

# **Southend-on-Sea City Council**

## **Housing Assistance, Adaptations and Disabled Facilities Grant**

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# 1. Introduction

1.1. Many people with a disability require adaptations to their homes in order to remain independent and safe. They can be needed by people of all ages but, as our population ages and life expectancy increases, the number of people who seek assistance to adapt their homes is expected to grow.

1.2. Disabled Facilities Grants (DFGs) are mandatory grants available to people with a disability when works to adapt their home are judged necessary and appropriate to meet their needs, and when it is reasonable and practicable to carry them out having regard to the age and condition of the dwelling or building.

1.3. For Council owned social housing (South Essex Homes) the Council provides funding each year for the provision of adaptations to enable residents to remain in their home for as long as it is safe and reasonable to do so. This funding comes from the Housing Revenue Account and these residents do not have to apply for a DFG grant, but the criteria for consideration and conditions to access major adaptations in this policy are applicable to all tenures. For these adaptations the applicant can be supported during the process by a family member, friend or other advocate.

1.4. Southend-on-Sea City Council is committed to helping vulnerable and disabled residents and will administer Disabled Facilities Grants (DFGs) - and other forms of assistance such as discretionary grants, where available - to help them achieve a home which meets their needs.

1.5. This policy ensures the council meets its statutory duty to provide mandatory Disabled Facilities Grants (DFGs) for residential adaptations where the appropriate legislative conditions are met under the provisions of the Housing Grants, Construction and Regeneration Act 1996 (the Act).

1.6. In addition, this policy outlines the discretionary financial assistance, by virtue of the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 (RRO), to provide Discretionary Disabled Facilities Grants (DFGs) where the appropriate legislative and policy conditions are met.

1.7. The DFG fund is delivered through the Better Care Fund (BCF). This policy recognises the wider strategic planning and implementation of the BCF plan and intends to explore opportunities for the DFG service to support wider services within health, social care and housing. The 2021 White Paper for Adult Social Care Reform, 'People at the Heart of Care', strengthens this further and sets out the intended vision for transforming the role housing plays in adult social care.

1.8. The Care Act 2014 states that local authorities must provide services and facilities that help people live independently with a focus on supporting people through home adaptations via a mandatory grant. It is recognised that an integrated and holistic approach across health and social care and housing is essential to accessible housing and to meet wider needs of the person and their community. This policy sets out the assistance available for funding essential repairs to reduce injury and accidents in the home, to help Southend residents live in a safe, warm, dry home, and to facilitate independent living through a broad scope of non-fixed equipment and adaptations to improve people's overall health and wellbeing.

1.9. As well as a range of discretionary grants we will transform the ways that adaptations are accessed by residents by using software allowing residents to undertake self-assessment online. We will also use software to improve the way we review suitability of adaptations and equipment, with a view to increasing the recycling of adaptations and equipment to make budgets more sustainable.

## 2. Regulatory Framework

2.1. There are several legal provisions governing DFGs and the application process including:

- Housing Grants, Construction and Regeneration Act 1996 (“The Act”) (as amended)
- Housing Renewal Grants (Services and Charges) order 1996
- The Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to Approval or payment of Grant) General Consent 2008
- The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (“The Order”)
- The Housing Renewals Grants (Amendment) (England) Regulations 2008
- The Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008
- Delivering Housing Adaptations for Disabled People – A good practice guide (June 2006)
- The Equality Act 2010
- The Care Act 2014

## 3. Strategic Alignment

3.1. The government has allocated the council’s disabled facilities grant funding through the Better Care Fund, illustrating the key role that disabled facilities grants play in health and social care and in improving health and equality outcomes.

3.2. The DFG capital grant must be spent in accordance with an approved BCF plan, developed in keeping with the BCF policy framework and planning requirements to enable people to stay well, safe and independent at home for longer and to provide people with the right care, at the right place, at the right time.

3.3. Most disabled people (all ages) live in general, non-specialist housing and so home adaptations play a key role in enabling safe, healthy, independent living at home.

3.4. The quality and suitability of the home environment is particularly important for people with disabilities, older people, those living with a chronic disease or the consequences of a serious injury, and those who experience functional and cognitive difficulties. Studies show that the home environment is a quantifiable determinant of health, quality of life and well-being and is also a significant cost- avoidance mechanism across the whole health and social care system and economy.

## 4. Priorities

4.1. Connected Southend is Southend's approach to community practice, personalised enablement, new models of commissioning and social care support across the city. This whole system approach has four elements:

- Connect people and sustain relationships
- Strength and risk positive
- Culture, Heritage, Arts, Leisure and Learning
- Independence and Citizenship

**This policy has two parts:**

### Part 1

Mandatory Disabled Facilities Grants – sets out the mandatory legal framework for DFGs in accordance with the Housing Grants, Construction and Regeneration Act 1996 including eligibility criteria and the prescribed means test assessment.

Mandatory grants are available for people who are disabled and meet the criteria set out in section 100 of the Housing Grants, Construction and Regeneration Act 1996 and our eligible works.

### Part 2

Discretionary DFGs – sets out the Council's policy to provide discretionary interventions to promote independent living and wellbeing.

## 5. The Mandatory DFG Eligibility Criteria – Part 1

5.1. DFGs are available to fund adaptations to the homes of elderly, vulnerable and disabled residents to enable them to live independently at home or be cared for at home. The DFG service, who administer the Disabled Facilities Grant, will consider and determine the eligibility for the grant when satisfied the works are considered "necessary and appropriate" for the needs of the disabled person, and, amongst other things, it is considered reasonable and practicable to carry out the works in the disabled person's home.

5.2. The Adaptations Team will work primarily with the Occupational Therapy (OT) Service within Southend-on-Sea City Council Adult Social Care to determine whether the nature of works is considered "necessary and appropriate" for the needs of the disabled person. The Adaptations Team will determine whether it is reasonable and practicable to carry out the works in the disabled person's home to approve the grant. The Adaptations Team may not consider it to be reasonable and practicable to adapt some dwellings, for example:

- where there are multiple or excessive changes in levels;
- where the dwelling is in a poor or dilapidated condition;
- where moving existing services would be prohibitively expensive;
- where the dwelling is a listed building or in a conservation area, and the adaptation would be prohibitively expensive or inappropriate;
- where the footprint or location of the dwelling makes an adaptation inappropriate;

- where the adaptation work would have a negative effect on other residents.

5.3. Eligibility criteria for DFGs are laid out in Section 23 of The Housing Grants, Construction and Regeneration (As Amended) Act 1996 and primarily relate to accessing principal rooms within the home and accessing and using essential facilities including access to gardens and outside the areas of a property. Although the provision of mandatory DFG's is covered by the Act and the Authority must comply with the legislation, this document sets out the policy that will be applied by the Local Authority in the provision of DFGs regarding matters not specifically covered by the legislation.

