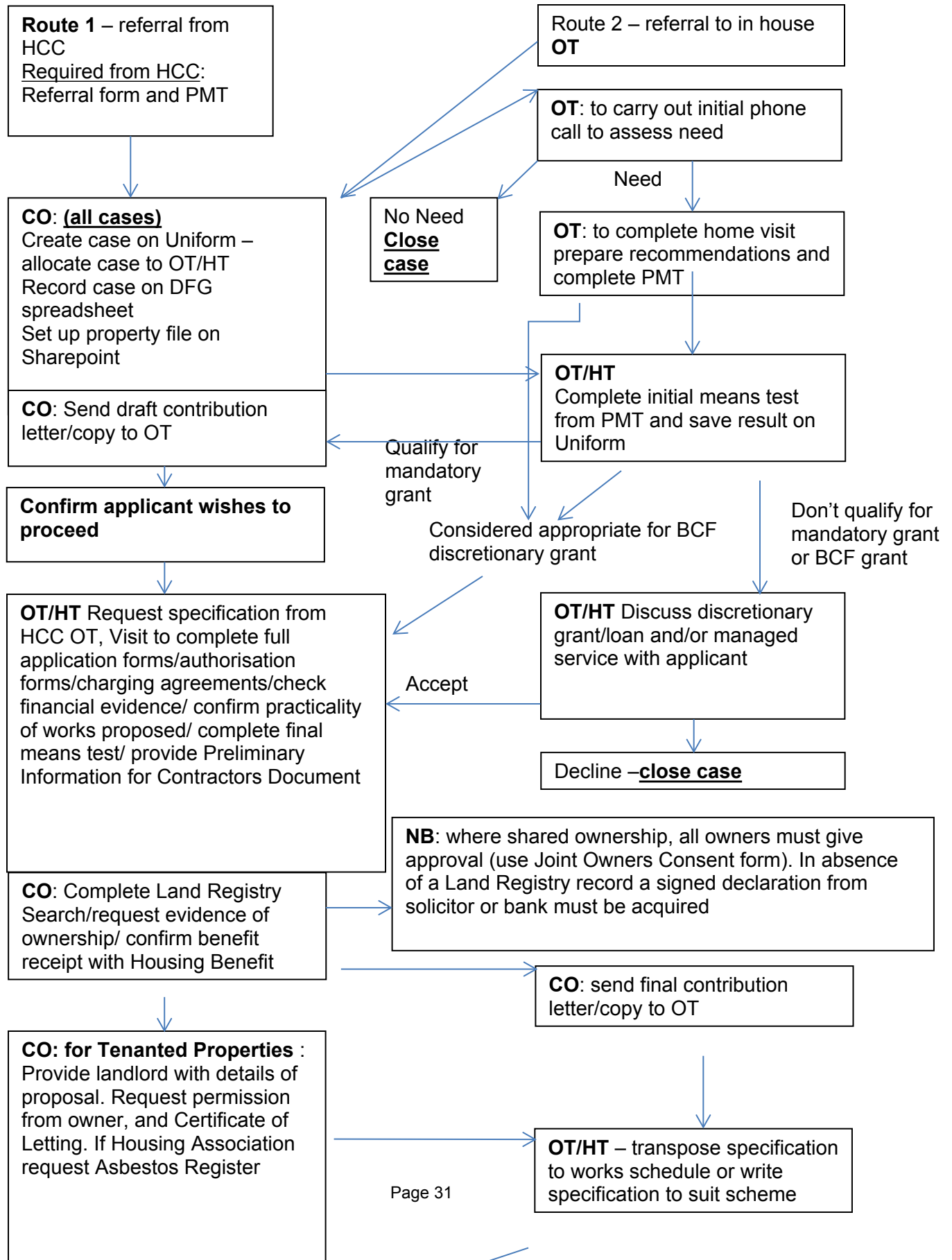
In all other circumstances not detailed in this policy document reference should be made to the provisions of The Housing Grants, Construction and Regeneration Act 1996

