

Hinckley & Bosworth  
Borough Council

&



**Private Sector Housing  
Assistance Policy  
2019 -2024**

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

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## Key definitions, references and abbreviations

RRO – Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

<http://www.legislation.gov.uk/uksi/2002/1860/article/3/made>

The 'Act' (1996) – Housing Grants, Construction and Regeneration Act 1996

<http://www.legislation.gov.uk/ukpga/1996/53/contents>

The 'Guidance' (2003) – Circular 05/2003 from the Office of the Deputy Prime Minister (ODPM)

<http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/documents/corporate/pdf/145088.pdf>

DFG – Disabled Facilities Grant.

BCF – Better Care Fund

### **Reference/Research Material**

Dementia-friendly housing charter – Alzheimer's Society

Making your home dementia friendly – Alzheimer's Society

Preparing a policy under the Regulatory Reform Order (2002) Housing Renewal – Foundations

## **Hinckley and Bosworth Borough Council financial assistance policy including the aligned countywide policy for the flexible use of Disabled Facilities Grant Funding**

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO), enables local authorities to set their own policy for helping households maintain and adapt their homes so that they are safe for people to live in. This order also allows the council to use specific Disabled Facilities Grant (DFG) funding for wider purposes, to support the strategic priorities which integrate health, wellbeing and housing, for the benefit of local residents.

The aim of this policy is to support residents to improve their health and wellbeing by addressing problems with substandard and/or unsuitable homes that do not meet individual needs. The Housing Assistance function has a role in supporting the wider adult social care prevention agenda; specifically those aims of the Care Act 2014 to promote wellbeing, independence and prevent or delay care and support needs.

### **Context**

The council has a duty to ensure that homes within the borough are safe (free from category 1 hazards) and it is acknowledged that some people need help to do this, either with advice or with financial assistance. If a resident within the borough needs help with adapting their home, this is facilitated either through a disabled facilities grant or in council properties through the repairs adaptation service, both of these referral routes are aligned through Lightbulb.

Lightbulb is a partnership between Leicestershire County Council and the seven district and borough councils across Leicestershire, bringing together a range of practical housing support into a single service.

Lightbulb is a pioneering programme which aims to make it easier to find and receive practical housing support to live at home. It provides a single point of contact for a range of services including:

- Access to help and advice with affordable warmth
- Technology to keep residents safe around the home
- Home adaptations and Occupational Therapy support
- Other help and advice to live well and safely at home

The aim of the programme is to maximise the contribution that housing support can play in keeping vulnerable people independent in their own homes, helping to avoid unnecessary hospital admissions or GP visits and facilitating timely hospital discharge.

## **Strategic Aims**

This policy allows the council to meet the aspirations set within the corporate plan to improve the quality of existing homes within the borough and to support vulnerable people and those most in need by helping households remain independent for longer.

This document also supports the vision set out in the Leicestershire Better Care Fund 2017-19, delivering our vision for health and care integration in Leicestershire.

<http://www.healthandcareleicestershire.co.uk/download/Leicestershire-BCF-Plan-2017-19.pdf>

Lightbulb is part of the Better Care Fund in Leicestershire as is the Disabled Facilities Grant (DFG) Funding. The allocation for each district during the 2018/19 financial year is detailed below. Previously DFG funding had to be used for mandatory DFG's. Under the RRO there is some flexibility to be more innovative and to consider more cost effective solutions.

<b>District</b>	<b>Amount £</b>
Blaby	542,165
Charnwood	920,160
Harb	418,476
Hinckley & Bosworth	472,848
Melton	281,543
North West Leicestershire	621,202
Oadby & Wigston	375,897

Alongside the above Leicester, Leicestershire & Rutland have developed a Dementia Strategy.

### **Prime Minister's challenge on dementia 2020**

"By 2020, we would like to see an increased number of people with dementia being able to live longer in their own homes when it is in their interests to do so, with a greater focus on independent living."