#### 5.4. Works that are eligible for a mandatory Disabled Facility Grant

A mandatory DFG may be given for the following types of work:

**Facilitating Access** – for works to remove or help overcome any obstacles that prevent the applicant from moving freely into and around the dwelling. This may include access to the garden or yard (front, side, or rear) which means immediate access from the dwelling, it does not include landscaping.

**Making a dwelling or building safe** – adaptations to the dwelling or building to make it safe for the applicant and other persons living with them.

**Access to a family room** – works to ensure the applicant has access to a room used for or usable as the principal family room.

**Access to a room usable for sleeping** – the provision of a room usable for sleeping where the adaptation of an existing room in the dwelling (upstairs or downstairs) or the access to that room is unsuitable in the particular circumstances.

**Access to a bathroom** – the provision of, or access to, a WC, washing, bathing and/or showering facilities.

**Facilitating preparation of and cooking of food** – the rearrangement or enlargement of a kitchen to improve the access 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.

**Heating, light and power** – to provide or improve the existing heating system in the dwelling to meet the applicant's needs. A grant will not be given to adapt or install heating in rooms which are not normally used by the applicant.

Provision is also made under this category for the application of heating, lighting, and power to make them suitable for use by the applicant.

**Dependent residents** – works to enable the applicant better access around the dwelling in order to care for another person who normally resides there whether or not they are related to the applicant.

**Common parts** – works to facilitate access to a dwelling through the common parts of a building, but consent must be obtained from the freeholder / leaseholder prior to any works taking place.

5.5. The Adaptations Team will consider the most economic (cost effective, least intrusive) solution to meet the disabled person's need. It is considered essential to utilise internal areas/rooms to reduce the size of the extension to be provided or even negate the need for an extension altogether. This should include utilising any rooms such as unused bedrooms, storerooms, integral garages (if convertible), secondary reception rooms etc.

5.6. A scheme to provide additional facilities should incorporate the conversion of second reception rooms, storage areas, circulation areas and subdividing existing rooms where possible. The Local Authority uses public money to fund the provision of both mandatory and discretionary Disabled Facilities Grants, and as such, it must consider value for money.

## **6. Eligibility for DFG Grant Assistance and Grant Limit**

6.1. DFGs are available to homeowners, owners of qualifying houseboats, owners of qualifying park homes, tenants of private landlords and tenants of Housing Associations. Grants are also available for adaptations to the common parts of buildings containing one or more flats.

6.2. Each case must be supported by a recommendation from an Occupational Therapist working with Southend-on-Sea City Council Social Services. Should an applicant provide an independent Occupational Therapist recommendation, the Council will consult with the Occupational Therapy Service at Southend-on-Sea City Council, before processing the application.

6.3. The Council reserves the right to refuse grant assistance where the works are not necessary, appropriate, reasonable, practicable, or are excessively expensive and/or where the property is not suitable for adaptation. If appropriate the Council may offer a discretionary DFG, in the form of a relocation grant to help the applicant move to a more suitable dwelling.

6.4. There is no restriction on multiple DFGs for the same property and depending on the time lapse between applications, there is provision for any means tested contribution made on the first grant not to be taken into account on subsequent application. This is five years for a tenant's application and ten years for an owner occupier's application.

6.5. The maximum amount of grant is set by statutory instrument. The current statutory limit on the maximum amount of mandatory DFG is £30,000. In the case of a disabled child, the parents' or guardians' income and savings are discounted and there is no financial test of resources.

6.6. Ownership of facilities and equipment funded from the grant transfer to the applicant who is awarded the grant, and will therefore be responsible for maintenance, repairs or removing the facility and / or equipment once it is no longer needed.

6.7. Consideration to replace damaged or broken facilities and / or equipment will be given under a further DFG if it cannot be repaired and has been annually serviced and maintained and the warranty has expired.



6.8. Adaptations will not be removed when no longer required or undertake reinstatement works. Applicants will be made aware of this before the DFG work is undertaken.

## 7. Discretionary DFG Assistance

7.1. The government is committed to person-centred, integrated care. This is driven by the Better Care Fund, where local health, social care and housing services are committed to work together towards common aims that enable people to live healthy, fulfilled, independent and longer lives. The council intends to make use of the RRO provisions to enable it to use funds received from the Better Care Fund more flexibly, responsively and effectively from 2025. The decision to award any Discretionary Grant is at the discretion of the council, and Discretionary Grants may be withdrawn by the council at any time.

Types of discretionary assistance are available from Southend-on-Sea City Council.

- Top up assistance
- Special assistance
- Relocation assistance
- Fast Track Grant
- Safe Warm and Well
- Care and Support Project Grants
- Small Adaptations and Equipment Grant
- Care and Support Housing Scheme

7.2. Whilst the Council do not have to provide discretionary assistance it will consider applications on a case-by-case basis with a view to maximising independence, health and wellbeing.

7.3. Any discretionary award will only be considered having regard to the amount of available resources the Council has available at the time. If the Council does not have sufficient resources to deal with outstanding mandatory referrals, the Council reserves the right not to approve any discretionary assistance.

7.4. Some discretionary grants to owner-occupiers will be recorded as a charge on the land registry and will remain indefinitely. The grant will be repayable in full where a dwelling is disposed of whether by sale, assignment, and transfer of the title or otherwise for any reason and funds reimbursed to the DFG funding. This is over and above the mandatory repayment requirements outlined in section 29.

7.5. Grants that will not be recorded as a charge on the land include:

- Fast Track Grants
- Care and Support Project Grants
- Small Equipment and Adaptations Grant

7.6. For discretionary grants for privately rented properties, tenants must provide proof of intention to remain at the property for at least five further years. The most appropriate evidence of this is an Assured Shorthold Tenancy (AST) for a minimum of five years signed by both landlord and tenant, unless the Council considers it unreasonable in the circumstances to seek such agreement. The landlord will also be required to sign

confirmation that the tenant is to remain living in the property for five years from the date of the grant application, thus enabling the long-term use of the adaptations.

## **8. Discretionary DFG Assistance – “Top Up Assistance”**

8.1. A discretionary top up grant may be considered where the cost of the proposed adaptation works exceeds the maximum mandatory DFG limit of £30,000. However, the grant application must also meet the criteria for a mandatory DFG.

8.2. The discretionary DFG top-up grant will be subject to the same financial means test as a mandatory DFG unless the relocation is for the disabled child, in which case no such test will be applied.

8.3. The Adaptations Team Manager is authorised to agree a discretionary grant of up to a set amount as set out in the scheme of delegated authority subject to budget availability. Grants that exceed this amount will follow the standard budgetary authorisation processes.