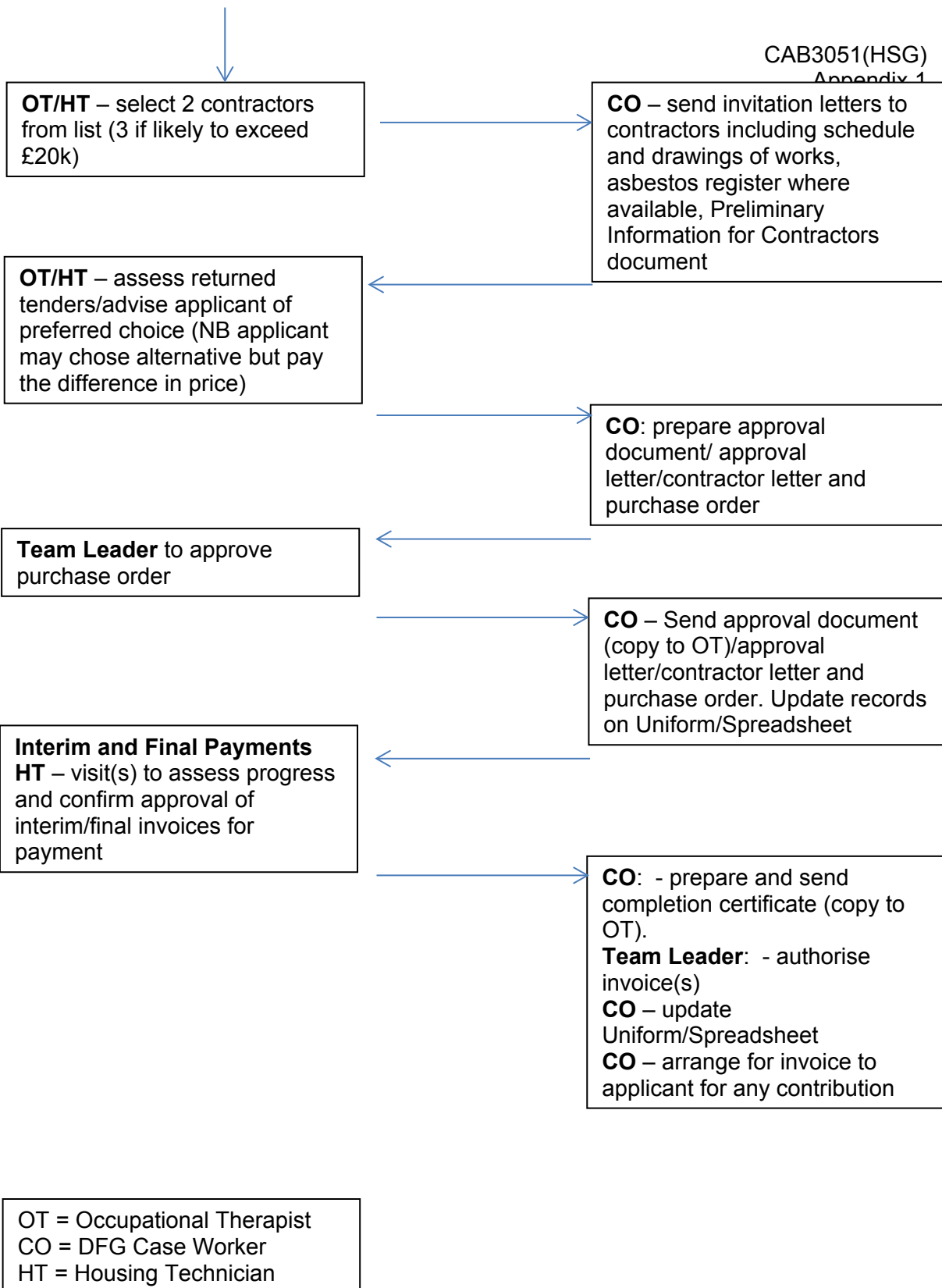
### **Associated Documents.**

Preliminary Information to Contractors for Disabled Facility Grant works.

Eligible Works Policy.

**2 Grant Processing PROCEDURE** flow chart.







**General notes:**

**Documents** – all preliminary means test, application, authorisation and consent forms are to be scanned and saved in Sharepoint at the earliest opportunity.

**Letters** – all letters issued to the applicant, landlord, Occupational Therapist, contractors are to be saved in Sharepoint at the earliest opportunity.

**Evidence** – all Land Registry records, Asbestos Registers from Housing Associations, proof of income and savings, confirmation of benefit receipt evidence to be saved in Sharepoint at the earliest opportunity.

**Specifications and tenders:** - all specification documents, tender invitations and returns to be saved in Sharepoint at the earliest opportunity

## 2.1 General

Section 1 of Part 1 of the Housing Grants, Construction and Regeneration Act 1996 provides for a Disabled Facilities Grant specifically for works to provide facilities and to carry out adaptations to dwellings whether Owner Occupier or Tenanted, or common parts of buildings containing flats (with landlord permission), for the benefit of disabled people.

