A summary of the main changes proposed:

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| **No.** | **Contents Title** | **Summary** | **Comments** |
| 2 | Introduction | * Clarity around curtilage and footprint * Clarity around respect of retrospective payments | * Updated in line with legislation to provide better clarity |
| 4 | Eligibility to apply for a DFG | * Clarity around planning, building control approval including exemptions | * Updated in line with legislation to provide better clarity |
| 5 | Assessment and prioritisation | * New section added to clarify the assessment and prioritisation process re OT assessments | * Updated in line with legislation to provide better clarity |
| 6 | Means testing and hardship | * Clarity around hardship and reference to the Financial Hardship procedure | * Additional information about procedures to ensure up to date processes are detailed within policy |
| 7 | Applicant financial contributions (including works costing in excess of the maximum grant limit) | * Clarity around receiving valid contractor invoices that have been approved by the HIA * Top up grant amount changed from £10,000 to £25,000 * Clarity around decision making in respect of top up grants | * **Feedback required on top up grant increase from £10,000 to £25,000, taking the maximum grant to £55,000 where appropriate** |
| 8 | Eligible works | * Clarity around not proceeding with adaptations that OTs have determined as increasing risk to the applicant. E.g. declining one or elements or multiple adaptations * Clarity around considerations of relationships when assessing if adaptations are ‘reasonable and practicable’ * Clarity around decision making around whether a property is deemed unsuitable to adapt and reference to section re panel decision making * Clarity around timescales to accepting our offer of what adaptations are ‘reasonable and practicable’ | * Updated in line with legislation to provide better clarity |
| 10 | Use of rooms and minimum room sizes | * Clarity around children sharing bedrooms | * Updated to confirm what is deemed ‘reasonable and practicable’ |
| 11 | Bathroom works | * Clarity around applicants being unable to choose grouting * Clarity around access from other spaces when adapting bathrooms * Clarity around safety aspects of adapting bathrooms e.g. thermostatic mixing valves to element the risk of scalding * Clarity around provision of wash/dry toilets | * Updated in line with legislation / guidance to provide better clarity |
| 13 | Through floor lifts (vertical lifts) | * New section added to provide clarity around the installation of through floor lifts to cover fire safety and building regulations | * Updated in line with legislation to provide better clarity, specifications around through floor lifts were not included in the original policy |
| 14 | Ramping and external access | * Clarity around ramping in respect of height, width and other specifications * Clarity around considerations around entrance doors when installing ramps * Clarity around ramps remaining within the curtilage of the property * Clarity around the consideration of external platforms / step-lifts if a compliant ramp cannot be achieved * Clarity around planning permissions required for step-lifts and where the ramp is prominent or in a conservation area | * Updated in line with building regulations and other statutory guidance to provide better clarity |
| 15 | Access to gardens/fencing and safe play areas | * Clarity around use of materials for outdoor space | * **Feedback required on RBC not providing decking due to safety and longevity concerns** |
| 16 | Adaptations to kerbs to create access to driveways or hardstandings | * New section added to provide clarity around adaptations to kerbs to create access to driveways or hardstandings * This includes Clarity around blue badges and other parking issues * Clarity around site being suitable to meet criteria in place within the Highways Service | * Updated in line with legislation and local Highways policy to provide better clarity |
| 17 | Two (or more) dwellings converted into one | * Clarity around appropriate planning permissions and building regulation approvals * Clarity around introduction separations to adjoining properties and ensuring that this is a permanent arrangement and must be undertaken at the expense of the service user | * Updated in line with legislation and building regulations to provide better clarity |
| 18 | Party Wall etc Act 1966 | * Clarity around boundaries with adjoining properties and determining whether the Party Wall Act agreement is required | * Updated in line with legislation to provide better clarity |
| 20 | Asbestos | * Clarity around type of survey required and the requirements for the surveyor undertaking this * Clarity around the asbestos removal being carried out by a HSE-licensed asbestos contractor * Clarity around minimum requirements that need to be in place in all situations involving asbestos | * Updated in line with legislation to provide better clarity |
| 24 | Applicant’s own choice of adaptation | * Section amended to reflect that when an applicant chooses their own contractor: * Applicant is financially responsible for any VAT on works not exempt * Applicant is responsible for employing an architect or suitably qualified person to produce plans * Applicant is responsible for commissioning an asbestos report if required * Applicant is responsible for ensuring asbestos is removed if required * RBC will not be responsible for any defects resulting for the works * The applicant must direct any complaints directly to the contractor * No payments will be made to the applicant until all works have been completed to the satisfaction of RBC | * Change of wording re the offer for applicants to manage their own adaptations to aid understanding of their responsibilities |
| 25 | Works costing £10,000 or less – Discretionary Home Repairs Assistance Grant (DHR) | * Clarity around works expected to cost less than £10,000 and if this increases before the grant is approved, the applicant will need to follow to process for a full DFG, with financial test of resources * Clarity around referrals for additional works and if both referrals together exceed over £10,000, the applicant will need to follow to process for a full DFG, with financial test of resources | * Further clarity around when and how the discretionary grant can be used |
| 29 | Contractors undertaking the works | * Changes to policy to allow applicant to provide 2 quotes instead of 3 from contractors * Details listed around the applicant being responsible for ensuring that the contractor is able to provide the necessary documentation * Applicants will be fully responsible for managing their own works if choosing their own contractor * Addition of ceiling track hoists within list of adaptions not considered within the self-managed adaptation scheme * Applicants must direct any complaints regarding works to the contractor and not the council | * Clarity around the legislative requirements of 2 quotes, replacing previous requirements which was based on the CPRs rather than legislation |