

ADULTS AND HEALTH SCRUTINY COMMITTEE

TUESDAY 14 JANUARY 2025

6.00 PM

Sand Martin House - Engine Shed

Contact: Charlotte Cameron, charlotte.cameron@peterborough.gov.uk

SUPPLEMENTARY AGENDA PACK

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Disabled Facility Grant Policy

Report author:	Belinda Child, Head of Prevention and Early Intervention
Responsible Director:	Stephen Taylor Executive Director Adults, Health and Commissioning
Cabinet Member(s) responsible:	Cllr Shabina Qayyam, Portfolio holder for Adults and Public Health

Executive Summary: The purpose of this policy is to utilise the discretionary powers granted to local authorities under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, and to detail the delivery of the statutory disabled facility grants under Housing Grants, Construction and Regeneration Act 1996.

Recommendations: The maximum mandatory award allowed for a Disabled Facility Grant is £30,000, which is insufficient to cover the costs of some adaptations needed for people with complex needs. To support people to remain living in their own homes independently, for example on a ground floor or to enable wheelchair access, it is necessary to provide a revised maximum top up grant of £30,000 to enable more complex adaptation works up to a total of £60,000.

We also need to provide the hospital discharge/hospital avoidance grant for individuals at risk of being admitted into hospital, or to ensure a timely discharge from hospital. This covers work such as replacement flooring where mobile hoists are required, deep cleaning, and de-cluttering where people are prone to hoarding.

We also recommend continuation of the disabled persons relocation grant, for disabled adults and children when their current home cannot be adapted.

1. Purpose

- 1.1 The purpose of this policy is to continue to utilise the discretionary powers granted to local authorities under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, to maximise the range of adaptations for disabled, frail, elderly, vulnerable individuals to live independently in their own homes. It also details the delivery of the statutory disabled facility grants under Housing Grants, Construction and Regeneration Act 1996 for both adults and children.

2. Background and key issues

- 2.1 This policy updates and replaces Peterborough City Council's Housing Renewals Policy 2021 – 2024
- 2.2 The policy covers the support for disabled residents to live independently in their home by adapting their home to meet their needs. It also covers the support that is available to prevent hospital discharge delays and prevent hospital admissions, due to the condition of the home environment such as hoarding, as well as assisting individuals/families to relocate into more suitably adapted accommodation.
- 2.3 Without this range of support detailed in the policy, many disabled, frail, elderly, vulnerable individuals and children could not have their homes adapted to meet their needs and live as independent life as possible. Their health and wellbeing would be negatively impacted including carer breakdown, leading to costly long-term care and support or care placement being required.
- 2.4 The policy sets out the mandatory and discretionary Disabled Facility Grants that the council offers and provides information about eligibility requirements and the terms and conditions of accepting and receiving the grants, which recipients will be required to agree to, to enable adaptations to their home using this funding.
- 2.5 The policy is not a legal requirement; however, the council has discretion through the Regulatory Reform (Housing Assistance) England and Wales) Order 2002 to assist beyond statutory levels if it is in accordance with a published policy.
- 2.6 The funding for these provisions is through the Better Care Fund.
- 2.7 The Council has a statutory duty to deliver disabled facility grants to adapt individual's homes to meet their assessed needs.
- 2.8 It links to the corporate strategy priority of prevention, independence and resilience, ensuring our residents stay healthy, independent and active. Ensuring that people remain living independently for as long as possible in their own homes.

3. Corporate Priorities

- 3.1 The Policy feeds into the following corporate priorities:

Prevention, Independence and Resilience:

Modernise our services

Helping our residents stay healthy, independent and active

Embed Public Health in every service of the council

Developing an inclusive and diverse workforce.

Children & Young People

Provide the best support possible for vulnerable children and young people.

Further information on the Council's Priorities can be found here - [Link to Corporate Strategy and Priorities Webpage](#)

4. Consultation

- 4.1 The policy has been published on the council website.

5. Financial Implications

- 5.1 The Disabled Facility Grant funding is through the Better Care funding the council receives under the section 31 grant from the Department of Health and Social Care each financial year.

6. Value for money

- 6.1 All the grant aided adaptation works to individual's homes under this policy are carried out by council approved contractors on the care and repair contractor's framework. All contractors are sourced through vigorous council procurement procedures overseen by the Council's procurement and legal teams, ensuring value for money, efficiency, quality of works and good customer service. Procurement for the current framework was completed in 2023.

7. Legal implications

- 7.1 The primary legislation for the Disabled Facilities Grants (DFG) is set out in the Housing Grants, Construction and Regeneration Act 1996, which informs how the Council makes decisions on DFG applications, including determining the disabled occupant, the applicant, the eligible works, the amount of grant and grant conditions.
- 7.2 Local housing authorities have a statutory duty under the Housing Grants, Construction and Regeneration Act 1996 to provide adaptations for eligible disabled people.
- 7.3 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 provides general powers for local housing authorities to provide assistance for housing renewal, including home adaptations.

- 7.4 The Council is free to decide its own policies and procedures through the general power to provide assistance, however, the Council should consider duties under the Local Government Act 1999 to provide best value through the operation of customer-focused, cost-effective, and efficient procedures.

8. Equalities

- 8.1 An Equality Impact Assessment has been completed. Adults and children that live in housing that is not easily accessible due to their disability, being elderly or frailty are affected by this policy. Adoption of the Policy will reduce the number of residents living in/or at risk of falls. The Council will be able to assist by improving accessibility into and around the dwelling to achieve and maintain independent living. It enables those individuals and their families to live with dignity. Adaptations as a preventative intervention improves their overall health, safety and wellbeing and prevents the clients need for high-cost care packages and delays entry into care settings.
- 8.2 This policy will have a positive impact on disabled children and adults and adults who suffer from age related impairments.
[Equality Impact Assessment \(sharepoint.com\)](#)

9. Options considered

- 9.1 The option to provide only mandatory Disabled Facility Grants with a limit of £30,000. This would not enable larger adaptations for adults and children with more complex needs to be progressed, therefore leading to large care packages and placement into care settings being required. Moving those individuals away from their families and not enabling to live as independently as possible in their own homes within their own community.
- 9.2 The option of not providing hospital discharge grants. This would mean that adults would remain in hospital or be admitted to hospital due to issues such as suitable floor coverings for mobile hoist use in the home and conditions affecting safety such as hoarding. This would impact on the individual's health and wellbeing and therefore require further ongoing support from Adult Social Care.

10. Background documents

- 10.1 Housing Grants, Construction and Regeneration Act 1996
Reform (Housing Assistance) (England and Wales) Order 2002

11. Appendices

- 11.1 Appendix 1 - The Disabled Facility Grant Policy

**APPENDIX 1
DISABLED FACILITY GRANT POLICY
2025 - 2028**



1. Introduction

- 1.1 This policy updates and replaces Peterborough City Council's Housing Renewals Policy 2021 – 2024
- 1.2 The policy sets out the various forms of assistance that the council offers and provides information about eligibility requirements and the terms and conditions of accepting and receiving the assistance, which recipients will be required to agree to.
- 1.3 The policy covers the support for disabled residents to live independently in their home. It also covers the support that is available to prevent hospital discharge delays and prevent hospital admissions, due to the condition of the home environment
- 1.4 The policy also sets out the general terms and conditions which are applicable to all forms of assistance.
- 1.5 The policy is not a legal requirement; however, the council has discretion through the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to provide assistance beyond statutory levels as long as it is in accordance with a published policy.