For the purpose of grant, a person is disabled if:-

- his/her sight, hearing or speech is substantially impaired,
- he/she has a mental disorder or impairment of any kind, or
- he/she is physically disabled by illness, injury, impairment present since birth or otherwise.

A person aged over eighteen shall be taken to be disabled if:-

- he/she is registered disabled in pursuance of arrangements made under Section 29(1) of the Chronically Sick and Disabled Persons Act 1970 (handicapped person's welfare), or
- he/she is a person for whose welfare arrangements have been made under that provision, or in the opinion of the welfare authority, might be made under it.

A person below the age of nineteen shall be taken to be disabled if:-

- he/she is registered in a register of disabled children maintained under paragraph 2 of Schedule 2 to the Children Act 1989, or
- he/she is in the opinion of the Social Services Authority a disabled child as defined for the purposes of Part III of the Children Act 1989 (local authority support for children and their families).

In addition to owner occupiers and landlords, a wide range of tenants are able to apply for Disabled Facilities Grants, these include Housing Association Tenants and Private Sector Tenants irrespective of repairing obligations. Licensees are also eligible.

## 2.2 Initial applications and referrals

Applications will be received by two principal routes – direct to the Council and assessed by the in-house Occupation Therapist, or via Hampshire County Council Adult and Children’s Services.

Direct applicants to Winchester City Council will be contacted by the in-house Occupation Therapist, who will conduct an initial telephone assessment and a provisional test of resources. This will assess if an adaptation is considered necessary and whether the applicant is likely to qualify for a mandatory grant, either fully funded or with an assessed contribution, or can be offered discretionary assistance or the paid support service.

Referrals from Hampshire County Council Adult/Children Services Department will be subjected to a provisional test of resources to determine whether the applicant is likely to qualify for a mandatory grant, either fully funded or with an assessed contribution, or can be offered discretionary assistance or the paid support service.

An assessment and referral from an OT, in-house or at the Adult or Children Services Department, must contain the applicant’s details and identify the works/adaptations or improvements required.

On receipt of an application the following initial actions must be completed by the DFG Administrator

- record the application/OT referral on DFG Pipeline held on Sharepoint
- record client details on Uniform system
- make up an address file on Sharepoint
- undertake a Land Registry search to confirm ownership. If no Land Registry record exists the applicant must be requested to provide suitable proof of ownership (copy of Deeds)

The OT will need to provide a detailed recommendation of works that are required to meet the needs of the client, but this may be provided once the Provisional Means Test (PMT) has been undertaken and the client wishes to proceed with the grant or paid support service.

Hampshire OTs should complete, or leave, a Provisional Means Test Form (PMT) with the client. The form contains questions about “passport” benefit receipt as well as income and savings information.

## 2.3 Provisional Means Test (PMT)

An essential step in the process is to advise the applicant as early as possible as to their (provisional) level of financial contribution to the eligible works. The test is only applicable when the recommended adaptations qualify for grant aid and the person is **not** in receipt of one of the following “passport” benefits:-

- Universal Credit

- Income Support
- Income-based Employment and Support Allowance  
(not contribution-based ESA)
- Income-based Jobseeker's Allowance  
(not contribution-based JSA)
- Guarantee Pension Credit  
(not Savings Pension Credit alone)
- Working Tax Credit and/or Child Tax Credit  
(where your annual income for the purposes of the tax credits  
assessment was below £15,460)
- Housing Benefit

**Grant applications for the benefit of children are automatically awarded a full grant up to the mandatory limit and no means test is required.**

**Where applicants are in receipt of Passporting benefits evidence must be acquired to confirm this information.**

The PMT form should be dealt with as soon as possible as the result will dictate further progression of the enquiry. The result of the test should be notified to the applicant and a decision can be agreed whether or not a grant application is to be made or whether a paid service can be offered. An email of the PMT result should be sent to the originating OT advising of the outcome and advising if the client wishes to proceed.

The PMT result is recorded in Uniform. If the application is to be withdrawn because of the PMT result, the Officer should update the grant record screen by entering a "Closed" date and a "Reason": not eligible - means test.

Applicants should be made aware that there may be some benefit in proceeding with an application even if this would lead to a "Nil" grant approval. This will be important if further works become necessary within a 10 year period, such as a stair lift followed by a through floor lift, or an over bath shower followed by a ground floor water closet. In such cases applicants should be advised that if they proceed with a "Nil" grant approval and undertake the works to the satisfaction of the City Council they may benefit on a subsequent application. The provisions for disregarding the contribution will only apply for a 10 year period for owner occupiers and 5 years for tenants and will only relate to the same property.

