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Policy Name	Stage 3 Adaptations
Policy Author	Property Services
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West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.

Registered with the Scottish Housing Regulator No. 203
Registered Charity No. SCO38737, VAT Registration No. 180223636
Registered society under the Co-operative and Community Benefit Societies Act 2014



The Co-operative will comply with Scottish Government guidance on procedures for HAG funding for stage 3 adaptations.

1. Funding

- 1.1 A bid for funding for Stage 3 adaptations will be made to the Scottish Government on an annual basis. The new Scottish Government Guidance requires the bid to be separated into Minor and Major Adaptations. The bid will be made based on the list of prioritised OT referrals received and any additional cases anticipated.
- 1.2 It is recognised that the current guidance does not allow for claims to be submitted as works are completed and therefore, claims will be made quarterly in arrears as per guidance requirements.
- 1.3 Payment claims and monitoring information will be provided to the Scottish Government in the required format. Note; the new Scottish Government HARP System (Housing and Regeneration Programmes) is to be implemented in 2017. This is a web based Programme management and payment system. Roles and responsibilities for inputting data have been agreed. This will be carried out by the Assistant Director (Property) and the Property Officer
- 1.4 It will be the joint responsibility of the Assistant Director (Property) and Property Officer to formulate the planning assumptions and anticipated need for adaptation work.
- 1.5 A budget submission for Stage 3 adaptations will be made when setting budgets and rents based upon the projected annual spend on Stage 3 adaptations.
- 1.6 On receipt of the Annual programme from the Scottish Government, cases will be progressed based on their position on the prioritised list and the budgeted WWHC funding available.

2. Identifying Cases

- 2.1 It will be the responsibility of all Co-operative staff to highlight possible cases and to pass information to the Housing Officer responsible for that household in order that a referral request can be made.

3. Supporting Information

- 3.1 It will be the responsibility of the Housing Officer to obtain specialist advice and recommendations required prior to individual applications for funding being made.
- 3.2 The Housing Officer will process referrals to the Local Authority Occupational Therapist for such advice. Referrals will be made in the agreed form.

4. Prioritised List

The Co-operative recognises the expertise of the Occupational Therapists in this area and will prioritise cases accordingly.

- 4.1 On receipt of the referral from the Occupational Therapist, a list of required adaptations will be held in priority order. The priority will be determined by the Occupational Therapist's report and priority rating.
The ratings given are awarded based on medical, social, independence and risk factors and are as follows:

Category 1 - 25 points and above - high priority.

Category 2 - 15 to 24 points - medium priority.

Category 3 - 0 to 14 points - low priority.

- 4.2 The risk factor incorporated within the overall points is also highlighted separately within the Occupational Therapist's report to show the risk to the tenant or their carer from injury should the adaptation not be provided. Risk factors are as follows:

Risk factor 8 to 10 - high priority

Risk factor 3 to 7 - medium priority

Risk factor 0 to 2 - low priority.

A case assessed as being category 1/risk factor 10 is therefore of the highest priority. The total points awarded provide a further breakdown to prioritise cases.

- 4.3 Maintenance of the priority waiting list will be the responsibility of the Property Officer / Assistant with support from the Assistant Director (Property). Quarterly updates will be provided to the Property Sub Committee.

- 4.4 Where cases arise which are not to be the subject of Occupational Therapists reports, Housing Management Staff & Property staff will jointly determine the position of the case in the priority list based on knowledge of the individual cases.
- 4.5 Tenants can appeal against their position on the list to the Assistant Director (Property) in the first instance and to the Management Committee thereafter.
- 4.6 In cases where a tenant on the prioritised list transfers to another property which has not been suitably adapted, the Housing Officer involved will contact Social Works Services to advise of this move and request a transfer of the referral to the new property.
- 4.7 In circumstances where a tenancy is ended e.g. through relocation elsewhere/death) and the tenant involved is on the prioritised list, Property staff, on receipt of relevant information from the Housing officer, will remove this case from the prioritised list.

5. Procurement of works

The Assistant Director (Property) will be responsible for ensuring that appropriate work is carried out from the prioritised list where funds are available, with appropriate submissions to the Scottish Government.

- 5.1 Consultants will be appointed as required in line with in line with WWHC's procurement policy.
- 5.2 Tenders for Stage 3 works will be issued in line with WWHC's procurement policy.
- 5.3 The Assistant Director (Property) will have discretion to progress works where a specialist Contractor is required or where the ongoing responsibility will fall into any maintenance agreements we have in place.
- 5.4 H.M Customs & Excise have confirmed that VAT is not applicable to these adaptations and Property staff will ensure that the appropriate paperwork is completed and passed onto Contractors to reflect this.
- 5.5 Details of completed work will be provided to the Local Authority Occupational Therapist and details will be logged on the Co-operatives Asset Management systems by Property staff.

6. Additional Funding Requirements

- 6.1 Should the need for adaptations exceed the amount allowed in the annual programme agreement, the Assistant Director (Property) will make an application for funding outwith the programme to The Scottish Government, for each case, in line with guidance.
- 6.2 Where an adaptation is required and no HAG funding is available, this will be the subject of a report to the Property Sub Committee who will determine whether additional funding from the Co-operatives own resources will be made available. Such decisions will be subject to ratification in line with the Co-operatives policy on delegated spend authority.
- 6.3 In the case of very high priority cases such approvals required will not normally be withheld.
- 6.4 It will be the responsibility of the Assistant Director (Property) to provide the information for such reports.

7. Monitoring and reporting

- 7.1 The Property Sub Committee will be updated on progress with ongoing cases on a quarterly basis.

8. Tenant Consultation & Satisfaction

- 8.1 Tenants will be consulted and clear indications of timescales will be provided to contractors. Thereafter, tenant visits will be arranged by Property Staff for colour choices etc. The Property Assistant will be responsible for tenant liaison throughout the process. The Maintenance Officer will monitor work on site and carry out a post inspection.
- 8.2 Property staff will carry out tenant satisfaction surveys at upon the completion of the works and post inspection.

9. Allocation of Adapted Properties

- 9.1 At time of referral, tenants will be asked if they would be interested in transferring to an adapted property and this will be recorded on the referral request form. This will be the responsibility of the Assistant Director (Tenancy Services).

9.2 When an adapted property becomes available for let, this will be allocated in line with current allocation policy and will be the responsibility of the Assistant Director (Tenancy Services).

This Co-operative policy and procedure should be read and applied in conjunction with all other relevant policies and procedures.