8.4. Before approving a top-up grant, the Council will have expected the applicant to have exhausted all other reasonable options with which to raise the required funds for any works over and above the mandatory limit. This is to ensure a fair allocation of funding between the many applications received by the Council every year. Examples of these include, but are not restricted to:

- Equity release for owner occupied property
- Bank loans
- Charity Grants / Contributions

8.5. The Council reserves the right to decline any request for top up assistance if sufficient written evidence of the above is not provided.

## **9. Discretionary DFG Assistance – Special assistance**

9.1. A Discretionary Disabled Facilities “Special assistance” grant may be considered to help applicants pay for the cost of adapting their home where this is not covered by the mandatory DFG.

9.2. Each case must be supported by a recommendation from an Occupational Therapist working with Southend-on-Sea City Council. The Council reserves the right to refuse grant assistance where the works are not necessary, reasonable, practicable, or are excessively expensive or where the property is not suitable for adaptation.

9.3. Discretionary Disabled Facilities Grants assistance will be considered to fund the following types of adaptations to enable an applicant to remain living in their own homes:

a) To make the dwelling suitable for the applicant. Examples include:

- The provision of a safe space for a disabled child

- The provision of more suitable internal arrangements which directly benefit the applicant
- To make the dwelling suitable for the employment of the applicant within the existing footprint of the dwelling adaptation of a room for the applicant to use as a work area

Any such assistance would be subject to the applicant obtaining any relevant planning permission that may be required for working / running a business from the dwelling.

b) To provide an area for specialist care or treatment (e.g., provision of a dialysis room)

c) The provision and installation of ceiling track hoists.

d) The provision and installation of a dropped kerb to facilitate access to a hard standing located within the curtilage of the applicants dwelling. (Drop kerbs are dependent on Highways approval and cannot always be provided).

e) The provision and installation of an appropriate storage facility for a mobility scooter with a fixed charging point.

f) Provision of facilities for a child in foster care, where the length of care at a dwelling is likely to be years, rather than months. (Placements for 'Early Permanence' / 'Foster to Adopt' are likely to be eligible under this provision.)

g) Provision of additional facilities in a second property in circumstances where a disabled child is living under a dual residency arrangement, where residency is split between the parents (or other designated guardian).

This list is not exhaustive, and other works may be considered subject to an Occupational Therapist's recommendation being received by the Council.

9.4. Depending on the value of the works, the Discretionary Disabled Facilities "Special Assistance" grant, may be authorised by the Adaptations Team Manager in consultation with the Head of Service for Adults and the Head of Children's Services where appropriate.

## **10. Discretionary DFG Assistance – Relocation Grant**

10.1. A discretionary relocation grant may be available to an applicant who owns or privately rents their dwelling if adaptation of their current home through a mandatory DFG is determined not to be a feasible or reasonable option, and they are considering relocating to a suitable property they intend to purchase. The maximum amount of grant available will be £5,000.

10.2. Applicants must be aged 18 or over on the date that the application is made and in the case of a disabled child, the parents would make the application.

10.3. Any such application must be supported by a recommendation from the Occupational Therapy Service at Southend-on-Sea City Council.

10.4. The Council and the Occupational Therapist must both be satisfied that the proposed dwelling already meets the needs of the applicant without further adaptation or are satisfied that it can be adapted at a reasonable cost.

10.5. Applicants must be relocating within the Southend-on-Sea City. Consideration may be given to a move in Essex, but this would require:

- The approval of the relevant district / City Council
- The Council would not be expected to fund adaptations at the new dwelling.

10.6. The cost of the discretionary relocation grant, together with the cost of any adaptations required to the new dwelling must demonstrate value for money, whether the move is within the Southend-on-Sea City or another district / City within Essex.

10.7. Applications must be submitted prior to relocation; grants cannot be paid retrospectively.

10.8. Assistance will not be made available towards the purchase price of a new dwelling.

10.9. The Council will normally require two quotations from independent contractors that realistically reflect the cost of the works / service being provided. In some circumstances, one estimate may be accepted if the Council is satisfied that the cost is reasonable.

10.10. All applicants will be required to complete the move within 12 months from the date of approval of their application.

10.11. If on sale of the applicants existing dwelling, a net equity of more than £10,000 is released, the discretionary relocation grant will only fund the physical removal costs.

10.12. Net equity refers to any equity released when the purchase price of the new dwelling is less than the existing dwellings selling price.

10.13. If the move is aborted through the fault of the applicant, then the grant will not be paid, and any monies already paid will be reclaimed from the applicant. If the reason for the move failing through is, in the opinion of the Council, not the fault of the applicant, then the Council will cover the full costs.

10.14. The new dwelling must be the applicant's main residence, and no applicant will be awarded a discretionary relocation grant on more than one occasion.

10.15. If the applicant moves from the new dwelling within five years or if the dwelling is disposed of whether by sale, assignment, transfer of the title or otherwise, for any reason within a period of five years, the grant must be paid back in full to the Council unless there are exceptional circumstances. Southend-on-Sea City Council would expect the applicant to sign a certificate advising occupancy for the next five years.

10.16. The discretionary relocation grant will be subject to the same financial means test as a mandatory DFG unless the relocation is for a disabled child in which case no means test will be applied.

10.17. A discretionary disabled facilities "relocation assistance" grant may be authorised by the Adaptations Team Manager, in consultant with the Head of Service.

## **11. Discretionary DFG Assistance – Fast Track Grant**

11.1. A fast-track grant of up to £15,000 towards the cost of providing:

11.2. Safe access to a home and between levels in a home including relocating furniture and provision of non-fixed equipment.

11.3. Facilities necessary to support discharge from hospital, or to avoid the risk of hospital admission (for example, due to slips, trips or falls).

11.4. Safe access works eligible are provision of ceiling track hoists, stairlifts and modular ramps, door widening, modification of step, modification of a bathroom with necessary preliminary and ancillary works.

11.5. Palliative and End of Life Care – the Council recognises that some residents who require palliative and/or end of life care may be unable to return home from hospital or remain in their home due to the lack of suitable aids and adaptations.

11.6. The person will be subject to assessment from a Health and Social Care professional

11.7. This grant is not subject to a means test or land charge.

## **12. Discretionary DFG Assistance – Safe, Warm and Well Grants**

12.1. These are available for owner occupiers and for private tenants who are responsible for the cost of all repairs to their property under the terms of their lease. Grants of up to £10,000 for those with chronic or severe health conditions affected by poor housing conditions, who need to undertake essential repairs to their home to remain safe and healthy.

12.2. The applicant or a family member living with them must be an occupier and have a chronic or severe condition exacerbated by the cold or poor housing conditions.

12.3. Evidence of the condition will be required e.g. letter / referral from a General Practitioner or other relevant health professional and endorsement from a Council Occupational Therapist will be required to support the application.

12.4. Essential repairs are determined as Category 1 (serious) or significant Category 2 (other) hazards as determined by the Housing Act 2004, which affects the ability of the property to be safe, wind and weatherproof. Examples of works may include:

- Heating repairs or replacement.
- Works to prevent falls.
- Roof repairs.

