

		<h1>ADAPTATIONS POLICY</h1>	
Written by:	Head of Housing & Customer Services	Version:	4
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1. Introduction

- 1.1 The Association is committed to helping tenants to maximise their independence and quality of life by, where possible, adapting their homes to meet their particular needs through joint working with Orkney Health & Care (OHAC).
- 1.2 The aim of this policy is to:-
- (a) set out how this will be achieved,
 - (b) explain the role of other agencies and funders and,
 - (c) describe how the process will be recorded and monitored.
- 1.3 A copy of this Policy will be made available upon request.

2. Classification of Adaptations

- 2.1 Many adaptations are eligible for grant funding through the Affordable Housing Supply Programme (AHSP). Guidance Note SGGN 2012/04 updates and supplements Guidance Note SHGN2001/02 'Procedures for Funding of Adaptations' and sets out the current working arrangements. The guidance classifies adaptation work as follows:-
- a) *Stage One – design features that are not specific to a particular condition or individual and that are incorporated into the initial specification for the property prior to its construction or improvement.*
 - b) *Stage Two – adaptations to a property to suit the particular requirement of the tenant to whom it has been allocated before, or close to, practical completion of construction or improvement works. The original contractor may carry out these adaptations.*
 - c) *Stage Three – works to adapt a property to suit the changing needs of the existing tenant, or of a new tenant, where these could not reasonably have been identified when the property was originally provided.*

3. Stage 1 & Stage 2 Adaptations

- 3.1 Stage One and Stage Two adaptations are normally included in the scheme submission and the early identification of the need for adaptations within a new build scheme enables adaptation funding to be employed which ensures that the:-

- best use is made of all funding available for adaptations;
 - occupant is able to enjoy the amenity of their home from the moving in date;
 - occupant does not suffer disturbance by fitting the adaptation after they have taken residence.
- 3.2 Where housing is being provided for Low Cost Home Ownership for First Time Buyers(LIFT), associated works will be eligible for AHSP funding on the basis that any adaptation work carried out during construction/improvement is reflected in the property valuation.
- 3.3 Where Stage 2 adaptations are required to a LIFT property the purchaser will be required to provide a deposit of 10% of the cost of the adaptations. In the event of the purchaser not proceeding, this deposit will be retained by the Association to cover the cost of any necessary alterations to make the property suitable for another LIFT purchaser.

4. Stage 3 Adaptations

- 4.1 Scottish Government provide the funding for Stage 3 adaptations and the budget is set annually.
- 4.2 Stage 3 adaptations to existing properties will only be considered eligible for funding if they are ‘structural’ ie they are fixed or become part of the structure of a property. A list of examples is provided in Appendix 1.
- Other types of aids and adaptations may be the responsibility of other authorities such as NHS Orkney or OHAC. Stage 3 funding will not normally be available to cover items that are the responsibility of other agencies.
- 4.3 There is no minimum funding threshold. However, adaptations under £500 are currently met OHAC and recommendations for these works must be on an ‘Action Required Memo’ (ARM) and signed by an Occupational Therapist (OT).
- 4.4 The Association will set an annual budget for the funding of minor works which are of a permanent nature but which OHAC are unable to fund.
- 4.5 Sharing owners and/or owners of LIFT properties are not eligible for Stage 3 funding. They may be eligible for assistance through the local authority Scheme of Assistance and should be referred to Orkney Care & Repair.

5. General

- 5.1 All applications must be recommended in writing by an OT from OHAC.
- 5.2 There may be circumstances where the OT has recommended adaptations but the budgets do not allow the Association to proceed with the works. Where this occurs the Association will seek additional funding from Scottish Government. In the event that additional funding is not available, the Association will hold a waiting list and

also seek guidance from an OT as to the priority of scheduling the works.

6. Adapted Properties

- 6.1 Wherever possible vacated properties which have previously been adapted will be allocated to applicants requiring similar adaptations.
- 6.2 Where a property has been previously adapted to wheelchair standard every allocation of this type of property will be referred to the Wheelchair Allocations Group for advice on the appropriateness of the allocation to ensure that the best use is made of adapted properties and that applicants needs are addressed early in their tenancy.
- 6.3 Where a property has been adapted to meet a family's needs and that property continues to meet their needs they will not be eligible for the same or similar adaptation work should they transfer to another Association property.

7. Recording and Monitoring

- 7.1 The Association will maintain clear up to date records of all aids and adaptations to ensure that properties which have been adapted are easily identified.
- 7.2 Those who require adaptation works to their property can expect the same standards of service as if it were a normal repair, and will be given the opportunity to provide feedback on the works through the Satisfaction Questionnaire.
- 7.3 The information gathered through Satisfaction Questionnaire responses will be incorporated into future policy reviews.

8. Consultation & Review

- 8.1 The Association will consult with OHAC on any changes to this Policy.
- 8.2 This policy will be reviewed every 5 years or sooner where there is need to respond to any new legislation or good practice.

Eligible Adaptations (list not exhaustive)

External Adaptations

- Handrail at front or rear of dwelling
- Widening essential paths around property
- Modification or widening of steps
- Defining steps for people with visual impairment
- Outdoor lighting
- Paved areas to improve wheelchair access
- Carport or covered access to property
- Installation of ramp to front/rear access

Internal Adaptations

- Widening or re-hanging of doors
- Re-positioning of door locks
- Replacing door knobs etc
- Installation of door call, entry phone and door unlock systems
- Additional stair rail
- Alterations to windows
- Installation of stair lift
- Vertical hoist including reinforcing ceilings and provision of hoist track
- Provision of level access shower, adapted bath etc
- Alteration or relocation of taps, power supplies, lights, sockets and heating appliances
- Storage space for wheelchairs where the requirement is supported by NHS
- Acoustic insulation
- Warning or alarm systems
- Non-slip or tactile surfaces
- Letter cage or delivery shelf
- Alterations to kitchen storage or equipment (excluding full re-design)

Major Works

- Extensions or alterations to provide suitable bedroom or bathroom for a disabled person
- Vertical through floor lift
- Re-design of existing kitchen
- Creation of hard standings or other extensive external alterations