### **Key priorities**

- 1) The council has a statutory duty to ensure that all properties are free from category 1 hazards, this means that all homes should be free of hazards that are very likely to cause harm to the occupants. The council has to consider 29 different hazards when inspecting homes within the borough which include items such as:-
  - Fire
  - Damp and Mould
  - Excess cold
  - Structural collapse
  - Asbestos
  - Electrical hazards
  - Crowding and space
- 2) The council also has a statutory duty to provide financial assistance for residents who meet certain criteria and whom also need their homes adapting so that they can remain independent for longer at home.
- 3) To work in partnership with “Lightbulb” to deliver a single offer for adaptations across the County.

Lightbulb is a hub and spoke model, the spoke team for Hinckley and Bosworth Borough Council is based in the Hinckley Hub alongside the Private Sector Housing team.

Lightbulb uses a Housing MOT Checklist to assess an individual’s needs, the assessment covers:-

- Health and Well being
- Home Environment
- Home security
- Warmth
- Personal Safety and mobility around the home
- Managing in the home
- Accessing the local community
- Identify other key needs for onward referral
- Assessment and delivery of Disabled Facilities Grants.

Following completion of the Housing MOT the Housing Support Coordinator will action any referrals that will need to be made in order to help the individual remain living within their property.

The Housing Support Coordinator may identify several areas where an individual needs support and Lightbulb is developing the Housing MOT tool further to include the needs of people with Dementia or a learning disability. This policy allows the council to widen the offer of assistance to help a

person that has a diagnosed, permanent and substantial mental health condition or learning disability, by providing a range of relatively low cost practical changes, for example:-

- Making sure the colour of switches for lights and appliances contrasts with the walls
- Check pictures and mirrors and cover or remove them if they are likely to cause confusion
- Replace furnishings that have stripes or strong patterns
- Label draws and cupboards with pictures or text so people know what is inside.
- Take the doors off cupboards and wardrobes if it is safe to do so or fit them with non reflective, transparent and shatterproof fronts.
- Flood prevention plugs in the basin and bath.
- Changing door locks so they can be easily opened in an emergency.
- Put up a white board so the person can write reminders of things they need to do.
- Use of assisted technology to identify visitors to the home.

This would be with the consent of the individual/family and/or in the best interest of the individual.

### **Capital Resources**

The costs associated with providing financial assistance to remove category 1 and 2 hazards will be met within existing budgets.

The costs associated with assisting residents as an alternative to DFG will be met through an allocation of funding that the council receives from National Government for the provision of DFG. In the autumn statement in 2015 National Government said that nationally this funding would rise to £500 million by 2019/20 and this would support the adaptation of 85,000 homes.

In terms of the new Home Support Grant proposed in this policy, the council would initially allocate £30,000 from the Disabled Facilities Grant, in line with the better care guidance.

**What assistance is being offered?**

The table below details the offer to help remove category 1 and 2 hazards across the Borough.

<b>Initiative</b>	<b>Eligibility</b>	<b>Financial limits</b>	<b>Conditions</b>	<b>Outcome</b>
Renovation Assistance  Appendix 2	Be in receipt of a qualifying benefit as detailed in appendix 2  Have a household income below the thresholds detailed in appendix 2  3 Years Occupancy at point of application  Category 1 hazards present  Signed declaration by occupier, of their intention to remain at the property for 5 years.	Up to £30,000	Fully repayable on disposal.  Life time condition, in perpetuity with a charge registered against property.	To ensure homes occupied by vulnerable people within the Borough are safe to live in.
Home Improvement Assistance  Appendix 2	Be in receipt of a qualifying benefit as detailed in appendix 2  Have a household income below the thresholds detailed in appendix 2	Up to £10,000	50% of the final eligible cost will be repayable.  This will be a life time condition with a charge registered against property.	To ensure homes occupied by vulnerable people within the Borough are safe to live in.

The table below details what will be offered through the Better Care Fund Grant to help people to remain living independently in their own homes.