2. Purpose

- 2.1 The purpose of this policy is to utilise the discretionary powers granted to local authorities under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.
- 2.2 The policy supports wider strategic ambitions for Peterborough, including:
 - **Sustainable Future – City Council Strategy 2022 – 2025** which sets out four priorities for the city:
 - **The Economy and Inclusive Growth:**
 - Create more and better paid permanent jobs across a broad range of sectors
 - Provide better opportunities for people to gain new skills.
 - Enable more homes of all sizes and across all tenures to be built, including genuinely affordable housing.
 - Continue to work towards achieving a net-zero council and city.
 - Drive forward major growth and regeneration projects to create more jobs, boost the local economy and make our city a better place to live, work and visit
 - Create a safer, cleaner, more vibrant city centre.
 - Adopt a new Local Plan, ensuring growth - including jobs and homes – are planned and our services respond well.
 - **Sustainable Future City Council:**
 - Financial sustainability.
 - Maximising the use of our land and buildings.
 - Investing in our people and developing our culture
 - Reintegrating services back into the council.
 - Improving our use of digital, data and analytics.

- **Prevention, Independence and Resilience:**
 - Modernise our services
 - Helping our residents stay healthy, independent and active
 - Embed Public Health in every service of the council
 - Developing an inclusive and diverse workforce.
- **Children & Young People**
 - Provide the best support possible for vulnerable children and young people.
 - Provide the best education possible for all our children and young people, including those with special education needs (SEND).
 - Work closely with our partners to ensure the best support for children and young people
 - Establish a multi-agency safeguarding hub in the city
 - Provide the best opportunities for young people in care and leaving care
 - Support children and young people known to Youth Justice to reduce re-offending and be supported within their community.
- **Peterborough Housing Strategy 2024 - 2029** – sets out four key priorities:
 - Delivering sustainable growth and regeneration in Peterborough through high quality place making that enhances health and wellbeing and supports the council’s ambitions for Peterborough to become a net zero carbon city.
 - Increasing the supply of homes that people can afford and tackling homelessness through prevention with a greater emphasis on early help
 - Raising housing quality and standards in existing homes across all tenures to achieve improved health and wellbeing for residents
 - Meeting the need for accessible and adapted housing, supported accommodation, and housing for specific groups to promote health and wellbeing.
- **The Peterborough Prevention, Independence & Resilience Strategy** aims to work towards a shared set of goals to support prevention, independence and resilience for people who live in Peterborough, so that we help and support our residents early on in their lives and prevent them from slipping into crisis:
 - Prevention - Aims to reduce the need for more intensive or costly services by providing timely and appropriate support to individuals, families and communities.
 - Independence - Empowers people to have choice and control over their lives, and to access the resources and opportunities they need to achieve their goals and aspirations.
 - Resilience - Enables people to cope with challenges and adversities, and to bounce back from difficulties and setbacks.
- There are four key delivery areas:
 - Targeted Prevention Programme
 - Integrated Neighbourhoods
 - Education and Skills for all including people with a learning disability or mental health issues

- Improve our use of Digital and Assistive Technology

3. Legal Framework

3.1 Housing Grants, Construction and Regeneration Act 1996:

This act regulates statutory DFGs, placing a duty on local authorities to provide adaptations which are necessary and appropriate to meet their needs and are reasonable and practicable to undertake the adaptations, having regard to the age and the condition of the dwelling. The grant is subject to a means test.

3.2 Regulatory Reform (Housing Assistance) (England and Wales) Order 2002:

This legislation gave local authorities discretionary powers to provide financial assistance for home improvement, adaptation and repair works. To be able to provide this assistance, local authorities must first publish a discretionary housing assistance policy setting out how it intends to use these powers to award assistance. The policy enables local authorities to set terms and conditions for the assistance (including repayment conditions).

Specifically, the legislation requires a published policy to include the following:

- Types of assistance the council may make available
- Eligibility conditions for the assistance
- Amount of assistance available
- Conditions that will apply to the provision of the assistance
- Circumstances when repayment is required

3.3 The Care Act 2014

The Care Act 2014 and its statutory guidance provides a coherent approach to adult social care in England through a framework of care and support law; it sets out the duties for local authorities and partners and the rights for service users and carers.

The Care Act consolidates good practice in statute, embeds and extends personalisation in social care, and increases the focus on well-being and prevention. It also enables local authorities and partners to have a wider focus on the whole population in need of care rather than just those with eligible needs and or who are state funded.

3.4 The Children's Act update 2004 – Section 17

Section 17 of the Children's Act 1989 places a general duty on local authorities to provide services to safeguard and promote the welfare of children within their area who are in need. All disabled children are children in need under the Children's Act 1989

3.5 The Chronically Sick and Disabled Persons Act 1970, Section 3

A local housing authority in discharging their duty under section 8 of the Housing Act 1985 to consider housing conditions in their district and the needs of their district and respect to the provision of further housing accommodation shall have regard to the special needs of chronically sick or disabled persons.

3.6 Nationally Described Space Standards (NDSS) 2015

This introduced internal space standards, in respect of the floor, storage and amenity space for one and two storey dwellings, up to six-bed dwellings.

3.7 Housing Act 1985 (Definition of Overcrowding) and remedying Category 1 hazards under the Housing Health & Safety Rating System

This act introduced a national standard for determining whether a home is overcrowded or not. The definition is provided in respect of a room standard and a space standard respectively.

A Disabled Facility Grant must meet the reasonable and practicable test in respect to the age and condition of the building.

3.8 DFG Delivery: Guidance for Local Authorities in England

Government guidance for DFG delivery through Better Care Funding (BCF) was issued in 2022. This sets out that government provides ring-fenced DFG funding to BCF budget holders (usually authorities responsible for the provision of social services, including county councils, London boroughs and other unitary councils).

Funding must be spent in accordance with BCF plans which are agreed between local government and local health commissioners and owned by the Health and Wellbeing Board.

In practice, this means that, where clients would qualify for DFG, we can have flexibility to support works which are within our "discretionary" assistance approach, using BCF. All assistance funded through BCF for eligible clients, become part of our mandatory assistance offer.

4 Local Context

4.1 Peterborough is a growing City

- Census data shows that the population grew by 17.5% to 215,700 in 2021, an increase of 32,100 from Census 2011 (population 183,600) that 11.2% of Peterborough's Population live in rural wards
- The total number of households increased by 14.2% to 84,500, an increase of 10,500 from census 2011 (74,000 households)
- 56.8% of households or around 48,059 owned their own home including those with a mortgage, owned outright including 1,167 households in shared ownership.
- 24.5% of households or around 20,714 were living in privately rented homes. An increase of 5.3% from 19.1% from Census 2011
- 18.7% of households or around 15,760 were renting social or affordable housing from a housing association
- There are over 89,500 dwellings in Peterborough.
- The adopted Local Plan requires an average provision of 942 dwellings per year to 2021, and 982 per year thereafter
- 7,146 net new homes were built between April 2016 and March 2023 of which 1,220 (17.1%) were affordable housing dwellings

4.2 Key Facts

- 14.2% of residents in Peterborough are aged 65 and over
- 22.1% of Peterborough residents reporting having a disability or long-term health condition
- 4.4% of economically active households in Peterborough are classed as long-term sick or disabled.
- 21% of households registered on the Peterborough Housing register require a property with a level of adaptations
- The number of adults with a learning disability is forecast to rise by 10% by 2030
- The number of people with physical disabilities is forecast to rise by 14% by 2030
- 12.8% of households in Peterborough are in fuel poverty

4.3 Accessibility Standards in New Homes

The provision of homes that are accessible and adaptable is key to enabling older people and people with disabilities to live independently and remain in their own homes. Most people with a physical disability live in mainstream housing. In some instances, this may be a dwelling that has been built to an accessible standard or a dwelling that has been adapted to a greater or lesser extent to meet their needs.

Our Local Plan adopted in 2019 sets a higher accessibility standard (building regulations Part M4(2)) for all new build homes in Peterborough exceeding the national mandatory housing access standard (building regulations Part M4(1)). This

higherM4(2) standard makes the dwellings more accessible and adaptable over time as people's need change.

Our planning policy also requires that developments delivering 50 dwellings or more provide 5% of homes to be built to wheelchair adaptable standard (building regulations Part M4(3)(2)(a)) to enable people with disabilities to live independently

4.4 The Prevention and Early Intervention Team

The Care Act 2014 emphasises the importance of early intervention. It introduced a legal duty for local authorities to prevent, reduce and delay people's needs from worsening and to ensure the suitability of accommodation.

