

Private Sector Housing Assistance Policy

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1. Introduction

This document outlines South Derbyshire District Council's policy (The Policy) for providing help and assistance to improving and adapting homes in the District. It also describes the eligibility criteria and conditions associated with each type of assistance.

The Council is committed to delivering decent, good quality homes to provide a wider choice of housing options to South Derbyshire residents. It recognises that maintaining and improving the private sector stock reduces the pressure on other areas such as social housing. The Policy aim is to support disabled and vulnerable adults, children, and older residents to improve their health and wellbeing by addressing problems with unsuitable homes that do not meet their needs. Assistance delivered through this Policy will also help us to achieve the aims and objectives of the Council and wider partners as set out in several of our individual and collective strategies and plans, helping to deliver actions and make improved living a reality for residents.

In a period of increasing pressures on resources, it is important to target assistance to meet the needs of the most vulnerable residents living in the District. The amount of flexible assistance to be given each year will be determined by the Council and will be dependent upon the level of internal and government resources available.

The principle of the service for residents across the District is one of early intervention and proactive prevention; to avoid crisis, to enable people to live healthily and well at home and remain living as independently as possible. This Policy is in five parts:

1. Mandatory Disabled Facilities Grants (DFGs) - sets out the mandatory legal framework for DFGs in accordance with the Housing Grants and Construction Act 1996 including eligibility criteria and the prescribed means test assessment.
2. Discretionary DFGs – sets out the Councils' policy to provide discretionary interventions to promote healthy homes, independent living and wellbeing.
3. The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) and latterly the Better Care Fund enable Councils to support the wider prevention agenda of housing, social care and health authorities.
4. Other types of discretionary housing renewal assistance through grants to assist homeowners and landlords in improving the condition of non-decent homes, bringing empty properties back into use.
5. General Terms and Conditions which apply across all forms of grant assistance in the Policy.

Mandatory DFG's are available to people of all ages and all tenure types in accordance with meeting defined eligibility conditions. This Policy and its provisions apply to any residents living in owner-occupied homes, housing association and private rented tenants (referred to as Tenants in this Policy). Assistance for Tenants living in properties owned by the Council is defined within a separate Policy, the Council Housing Adaptations Policy.

This Policy replaces all previously published Private Sector Housing Assistance Policies and will apply to all applications from August 2025

2. Legislative Context

Housing Assistance is offered in accordance with the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002¹ with the underlying legislation governing the provision of Mandatory Disabled Facilities Grants (DFG) covered by the 1996 Housing Grants, Construction and Regeneration Act². This enables the Council to use its powers and funding more intelligently to make better use of its limited resources and deliver adaptations for disabled people outside of the mandatory regime.

The Housing Grants, Construction and Regeneration Act 1996: Part 1 as amended by the Disabled Facilities Grant Order 2008 states that the Council has a statutory duty to provide adaptations to homes for disabled people.

The Housing Act 2004³ introduced the Housing Health and Safety Rating System (HHSRS) as a way of measuring Decent Homes and imposed a duty upon the Council to act where Category 1 Hazards as identified under HHSRS are present in a dwelling. Following this in 2006 the Department for Local Government and Communities published the standard for Decent Homes⁴ determining that a property must meet the current statutory minimum standard for housing, it must be in a reasonable state of repair, it must have reasonably modern facilities and services and it must provide a reasonable degree of thermal comfort. The quality and standards of accommodation is an important factor in addressing health and wellbeing inequalities.

The Care Act 2014⁵ states that the County Council must provide or arrange services, resources or facilities that maximise independence and the core purpose of adult care and support is to help people to achieve the outcomes that matter to them in their life. The County Council must promote wellbeing when carrying out any of their care and support functions in respect of a person. This may sometimes be referred to as 'the wellbeing principle' because it is a guiding principle that puts wellbeing at the heart of care and support. The wellbeing principle is intended to cover the key components of independent living.

DFG Guidance 2022⁶ states that where the social care authority (Derbyshire County Council) determines that a need has been established it is its duty to assist, even where the Council is unable to approve or fully fund an application.

Under section 343 of the Armed Forces Act 2006⁷ (inserted by section 8 of the Armed Forces Act 2021), the Council is required to have due regard to the Armed Forces Covenant when allocating DFGs and allowing special consideration for veterans in some circumstances.