There are no restrictions on successive applications for grant on the same property. Provision is made in the legislation to reduce the amount of an applicant's current contribution when a previous grant has been given. The contribution will be reduced by any previously assessed contribution if the applicant went ahead with the previous works. The time period, for the purpose of this test, is ten years for owner-occupiers and 5 years for tenants i.e. if the applicant's contribution was £8,000 and the amount of grant was £10,000 then any contribution in a subsequent application within the time limits would be reduced by £8,000.

## **2.4 Initial Site Visit**

The in-house Occupational Therapist or Housing Technician will arrange to carry out the necessary survey of the property to determine the extent of the works and whether these are **necessary, appropriate, reasonable and practicable**.

The whole of the property should be inspected in order to assess and record whether the property exhibits any significant hazards as assessed using the HHSRS.

The survey of the property should also consider whether any works are required to install preventative measures to reduce hospital or residential care home admissions and facilitate improvements in individuals' wellbeing and ability to remain independent in their own home and which may attract discretionary grant.

If works are requested which do not fall within the mandatory categories of work eligible for DFG, or fall within the discretionary category, then the applicant should be notified.

Prior to any grant survey the grant officer should examine any previously completed grant information which will be detailed in Uniform.

At this visit the OT/HT will complete a full application form appropriate to the case and determined by the content and result of the provisional means test form (cases for passport benefits and children need a shorter application form), and request agreement from the applicant to act on their behalf in organising and managing the works, and authorisation to conduct such financial enquiries of Council benefits sections or other agencies as may be necessary to confirm the information provided in the application form. The following forms may be required:

- Application form
- Certificate of Owner Occupation , or
- Tenants Certificate
- Certificate of Title (Legal interest in the property) where the property has not been land registered.
- Authorisation and Charging Agreement and Terms and Conditions Form
- Consent form from Landlord or Joint Owner

At the visit the OT/HT will provide the applicant with a copy of the Preliminary Information for Contractors document which explains the relationship between them, any appointed contractor, and the Council, and expectation as to the performance of the appointed contractor.

If a property has significant HHSRS Hazards a full survey should be carried out and recorded and whilst DFG awards can be given to properties which have such hazards, no commitment should be given until the most satisfactory course of action to remedy

these Hazards has been determined and the case has been discussed with the Private Sector Housing Team Leader.

It should not normally be necessary to have a joint visit with the Occupational Therapist, but in complex and difficult cases a joint visit may be instigated by either party.

## **2.5 Grant Applications**

The DFG Administrator should check the application details to determine whether all the information is complete. The following completed items comprise a proper application:

- Application form (including proof of benefit status and/ or supporting bank statements etc. see below)
- Certificate of Owner Occupation, or
- Certificate Of Letting
- Owner's permission to carry out works (tenanted properties)
- Certificate of title/interest in the property
- Receipt of benefits: the original documents/correspondence, or true copies. It has been agreed by Internal Audit that photographic reproductions of such documentation/correspondence, confirming receipt of benefit/s, may be placed on file as proof.
- Signed Authorisation, Charging Agreement and Terms and Conditions form.

**All documents must be scanned and save in the Sharepoint folder for the property**

### **Tenanted Properties (Privately Rented and Housing Associations)**

In tenanted properties the permission of the owner must be sought along with a Certificate of Letting stating that they expect to let the property for a period of 5 years from the date of the certificate. If the property is tenanted the DFG Administrator should forward the Certificate of Letting and permission letter to the owners or owner's agents for completion along with a copy of the schedule and specification as detailed below.

### **Tenanted Properties – special requirements in Housing Associations**

In properties owned by Housing Associations and other registered providers the OT/HT must make the following requests of the landlord:

- 1) A copy of the Asbestos Register for the property to forward to potential contractors.
- 2) Details of any specific requirements with regard to materials or design.
- 3) A statement of their proposed contribution

## **2.6 Schedule and Specification and requesting quotes**

The HT should, following the survey, produce a detailed Schedule of Works using the excel spreadsheets of standard phrases or create a suitable written specification agreed with the OT where works have specific characteristics.

For projects that are within the scope of the approved list of contractors for level access showers, stair-lifts, or minor works, and are likely to be below £10,000, the HT may invite the next contractor in rotation to complete the works.

Where works are likely to be between £10,000 and £25,000, one written quote is required from a contractor on the approved list.