The Prevention & Early Intervention Team within Adults Social Care delivers a coordinated early help approach to keeping older, vulnerable or disabled people living in their homes independently and safely for as long as possible. It provides a single point of referral for housing and health related council services and a wide range of partner agencies such as the Cambridgeshire and Peterborough NHS Foundation Trust (CPFT), social housing providers and voluntary organisations within Peterborough.

The Team brings together complementary service areas to deliver a coordinated early help approach to keep older, vulnerable or disabled people living in their homes independently and safely for as long as possible:

- Adult Social Care services with a focus on improving personal independence skills such as therapy, reablement, Technology Enabled Care, Sensory Impairment and Learning Disability. The Team also assesses Children for equipment and adaptations
- Care and Repair, our in-house Home Improvement Agency to address safety in the home through adaptations, minor works and Handy Person Services
- Housing Programmes to monitor and deliver grant funding through the council's capital grants programme for adaptations and energy efficiency measures.

Through the targeted work of this service, we can make grant delivery more effective, and customer focussed. This is vital because the council's financial pressures in recent years have significantly reduced our capacity to provide discretionary grant funding

5. Budgetary Matters

- 5.1 Disabled Facility Grant allocation is a ringfenced grant within the Better Care Fund
- 5.2 The total budget allocation approved by the council will vary each year, which must fund mandatory Disabled Facility Grant and any discretionary grants. In certain

financial years, there may be no discretionary funding available and only mandatory assistance will be provided.

- 5.3 The funding for this assistance is subject to continuous review and redesign by the council and is dependent on any changes to the council's funding streams, government guidance for the Better Care Fund and also changes to the strategic priorities of the council.
- 5.4 The award of Mandatory Disabled Facility Grant funding is a statutory duty on the Council once an Occupational Therapist has identified a need and the adaptation is necessary and appropriate to meet that need and reasonable and practicable given the condition of the dwelling.

6. Mental Capacity Act 2005

- 6.1 In accordance with the Act, where an applicant lacks the Mental Capacity to complete the relevant application forms (at the time of application), and this is evidenced on a Mental Capacity Assessment form, there may be circumstances where the council is able to continue in their best interest, without them being a signatory to the application. If, at the point that works begin, the Mental Capacity has changed, there may need to be a separate Mental Capacity Assessment.

7. Equality and Diversity & Inclusion

- 7.1 Peterborough City Council is committed to equality and diversity and promoting the duties under the Equality Act (2010). This policy will ensure that applicants and recipients of the assistance are treated fairly and respectfully with respect of the duties under the Act and the protected characteristics of age, disability, gender, reassignment, marriage or civil partnership, pregnancy and maternity, race, religion, sex and sexual orientation. The personalised approach is key to ensuring recognition of the needs of individuals and being truly inclusive with our service offer.
- 7.2 As part of the policy development process, this policy will be subject to an Equality Impact assessment (EIA) and will be subject to feedback through the public consultation which will inform the equality implications prior to adoption.

8. Data protection

- 8.1 We are committed to protecting your privacy when you use our services, and all data will be held in accordance with the general data protection regulation (GDPR) rules.
- 8.2 In order to progress an application, it may be necessary to share information provided to the Care & Repair, with colleagues internally within the council that may assist with the process. As an example, this could include the council's Foster Care

Team and also with the Council's Occupational Therapists (OTs), as well as Planning and Building Control.

- 8.3 We will not pass identifiable information we receive onto anyone outside the council without the written consent of the applicant.

The council is committed to protecting public funds and therefore, it may be necessary to use data provided for the prevention and detection of crime, which may include sharing the data with other bodies who are responsible for administering grants

- 8.4 We have a formal Retention Policy in place and all data is retained for the 10 year condition period from the certified completion date or for 7 years if the property was not subject to a charge.

9. Monitoring and reporting arrangements

- 9.1 The success of this policy is monitored through key performance indicators that are reviewed on a 6 monthly basis by the Prevention & Early Intervention Team.
- 9.2 Performance is included in monthly Highlight Reports which are sent up to the Departmental Management Team
- 9.3 Monitoring the success of the policy is also done through satisfaction surveys that are completed as part of the grant completion process and are stored on the Adult Social Care databases used across Adult Social Care. The survey helps the Care & Repair Home Improvement Agency and the Housing Programmes Team to understand how the process worked for the client, identify opportunities for improvement and also assesses the impact the assistance had on the quality of life of the person.

10. Evaluation and review

- 10.1 The council will commit to reviewing the policy for opportunities to update the policy, every three years with the next full review expected in 2028. The review will consider the qualitative data received through the satisfaction surveys to evaluate the successes and opportunities for amendment of the policy.
- 10.2 The policy will be updated, if necessary, in line with changing national and local priorities and policies that impact funding arrangements
- 10.5 Any minor changes to this policy will be authorised by the Service Director Adults & Safeguarding with the approval of the relevant portfolio holders.

11. Cases Falling Outside the Scope of this Policy

- 11.1 The council recognises that there will be cases that fall outside the scope of the policy, as it is unlikely the policy can account for every possible scenario. If this is the case, correspondence on this issue will be done in writing. The council will commit to consider each request on its merits on a case by case basis and will expect the applicant to provide as much relevant detail as possible to support decision making.
- 11.2 Request for a review will not be considered if the applicant simply disagrees with the decision. For a review to be considered, the applicant must provide the grounds in writing to the Housing Programmes Manager and must address one of the following:
- That the policy has not been applied correctly to the case in question
 - That the case in question is exceptional in some way and justifies an exception to the policy
- 11.3 The review will be undertaken by a panel of appropriate officers including the Therapy Services Manager, the Housing Programmes Manager and the Care & Repair Manager. The decision will be made by the panel and where appropriate, they will consult with the Head of Prevention & Early Intervention. Notification of the decision to the applicant will be made in writing
- 11.4 Where the review does not resolve the case to the satisfaction of the applicant in question, the applicant may appeal to the Service Director Adults & Safeguarding.
- 11.5 The decision by the appeals panel is final and the Chair will notify the applicant of the decision in writing within 28 days of the decision.

12. Complaints

- 12.1 Peterborough City Council is committed to listening to the views of its customers in order to improve the services we provide. Complaints are a simple means for our customers to voice their concerns about the council's services and are an important indicator of where services may not be delivering best performance. The effective resolution of complaints should improve the confidence of customers and identify service improvements
- 12.2 The Council's Complaints Policy is based on a two-stage procedure:
- 12.3 **Stage One (Investigation)**
- When a complaint is received by the Central complaints office they will send an acknowledgement within 3 working days. It is expected that this will be by email if this option is available or in writing in all other cases.
- 12.4 The council aims to settle most complaints quickly and satisfactorily. The complaint will be investigated by the service manager (or other designated person) with

knowledge of the service being complained about. In most cases the manager should try to contact the complainant by telephone to discuss their complaint to ensure they have understood the issues raised. This may not be appropriate in some cases or if the complainant does not want to discuss their complaint verbally.

12.5 The complaint may be resolved informally over the telephone or in person at council offices if this is appropriate and this is at the discretion of the service manager. A complaint is only resolved informally if the complainant is satisfied with the resolution offered by the manager. If this is not possible the manager will complete a formal investigation of the complaint and send a written response. The written response must be approved by the relevant Head of Service and advise the customer what steps they can take if they remain dissatisfied.

12.6 The timescale at Stage 1 is 10 working days. This can be extended to a maximum of 20 working days if the matter is complex which will be notified at the outset.

12.7 **Stage Two (Service Review)**

If the complainant remains unhappy with the Stage One response, they can request escalation of their complaint. The complaints team will clarify any points of escalation with the complainant and ask them what they would like the council to do to resolve the complaint.