12.5. All properties will be subject to inspection and assessment by the Council or its agent.

12.6. The grant will be means tested and subject to a charge on the property. (See Appendix One for a List of Category 1 and 2 hazards).

12.7. The Council will appoint contractors to undertake the work and will pay them directly on the production of satisfactory invoices. The Surveyor and applicant must agree and sign that they are satisfied with the quality of the work prior to payment. If the applicant declines, the Council will inspect the work and if it believes it is of sufficiently good standard the payment will be made.

12.8. Written consent from the owner(s) of the property must be obtained prior to commencing works. The applicant will be subject to a means test.

12.9. Only one application for assistance will be considered within any 3-year period (further applications may be considered at the discretion of the Adaptations Manager, in exceptional circumstances).

12.10. The Council will not consider applications in respect of dwellings which have been built or converted less than 10 years from the date of application.

12.11. Where works beyond the maximum assistance value are identified, the assistance will be prioritised based upon the hazard score and circumstances of the applicant.

12.12. Works must be reasonable and practicable having regard to the age and condition of the property.

12.13. Where the applicant has an owner's interest in the property, this will be registered as a local land charge against the adapted property.

12.14. If the property is disposed of within five years of the completion of the works (as determined by the Council), re-payment of the amount will be required.

12.15. The Council will not pay for any additional work carried out without prior approval.

## **13. Discretionary DFG Assistance – Care and Support Project Grants**

13.1. 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. This funding is aimed at helping reduce pressures on health and social care, and to reduce the need to access a mandatory DFG grant through a preventative approach.

13.2. This grant will be available to all tenures subject to agreement with the landlord. The maximum amount Grant to support Adult Social Care will be £10,000.

13.3. This grant will deliver innovative projects to improve or enhance the lives of residents with a disability. This may include assistive technology, technology platforms to provide access to advice and information about equipment. Plus, funding for bespoke

pilot projects to improve the lives of disabled residents and their families as well as staffing costs needed to deliver these projects.

#### 13.4. Examples:

- Profiling beds that are required for longer than one year will be provided by the community Equipment Service. Beds that are required for short term loan, such as beds needed to support hospital discharge, will be rented and reviewed at six months to support safe discharges or avoid unnecessary admission to hospital.
- IT/Technology that reduces care and support needs and increases independence and wellbeing.
- It could support minor adaptations / repairs to support the design and delivery of services that fit with local delivery priorities and arrangements to best meet the needs of individuals, which would satisfy eligibility (intended eligibility for residents in receipt of the service aligns with DFG general grant requirements and conditions) and restore or enable independent living, privacy, confidence and dignity for individuals and their families.
- Professional fees/costs to deliver projects
- Clearance and a one-off deep clean of significantly cluttered properties, including hoarded properties
- 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 and handling of equipment.
- Relocation of furniture (including beds) to facilitate safe moving and handling of equipment.
- Specialist seating for children to support access to facilities and rooms in their home which avoids the need for major adaptations
- Safe space systems that support safe environments for children and reduced the need for major adaptations
- To improve accommodation of a nature that supports residents in supported living and step down / rehabilitation services, or in need of interim support
- To recover additional professional fees
- These lists are not exhaustive, and funding will be approved at the discretion of the Adaptations Management team.

## 14. Discretionary DFG Assistance – Small Adaptations and Equipment Grants

14.1. Non-means tested minor adaptations works up to £10000 across all tenures. The grant will fund minor adaptations and equipment that exceed £1000 and up to the value of £10000 that have been identified as necessary and appropriate following an assessment with an appropriate practitioner. Applicants will not be subjected to a means test to access the grant which may delay the installation. The maximum total grant award of £10000 includes the provision of labour, materials costs, and VAT and any other associated cost to complete the minor adaptation.

14.2. Non fixed equipment. A Discretionary Grant may be considered for the provision of minor equipment and adaptations when; during assessment and consideration of

adaptations to the home environment, the provision of equipment would best meet the need at a reduced cost to that of a major home adaptation.

14.3. Examples of adaptations and equipment that reduce the costs, avoid major adaptations and make homes more accessible are:

- Ceiling track hoists
- Specialist Seating systems that allow access to rooms and adjusts to heights to all access to facilities
- Modular Ramping systems
- Straight track stairlifts
- Stair Climbers
- Digital / assistive technology equipment
- Key Klamp rails and steps
- Bed Turning Systems

These lists are not exhaustive, and funding will be approved at the discretion of the Adaptations Management team. This grant is not subject to a means test of land charge.

## **15. Care and Support Housing Schemes**

15.1. The DFG Service, at its discretion, may contribute to the provision of purpose- build adaptations to new or existing registered landlord properties and / or care and support needs housing scheme for disabled people as a Social Capital Project.

## **16. The Disabled Facilities Grant Process**

16.1. Prioritisation of cases is most often based on date of receipt of referral of a report from the Occupational Therapist. However, where an Occupational Therapist makes additional requests for critical or emergency assistance, this additional information will usually be taken into account, when deciding on a prioritisation for an individual case.

16.2. The Council however reserves the right to start processing some cases out of strict priority order in exceptional circumstances (as determined by the Adaptations Team Manager) for instance, where it is determined that it is necessary to ensure efficient allocation of staff resources, or budget allocation and spend.

## **17. Grant Application**

17.1. Should the proposed recommendations require a pre-application feasibility study, an Occupational Therapist at Southend-on-Sea City Council and Adaptation Surveyor from the Council will meet to discuss this matter. The Council, as a Statutory Regulator of the Housing Act 2004 is unable to allow works to take place which will result in the creation of Housing Health and Safety Rating System Hazards.

17.2. If the applicant is the tenant of a private landlord or Housing Association, the landlord/owner must give permission for the work to be carried out. Fixed items such as level access showers will usually become the property of the owner, and the Council will not reinstate the original bathroom if the tenant moves out of the rented property.



## 18. Financial Assessment (The Means Test)

18.1. Applications for Disabled Facilities Grants are generally subject to a Means Test. Recommendations for adaptations that cost under £15,000 will be exempt from the means test enabling a faster process for the resident.

18.2. As part of an application for a mandatory DFG and for works in excess of £15,000, a test of resources (financial means test) must be carried out in order to assess the amount, if any, that the applicant must contribute towards the cost of the proposed adaptation works.

18.3. The means test applies to the applicant (if aged over 18) and any spouse or partner. The applicant is required to provide information about all sources of income, including rent from another property, and all savings to provide evidence to support information given in the application form.

18.4. Applicants who are in receipt of one of the following types of income and can provide evidence at the time of assessment, will be “passported” through the means testing process and will not be required to make a contribution towards the cost of the proposed adaptation works:

- Income Support
- Income Based Job Seekers Allowance
- Guarantee Pension Credit
- Housing Benefit
- Universal Credit
- Working/Child Tax Credit (if income for tax credit is below a specified amount)

Note: This list is prescribed by central government and may be amended from time to time.