For larger scale projects HT should select a minimum of three contractors in accordance with the Council's procurement rules and the DFG Administrator should send out a standard letter of invitation to quote with a copy of the schedule of works, method of assessment, and Preliminary Information to Contractors document to these companies.

If the HT disagrees with the Occupational Therapist referral or finds that the works cannot be carried out, the case must initially be discussed with the OT. It is important for the Housing Technician not to alter referrals without firstly agreeing the alteration with the Occupational Therapist and obtaining an amended recommendation in writing. The final decision regarding the scheme of works, however, lies with the City Council.

Where appropriate the specification must require that suitable planning consents, building control certificates, gas safety records, electrical installation certificates etc are required to be submitted at suitable stages of the works.

## **2.7 Offer of Grant**

An offer of a grant can be made where

- A written referral from Adult or Children's Services is received or an assessment is completed by the in-house OT service
- the work is necessary and proportionate and reasonable & practical
- the result of the PMT is favourable or discretionary assistance is approved
- permission is received from the property owner if applicable
- all necessary forms and certificates have been provided

In all cases agreement to sign off the assistance must be sought at the appropriate level as follows:

Up to £10,000 – Private Sector Housing Team Leader

Up to £50,000 – Head of Housing Options

Up to £100,000 – Corporate Head of Housing

Over £100,000 – Portfolio Holder for Housing (via decision notice)

## **2.8. Grant Approval**

On receipt of quotes and all other necessary paperwork as detailed above, the HT should calculate the cost of the eligible works, eligible ancillary fees and charges. A copy of this should be saved in the Sharepoint folder for the property.

The following works are zero rated for VAT:

- the construction of ramps or widening of doorways or passages for the purpose of facilitating the disabled person's entry to, or movement within the building, including any preparatory work or making good
- the installation of a lift for the purpose of facilitating the movement of the disabled person between floors of the building. Repair and maintenance or preparatory works, making good and restoring of decorations are also zero-rated
- the providing, extending or adapting of a bathroom, washroom or lavatory where such provision, extension or adaptation is necessary by reason of the disabled person's condition. In addition, other work essential to the provision of these facilities can be zero-rated

Full details of what can be zero rated for VAT purposes can be found in VAT Notice 701/7. It should be noted that it is the contractor's responsibility to correctly charge VAT and this is noted in the Preliminary Information to Contractors document

The assessment should be forwarded to the DFG Administrator who will prepare the Certificate of Approval and approval letter from the information held on Uniform.

When the HT has chosen the contractor, the DFG Administrator will then raise a purchase order (PO) based on the winning quote. The PO number is to be itemised on the letter sent and the letter saved on Sharepoint.

When the DFG Administrator is satisfied that the Certificate of Approval and accompanying letter are correct they should be passed with the file to the Private Sector Housing Team Leader who will check the details and sign the Certificate and covering letter and pass the file to the DFG Administrator. The approved amounts will be recorded in the grants register and on the grant record and activity screens by the DFG Administrator who will dispatch the Certificate and letter to the applicant.

A copy of the Certificate and letter will be emailed to the relevant OT.

All documents will be saved on Sharepoint.

## **2.9 Site Visits**

The HT should make sufficient site visits at appropriate times to inspect the progress of the eligible works. The frequency of visits, will be decided by the HT according to the extent or complexity of each scheme. Visits can also be made at the request of the applicant, OT, contractor or surveyor to assess progress, discuss/resolve any practical matters or agree unforeseen works and interim payments where necessary.

All visits should be recorded by the HT as Interim visits in the Sharepoint folder for the property. Any changes or omissions from the approved works should be drawn to the applicant's attention. Any suggested changes should be discussed beforehand and given prior approval as appropriate.

NB- It is essential that the applicant be kept fully informed of any on site matters and is advised and agrees in conjunction with the OT, to any changes/additional works.

## **2.10 Interim Payments (stage payments)**

Interim payment (IP) will normally be approved within the following guidelines:

Grant approval - below £5,000 - one IP

Grant approval - £5,000 - £10,000 - up to two IPs

Grant approval - £10,000 - £20,000 - up to three IPs

Grant approval - £20,000+ up to 4 IPs

In any case, an appropriate amount of grant should be retained as a final payment (never less than 10% of the approved grant amount) as a control measure and an incentive to complete all works within a reasonable time period.