12.8 The complaints team will send an acknowledgement to the complainant of the commencement of a Stage 2 review within 3 working days.

12.9 A senior manager who has not previously been involved in the complaint will be allocated the complaint by the complaints team and will be asked to complete a review of the complaint. This review will consider if the Stage 1 investigation was comprehensive and if there are any recommendations to the service area. The review outcome will be shared with the appropriate Director who will complete a final response to the complainant stating the final decision by the council, the outcome, and any actions to be taken.

12.10 This final review will also take place when a customer escalates a complaint regarding a service delivered by a contractor or partner of the council, where the service is still the responsibility of the council. In this case the review will normally be conducted by the Client manager of the contracted service and the final response will be sent by them.

12.11 The timescale at Stage 2 is a maximum of 40 working days.

12.12 The council may exercise discretion about the stage at which a complaint may be considered or at what point a complaint should be referred to the Local Government and Social Care Ombudsman. In such cases the final decision will need to be endorsed by the appropriate Director.

- 12.13 The council will strive to respond to complaints within stated timescales. However, this may not be possible in all cases. If more time is required to investigate the complaint, the service area should notify the complaints team who will normally seek to send the customer a holding letter which should include:
- An apology for the delay
 - An explanation for the delay
 - The date by which a full response can be expected

13. The Assistance Available

13.1 Mandatory Disabled Facility Grant

Disabled facilities grants: Under the provisions of the Housing Grants, Construction and Regeneration Act 1996 (as amended), the council must provide DFG grants up to the statutory maximum of £30,000

13.2 Discretionary Top Up to Mandatory Disabled Facility Grants

A discretionary top up of up to £30,000 if the assessed works exceed the mandatory grant limit.

13.3 Disabled Persons Relocation Grant

A discretionary grant to enable a person to move to more suitable accommodation if:

- advice and adaptation recommendation has been received from Adult Social Care or Children's Services
- in the Council's opinion the disabled person's existing accommodation is not reasonably and practically capable of being adapted to meet the needs of the disabled person or due to cost or to social reasons, and
- the aggregate cost of all assistance made by the Council would not, in the opinion of the Council, exceed the cost of adapting the disabled person's existing accommodation

13.4 Hospital Discharge/Hospital Avoidance

A discretionary grant of up to £6,000 to carry out work in a resident's property that will facilitate a hospital discharge where there is a potential for delay due to the home conditions, self-neglected home environment or safety risk. This grant can also be utilised to prevent a hospital admission for the same reasons.

14. Mandatory Disabled Facilities Grant

14.1 Making a valid Application

14.1.1 Any person making an application must be:

- 18 or over
- Living, or proposing to live, in the dwelling which is subject to the application as their sole main residence
- Living within the area of Peterborough Unitary Authority
- Living in a property in the private sector and where specified must own the property or have an owner's interest, including leaseholders with at least 5 years to run
- Living in a property in the social housing sector

14.1.2 Interested parties requiring any adaptations to meet the needs of a disabled resident must first contact the occupational therapy team for an assessment by telephoning 01733 747474 Option 4 or e-mailing Adultsocialcare@peterborough.gov.uk for adult applications.

14.1.3 Referrals to children's occupational therapy service may be made by GPs, parents, health professionals, social care staff, consultants and out of area requests. They can be emailed or the Children's Referral Form can be used. They will be triaged using a RAG rating and added to the waiting list unless critically urgent and these would be prioritised. Active waiting list management is in place children's cases to ensure that risk is managed.

14.1.4 For adults, the Occupational Therapist at Duty will carry out a telephone assessment to ascertain if adaptations are required and if any equipment, technology enabled care or onward referral is identified. The enquiry will then be placed on a waiting list for a Therapy worker to carry out a full assessment of the enquirer at their home.

14.1.5 Applications for Disabled Facility Grant will be required to undertake a Test of Resources to determine how much they can contribute to the works and will be required to provide supporting financial documentation. The information required is detailed and gathered through the application form.

14.1.6 Applicants in receipt of certain benefits are passported through the Test of Resources and will receive full grant funding if eligible. Those passported benefits are:

- Income Support
- income-related Jobseeker's Allowance
- Income based Employment Support Allowance
- Guaranteed Pension Credit
- Working Tax Credit with an income under £15,050.00
- Universal Credit

14.1.7 If the disabled person is not in receipt of one of these benefits, a Preliminary Means Test will be conducted to ascertain if there is a potential contribution. This will be carried out by a Care & Repair Caseworker who will either telephone or visit to gather

the financial information. This information is not verified as it is to give the disabled person an idea of the likely contribution to determine whether they wish to continue or consider alternative options.

14.1.8 Parents of disabled children do not have to undertake the Test of Resources as children are passported for financial assistance through Disabled Facility Grant funding.

14.1.9 Other than in exceptional circumstances agreed by the City Council, all Disabled Facility Grants are project managed and delivered by the Care & Repair Home Improvement Agency. A fee for this service is charged and will be included in the grant award.

14.1.10 An owner's application for Disabled Facility Grant funding will not be considered a valid application unless it is accompanied by an owner-occupation certificate.

14.1.11 A tenant's application for Disabled Facility Grant funding will not be considered valid unless it is accompanied by a tenant's certificate and a statement of consent to the works signed by the person who at the time of the application is the landlord under the tenancy

14.1.12 An application is not a valid application unless all sections of the application form are completed or, where they do not apply, marked appropriately.

14.1.13 Unless the Council directs otherwise in any particular case, an application for Disabled Facility Grant is not valid unless

- the specification of work has been subject to the formal call off procedure of the Care & Repair Dynamic Purchasing System (DPS) Framework, or
- the specification of work is accompanied by at least 3 estimates, from different contractors on that DPS Framework. If the cost of carrying out the works to which the application relates is under £5,000, then 1 estimate is required or
- the specification of work is based on the pre-priced schedule of rates for works covered in Lot 1 Level Access Showers and/or Lot 4 Lifts & Ceiling Track Hoists of the current Care & Repair Framework Agreement in place,
- The specification of work has been directly awarded to a contractor by way of a signed off exemption report.

14.1.14 A full test of resources will be carried out at the point of application. The Care & Repair Caseworker will gather evidence of all financial information, including proof of benefits and pensions, proof of earnings from work, proof of savings etc.

14.1.15 The test of resources will be calculated and the Council will notify the applicant of the result.

14.1.16 The applicant must pay into a City Council's holding account the full amount of the contribution calculated by the Test of Resources prior to the grant funding being approved.

14.1.17 If the applicant is unable to meet the contribution the Care & Repair Home Improvement Agency will investigate alternative means of funding, including

charitable contributions, benevolent funds, armed forces charities and contributions from registered providers of social housing.

14.2 Determination and notification of amount of Disabled Facility Grant

14.2.1 Where the Council has decided either to approve or refuse an application for Disabled Facility Grant, it will notify the applicant of the outcome no later than six calendar months after the date of valid application.

14.2.2 If the application is refused, the Council will notify the applicant of the reasons for the refusal and inform the applicant of the Council's review procedure

14.2.3 The council will refuse assistance, or will require repayment of assistance, in the following circumstances:

- The works for which financial assistance is sought have already started, unless prior permission has been given at the discretion of the Housing Programmes Manager
- Where fraudulent activity has been taken place because it is found that the recipient has provided false or misleading information. In this instance, full repayment of the assistance will be required
- The ownership of the property is in dispute
- The property is not the principal dwelling of the applicant – only one principal home will be adapted using public funds.
- Where the works are for an outbuilding
- Where the terms and conditions set out in the policy are infringed
- In cases where the applicant has previously removed adaptations which were funded with council assistance, but which would have still met the assessed need
- Where the contractor provides a quotation for, or delivers, ineligible works that are not covered by the policy

This list is not exhaustive

14.2.4 If the application is approved the notice will:

- specify the works for which Disabled Facility Grant is approved
- specify the full cost of the works for which Disabled Facility Grant is approved
- specify the amount of Disabled Facility Grant that is approved
- provide a statement of the conditions to which the Disabled Facility Grant is subject

14.2.5 The full cost of works will include:

- the cost of the adaptation works (which will be the cost of the lowest of the quotes that accompanied the application); plus

- the cost of any approved preliminary or ancillary services and charges. agreed by the Council to be necessary for the preparation and execution of the approved works and may include:
 - fees necessary to establish ownership of the dwelling;
 - architect's fees;
 - Care & Repair Home Improvement Agency fees;
 - property valuation fees;
 - structural engineer's fees
 - Building Control fees
 - Any other fees the Council may decide in any particular case

14.2.6 If, after an application for Disabled Facility Grant has been approved the Council is satisfied that owing to circumstances beyond the control of the applicant the work cannot be completed for the approved amount, the Council may re-determine the approved amount within the overall cost limits applying.

