

## RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

<b>Policy Name :</b>	Disabled Adaptations
<b>Policy Category :</b>	Category B - Housing Management
<b>Policy Number</b>	HM13
<b>Date approved/amended</b>	February 2008
<b>Next Review Date</b>	February 2011

### DISABLED ADAPTATIONS

#### POLICY

It is the Association's policy to respond wherever possible to adaptations requests (via the Occupational Therapist) for tenants or members of their family with a disability or a specific housing need. Any request for an adaptation will be considered in line with the availability of funding (from Communities Scotland) to carry out such work on an annual basis.

#### SCOTTISH GUIDANCE

Guidance on Division of Responsibility for the provision of aids, equipment and adaptations to enable people to live independently at home is contained in the Scottish Office Circular SWSG7/94 5458 Community Care - The Housing Dimension. Appendix 1 of this Policy contains the breakdown of responsibilities for the provision of disabled adaptations from this circular (Annex 7).

#### GENERAL PRINCIPLES

Adaptations which are designed to make dwellings suitable for disabled persons which are essentially permanent in nature such as the installation of permanent concrete ramps are generally the responsibility of the Association.

The Social Work Department is generally responsible for removable equipment and adaptations such as temporary ramps, additional internal grab rails which are classified as temporary.

Where the needs of the tenant would be best served by transferring to more suitable accommodation, the Association will discuss this with the tenant, to check if the tenant is willing to consider this option.

#### ASSESSMENT OF ADAPTATION REQUESTS

The Association Maintenance Department will acknowledge any requests for adaptations in writing and try to give an indication of the likely timescale for the processing of any work. If the application cannot be considered due to budgetary or policy constraints this will be notified to the tenant in writing at the point of application. Any adaptation requests being held within the office awaiting funding will be advised at least annually of the current position relating to their application.

The budget for adaptations is provided on an annual basis by Communities Scotland. Following the approval of the annual funding for adaptations the Housing Management, Maintenance and Development(where appropriate) sections will meet to jointly agree the applications which will be approved from the Associations adaptations waiting list.

It is the responsibility of the Occupational Therapist to assess the individual applicant's requirements and notify the Association of any appropriate requests for adaptations. All requests for adaptations must therefore be sent to the Association via the Occupational Therapist, who will indicate a priority rating for the work having assessed the applicants needs. The Housing Management and Maintenance sections within the Association will then discuss the application and establish the work which will be completed against the financial constraints placed upon the Association.

Although the Occupational Therapist will assess the individual priority rating(High, Medium, Low), the Association will hold these applications and prioritise them in date order within these priority categories.

### **TYPES OF WORK COMPLETED/SUSPENSIONS**

The Association's present policy is to remove baths and install showers in any ground or first floor tenement properties where requested. The Association do not presently consider applications to install over bath showers due to financial limitations. All other requests from the Occupational Therapist will be considered in line with the Association's priority system and financial constraints.

The Association will not normally consider the reversal of a previous adaptation and reinstatement of existing fitments. Exceptions may exist in certain situations e.g. 1. Where the family make a request following a significant change in circumstances which will invalidate the need to continue to have the adaptation, e.g. where the person for whom the adaptation was needed has passed away or 2. Where the persons condition has improved to such a degree that the adaptation is no longer necessary (The Occupational therapist will be asked to assess this situation and will be required to provide detailed information to substantiate the reasons for the request). The Association may also decide to reverse an adaptation to a void property, where the type of adaptation in place is preventing the Association from reletting the property within a reasonable timescale, and there is no clear future demand for the individual adaptation.

The funding to complete the reversal of an adaptation comes from the Associations own budget and is therefore outwith the separate annual adaptation budget that is set. Decisions to reverse an adaptation will be jointly agreed between Housing Management/Maintenance sections.

### **REPORTING**

All completed adaptations will be reported to the Housing Management Sub committee with details on the type of adaptation and cost. All adaptations being held will also be reported with details of the priority rating and estimated cost on an annual basis.

## Appendix 1

### ADAPTATIONS TO PUBLIC SECTOR STOCK (Extract from Scottish Office Circular SWSG7/94 5458)

#### Financial responsibilities

- |   |   |
|---|---|
| <p>4. Adaptations which are designed to make dwellings suitable for particular disabled persons, and for disabled persons generally, and which are essentially permanent in nature such as installations of through floor lifts, immovable track hoists and entry phone systems installed as part of a scheme; widening doors; fitting permanent external handrails, special doors, windows and window ironmongery, special bath, shower or kitchen units, lever taps, high level power points; provision of permanent concrete ramps and additional bedrooms or bathrooms; strengthening of walls or ceilings to accept internal grab rails or hoists and other approved adaptations and additions to the building fabric.</p> | <p>Public Sector Landlord ie Local Housing Authority, Scottish Homes or New Town Development Corporation (until 1996)</p> |
| <p>5. Equipment installed in public sector housing authority houses to meet the needs of a particular disabled person, which might be removed when no longer required, such as additional internal grab rails, temporary ramps, door answering intercoms, removable stair lifts, laundry and cleaning equipment. For community alarms, social work/housing arrangements differ between areas, and it is for social work authorities and housing providers to determine the appropriate responsibility for capital and revenue funding to meet local circumstances.</p>  | <p>Social Work Department</p>   |
| <p>6. The installation of home dialysis equipment and units including associated costs.</p>   | <p>Health Board</p>   |