<b>Initiative</b>	<b>Eligibility</b>	<b>Financial limits</b>	<b>Conditions</b>	<b>Outcome</b>
Relocation Grant Appendix 1	Means tested, same criteria as a DFG	Up to £5,000 to cover removal costs	When a property cannot be adapted or when a property can be adapted but relocation is a more cost effective option and the service users preferred option is to move.  Not recoverable	To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.
Supporting individuals with a diagnosed, permanent and substantial mental health condition or learning disability.  Appendix 3	Means tested, same criteria as a DFG	£30,000, current DFG Limit.	Assessment by a mental health professional. Linked to helping the service user to remain in their property. Supporting carers to maintain their caring role. Most cost effective way to meet the service users needs.  Not recoverable	To enable residents with a diagnosed, permanent and substantial mental health condition or a learning disability to remain in their property
Home Support Grant  Appendix 1	The Home Support Grant will be a means tested grant. Same repayment criteria as a DFG	Maximum amount £5,000	Need to link to risk assessment. Risk, likelihood and impact of their health being affected by the state of their property and or the likelihood of them ending up in hospital.  Not recoverable	To provide low income households financial assistance to carry out essential repairs to their home

<p>Ceiling Track Hoists/Equipment needed for a permanent, long term and substantial diagnosed condition.</p> <p>Appendix 3</p>	<p>Means tested, same criteria as a DFG</p>	<p>£30,000, current DFG Limit.</p>	<p>Not for palliative care or urgent hospital discharge as currently ASC safety net can be used in these circumstances.</p> <p>Not recoverable</p>	<p>To ensure disabled occupants live in suitable accommodation to enable them to live as independent lives as possible. Support carers in role. Reduce need for long term double up carers.</p>
<p>Extended warranty Cover (e.g. stairlifts/steplifts/throughfloor lifts, specialist WCs, ceiling track hoists)</p> <p>Appendix 3</p>	<p>Means tested, same criteria as a DFG</p>	<p>Up to £30000</p>	<p>Warranty linked to the person and the property, where the purchase of the equipment was funded by a DFG.</p> <p>Original warranty will be five years, at that point SU will need to be reviewed, if still eligible, undertake another means test 'with a view if eligible to funding a new 5 year extended warranty.</p> <p>Not recoverable</p>	<p>To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.</p>
<p>Module Ramping/suitcase or folding ramps to help hospital discharge</p> <p>Appendix 1</p>	<p>No Means test as long as below the £1,000 limit.</p>	<p>Up to a £1,000</p>	<p>This would be a temporary arrangement till a permanent ramp is put in place.</p> <p>Not recoverable</p>	<p>Will help people to return home from hospital quicker.</p>

Cover the funding gap for DFG's over £30,000 where people have a contribution or where the works exceed £30,000.  Appendix 1	Means tested, same criteria as a DFG For example where someone's contribution is £5k they can still get the DFG up to £30K.	Up to £35,000 (Additional 5K).	Where people have a contribution and the works are over the maximum threshold then we would cover the funding gap or where there is no contribution but the works are over the maximum threshold.  Not recoverable	To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.
Include Council Tax Support as a pass ported benefit for the purposes of all assistance and grant offered under this Policy.	N/A	N/A	N/A	Speed up the process.
Drop kerbs for individuals who are wheelchair users.  Appendix 1	Means tested, same criteria as a DFG	£5,000, current DFG Limit.	Service user has essential access needs. In conjunction with a recommendation for hard-standing.  Not recoverable	To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.
Disabled Facilities Grant  Appendix 3	Mandatory means test DFG assessment as prescribed in legislation appendix 3	£30,000, current DFG Limit.	As prescribed in legislation  Not recoverable	To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.

<p>Discretionary Disabled Facilities Grant</p> <p>Appendix 4</p>	<p>Following the means test for DFG appendix 4</p>	<p>Top up amounts above the £30,000 maximum.</p>	<p>At the discretion of the Director (Community Safety) and the Executive Lead Member for housing.</p> <p>This will be a life time condition with a charge registered against property.</p>	<p>To ensure disabled occupants live in suitable accommodation to enable them to live as independently as possible.</p>
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The overriding principle will be to use the most appropriate and cost effective option from those detailed above to meet the service users health needs or to help them return home from hospital.