14.2.7 Any financial assistance awarded in excess of £5,000 to a maximum of £10,000 will be registered as a local land charge for a period of 10 years and will be recoverable by the Council on sale of the property or transfer of the Freehold or Leasehold.

14.3 Payment of Disabled Facility Grant

14.3.1 The Council may pay Disabled Facility Grant funding in whole after the work has been completed or in part by instalments. Where Disabled Facility Grant is paid in instalments, the aggregate of instalments paid before the works are completed shall not exceed 90% of the original approved amount.

14.3.2 The payment of Disabled Facility Grant is conditional on:

- The approved works being carried out within 12 months from the date of approval unless the Council agrees otherwise in any particular case and
- the approved works being carried out to the satisfaction of the Council, and
- the Council being provided with an acceptable invoice or receipt for payment for the building works and for any other approved services and charges, and
- the work being carried out by the approved contractor appointed by the Care & Repair Home Improvement Agency whose quote, or schedule of rate specification for any work covered in Lots 1 Level Access Showers and Lot 4 Lifts & Ceiling Track Hoists of the current Framework Agreement, accompanied the application unless the Council agrees otherwise by prior notification in any particular case.

14.3.3 The Council will pay Disabled Facility Grant directly to the contractor.

14.3.4 Where the approved work has not been carried out to the satisfaction of the applicant the Council may, at the request of the applicant and if it considers it to be reasonable, withhold payment.

14.3.5 Where an award of Disabled Facility Grant has been approved but before the date on which the works are certified as having been completed to the satisfaction of the Council (the “certified date”) it subsequently appears to the Council that the applicant was not, at the time of approval, entitled to the award, or if the applicant has ceased to be a person entitled to the award, then no award will be payable or, as the case may be, no further payment will be made.

14.3.6 Where 14.3.5 above applies, the Council may demand that any payment of Disabled Facility Grant which has been made is repaid, together with interest on that amount from the date on which it was paid until the date of repayment, at such reasonable rates as the Council may determine.

14.3.7 Where an award of Disabled Facility Grant has been approved but:

- the amount of the award was determined on the basis of inaccurate or incomplete information with regard to sections 14.1 and 14.2 of the Policy, or
- the approved works were started before the award was approved without the consent of the Council, or
- the eligible works were not completed to the satisfaction of the Council within the period specified in paragraph 14.3.2 or any extended period agreed under the provision of that paragraph, or
- the work was not carried out by an approved contractor appointed by the Home Improvement Agency whose quote accompanied the application

then the Council may

- refuse to pay Disabled Facility Grant or, as the case may be, any further instalment of Disabled Facility Grant, or
- re-determine the amount of Disabled Facility Grant and may in both cases demand that any payment of Disabled Facility Grant which has been made is repaid, together with interest from the date on which it was paid until the date of repayment, at such reasonable rates as the Council may determine.

14.4 The purposes for which Mandatory Disabled Facilities Grants may be given

14.4.1 Facilitating Access and Provision

These include works to remove or help overcome any obstacles which prevent the disabled person from moving freely into and around the dwelling and enjoying the use of the dwelling and the facilities or amenities within it. In particular,

- facilitating access to and from the dwelling or the building in which the dwelling or, as the case may be, flat is situated;
- facilitating access to a room used or usable as the principal family room;
- facilitating access to a room used or usable for sleeping, or alternatively providing such a room for the disabled occupant;
- facilitating access to a room in which there is a lavatory, a bath or shower (or both) and a wash basin or providing a room in which there is such a facility or facilities;

- facilities for the preparation and cooking of food.

In considering applications for grant towards such works, the presumption should be that the occupant should have reasonable access into his home, to the main habitable rooms with the home – namely the living room and bedroom, and to a bathroom or shower room in which there are suitable facilities for washing and/or showering.

Items that will attract Disabled Facility Grant funding include adaptations requiring structural modifications as long as they are reasonable and practicable and form part of the mandatory works for the disabled person and may include:

- A ramp (and associated guard rails if necessary) to gain access into and out of the property
- Thresholds and associated doors including the relocation of door handles etc
- Internal door adaptations to:
 - the principal family room if more than one person
 - the sleeping area
 - the WC, bath or shower and wash hand basin, including provision of lever taps where necessary
 - the preparation and cooking of food area
- Overhead tracking with associated electrics and joist strengthening

14.4.2 Making a dwelling or building safe

Adaptations to the dwelling or building to make it safe for the disabled person and other persons residing with him. This may be 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 which causes him to act in a boisterous or violent manner damaging the house, himself and perhaps other people. Where such need has been identified, DFG is available to carry out appropriate adaptations to eliminate or minimise that risk.

For those with hearing difficulties, an enhanced alarm system, which may be required in the dwelling to provide improved safety for the disabled occupant in connection with the use of cooking facilities or works to provide means of escape from fire could also qualify for mandatory grant.

Provision of specialised lighting (or measures such as special blinds to reduce lighting where the disabled person has sensitivity to light), toughened or shatterproof glass in certain parts of the dwelling (i.e. in doors and side panels at entrance points) to which the disabled person has normal access or the installation of guards around certain facilities such as fires or radiators to prevent the disabled person harming himself. Sometimes reinforcement of floors, walls or ceilings may be needed, as may be cladding of exposed surfaces and corners to prevent self-injury.

14.4.3 Room usable for sleeping

While in some cases a living room may be large enough to enable a second room for sleeping to be created, in smaller homes this will not be possible. The provision of a room usable for sleeping should therefore only be undertaken if the housing authority are satisfied that the adaptation of an existing room in the dwelling (upstairs or downstairs) or the access to that room is unsuitable in the particular circumstances.

Where the disabled occupant shares a bedroom with another person, mandatory grant may be given to provide a room of sufficient size so that the normal sleeping arrangements can be maintained.

If a single disabled person applies, consideration will be given to adapt an existing room to provide a bedroom or create a bed-sitting room.

If a relative is living as part of the family and conversion of the existing property is impracticable, e.g. understairs cupboard conversion for a WC or subdividing an existing room, consideration will be given to providing an adequate sized extension.

14.4.4 Bathroom

A disabled person should have access to a wash hand basin, a WC and a shower or bath (or if more appropriate, both a shower and a bath).

Facilities may include:

- flush floor harmer type shower or low level shower tray including curtain and rail
- specialised bath including hydraulic shower seat when manual hoisting cannot be used with existing bathroom
- lower height bath
- overbath shower including curtain and rail
- wall mounted wash hand basin
- large vanity type wash hand basin where no bath or shower is to be used
- WC including plinth where necessary
- washing WC where self-hygiene cannot be achieved satisfactorily
- including provision of lever taps where necessary
- shower stretchers

14.4.5 Facilitating preparation and cooking of food

A wide range of works are available to enable a disabled person to cater independently. Eligible works include the rearrangement or enlargement of a kitchen to ease manoeuvrability of a wheelchair and specially modified or designed storage units, gas, electricity and plumbing installations to enable the disabled person to use the facilities independently.