Requests for an Interim Payments must be accompanied by an itemised invoice from the contractor. A site visit should be made to ensure that the works for which payment is invoiced have been satisfactorily completed. The procedure for requisition of a payment is described in **5.4.** below

## **2.11 Revised Approvals**

The HT should visit the property and assess whether any additional/unforeseen works are considered necessary in order to complete the eligible works. Consultation with the OT should be undertaken to confirm whether any additional works are essential or necessary.

The Officer should decide what additional works are essential to the completion of the grant aided works and update the file notes accordingly. If agreed, the applicant should submit a contractor's estimate for the unforeseen works and a written request for a revised grant approval. The estimate should be checked and if acceptable a revised grant approval should be issued. A note should be placed on the file describing the unforeseen works agreed to.

Where small amounts of additional work are necessary which needs to be undertaken as the job proceeds, the officer if satisfied, may give verbal approval in response to requests from the applicant or the contractor (on behalf of the applicant) to proceed with the agreed additional works subject to the subsequent submission of an estimate/s as soon as possible. An explanatory note of the agreed action should be placed on file.

A revised Certificate of Approval should be produced together with the standard covering letter the copies should be saved on retriever and passed to the Private Sector Housing Team Leader for signature.

## **2.12 Final Inspections**



A visit should be undertaken jointly with the OT or unaccompanied as appropriate. The Officer should carry out a comprehensive inspection following completion of grant aided works and be satisfied that this has been done to a satisfactory standard. The applicant and the O.T. should also be satisfied with the work and that the completed scheme meets the needs of the applicant.

Incomplete or unacceptable work should be notified to the applicant, the OT and to the contractor or surveyor as necessary. Advice/instructions should be given and confirmed in writing if appropriate. The file notes should be updated on any outstanding or unsatisfactory items of work.

If the HT, OT and the applicant are satisfied that the works are duly completed the file cover should be endorsed and the grant record/activity screens updated. Where appropriate, checks should be made that the works have been signed off by the Building Control Officer in compliance with Building Regulations.

### **2.13 Final Payment**

The contractor will send in their invoice/s which should detail the final/total costs of the grant aided works. The invoice should be checked against the amount of grant approved. Any discrepancies should be resolved by discussion with the applicant and the contractor. If invoices are acceptable a payment Requisition for the final payment can be raised. Invoices, or true copies should be saved on Sharepoint.

The DFG Administrator will produce the Certificate of Completion which will be signed by the Private Sector Housing Team Leader and dispatched with the standard covering letter to the contractor when authorised.

NB – interim and final payments can only be approved by officer within their approved limits.

### **2.14 Payment Requisitions**

When the invoice has come in from the contractor the invoice must be scanned into the financial system and a copy saved in the Sharepoint folder for the property. Then when the invoice comes up in the DFG Administrator's email the payment can be made if the HT agrees that the work has been completed satisfactorily.

To do this the DFG Administrator will click on the email containing the invoice and follow the procedure for payment, send to Private Sector Housing Team Leader for authorisation and then print copy of the payment and save email in the Sharepoint folder for the property

Now print letter to contractor stating payment is on the way from accounts department and again save on Sharepoint.

The Finance Department will dispatch the cheque automatically or make a BACS transfer. Now enter payment details on CAPS and excel spreadsheet.

### **2.15 Recovery of Client Contributions**

Where the applicant is assessed as having to make a contribution, the Council will arrange for payment of invoices to the Contractor for the full value of the works and recover the applicant's contribution by invoice to the applicant.

The invoice will be raised on approval of the Contractor's final invoice and will be subject to the Council's standard terms and conditions for payment and, if necessary, debt recovery policy.

### **Separation of Responsibilities**

To safeguard against the possibility of any impropriety or exploitation of the grant system, it is essential that authorisation of payments be made by another Officer from the person who commenced and/or supervised the process to this stage. The Officer must be duly authorised to sanction expenditure payments in accordance with the Council's current Scheme of Authorisation.

### **2.16 Reconciliation of grant payments**

The DFG Administrator is responsible for recording all interim and final grant payments and to ensure that a monthly reconciliation with the Council's Financial System payments recording system is made (refer to procedure below). This procedure should be maintained within the Housing Section grant payment records.

Reconciliation procedure: refer to: "Procedures for grant reconciliation – including Financial System and Excel"; procedure notes kept by the DFG Administrator.

### **2.17 Approval Period**

The statutory approval period is 12 months from the date of formal grant approval. The officer dealing with the grant should be aware of any lack of progress to complete the works within this period. If it appears likely that completion may not be within the approval period, an advisory/warning letter should be sent within sufficient time so that the applicant is made fully aware that grant payment cannot be guaranteed after the expiry date.