The Home Support Grant will

- Provide for a more flexible use of funding that can be tailored to an individual’s practical housing support needs.
- Align with the Housing MOT Checklist; contributing towards a more holistic approach to an individual’s needs and ensuring that funding is targeted towards those most in need
- Ensure resources are targeted towards the needs and requirements of local residents

### **Means Test**

A Provisional Test of Resources (PTOR) will be carried out on each case and this will decide how much grant a person is entitled to. As part of the offer our intention is that this test of resources is completed at the earliest opportunity in order that customers can make an informed decision whether they wish to go ahead with the work if they have to make a part or full contribution to cover the cost of the work.

### **Additional Charges or fees**

For the Housing Assistance Grant any fees or charges will be added to the cost of the work and included within the financial assistance.

For the Home Support Grant there will be no additional charge or fees; it will be unlikely that we will use an architect in the adaptations of people's homes to make them dementia friendly. If we do need an architect then this will be part of the DFG Grant as it is now.

For the Home Support Grant if the applicant rents the property then the grant is only available for works that are the responsibility of the tenant.

### **Application process**

The application process for housing assistance will be similar to that currently used. The council will satisfy itself that those making the application are entitled to do so.

The application process for the HSG will be via the Housing Support Coordinator or the Lightbulb Technical Officer. The person can make an enquiry and as with the DFG's we will carry out a means test at the earliest opportunity.

### **Complaints and redress**

Any complaints that are received in relation the housing assistance will be dealt with under the council's corporate policy, any complaint about the HSG will be dealt with under Blaby's corporate policy.

### **Discretion on cases that fall outside the policy**

The process for any Housing Assistance application submitted that fall outside of the policy will be decided by the director (Community Safety) and the Executive Member Housing and Community Safety.

If the person is not eligible for a Disabled Facilities Grant then we will consider whether a range of other grants may be suitable such as Home Support Grant (HSG), Safety Net Funding or Charitable organisations funding. The Housing Support Coordinator will be able to work with the individual and their family to consider these other options.

If the person is not entitled to a HSG then the Housing Support Coordinator will be able to work with the individual and their family to consider other avenues of funding.

### **Key service standards**

The Lightbulb Service standards will cover the delivery of making residents homes within the borough dementia friendly.

### **Implementation Plan**

To support the extension of the Disabled Facilities Grant to people with a diagnosed mental health condition Lightbulb staff have already been trained on current mental health protocols and undertaken a dementia awareness session.

### **Appendices**

Appendix 1: Home Support Grant

Appendix 2: HBBC Renovation Assistance and Home Improvement Assistance

Appendix 3: Disabled Facilities Grant

Appendix 4: Discretionary Disabled Facilities Grant

## Appendix 1

### Home Support Grant Scheme Details

#### 1. General financial criteria

The Home Support Grant is a local, discretionary Grant scheme aimed at helping applicants to remain safe, well and independent in their home. Assistance through this funding stream may be considered where an applicant meets all of the following criteria:

To be eligible for this grant help you need to meet certain criteria and have savings of less than £6,000:

Eligible applicants will need to meet **BOTH** the **low income criteria** and the **vulnerable household criteria**.

#### Low Income criteria, eligible if applicant is in receipt of one of:-

- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Income Support (IS)
- Pension Credit (PC – all types)
- Child Tax Credit (CTC – no income cap)
- Working Tax Credit (WTC – no income cap)
- Universal Credit (UC – no income cap)
- Housing Benefit
- Council Tax Support (not single person discount)
- Have a household income below the corresponding thresholds in Table 1 below

Table 1 – Income thresholds, this table to be reviewed annually by Lightbulb delivery group.