18.5. Where the result of the means test is a ‘nil’ contribution, it is accepted that the applicant will automatically wish to proceed with the application. Where the result of the means test is such that the applicant’s contribution is likely to be less than the total cost of the works the applicant will be required to confirm in writing their intention to proceed with their application on this basis.

18.6. Where the result of the means test is such that the applicant’s contribution is equal to or likely to exceed the cost of the works the applicant can request the Council to approve a ‘nil’ grant, however the applicant will be responsible for the costs of the works if they decide to proceed. This will also enable the cost of these works to be deducted from any future application for a DFG so long as any subsequent OT recommendation is received within 10 years from the approval of the ‘nil’ grant (5 years for a tenant’s application).

18.7. Where an applicant is unable to meet their assessed financial contribution under the means-test for a mandatory DFG and in the absence of any suitable affordable alternative, the Council may in exceptional circumstances provide the applicant with Discretionary Disabled Facilities Grant Assistance to enable the works to proceed, subject to the exhaustion of alternative funding options. Alternatively, if the applicant is an

owner-occupier, we can offer a deferred loan against the property to be repaid when the property is sold.

18.8. Where the cost of the proposed adaptations is under £15,000 the applicant is subject to all other eligibility criteria being met, though the means test is removed. This will mean we are able to complete our adaptations quicker and positively change people's lives for the better. This will also reduce the number of residents who do not proceed with urgent adaptations because they are unable to pay a contribution towards the costs.

## **19. DFG Application Conditions**

19.1. All applications for assistance must be made on the appropriate Council application forms and shall be accompanied by all relevant supporting documents. The minimum age for applicants is 18 years of age at the date of application and in the case of joint applications, at least one person must be over 18 years of age at the date of the application. Grant applications for children under 18 years of age are completed by an authorised parent or guardian.

19.2. In making an application the applicant shall give the Council permission to share such given information with other Council services and departments or other statutory agencies by signing the Data Protection statement.

19.3. Private sector tenants may make applications where they are eligible for assistance, but the Council will require written consent from the owner of the property before approving the DFG.

19.4. Tenants of a Registered Social Housing Provider (RSHP) may make applications where they are eligible for assistance, but the Council will require written consent from the relevant RSHP.

19.5. South Essex Homes tenants in all cases should approach South Essex Homes in the first instance as the Council has funds set aside for disabled adaptation works in their own properties.

19.6. The adaptation works must be carried out in accordance with any plans, specifications and schedules provided by the Council.

19.7. Quotations for adaptation works must be provided on the specifications and schedules provided by the Council for this purpose and must be itemised and totalled on each page. Provisional sums are not acceptable except in cases where, for example, scaffolding may be required or where exploratory works may be required. Works covered by insurance claims or work that should have been covered by such, will not be eligible for DFG assistance of any kind.

19.8. The Council will not normally approve any DFG application if the relevant works have started before the application is approved. One exception to this rule is where an authorised officer has already carried out an inspection of the dwelling and has agreed in writing that the works may commence, due to particular risks to the health and safety of the disabled applicant.

19.9. DFG assistance will only be approved for the benefit of the disabled applicant where they are able to provide evidence of a valid National Insurance Number.

## **20. Decision Making Criteria**

20.1. The Council will use the following criteria as part of its decision-making process:

- The DFG works should fully and properly meet the applicants' assessed needs.
- The works funded by the DFG will be the simplest and most cost-effective adaptations.
- The change of use of existing rooms or the re-ordering of rooms will be the preferred solution and will take precedence over both the construction of extensions and the installation of specialist equipment.
- Generally, the DFG will only fund one facility to a dwelling e.g., only one external door will be provided with a ramped access to the outdoors.

## **21. Alternative Scheme of Works**

21.1. In certain circumstances a grant up to the value of the estimated cost of providing an adaptation can be used to contribute towards an alternative scheme. In any such case the following criteria must be met:

21.2. The proposed alternative scheme shall meet the applicant's needs as assessed by the Occupational Therapist and put forward in the original recommendation.

21.3. The Council must be satisfied that the applicant has sufficient financial resources to complete the alternative scheme, including a contingency sum of 10% of the total cost of works to account for any unforeseen works.

21.4. The applicant must refer to the SCC list of approved contractors for the proposed works. The Council reserves the right to seek an alternative estimate where those provided by the applicant seem either excessive or inadequate.

21.5. The Adaptation Surveyor shall design/control the works and shall certify their satisfactory completion. The applicant is responsible for any additional costs of designing the alternative scheme and for obtaining building regulation approval and/or planning permission where necessary.

21.6. The Council will only pay an amount equal to the cost of the works originally recommended by the Occupational Therapist. The Council will not pay for the DFG approved works until all works have been completed and certified as satisfactory by the Council or its agent.

21.7. The Council's payment shall be the final part payment made towards completion of the alternative scheme and will not be paid until the Council receives confirmation from the contractor that all other monies owing have been paid in full by the applicant. Payment will be subject to the Council or its agent inspecting the works and certifying the scheme as fully completed to its satisfaction (inside and out).

21.8. The alternative scheme must be completed within 12 months of the DFG being approved, unless a written request for an extension to the time limit is received within 6

weeks of the 12-month period expiring. Extension to the mandatory time limit for completion of the works will be at the discretion of the Council and the applicant should not assume that such a request will be agreed.

21.9. Where the alternative works are not completed within the 12-month time period allowed and where the Council has not received a written request to extend this period, the DFG will be void.

21.10. No variation of the approved DFG will be made for any additional unforeseen works; all such costs are to be borne by the applicant.

21.11. If, for whatever reason, during the works, the need for them ceases, the DFG will not be paid in full.

## **22. Two Disabled Occupiers in the same Household**

22.1. Where two disabled people occupy the same dwelling as their main residence and both have individually assessed needs by an Occupational Therapist, depending on the adaptations, there may be a case for considering two separate DFG applications (for example, this is more likely to affect families with more than one disabled child.)

## **23. Approval of a DFG**

23.1. Although the Council is statutorily obliged to approve valid mandatory DFG applications within six months, where possible, the Council will aim to approve applications within 30 days of them being determined as complete and valid.

23.2. In the case of discretionary DFG's, the Council will aim for the same timeframe as above but mandatory DFG's may take preference if the Council needs to consider how to make best use of its available resources.

23.3. The Council will not normally approve a Disabled Facilities Grant application where the relevant work has already begun.

23.4. The Council will not approve an application for a Disabled Facilities Grant if the relevant works have already been completed.

## **24. Works on Site**

24.1. Though the DFG is an agreement made between the grant applicant and the Council, all works relating to the Disabled Facilities Grant are a contractual agreement made between the grant applicant and the contractor. The contractor is working for the grant applicant and not the Council.