In exceptional circumstances or cases where unavoidable delays have occurred, an extension to the approval period may be considered. The file notes should be updated to explain the reasons for any delay and of the decision whether or not to extend the approval time.

### Checklist

<p><b>Integrated impact Assessment (IIA)</b></p> <p>Have you carried out an IIA?</p> <p>Remember it is a statutory requirement that any significant change to policy or process for service delivery needs to go through the corporate impact assessment process – speak to the Project Co-ordinator for further guidance.</p>	<p>Yes / No as doesn't meet IIA criteria</p> <p>If yes please provide details</p> <p>Date of IIA -</p> <p>Date of EIA -</p> <p>Validation Date -</p>
<p><b>Ratification</b></p> <p>Is formal ratification required?</p> <p>If a change of policy is being set out check whether formal committee ratification is required.</p> <p>If unsure discuss with your manager, and/check Part 3 of the Constitution Section 6 -Scheme of Delegation to officers, Section 2 - the terms of reference of Cabinet Housing Committee, Section 3 - Delegation to Portfolio Holders.</p> <p>Legal, Finance and Democratic Service teams are also able to advise.</p>	<p>Yes / Not required</p> <p>If yes – complete section on page one with the details</p>

**References** - Remember to provide footnotes to guidance/documents etc you've used in developing the policy and procedure, especially references that relate to statutory requirements?

**Glossary** – Is this required? Please note that it is good practice to keep jargon to a minimum and use plain English which ideally will remove the need for a glossary.

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**Consultation Details** – Remember to keep records of any consultation processes, along with the outcomes and how the policy has been amended as a result as an audit?

If preferred use the section below to record these details.

Who	Date	Comments Made	Changes Applied

**Briefing/Training** - Remember to keep details of how this policy and procedure has been communicated to those who'll be required to deliver it.

If preferred use the section below to record these details.

Who	How	Date

**Formal Sign Off (optional)** – If required, prepare and print off a sign off the slip on the next page as a record that this policy and procedure has been read and understood by those who apply it. This may also be required should formal procedures are required.

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**Sign off Housing Policy and Procedure**

Officer Name	
Title of Policy and Procedure	
I confirm that I have read and understand the policy and procedure.	
Officer signature	
Date	

## **Conditions for the payments of grants by Hampshire CC from the Better Care Fund for the purpose of funding Disabled Facilities Grants – 2018/19.**

These grant conditions shall apply in respect of all funding received by Hampshire County Council as part of the Better Care Fund (BCF) allocated for the purpose of funding Disabled Facilities Grants (DFGs).

In matters of dispute, these conditions are subject to any regulations and conditions as may be set out from time to time by either HM Government or NHS England regarding the use of the BCF utilising powers as set out in the NHS Act 2006 as amended by The Care Act 2014.

These grant conditions may be subject to change where the conclusion of the Government review of DFG's require that.

### **Purpose of Grant**

To provide funding to support the provision of DFGs awarded for the purpose of:

Enabling vulnerable individuals to stay living independently within their own home, preventing them from becoming homeless or having to move unnecessarily into a less independent institutional setting.'

With the objective of:

- Facilitating timely hospital discharge
- Reducing admissions to residential care homes
- Reduce the cost of providing domiciliary care
- Contributing to the wider prevention agenda of housing, social care, and health authorities by facilitating improvements in individuals wellbeing, and reducing hospital admissions.

### **Amounts payable**

The amount of funding allocated to each relevant housing authority within the administrative area of Hampshire County Council shall be determined by Health and Wellbeing Board following consultation with the said housing authorities. For 2018/19 the individual amounts payable shall be the indicative amounts as set out by NHS England, and shown at Annex A.

Any proposed changes to the distribution formula shall be agreed by the Health & Wellbeing Board following consultation and agreement by all said housing authorities.

### **Timing and frequency of payments**

The total amount payable to each individual housing authority shall be made in line with the Integration and Better Care Fund: The Disabled Facilities Capital Grant Determination 2018 – 19 [31/3337]. As such the amounts specified in Annex B of that determination shall be passed to each relevant housing authority in full by 29<sup>th</sup> June 2018, except where with the express agreement of the Lower-Tier authorities that any funds are retained for additional projects detailed in Annex D and on receipt of this signed agreement. These payments will be made in line with that determination and against the conditions set out below.