Household composition	Annual Household income
No children	£21,780
Up to two children	£30,800
More than two children	£40,260

(Benefit letters must be provided as evidence or bank/savings statement(s) if household income assessment only)

**AND**

#### Vulnerable applicant, eligible if:

In receipt of Disability Living Allowance (DLA), Personal Independence Payment (PIP) or Attendance Allowance (AA). (Benefit letter / bank statement required as evidence),  
or:

Where an applicant is vulnerable if:

- Pregnant (Mat B1 letter)
- Has children aged under five (birth certificate)
- Aged over 65 (birth certificate, driving licence, passport, medical letter)
- Hospital admission due to a fall (Letter from a medical professional), or:
- Has a health condition that can be exacerbated by the cold including
- Cardiovascular conditions
- Respiratory conditions (in particular, chronic obstructive pulmonary disease (COPD) and childhood asthma)
- Musculoskeletal conditions (osteoarthritis and rheumatoid arthritis)
- Neurological conditions (ME, fibromyalgia, dementia, multiple sclerosis and epilepsy)
- Autoimmune and immunodeficiency diseases (for example, lupus, Multiple Sclerosis, diabetes, HIV, resulting from cancer treatment)
- Mental health conditions (moderate / severe for example, schizophrenia and bipolar disorder)
- Disabilities (diagnosed condition or impact on mobility or receipt of disability benefit)
- Terminal illness
- Severe learning disability
- Cancer
- Hemoglobinopathies (sickle cell disease and thalassaemia)

(Letter from medical professional required to evidence condition(s))

Home Support Grant can be considered where the assistance provided through the Home Support Grant is part of a package of overall support or will resolve a single, identified housing support need.

The Grant is not intended to fund works which are the responsibility of the landlord. However, funding may be considered for tenants for such works that a tenant is responsible for such as removing clutter or deep cleaning a property. A grant for a private sector tenant will need to be discussed and agreed with the local authority to ensure for example, that it does not duplicate any other available funding streams or impact on any enforcement action.

Home owners and tenants receiving support through this Grant scheme should also be prepared to confirm an intention to remain in the property for 12 months following completion of the works.

## **2. Maximum Grant**

The maximum Grant available under this scheme is £5,000. Financial assistance provided through this scheme may take the form of a part contribution to the cost of the required works (for example, where the total cost is greater than the maximum Grant available and the applicant is funding the remainder).

## **3. Context and eligible works under this Grant scheme**

The Home Support Grant aims to help keep people safe, well and independent in their home by providing funding for practical housing support. Below are some examples of the types of work Home Support Grant can be used for. As far as possible, these have been linked to the Housing MOT Checklist.

The Checklist is a local tool used to identify risks to an individual's health, safety and wellbeing. Linking to the Housing MOT Checklist will enable the Home Support Grant to be targeted towards providing the right assistance to reduce these risks and keep people safe and well in their homes.

This is not an exhaustive list and applications for other works will be considered, within the overall context of the Grant scheme:

#### **Help with the home environment**

This will include things such as:

- Removing clutter or old furniture/appliances from the property
- Deep cleaning/sanitisation to reduce the risk of infection or illness

#### **Help with home security**

This will include things such as:

- Installation of external security lights
- Installing additional locks and spy holes

#### **Help with warmth and affordability**

This will include things such as:

- Energy efficiency works such as loft insulation or insulation of hot water tanks and pipes
- Provision of thermostats

#### **Help with personal safety and mobility around the home**

This will include things such as:

- Works to access paths or steps at the front or rear of the property to ensure safer access
- Initial costs for a lifeline system or similar, not including ongoing costs

Applicants are reminded that these examples should be read in conjunction with other qualifying criteria set out in sections 1-3.

#### **Review Process of Grant Provision**

Review of this grant provision will be carried out by the Lightbulb delivery group at no more than 12 monthly intervals, after considering the outcomes of the scheme. Any review decisions will be carried out by Lightbulb delivery group.