24.2. The Council will be responsible for supervising the work of the contractor. The contractor must notify the Council of the date that they agree the works shall commence.

## **25. Unforeseen Works**

25.1. Additional DFG funding will only be provided for unforeseen works where it is proven that this is required to allow the completion of the eligible or associated works, it is needed to protect the health and safety of the applicant, and it could not have reasonably been foreseen at the time of the contractor pricing for the contract.

25.2. No unforeseen works can commence until written confirmation from the Council has been received as to whether these works are reasonable in terms of cost, are truly unforeseen and whether the works are necessary.

## **26. Abortive Works**

26.1. This term relates to situations where a DFG application has been aborted before all works have been completed, for example, where the applicant has died.

26.2. In such circumstances, consideration will be given to payment of a proportion of the grant assistance in line with current legislation and guidance and at the discretion of the Adaptations Team Manager.

## **27. Completion of Works**

27.1. The contractor shall notify the Council on the day that the adaptation works are completed. This will enable the Adaptations Surveyor to schedule an appointment to inspect the works at the earliest opportunity, thus expediting payment to the contractor.

## **28. Disputes with Workmanship**

28.1. Where a dispute arises regarding the standard of a contractor's workmanship, the Council will withhold payment to the contractor until the works have been completed satisfactorily in the professional opinion of the Council.

28.2. Where works are deemed to meet the Council's approval, but the grant applicant is not satisfied the Council will not unreasonably withhold payment to the contractor.

## **29. Maintenance and Warranties (General)**

29.1. When equipment is installed under a Disabled Facilities Grant, the grant applicant becomes the owner of the equipment and is, therefore, responsible for maintenance and repairs, or for removing equipment once it is no longer required beyond any warranty and maintenance periods already paid for and included in the grant by the Council.

29.2. Once the DFG works are completed the Council will not finance or organise servicing, repairs, or maintenance after the expiry of any applicable warranty period, which is usually 12 months, with the exception of stairlifts provided through the SBC framework agreement.

## **30. Payment of Grant**

30.1. The Council will pay the contractor following the final inspection visit as long as the works have been carried out to its satisfaction and in accordance with the Occupational

Therapist's recommendation, the schedule of works, the surveyor's plan and the completion of relevant certificates e.g., Gas Safe Certificates, Electrical Installation Certificates, etc.

30.2. Payment will only be made on production of a final invoice.

30.3. Where there is an assessed applicant contribution, the Council will make the grant element of the payment to the contractor and the applicant will pay the contractor directly any assessed sums as calculated under the means test.

30.4. The Council will not consider requests for interim payment to the Contractor prior to the commencement of works. It will also not approve interim payments of more than the value of any completed works and, in aggregate, no more than 90% of the total approved cost of the work will be paid before final completion.

## **31. Changes in Circumstances**

31.1. Applicants must inform the Council of all changes in their circumstances from the date of making their enquiry through to approval and commencement of the works. Such examples may include

Where the works cease to be necessary or appropriate to meet the needs of the applicant.

The applicant ceases to occupy the dwelling; or

The applicant dies.

31.2. In the circumstances outlined above, the Council has the right to demand the repayment of the grant that has already been paid, together with any interest. However, such cases will be considered on their own merit.

## **32. Cases in which a DFG may be re-calculated, withheld or repaid**

32.1. The Council is entitled to refuse to pay a grant; to refuse to pay further instalments on a grant; or it may recalculate the grant in circumstances such as:

32.2. The grant was approved on the basis of inaccurate, incomplete or false information.

32.3. Additional works have been undertaken without prior authority of the Council.

## **33. Removal of Adaptations and Reinstatement Works**

33.1. The Council will not be responsible for removing adaptations if they are no longer required.

33.2. The Council will not carry out any reinstatement works to previously adapted properties.

33.3. If an applicant changes their mind about an adaptation once the works have been completed, the Council will not remove or carry out further adaptation works unless there has been a significant change in the applicant's medical condition.

## **34. Replacement of Facilities and Specialist Equipment**

34.1. The Council will only consider replacing damaged, broken, or worn-out facilities and/or equipment under a further DFG providing it:

- Cannot be repaired.
- Has not been wilfully damaged.
- Still meets the needs of the applicant.
- Has been annually serviced and/or maintained, where applicable, and the warranty period has expired.

34.2. A further DFG will not be considered where a facility or equipment that was present in the dwelling previously has been removed by, or under the instruction of, the applicant unless there is a proven good reason for the removal.

## **35. Registered Providers of Social Housing**

35.1. Registered Providers of Social Housing have a prescriptive duty of care to their tenants and must meet certain standards and targets relating to the condition of their dwellings such as The Decent Homes Standard, and they are able to access other sources of funding due to their status.

35.2. The Council therefore expects Registered Providers of Social Housing to conform to these duties on behalf of their tenants, which would include the provision of disabled facilities adaptations for their own tenants.

35.3. In all cases where the Council receives a DFG recommendation for a tenant of a Registered Providers of Social Housing, they will be issued with a formal written request for a financial contribution towards the cost of the adaptation works.

## **36. Grant Repayment Conditions (Mandatory Only)**

36.1. The Disabled Facilities legislation allows the Council to place a charge on a property to reclaim a proportion of the grant monies in the event that it is sold or disposed of.

36.2. In accordance with this repayment requirements will apply where the applicant disposes of the premises (whether by sale, assignment, transfer, or otherwise), in respect of which a Disabled Facilities Grant was paid, within 10 years of the certified date of completion of works. This will apply to grants over £5,000 with a maximum repayment condition of £10,000. Grants below £5,000 will be exempt from repayment.

36.3. Repayment will also be required if a property is transferred from one person to another, whether or not this involves members of the same family, including situations where no monies are involved in the transaction.

36.4. The amount that is required to be repaid (if any,) will be recorded as a charge against the relevant property. Applicants who do not wish a charge to be placed against their property and have the resources to do so, may pay this amount to the Council prior to the charge being placed, or may repay the charge at any stage afterwards, by contacting the Council and asking for a settlement figure. A calculation of the reimbursed cost on a will be made once a completion date is received from the Solicitor on behalf of the applicant.

36.5. Where a premises for which Southend-on-Sea City Council has approved a Disabled Facilities Grant is disposed of the Council will normally seek to recover the value of the grant that it is legally entitled to recover, unless there are exceptional circumstances which would be agreed by Head of Service.

## **37. Appeals, Complaints and Compliments**

37.1. In the first instance any issues should be brought to the attention of the authorised officer dealing with the application.