Facilities may include:

- one sink unit (adjustable, if partner is abled bodied) including lever taps where necessary
- 1 meter of work surface for the preparation of food (maximum)
- raising and lowering of power points (i.e. two double points and cooker panel where appropriate)

- relocation of existing units – if units cannot be relocated due to condition, allow one double storage cupboard.
- consideration will also be given to the colour differential between cupboards and work surfaces and existing tiling and wall surfaces

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 that certain adaptations be carried out to enable the disabled person to perform certain functions in the kitchen, such as preparing light meals or hot drinks.

14.4.6 Heating, lighting and power

The improvement of an existing heating system in the dwelling to meet the disabled occupant's needs. Where there is no heating system or where the existing heating arrangements are unsuitable to meet his needs, a heating system may be provided. A Disabled Facility Grant should not be given to adapt or install heating in rooms which are not normally used by the disabled person.

The installation of central heating to the dwelling should only be considered where the wellbeing and mobility of the disabled person would otherwise be adversely affected.

Provision may include:

- Heating to the main living room, bedroom and bathroom
- Where no other form of heating to the bathroom, allow for one dimplex or similar heater and storage heaters, or extend the existing system
- Where there are no adequate means of heating to the main living room, bedroom and bathroom, the existing heating system, if any, will be extended or a new heating system maybe installed in these rooms. Consideration will be given to each individual case with regards to installing electrical storage heaters or a new gas boiler and radiators.
- New gas pipe including appropriate boiler and connection to the mains supply, even outside the curtilage of the dwelling, if the only means of a suitable source of heating for the disabled occupant is by a wet radiator system.

14.4.7 Works to enable a disabled person to have full use of heating, lighting and power controls in the dwelling.

Such work includes the relocation of power points to make them more accessible, the provision of suitably adapted controls where a disabled person has difficulty in using normal types of controls and the installation of additional controls.

Provision may include:

- Raising power points – one double power point in the bedroom, and two double power points in the living room or equivalent
- Lower light points to access the main living room, bedroom, kitchen, bathroom and hallway, if appropriate.

14.4.8 Dependent residents

Works to a dwelling required to enable a disabled occupant better access and movement around the dwelling in order to care for another person who normally resides where whether or not they are related to the disabled person. This may include spouse, partner or family member, another disabled person or a child. Importantly the dependent being cared for need not be disabled.

Such works could include adaptations to part of the dwelling to which the disabled person would not normally need access but which is used by a person to whom they are providing care and therefore it is reasonable for such works to be carried out.

14.4.9 Access to garden

Works for:

- facilitating access to and from a garden by a disabled occupant, or
- making access to a garden safe for a disabled occupant.

14.5 Large Scale Adaptations

14.5.1 Large scale adaptations are defined as those requiring works other than just a level access shower installation, a stairlift installation, a ceiling track installation and in some cases a through floor lift installation. All large-scale proposals will be subject to a feasibility visit by the Housing Programmes Manager and an Occupational Therapist from Adults or Children's Services. The feasibility visit will look at the disabled person's needs identified by the Occupational Therapist and establish the most suitable housing solution to meet those needs.

14.5.2 Internal alteration or rearrangement of living accommodation within the existing dwelling will always be considered first.

14.5.3 Where the client's needs cannot be met with an internal adaptation, consideration will be given to assessing the disabled person's (and family's) ability to relocate to a more suitable property. The Disabled Persons Relocation Grant is covered in Section 16 of this policy.

14.5.4 Only when internal alteration, rearrangement or relocation is not feasible will consideration be given to providing additional sleeping and/or bathing accommodation by way of an extension to the existing dwelling.

14.5.5 Where the works cost in excess of £30,000, the Care & Repair Home Improvement Agency will investigate alternative means of funding, including charitable contributions in order to meet the applicant's costs above the value of the mandatory Disabled Facility Grant.

14.5.6 Where the works cost in excess of £30,000 and alternative sources of funding are not forthcoming, consideration may be given to awarding a discretionary Disabled

Facility Top Up Grant in addition to the mandatory Disabled Facility Grant. The discretionary Disabled Facility Top Up Grant is covered in Section 15 of this Policy.

14.5.7 Other than in exceptional circumstances agreed by the City Council, all Disabled Facility Grants are project managed and delivered by the Care & Repair Home Improvement Agency. A fee for this service is charged and will be included in the grant award.

14.6 Privately Funded Extensions

14.6.1 In circumstances where the applicant wishes to and can demonstrate to the Council that they have the financial resource to achieve an adaptation which exceeds that which the Council has deemed is needed to meet the needs of the disabled person, then the Council may consider funding parts of the adaptation which it could have funded under the mandatory Disabled Facility Grant. For example, the fitting out of a Level Access Shower or the installation of a ceiling track hoist in any extension that the applicant supplies and funds. Offsetting of costs will not be considered.

14.6.2 The applicant must supply a copy of the proposed plans for any private extension to the Housing Programmes Manager before any private work is commenced. The Housing Programmes Manager, in consultation with the Occupational Therapist, will confirm that the proposal will meet the needs of the disabled person or recommend adjustments to ensure this is achieved. The Housing Programmes Manager will confirm, in writing, the offer of Disabled Facility Grant funding for internal adaptations making reference to the agreed layout plan.

14.6.3 If the Council has not received the layout plan for any proposal in relation to an alternative scheme within a period of 6 months from the time it was first raised with the Council, the case will be closed.

14.6.4 The extension build must be completed within 12 months from the date of the offer letter. The applicant must contact the Council when the extension build is coming to a conclusion and the extension is watertight and has received Building Control sign off.

14.6.5 The Council will advise your private contractor how to prepare the extension for the Council contractors to complete the Disabled Facility Grant funded works, i.e the installation of pipework and services into a shower room or the preparation of ceiling joists for a ceiling track hoist.

14.6.5 No funding will be given for any work associated with the private extension

14.7 Deteriorating Conditions

Where an applicant's prognosis implies a deteriorating illness, the response will be fast as possible and consideration will be given to expedited procedures and interim solutions where some measure of delay is inevitable. Adaptations should provide for the progress of the illness and a relatively limited period in which a particular adaptation is appropriate will not be regarded as a sufficient reason for delaying or withholding its provision.

14.8 Out of Area Looked After Children/Permanent Foster Placements in Peterborough

14.8.1 Under the Housing, Grant, Construction and Regeneration Act 1996 there are a number of conditions before a Disabled Facility Grant can be agreed, including that the disabled person will be residing in the property for at least 5 years after the work has been completed. The foster carers can apply for a Disabled Facility Grant to Peterborough City Council as the property is in Peterborough City Council's area. Where a Disabled Facility Grant is required for a disabled young person under the age of 19 years of age, there is no means test of the foster parents.

14.8.2 The Chronically Sick and Disabled Persons Act 1970 (CSDPA 1970) places a general duty on social services authorities to provide a range of services to safeguard and promote the welfare of children in need and this includes support for adaptations to a home to accommodate the needs of a disabled child. Section 2(6) of the CSDPA 1970 is explicit in saying,

- *“the provision of assistance for the child in arranging for the carrying out of any works of adaptation in the child's home or the provision of any additional facilities designed to secure his greater safety, comfort or convenience for the child.”*

Home adaptations are therefore a core social care need. The Local Government Ombudsman has held that it is maladministration for a local authority to fail to appreciate that it has a duty under social services legislation to provide adaptations, separate to that under the housing legislation.

14.8.3 Section 29 Childrens Act 1989 provides a power to a local authority to charge for support provided under section 17 Childrens Act 1989. If a local authority decides to charge there must be a formally adopted policy in place and the local authority cannot charge people who are in receipt of universal credit, income support etc.

14.8.4 Whilst the foster carer can make an application for a Disabled Facility Grant to Peterborough City Council, the placing social care authority must consider (at the very least) whether they can provide financial assistance under section 17 Childrens Act 1989 and the Chronically Sick & Disabled Persons Act 1970. If they decide not to then they will need to provide a reasoned decision based on cogent reasons. One

reason which will not be acceptable is that the necessary support can be provided by a Disabled Facility Grant under Housing legislation.