## Appendix 2

### HBBC Renovation Assistance and Home Improvement Assistance

#### 4. General criteria Renovation Assistance (RA)

The “Renovation Assistance” is the first of two discretionary schemes specifically for Hinckley and Bosworth Borough Council and is aimed at helping vulnerable households repair and make their home safe. This funding is subject to an in perpetuity condition being applied against the property for a repayment in full on disposal of that property. Assistance through this funding may be considered where an applicant meets all of the following criteria:

*It must be noted that eligibility does not confer entitlement to assistance. Priority for awarding assistance will be determined having regard to the Council's available resources and individual circumstances and on a first come first served basis.*

- The applicant is over 18
- The applicant has not received assistance through the Renovation Assistance and Home Improvement Assistance in the previous 12 months
- An applicant must have occupied the property for at least 3 years at the point of application. (This may not be all of the applicants)
- The property must have at least one “category 1” hazard. To reflect that mobile homes are not able to be subjected to the HHSRS assessment process and are therefore not able to have a “category 1 hazard” for enforcement action, a limit for assistance will be capped at £8,000 if the remaining criteria are met.
- Where owner occupiers or tenants have a repairing obligation
- The property must be in Council Tax band A-D
- The applicant must meet the financial criteria
- The cost of the work is over £5000, the maximum assistance is £30,000. In exceptional circumstances a request may be made to the Director of Community Services to consider amounts of assistance in excess of £30,000, any assistance granted under this discretion would be subject to the same recovery of funds.

The Renovation Assistance can be considered in the following circumstances:

- Where the property requires major works to repair and/or improve the living conditions and/or to make it safe.
- There is at least one “Category 1” Hazard, as assessed by the council
- Where in the opinion of the council it is reasonable and practicable for the works to be undertaken
- The property isn't currently subject to enforcement action by the Council
- The client isn't currently subject to enforcement action by the Council
- Where there is enough equity in the property for a charge to be registered against it
- Where the property has and will continue to have a valid building insurance policy until repayment of the RA occurs.
- Where the property will be free from all “category 1” hazards, on completion of the work.

## 5. General criteria Home Improvement Assistance (HIA)

The “Home Improvement Assistance” is a local, discretionary scheme aimed at helping vulnerable households remain safe and well in their home. This grant is up to £10,000 with 50% of the cost of the works being recoverable through a life time condition, held as a land charge against the property (minimum charge registered will be £300, therefore works below £600 will not be recovered). Assistance through this funding may be considered where an applicant meets all of the following criteria:

- The applicant is over 18
- The applicant has not received assistance through the Renovation Assistance and Home Improvement Assistance in the previous 12 months
- Where owner occupiers or tenants have a repairing obligation
- The property must be in Council Tax band A-D
- The applicant must meet the financial criteria
- The cost of the work must be less than £10,000.

The Home Improvement Assistance can be considered in the following circumstances:

- The property is in need of repair or improvement.
- The work will remedy “category 1 or 2” hazards following an HHSRS inspection by the council
- Where in the opinion of the council it is reasonable and practicable for the works to be undertaken
- Where there is enough equity in the property for a charge to be registered against it
- Where the property has and will continue to have a valid building insurance policy until repayment of the RA occurs.

## 6. Financial criteria

Eligibility for financial assistance for both schemes will be based on the following criteria:-

Eligible households will need to meet **TWO** criteria:- the **low income criteria** plus either A or B, **(A) the vulnerable household criteria OR the (B) high cost criteria.**

**Low Income criteria, eligible if in receipt of one of:-**

- Income-based Jobseeker’s Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Income Support (IS)
- Pension Credit (PC – all types)
- Child Tax Credit (CTC – no income cap)
- Working Tax Credit (WTC – no income cap)
- Universal Credit (UC – no income cap)
- Housing Benefit
- Council Tax Support (not single person discount)
- Have a household income below the corresponding thresholds in Table 1 below

Table 1 – this table to be reviewed annually by Lightbulb delivery group.

<b>Household composition</b>	<b>Annual Household income</b>
No children	£21,780
Up to two children	£30,800
More than two children	£40,260

(Benefit letters must be provided as evidence or bank/savings statement(s) and other supporting documentation as necessary if household income assessment only).

Additionally all applicants must be able to provide evidence of a valid national insurance number.

**AND**

**Vulnerable household, eligible if:-**

In receipt of Disability Living Allowance (DLA), Personal Independence Payment (PIP) or Attendance Allowance (AA). (Benefit letter / bank statement required as evidence to confirm entitlement.

or:

Where a resident is vulnerable if:

- Pregnant (Mat B1 letter)
- Has children aged under five (birth certificate)
- Aged over 65 (birth certificate, driving licence, passport, medical letter)

**OR**

**High Cost Home, eligible if:-**

The property has the equivalent of an Energy Performance Certificate (EPC) rating E, F or G or a category 1 or category 2 score above 750 hazard for excess cold.