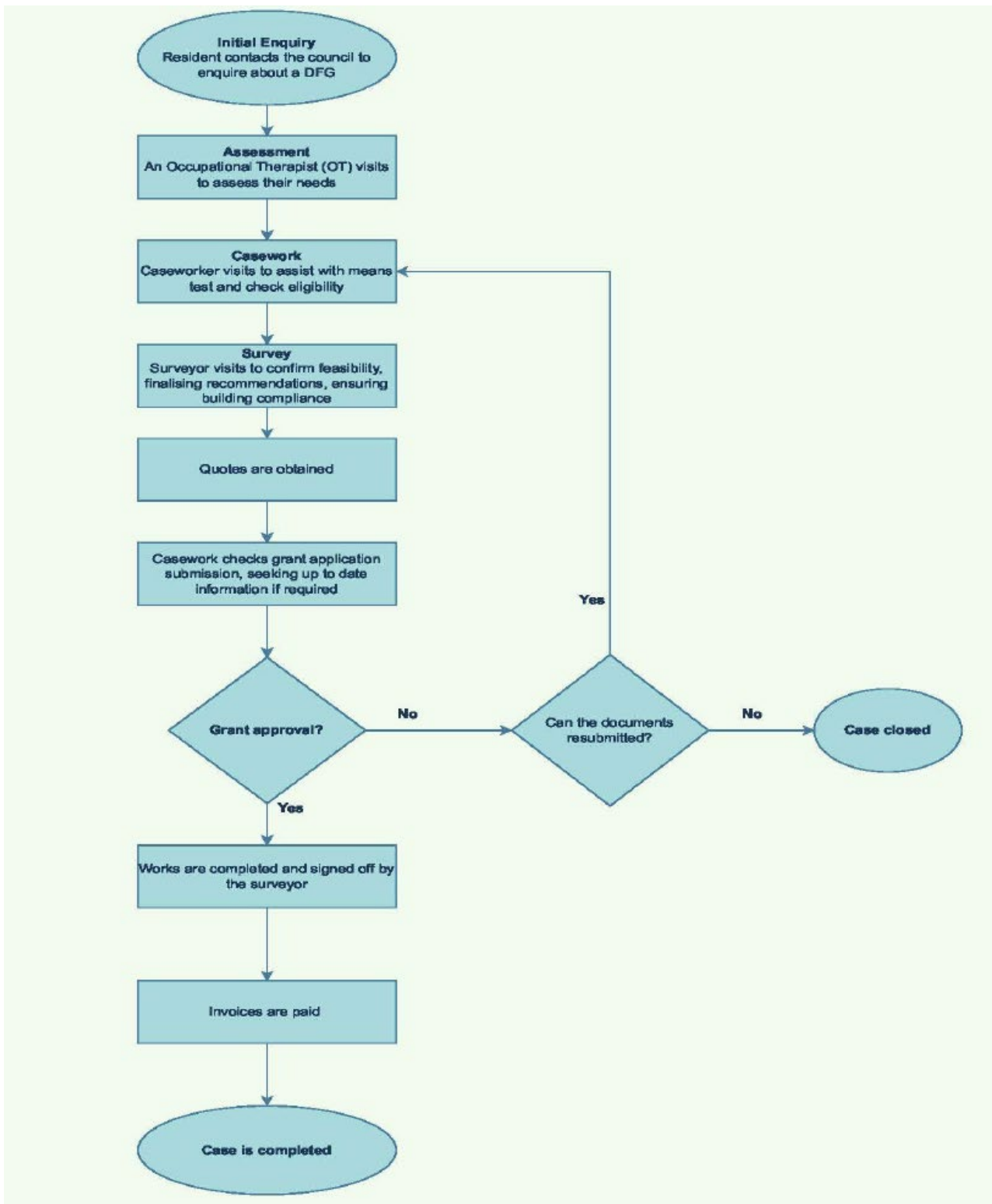
37.2. If you remain dissatisfied, to escalate any matter of concern, please access the Corporate Complaints Process on the Southend-on-Sea City Council web site.

## **38. Amendments to Policy**

38.1. Minor amendments to the DFG policy and guidance may be made by the Adaptations Team Manager in consultation with the Head of Service. Significant changes must be formally approved by the Council's Cabinet.



# Appendix One – The Adaptation Process



## Appendix Two – Definition of Category 1 and 2 Hazards Process

The Housing Health and Safety Rating System (HHSRS) assesses 29 housing hazards and the effect that each may have on the health and safety of current or future occupants of the property.

The HHSRS provides a way that hazards can be assessed and the best way of dealing with them identified.

If a hazard is a serious and immediate risk to a person's health and safety, this is known as a Category 1 hazard. If a hazard is less serious or less urgent, this is known as a Category 2 hazard.

If you have concerns about the condition of your home you should contact your landlord, where you are a tenant, or contact the Adaptations Team at Southend-on-Sea City Council for advice and support.

Where hazards are found we will work with the landlord or owner of the property to remove or reduce the hazards.

Number	Hazard	Health Effects
1	<b>Damp and mould growth</b> Health threats due to dust mites, mould or fungal including mental and social wellbeing health threats associated with damp, humid and mouldy conditions	Allergies, asthma, effects of toxins from mould and fungal infections
2	<b>Excess cold</b> Threats to health from cold indoor temperatures. A healthy indoor temperature is 18°C to 21°C	Respiratory conditions: flu, pneumonia and bronchitis Cardiovascular conditions: heart attacks and strokes
3	<b>Excess heat</b> Threats due to high indoor temperatures	Dehydration, trauma, stroke, cardiovascular and respiratory
4	<b>Asbestos and MMF</b> Exposure to asbestos fibres and Manufactured Mineral Fibers (MMF)	Asbestos: Damage to lungs MMF: Damage to skin, eyes and lungs
5	<b>Biocides</b> Threats to health from chemicals used to treat timber and mould growth	Risk from breathing in, skin contact and swallowing of the chemical
6	<b>Carbon Monoxide and fuel combustion Products</b> Excess levels of carbon monoxide, nitrogen dioxide, Sulphur dioxide and smoke	Dizziness, nausea, headaches, disorientation, unconsciousness and breathing problems

Number	Hazard	Health Effects
7	<b>Lead</b> Threats to health from lead ingestion from paint, water pipes, soil and fumes from leaded petrol	Lead poisoning causing nervous disorders, mental health and blood production issues
8	<b>Radiation</b> Health threats from radon gas and its daughters, primarily airborne but also radon dissolved in water	Lung cancer caused by exposure, which increases amount and length of exposure
9	<b>Uncombusted fuel gas</b> Threat from fuel gas escaping into the atmosphere within a property	Suffocation
10	<b>Volatile organic compounds</b> Threat to health from a diverse group of organic chemicals including formaldehyde that are gaseous at room temperature and can be found in a wide variety of materials in the home	Allergies, irritation to the eyes, nose and skin, headaches, nausea, dizziness and drowsiness
11	<b>Crowding and space</b> Hazards associated with lack of space for living, sleeping and normal household or family life	Psychological distress and mental disorders, increased risk of hygiene issues, accidents and personal space and privacy compromised
12	<b>Entry by intruders</b> Problems keeping a property secure against unauthorised entry and maintaining defensible space	Fear of burglary occurring, stress and anguish caused by burglary and injuries caused by the intruder
13	<b>Lighting</b> Threats to physical and mental health associated with inadequate natural or artificial light, including the psychological effects associated with the view from the property through glazing	Depression and psychological effects due to lack of natural light. Eye strain from glare and inadequate light
14	<b>Noise</b> Threats to physical and mental health due to exposure to noise within the property or within its curtilage	Psychological and physiological changes resulting from lack of sleep, poor concentration, headaches and anxiety

