



TRUST HOUSING ASSOCIATION LIMITED

Title of Policy:	AMP015 – Medical Adaptation
Date of Adoption or last review:	October 2013
Lead Officer:	Facilities Operations Manager
Next Review Due:	October 2016
Scottish Social Housing Charter Outcomes & Standards:	1: Equalities 4: Quality of housing 5: Repairs, maintenance and improvements 13: Value for money
Regulatory Standards of Governance and Financial Management:	None

Trust Housing Association Ltd

Adaptations Policy

1. Introduction

- 1.1 Trust Housing Association is committed to providing an adequately resourced and efficient disabled adaptation procurement and management service that addresses the needs of its tenants.
- 1.2 It however should be noted that the duty lies with the Local Authority to meet eligible assessed needs. Lack of funding from parties on the housing side does not negate this duty for Local Authority Social Work (Guidance on the Provision of Equipment and Adaptations 2009).

2. Aims and Objectives

2.1 The key objectives of the Adaptations Policy are:

- To put the needs of disabled residents first.
- To support people to stay in their own homes, where appropriate, and arrange appropriate adaptations.
- To ensure that properties with adaptations are clearly identified on a register so that best use of these properties can be made as they become available. In allocating these properties, applicants requiring an adapted property will be given priority over those who do not.
- To maximise the grants and other resources available for adaptations, ensuring value for money at all times.
- To ensure that resources are directed to those with the greatest need
- To work closely with partners in the Local Authority and Health Service to deliver adaptations to disabled residents' homes.
- To comply with all statutory and regulatory requirements in relation to disabled adaptations.
- To comply with good practice guidance, including the 'Housing for Varying Needs' Design Guide issued by Communities Scotland.

- Ensure effective communication of the adaptations process and ability to carry out works.
- Ensure continuous improvement within the process

3. Identifying Needs

- 3.1 Tenants of any age can apply for an adaptation for themselves or members of their household, but there must be a proven need.

If a tenant or someone in their household is older, disabled, or less able to manage personal and domestic tasks, or if their carer's own health is at risk from assisting, then an adaptation may be of benefit.

An annual review of spend on adaptations, including costs, types of adaptation and trends will be undertaken to ensure the adaptation policy and the associated budget is effective and appropriate.

4. Assessing Tenants' Needs

- 4.1 Where works are under £300, THA does not consider it a good use of resources for referrals to be sought and therefore they will accept a self referral from the tenant or their representative. This will be restricted to only one self referral per client per annum.
- 4.2 Where works are over £300, assessment will be carried out by a suitably qualified expert, the primary source of referrals should, be Occupational Therapists (OT) or Doctors.
- 4.3 THA and its staff are not qualified to make any judgement on the needs of tenants and if there any queries then these will be referred back to the referring agency.

5. Options for Adaptations

5.1 Investment Programme

As part of the planning process for investment, the Association will establish whether there are disabled people living in the households targeted for improvement. Where such households are identified, the Association will aim to ensure that the improvements meet their needs.

For example, if a bathroom is to be renewed then consideration will be given as to whether grab rails are required or a level access shower needs to be fitted.

5.2 New Build Programme

THA will ensure that all new build properties are built to barrier free standard at ground level, in compliance with “Housing for Varying Needs” design guide published by Communities Scotland. Where tenants can be identified early enough in the planning process, their specific needs will be incorporated in the design of the new houses. If their needs are complex, an Occupational Therapy report will be requested and additional funding sought from Housing & Investment, Scottish Government.

5.3 Transfer to an Adapted Property

There are some properties which have been built or previously adapted for disabled people. In some cases, it will be easier and quicker for the disabled person to move into one of these properties rather than adapt the property in which they live. An options appraisal may be required to assess the alternatives. If a transfer seems the most effective means of meeting a tenant’s needs, then a member of Care & Support staff will discuss the options with the tenant and, if agreed, arrange for the transfer.

5.4 Existing Adapted Property

The Association will ensure that it makes the best possible use of the houses that are already adapted or specially designed for people with disabilities. The Association will develop a register of adapted houses and where possible

(and within the guidelines of the allocations policy) will try to match them to applicants whose needs will be addressed by those properties.

The Association will also seek to consider a holistic approach to adaptations and as such and where possible we will consider all works required to make a property suitable for the resident. This may mean considering other works on top of those referred. In these circumstances staff will discuss this with the referring agency.