### **Grant Conditions**

1. Grant paid to a Local Authority under this determination may be used only for the purposes that a capital receipt may be used for in accordance with regulations made under section 11 of the Local Government Act 2003 and as provided for in paragraphs 2 and 3 below.
2. Grant paid under this determination is required to be spent in accordance with a BCF spending plan jointly agreed between the local authority and the relevant Clinical Commissioning Groups. This plan has been developed in keeping with the BCF Policy Framework and Planning Guidance, National Condition 1 of which provides specific guidance on the DFG [in development as of June 2017].
3. Any money paid under this grant determination must only be used for the specific purpose of providing adaptations for disabled people who qualify under the scheme (or any other social care capital projects where otherwise agreed). Additional projects as agreed are listed in Annex D and will be added and amended as needed throughout the life of this agreement, and notified to the relevant Housing Authorities. Any amendments or additions will be undertaken through the joint agreement of the County Council and the relevant Housing Authority and in line with the previously agreed BCF Plan.

### **Administrative requirements**

Each housing authority shall have appropriate systems in place to ensure effective financial and managerial control to enable it to provide quarterly reports to Hampshire County Council, as soon as practicable after the end of each relevant period, containing the information set out, and in the manner prescribed at Annex B.

## **Performance**

Local Standards for the delivery of DFGs will be agreed and reviewed annually. Each housing authority shall work to ensure that the agreed performance standards are met with regard to the completion of DFGs. Performance Standards for 2018/19 are as set out at Annex C.

## **Partnership working**

Each housing authority shall be required to work in partnership with all other stakeholders and relevant parties to the delivery of DFGs in a timely manner to the agreed standards.



Annex A

**Allocation of funding to housing authorities of the funding allocated to Hampshire County Council under Section 31 of the Local Government Act 2003 for the purpose of funding Disabled Facilities Grants**

<b>Funding for the Better Care Fund 2018-19</b>			
<b>Local Authority</b>	<b>Disabilities Facilities Grant</b>	<b>Council</b>	<b>BCF contributions to District Councils for DFG</b>
Hampshire	£11,640,732	Basingstoke and Deane	£1,276,257
		East Hampshire	£1,380,658
		Eastleigh	£1,077,919
		Fareham	£701,570
		Gosport	£737,206
		Hart	£684,526
		Havant	£1,627,927
		New Forest	£1,042,963
		Rushmoor	£982,809
		Test Valley	£1,123,443
		Winchester	£1,005,453

Annex B

**Information required to be reported by housing authorities on a quarterly basis.**

<b>Data set from 1<sup>st</sup> April 2017</b>	<b>Definition/Comments</b>
District	
Case No.	A unique identifier
Valid Referral Date	The date when the Authority, receive an OT referral which includes actionable recommendations.
Tenure Type	RSL, LA, Pr, OO.
Application Decision	DFG approved DFG rejected - incomplete request DFG rejected - not eligible DFG rejected - other DFG cancelled - client deceased DFG cancelled - privately funded DFG cancelled - client cancelled
Approved Application Grant Value	The total value of the grant approved
Client Contribution	The total value of any contribution from the client
Adaptation Type: Stairlift straight	
Adaptation Type: Stairlift curved	
Adaptation Type: Shower	
Adaptation Type: Through Floor Lift	
Adaptation Type: Extension	
Adaptation Type: Other	
Date Work Completed	The date when the work is completed and the customer can use the facilities. Not the date when the work is paid for.

Annex C

**Performance Standards for the delivery of DFGs In Hampshire**

Agreed standards for 2017/18:

The delivery by each housing authority of:

90% of all agreed requests for a DFG for the installation of a stairlift to be completed within 90 days of the date of receiving a valid referral.

90% of all agreed requests for a DFG for the installation of a level access showers to be completed within 120 days of the date of receiving a valid referral.

Annex D

**Additional projects as agreed:**

<b>Opportunity</b>	<b>Outcome</b>	<b>Impact</b>
Adaptations in Extra Care		
Environmental controls		
IOT Network infrastructure		
Deal with repairs and heating problems		
potential handyperson service		
Removal of means test for works below £5,000		
Integrate DFG function into Intermediate care/Reablement services		
Housing MOT		
Enhancement of in house nursing and residential settings		
Discretionary loans		
Potentially removing the ceiling for an individual grant award.		

**FORM OF ACCEPTANCE OF GRANT**

The Recipient has considered and is pleased to accept the Council's above offer of grant on the terms and conditions stated above and the [undersigned] is duly authorised and empowered to [sign] this acceptance.

SIGNED .....

Duly authorised on behalf of .....

DATE .....

SIGNED

Duly authorised on behalf of Hampshire County Council

DATE