14.9 The Armed Service Covenant and Disabled Facilities Grants

14.9.1 The Armed Forces Act 2021 amended the Armed Forces Act 2006 which placed a legal duty on specified public persons and bodies to have due regard to the principles of the Armed Forces Covenant when exercising certain statutory functions in the fields of healthcare, education and housing.

14.9.2 The principles are:

- To recognise the unique obligations of, and sacrifices made by, the armed forces;
- It is desirable to remove disadvantages arising for service people from membership, or former membership, of the armed forces; and
- That special provision for service people may be justified by the effects on such people of membership, or former membership, of the armed forces

14.9.3 Due to the unique obligation and sacrifice of danger, members of the Armed Forces might suffer injuries which require significant adaptations to be made to their homes when they leave Service.

14.9.4 This can include Armed Forces personnel or their families living in their own accommodation, and veterans.

14.9.5 Our person centred approach to assessing for and delivering Disabled Facility Grant funded adaptations will have due regard to the Covenant principles.

14.9.6 We will disregard any lump sum received by a member of the Armed Forces as compensation for an injury or disability sustained on active service when taking account of an applicant's income or assets in determining whether they qualify for a Disabled Facilities Grant.

14.10 Conditions Attached to Disabled Facility Grants

14.10.1 Conditions come into force from the date the assistance is approved so that the Council may recover any interim payments or costs incurred where necessary.

14.10.2 Where a condition period is specified, this takes effect from the certified date of completion of the eligible works.

14.10.3 Any financial assistance and related conditions will be secured as a legal charge against the property, where breach of condition would require the repayment of all or part of the assistance. This charge will not be removed until either the condition period expires or until the assistance is repaid, together with any interest that may apply.

14.10.4 In some cases, if the conditions are broken the Housing Programmes Manager may specify that only part of the assistance has to be repaid. In these cases the charge will be removed upon payment of the specified part of the assistance

14.10.5 Where the Council has the right to demand repayment, it may determine not to demand payment or to demand a lesser amount if:

- the extent to which the recipient of the grant would suffer financial hardship were he be required to repay all or any of the grant
- the owner, or any member of the owner's family who lives in the dwelling as their only or main residence, is aged 60 or over, or is infirm, and
- the disposal is being made for the purpose of enabling that person who is aged 60 or over, or is infirm to be cared for, and
- the Council is satisfied that such arrangements for the care of that person who is aged 60 or over or is infirm will not otherwise be possible.
- Whether the disposal is made for reasons connected with the physical or mental health or wellbeing of the recipient of the grant or of a disabled occupant of the premises, and
- Whether the disposal is made to enable the recipient of the grant to live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the grant is intending to provide, or who is intending to provide care of which the recipient of the grant is in need by reason of disability or infirmity,
- the sale is made to enable the owner or his partner to take up employment or to change location of his employment and the Council is satisfied that the offer would otherwise not be able to be accepted

14.10.6 A charge on the property is binding on any person who is, for the time being, an owner of the property concerned.

14.10.7 Where a condition is in force, the Council may require the person responsible to provide any information to satisfy the Council that the condition is being complied with. The Council can require this information in writing or in any other reasonable form. It is a condition that this information is provided in a reasonable time period specified by the Council and as fully, accurately and honestly as reasonably possible. Failure to comply with this requirement is a breach of conditions in itself and the assistance, or part assistance where this is specified, must then be repaid to the Council.

14.10.8 It is the responsibility of the person responsible for any condition to demonstrate to the Council's satisfaction that the condition is being complied with. Failure to do so will be treated as failure to comply with the condition. The Council does not have the burden of having to prove that the condition is not being complied with.

14.10.9 Any reference to a member of a person's family is to be taken to mean someone who is their:

- Parent
- Grandparent

- Child (including illegitimate child)
- Grandchild
- Brother or Sister
- Uncle or Aunt
- Nephew or niece

A relationship by marriage is treated as if it were a relationship by blood. A half-blood relationship is treated as a full blood relationship.

14.10.10 “Disposal” means

- A conveyance of the freehold
- An assignment of the lease - where the lease was used to qualify for the assistance, e.g. a long lease that was treated as effective ownership
- The grant of a lease, other than a mortgage term, for a term of more than 21 years otherwise than at a rack rent
- In the case of a mobile home or a houseboat, the sale, pledge or assignment of the mobile home or houseboat

14.10.13 No retrospective application or request for financial assistance will be considered where the relevant work has already started or completed.

14.10.14 Unless otherwise specified, all relevant work must be completed, to the satisfaction of the Council, within 12 months of the approval date of the assistance. The Council may agree, in writing, an extension to this period, but this will only be done if there is an extremely good reason.

14.10.15 Work must be carried out by the contractor on the DPS Framework who provided the estimate, or the contractor who provided the lowest quote through a tender process or who was allocated the work from Lot 1 Level Access Showers and/or Lot 4 Lifts & Ceiling Track Hoists Schedule of Rates Framework on which the assistance was based.

14.10.16 A grant will only be paid when the Council receives a satisfactory invoice in relation to the work, together with any supporting documentation or information requested by the Council. Payment term are 30 days from date of invoice or whatever payment term that supercedes this.

14.10.17 The approval of assistance does not give or imply the Council’s approval of any consents that may be required, such as planning permission or Building Regulation consent.

14.10.18 It is a condition of any assistance that the applicant takes all reasonable steps to pursue any insurance or legal claim that may be relevant to any part of the work to be carried out and to repay the Council the assistance, so far as appropriate, out of the proceeds of such a claim. A claim is relevant if it relates to any damage or defect to the property, to the extent that the works required to make good damage or defect are works to which the assistance relates.

14.10.19 Conditions will generally be enforced in all cases. Money repaid will be recycled into the Council's capital programme for further assistance awards.

15. Discretionary Top Up to Mandatory Disabled Facility Grant

- 15.1 To qualify, the applicant must be the homeowner or tenant. The Top Up grant is available to adapt the home to meet the needs of any disabled person living in the property as their main and only residence, to enable them to continue living there as independently as possible. Private and social landlords may also apply for a Discretionary Disabled Facility Top Up Grant on behalf of a disabled tenant but must also satisfy the requirements of future occupancy. Tenant's needs are assessed on the same basis as home owners.
- 15.2 The Discretionary Disabled Facility Top Up Grant could contribute to the total cost of eligible works to meet the needs of the disabled person, as assessed and recommended by the Occupational Therapist, which is in excess of the Mandatory Disabled Facility Grant limit of £30,000 minus relevant disabled person's contribution as calculated by the means test. A discussion between the applicant and the Housing Programmes Manager will be carried out to determine the applicant/disabled person's inability to meet the shortfall in funding in excess of the mandatory limit.
- 15.3 If the applicant is able to make a contribution, but not the full amount of the excess costs, their contribution will be accepted and a Top Up may be awarded to meet the shortfall in funding.
- 15.4 If the applicant is unable to make a contribution, the award of a full Top Up Grant up to a maximum amount of £30,000 will be considered.
- 15.5 This is a discretionary grant and is subject to funding being available.

15.6 Payment of Discretionary Top Up to Mandatory Disabled Facility Grant

15.6.1 Details outlined in Section 14.3 above (Payment of Disabled Facility Grant) also apply to the payment of discretionary Top Up to Mandatory Disabled Facility Grant.

15.7 Conditions attached to Discretionary Top Up to Mandatory Disabled Facility Grant

15.7.1 The full amount of the Discretionary Disabled Facility Top Up Grant will be secured by attaching a legal charge on the adapted property for the full amount of discretionary Top Up funding awarded. This charge only applies if the applicant has

a qualifying owner's interest in the property on which the adaptations are to be carried out.

15.7.2 The charge on the adapted property will last for 10 years from the certified completion date of the Discretionary Disabled Facility Top Up Grant.