6. Small Adaptations (under £300)

THA will set an annual small adaptations budget to meet the need for adaptations in existing stock. Small adaptations are considered to be valued at less than £300 and normally consist of grab rails or hand rails.

An annual budget will be set for small adaptations and this budget will not be exceeded and works will be done on a first come first served basis.

7. Large Adaptations

Larger adaptations to tenant's homes, such as level access showers, wet floor showers, stair-lifts, special baths, ramps etc. can be provided by THA, but a grant will be required to carry out the work.

The conditions of the grant will be adhered to at all times.

A referral will be required for all work over £300 and the nature of the required referral is set out in the procedure. THA will accept referrals from Occupational Therapists, Doctors and Deaf specialists. All referrals must be prioritised.

The Association will not undertake large adaptations where the tenant is seeking a transfer.

A budget for suitable grant funding will be agreed with the Scottish Government on an annual basis and will be available for adaptation work, which will not be exceeded.

8. Signification Adaptations

- 8.1 On rare occasions the Association may receive a referral or an approach for works which involve a substantial investment; above £10,000, to make the property suitable. In these circumstances the Association will carry out an Options Appraisal. Details of this are set out in the procedure.

9. Prioritisation

- 9.1 Occupational Therapists or Doctors will be asked to prioritise their referrals. THA will carry out works in priority order. Thereafter the Association will carry out works in order of the date of referral. So where there are two referrals both Priority A but one referred on 1/4/09 and another on 1/5/09, the adaptation dated 1/4/09 will be carried out first.
- 9.2 Where one area has various prioritisation methodologies then the Development Manager may seek the views of the Service Manager in determining the list but only to the extent fo where priorities are unclear.
- 9.3 Where the Association has a list including Low Priority Adaptations (priority rating C or 3) then these will be held until the 3rd quarter to the year. Should no other higher priority adaptations be referred in that time or if monies should still be available the low priority adaptation will be released.

10. Special Circumstances

- 10.1 Where either adaptation budget is exceeded, no other works will be able to be carried out other than in the following circumstances:
- Where failure to carry out the works results in the client having to remain in hospital (bed blocking).
 - Where the client has a terminal illness and the works will prolong life of the quality of life.
 - Where a failure to carry out the works makes the tenant or any other permanent resident of the property housebound.

In both circumstances, and when these circumstances come to light, the Association will obtain approval from the Occupational Therapist/ Doctor to

“fast track” these clients. Works will only take place once this agreement has been received and on the basis that resources can be identified internally.

11. Rent Review and Service Charges

11.1 The Association will review the rent of a property where major works are carried out to create additional room(s) in line with the Rent Policy and with due regard to the Disability Discrimination Act 1995.

11.2 Where adaptations are particularly significant, for example an extension, Housing and Investment may require us to raise private finance through a rent increase.

12. Right to Buy

12.1 An application to purchase a house which is “purpose built” or “adapted” to meet the disability needs which forms part of a “group” of houses will be exempt from the Right to Buy.

13. Information and Advice

13.1 The Association will provide user-friendly information on the Adaptation Policy and Procedure for both new and existing tenants.

14. Staff Training

14.1 The Association will provide training for staff to raise awareness on disability issues; and the adaptations policy and procedures.

15. Equal Opportunities

15.1 Trust operates an equal opportunities Policy and this applies in all of its business. In providing staff support in the area of medication no worker or service user, family member, carer, or staff will be treated differently or less

favourably on the grounds of race; colour; nationality; ethnic origin; religious belief; disability; gender; marital status; sexual orientation; or any other personal belief.

- 15.2 Upon request, the Association will make information on this Policy and related matters in alternative formats, such as large print; tape; Braille; and community languages.

16. Policy Review

- 16.1 This Policy will be reviewed every three years unless key changes are required in response to legislation and new learning.
- 16.2 As part of this review, consultation will take place with both staff and service users to ensure that operational issues and the opinions of service users are taken into account.

17. Bribery Act 2010

- 17.1 Trust Housing Association is committed to the highest standards of ethical conduct and integrity in all its activities and in order to ensure compliance with the Bribery Act 2010 has introduced Financial Policy FP25, Anti Bribery Policy and Procedures. This policy and associated procedures must be complied with by all employees, Board Members and associated persons or organisations acting for or on behalf of Trust.