Number	Hazard	Health Effects
15	<b>Domestic hygiene, pests and refuse</b> Health hazards due to poor design, layout and construction making it hard to keep clean and hygienic, attracting pests and inadequate and unhygienic provision for storing household waste	Stomach and intestinal disease, infection, asthma, allergies, disease from rats and physical hazards
16	<b>Food safety</b> Threats of infection from poor provision and facilities to store, prepare and cook food	Stomach and intestinal disease, diarrhoea, vomiting, stomach upset and dehydration
17	<b>Personal hygiene, sanitation and drainage</b> Threats of infections and threat to mental health associated with personal hygiene, including personal and clothes washing facilities, sanitation and drainage	Stomach and intestinal disease, skin infections and depression
18	<b>Water supply</b> Threats to health from contamination by bacteria, parasites, viruses and chemical pollutants due to the quality of water supply for drinking household use such as cooking, washing and sanitation	Dehydration, fatigue, headaches, dry skin, bladder infections and legionnaires' disease
19	<b>Falls associated with baths</b> Falls associated with a bath, shower or similar facility	Physical injuries: cuts, lacerations, swellings and bruising.
20	<b>Falls on the level surfaces</b> Falls on any level surface such as floor, yards and paths, including falls associated with trip steps, thresholds or ramps where the change in level is less than 300mm	Physical injuries: bruising, fractures, head, brain and spinal injuries
21	<b>Falls associated with stairs and steps</b> Falls associated with stairs and ramps where the change in level is greater than 300mm. It includes internal stairs or ramps within a property, external steps or ramps associated with the property, access to the property and to shared facilities or means of escape from fire and falls over stairs, ramp or step guarding	Physical injuries: bruising, fractures, head, brain and spinal injuries

Number	Hazard	Health Effects
22	<b>Falls between levels</b> Falls from one level to another, inside or outside a dwelling where the difference is more than 300mm. Including falls from balconies, landings or out of windows	Physical injuries
23	<b>Electrical hazards</b> Hazards from electric shock and electricity burns	Electric shock and burns
24	<b>Fire</b> Threats to health from exposure to uncontrolled fire and associated smoke. It includes injuries from clothing catching fire, a common injuring when trying to put a fire out.	Burns, being overcome by smoke or death
25	<b>Flames, hot surfaces and materials</b> Burns or injuries caused by contact with a hot flame or fire, hot objects and non-water-based liquids. Scalds caused by contact with hot liquids and vapours.	Burns, scalds, permanent scarring and death.
26	<b>Collision and entrapment</b> Risks of physical injuries from trapping body parts in architectural features such as trapping fingers in doors and windows and colliding with objects such as windows, doors and low ceilings	Physical injuries such as cuts and bruising to the body
27	<b>Explosions</b> Threats from the blast of an explosion, from debris generated by the blast and from partial or total collapse of a building as a result of the explosion	Physical injuries, crushing, bruising, puncture, fractures, head, brain and spinal injuries.
28	<b>Ergonomics</b> Threats of physical strain associated with functional space and other features at the dwelling	Strain and sprain injuries
29	<b>Structural collapse and falling elements</b> The threat of the dwelling collapsing or part of the fabric being displaced or falling due to inadequate fixing or disrepair or as a result of adverse weather conditions.	Physical injury

## Appendix Three – Individual Scheme Details – January 2025

Table 1 – Summary of Scheme

Type of Assistance	Means Test	Local Land Charge	Mandatory/ Discretionary	Key Outcome	Max Funding
Disabled Facilities Grant (DFG)	Y	Y	Mandatory	Adaptations to enable independent living	£30,000
DFG Top Up	Y	Y	Discretionary	Top up of mandatory DFG which exceeds grant limit	£30,000
DFG special Assistance	Y	Y	Discretionary	Adaptations recommended by OT that are not covered under the mandatory grant	£10,000
DFG Relocation Grant	Y	Y	Discretionary	Financial assistance to move to more suitable accommodation	£5,000
Fast Track Grant	N	N	Discretionary	Minor adaptations for those eligible for a DFG without formal means testing	£15,000
Safe Warm and Well	Y	Y	Discretionary	Minor essential repairs to make homes safe for vulnerable owner occupiers and tenants with a full repairing lease	£10,000
Care and Support Grants	N	N	Discretionary	Preventative grants aimed at helping reduce pressures on health and social care	£10,000
Small adaptations and equipment grants	N	N	Discretionary	Minor adaptations and equipment that exceed £1,000 and will be in situ over 12 months.	£10,000

# Appendix Four – Social Housing Funding and Housing Nominations Panel

The Council’s major adaptation budget is set every year and forms part of the Council's larger capital programme.

- The amount is based on the following information:
- Demand in the previous year(s).
- Trends in expressed need e.g. through resident surveys.
- Changes in Council policy and working arrangements.
- And external influences, such as changes in government policy i.e. Disability Discrimination Act 1995 & Disability Discrimination Act 2005 and the Equality Act 2010.

Financial monitoring will be undertaken by the designated budget holder. Southend-on-Sea City Council and South Essex Homes operate a Housing

Nominations Panel, which aims to maximise the use of properties managed by South Essex Homes for disabled residents. The Housing Nominations Panel uses its expert knowledge of applicant’s needs, the specification of properties which are adapted or suitable for adaptation, and the waiting list for those particular properties, in order to match disabled residents to properties which have already been adapted or have the potential to be adapted, to meet the resident’s specific needs.

The aims are to cultivate co-operation and understanding between all services involved with residents and their housing needs (e.g. Housing services, Housing Authorities and Housing associations, acute and community health services etc).

Furthermore, the Housing Nominations Panel seeks to highlight the housing needs of the disabled residents in Southend-on-Sea

## Version control

Minor revisions:

Date of revision	Who Changed	Changed from	Changed to
27/1/2025	Tracey Schneider	Title: Housing Assistance and Adaptations Policy	Title: Housing Assistance, Adaptations and Disabled Facilities Grant
17/2/2025	Tracey Schneider	a. Clarity re: HRA b. Renamed: Registered Social Housing Providers	a. HRA clarity given as to South Essex Homes b. changed to Registered Providers of Social Housing