16. Disabled Persons Relocation Grant

16.1 Applications for assistance made for the purpose may be approved to enable a person to move to more suitable accommodation if:

- advice and adaptation recommendation has been received from Adult OT or Children's Services
- in the Council's opinion the disabled person's existing accommodation is not reasonably and practically capable of being adapted to meet the needs of the disabled person or due to cost or to social reasons, and
- the aggregate cost of all assistance made by the Council would not, in the opinion of the Council, exceed the cost of adapting the disabled person's existing accommodation.

16.2 To qualify, the applicant must have an owner's interest in the property or is proposing to acquire an owner's interest or a leaseholder with a legal obligation to repair with a minimum of 5 years left unexpired

16.3 An award made under this section may include the cost of:

- removal expenses;
- carpets, window coverings and white goods where the replacement is wholly and necessarily required as a consequence of the relocation;
- estate agent's fee
- Solicitors fees
- security measures
- any other expense of relocation reasonably incurred as a result of the relocation

16.4 Unless the Council decides otherwise, a grant will be calculated according to the cost of the lower of two quotations provided by the applicant to the Council for each element of relocation cost being requested and found to be acceptable by the Council.

16.5 Grant will be calculated according to the replacement value of goods of a standard equivalent to the applicant's existing goods

16.6 Grant will be made to the full extent of the expense incurred only where the Council accept such expense is reasonable.

16.7 Grant may not be paid if the applicant is transferring to a rented property and redecoration is the owner's responsibility.

- 16.8 Applicants will not be means tested for this grant
- 16.9 No repeat relocation grants will be awarded
- 16.10 A visit will be made to the property being considered for relocation by the Housing Programmes Manager and an Occupational Therapist from Adult or Children's Services to ensure that it is suitable and will meet the needs of the disabled person.
- 16.11 A Disabled Facility Grant may also be subsequently awarded after relocation in order to provide internal adaptations to meet the disabled person's needs.
- 16.12 The maximum grant payable will be £30,000 - which includes both the relocation element and the adaptation costs in the new property.
- 16.13 Disabled Persons Relocation Grant is discretionary and is provided subject to funding availability

16.14 Payment of Disabled Persons Relocation Grant

16.14.1 The payment of Disabled Persons Relocation Grant is conditional on:

- The Council being provided with an acceptable invoice or receipt for payment for the approved goods, services and charges, and
- the work being carried out by the approved contractor appointed by the Care & Repair Home Improvement Agency whose quote accompanied the application unless the Council agrees otherwise by prior notification in any particular case.

16.14.2 The Council may pay Disabled Persons Relocation Grant directly to the contractor or by reimbursement to the applicant upon presentation of an acceptable receipt of payment.

16.15 Conditions attached to Disabled Person Relocation Grant

16.15.1 Disabled Person Relocation Grant will be secured as a legal land charge for a period of 10 years from the certified completion date and will be required to be repaid on sale or transfer of the freehold or leasehold.

17. Discretionary Grant Hospital Discharge/Hospital Avoidance

17.1 The preventative role of the Disabled Facility Grant in keeping people living safely and independently in their own homes can be fully utilised by using the additional

allocation of Disabled Facility Grant Allocation within the Better Care Fund in more flexible and responsive ways.

- 17.2 This funding is aimed to help reduce pressures on health and social care. The use of discretionary grant funding to support speedy transfers of care and preventative measure within client's homes to reduce admission and readmission to hospital and to reduce the cost of domiciliary care packages is of particular importance.
- 17.3 Discretionary Grant – Hospital Discharge/Hospital Avoidance are not subject to a means test
- 17.4 To qualify, the applicant must have an owner's interest in the property or be a leaseholder with a legal obligation to repair with a minimum of 5 years left unexpired. Applications from tenants in social housing and the private rented sector may also be eligible for financial assistance to enable discharge from hospital or an interim care setting.
- 17.5 For preventative works, applications from tenants in social housing will be subject to securing effective partnership working with the provider's tenancy sustainment and support teams. This will help towards ensuring that tenant will continue to be supported following any Council intervention and not require any repeated intervention.
- 17.6 Tenants in the private rented sector will be assessed on a case by case basis depending on the circumstances presented.
- 17.7 The maximum amount of Discretionary Grant - Hospital Discharge/Hospital Avoidance will be £6,000
- 17.8 The Discretionary Grant – Hospital Discharge/Hospital Avoidance will contribute to the total cost of eligible works to meet the identified and agreed needs of the vulnerable person in a timely manner.
- 17.9 Officers will check ownership details of the property being discharged into or subject to preventative funding. The owner or the tenant must sign an application form acknowledging receipt of assistance from Peterborough City Council.
- 17.10 The type of work that will be considered for hospital discharge/to prevent delayed transfer of care includes:
- Clearance and a one-off deep clean of significantly cluttered and filthy properties, including hoarded properties
 - Ceiling Track Hoists to facilitate care in order to return home quickly
 - Level access showers to facilitate care
 - Heating and energy efficiency measures
 - Ramps and door widening to facilitate access
 - Telephone land line (installation only) to facilitate Technology Enabled Care to be installed
 - Fixed Safety equipment – alarms, safety locks, specialised lighting, fire/radiator guards, carbon monoxide alarms, smoke alarms and heat detectors

- Physical changes to the property in order to eliminate/reduce the risk of falls which are outside the remit of the Handy Person service
- Physical changes to the property that have arisen due to the impact of Covid 19
- Changing flooring to facilitate safe moving & handling of equipment
- Relocation of furniture (including beds) to facilitate safe moving and handling of equipment
- Any other request for physical property changes or adaptations deemed reasonable and practicable, necessary and appropriate to facilitate hospital discharge to a safe environment and to either reduce or eliminate high-cost care packages.

17.11 The type of work that will be considered to achieve hospital admission or re-admission avoidance are:

- Clearance and a one-off deep clean of cluttered and filthy properties, including hoarded properties – where there is a particular high risk of falls, fire, infection with potential serious harm outcomes
- Heating and energy efficiency measures
- Ramps and door widening to facilitate access
- Telephone land line (installation only) to facilitate Technology Assisted Care
- Fixed Safety equipment – alarms, safety locks, specialised lighting, fire/radiator guards, carbon monoxide alarms, smoke alarms and heat detectors
- Changing flooring to facilitate safe moving & handling of equipment
- Relocation of furniture (including beds) to facilitate safe moving and handling of equipment
- Physical changes to the property in order to eliminate/reduce the risk of falls which are outside the remit of the Handy Person service
- Physical changes to the property that have arisen due to the impact of Covid 19
- Any other request for physical property changes/adaptations deemed reasonable and practicable, necessary and appropriate to avoid a hospital admission or readmission, to maintain a safe environment and to either reduce or eliminate high-cost care packages.

17.12 These lists are not exhaustive, and funding will be approved on the discretion of the Housing Programmes Manager

17.13 Payment of Discretionary Grant - Hospital Discharge/Hospital Avoidance

17.13.1 The payment of Discretionary Grant – Hospital Discharge/Hospital Avoidance is conditional on:

- the approved works being carried out to the satisfaction of the Council, and
- the Council being provided with an acceptable invoice or receipt for payment for the works and for any other approved services and charges, and

- the work being carried out by the approved contractor appointed by the Housing Programmes Officer whose quote, or schedule of rate specification for any work covered in Lot 3 Specialist Deep Cleaning & De-cluttering Services of the current Framework Agreement, which accompanied the application unless the Council agrees otherwise by prior notification in any particular case.

17.13.2 The Council will pay Discretionary Grant – Hospital Discharge/Hospital Avoidance Grant directly to the contractor/supplier.

17.13.3 Where the approved work has not been carried out to the satisfaction of the applicant the Council may, at the request of the applicant and if it considers it to be reasonable, withhold payment.

17.14 Conditions attached to Discretionary Grant Hospital Discharge/Hospital Avoidance

17.14.1 There are no conditions attached to the Discretionary Grant – Hospital Discharge/Hospital Admission.