## **7. Maximum Grant**

The maximum Grant available under this scheme is £30,000 for RA and £10,000 for HIA. Financial assistance provided through these schemes may take the form of a part contribution to the cost of the required works (for example, where the total cost is greater than the maximum Grant available and the applicant is funding the remainder). In these cases however, the council would want to know where the additional funding is being obtained from and satisfy itself that the grant funding is a good use of public money. It is

possible that grant funding may be denied if funding can be obtained by anyone in the household with a repairing responsibility through the traditional routes for borrowing. In such cases it would be the client who would need to evidence that they are unable to borrow money from a traditional route, such as a bank or building society.

The decision of the council is final, if there is a dispute around the reasons for a denial of assistance this would be raised through the normal complaints procedure.

## Appendix 3

### HBBC Mandatory Disabled Facilities Grants (DFG's)

Disabled Facilities Grants (DFG) remain a mandatory duty within the Housing Grants, Construction and Regeneration Act 1996 and therefore the procedures for awarding these grants are set out in statute and associated guidance.

Mandatory Disabled Facilities Grants are available up to a maximum of £30,000 subject to a test of an applicant's financial resources, for:

- Facilitating access into and out of the dwelling
- Making a dwelling or building safe
- Facilitating access into the principal family room
- Facilitating access or provision of a room usable for sleeping
- Facilitating access or provision of a room with a toilet, wash hand basin and bath/shower or both, or facilitating the use of such amenities
- Facilitating the preparation and cooking of food
- Heating, lighting and power
- An adaptation to enable a disabled person to care for another person normally living in the same accommodation

The purpose of adaptation is to modify disabling environments in order to restore or enable independent living, privacy, confidence and dignity for individuals and their families.

The local authority shall only approve an application for a mandatory DFG following recommendation by an Occupational Therapist or Housing Support Co-Ordinator from Lightbulb, who must specify what adaptations they consider necessary and appropriate, followed by a judgement by an officer within the Private Sector Housing Section that the adaptations specified are practical and feasible having regard to the age and condition of the dwelling.

Information in respect of the test of financial resources is detailed in The Housing Grants, Construction and Regeneration Act 1996 and in The Housing Renewal Grants Regulations 1996.

As part of an application for a mandatory DFG, a test of resources must be carried out in order to assess the amount, if any, that the applicant must contribute to cost of the works. This will follow a preliminary test of resources which is aimed at preventing individuals from going through the entire grant process only to find that they are not eligible for assistance. Documentary evidence will be required to assist with the calculation of financial resources.

All requests for financial information, the clarification of any anomalies and the communication of the outcome of assessment will be treated sensitively and with the highest level of confidentiality in line with the requirements of the GDPR.

Further guidance on the eligibility criteria, test of financial resources and grant conditions are contained in The Housing Grants, Construction & Regeneration Act 1996 and associated regulations and guidance.

## **Appendix 4**

### **HBBC Discretionary Disabled Facilities Grants (DDFG's)**

Under this policy discretionary DFGs to 'top up' mandatory DFGs above the grant maxima of £30,000 may be awarded.

Discretionary DFG may also be available for essential works where a mandatory scheme is already subject to a grant application. However only essential works that directly benefit the disabled person will be considered and where the measures are supported by appropriate medical advice.

Additional conditions, over and above the standard conditions attached to mandatory DFGs, will be applied to require repayment of the grant on disposal of the property.

These conditions will be secured by way of a local land charge on the property.

These conditions will be specified on the information made available to the applicant at the time of the initial grant enquiry.

These grants will be awarded at the discretion of the Director (Community Services) in consultation with the Executive Lead for Housing and Community Safety..

Applications would only be considered for this type of discretionary assistance if additional resources are made available over and above existing mandatory DFG funding.