¹ <https://www.legislation.gov.uk/uksi/2002/1860/contents/made>

² <https://www.legislation.gov.uk/ukpga/1996/53/contents>

³ <https://www.legislation.gov.uk/ukpga/2004/34/contents>

⁴ <https://www.gov.uk/government/publications/a-decent-home-definition...>

⁵ <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

⁶ <https://www.gov.uk/government/publications/disabled-facilities-grant-dfg-delivery-guidance-for-local-authorities-in-england/disabled-facilities-grant-dfg-delivery-guidance-for-local-authorities-in-england>

⁷ <https://www.legislation.gov.uk/ukpga/2006/52/section/343A>

3. Health, Social Care and Housing Context

Research has shown that there is a direct impact on the health and well-being of residents resulting from the homes in which they live; therefore, poor housing can contribute to poor health.

Each year hazards in the home result in unnecessary injuries, episodes of ill health, and harm to mental health; in many cases, the occupiers do not link the poor condition of their homes with a potential negative impact on their health. The poorest housing stock can be found in the private sector, and in some cases residents who own their own homes are not able to maintain them resulting in hazards.

This pPolicy aims to address the link between housing conditions, social care and health through the provision of adaptations that allow disabled, older and vulnerable people to remain safely and independently in their homes; along with works to reduce serious hazards in the home that have the potential to cause accidents and ill health and increase demand on social care services.

4. Local Strategic Alignment

The practical interventions in this Policy have been created to strategically align and support delivery of the priorities in the corporate and partner strategies and plans below.

[South Derbyshire Council Plan 2024 - 2028](#)

The Council Plan 2024-28 outlines the Council's visions for the district. One of the plan's priorities is to 'Support our communities to live safely, healthily and independently' This Policy aims to enable people to live as independently as possible for longer in their own homes and the discretionary assistance provided will improve the health and wellbeing of residents across all tenures.

[The Derbyshire Health and Wellbeing Strategy 2022 Refresh](#)

The Derbyshire Health and Wellbeing Strategy vision focuses on prevention and the wider determinants of health to reduce health inequalities and improve health and wellbeing across all stages of life by working with the community. The integrated health and care system Joined Up Care Derbyshire commenced in 2022 and prevention and population health management are at the heart of their plans working in partnership to enable citizens to live healthier lives, reduce ill health and maximise wellbeing within both living and working environments.

[Derbyshire Better Care Fund \(BCF\) Narrative 2022 - 2023](#)

The County Council's BCF Narrative Plan outlines the way in which the Derbyshire BCF will operate with its partners to ensure that the health and social care system can deliver services

to meet the needs of the local population. Preventative services are included in the plan to promote self- management and to reduce the demand on secondary health and care services. These include Community Equipment Services and the Disabled Facilities Grants and the assistance types in the Private Sector Housing Assistance Policy support the delivery aims of the BCF Plan

- Prevention and early intervention to prevent crisis.
- Reducing delayed transfers of care (bed-blocking) or facilitate early discharge from hospital.
- Minimising avoidable admissions to hospital or residential care.
- Enabling people to remain living safely and independently at home.
- Maximising the health and wellbeing of the population.
- Ensuring seamless service provision is delivered across organisations by partnership working.

There are also a range of Adult Care Commissioning Strategies for older people, specialist housing accommodation and support, autism, dementia and for carers which all focus on enabling independence in a suitable home or community setting as far as possible.

Armed Forces Covenant

The Council along with the other Council's signed up to the Armed Forces Covenant during March 2019. The Council's housing service maintain a strong relationship with the armed forces community. A Veterans Gateway has been established to support veterans and their families to get in touch with the organisations best placed to help with the information, advice and support they need – from healthcare and housing to employability, finances, personal relationships and more.

5. Equality and Diversity

The Council wants to deliver responsive services and customer care that is accessible and inclusive to individuals' needs and respects cultural differences. The District has diverse communities and the Council's Equality, Diversity, and Inclusion Strategy 2021 – 25 seeks to embed that understanding how policy and practice are shaped across the Council.

The Policy has been written in line with legislation and covers all the 'protected characteristics' as detailed in the Equalities Act 2010. An equalities impact assessment has been undertaken as an integral part of the development of this Policy.

The Policy will be applied fairly and consistently to all of the District's residents and the Council will act sensitively towards the diverse needs of individuals and communities. It will not directly or indirectly discriminate against any person or group of people, and it will take positive action to reduce discrimination and harassment.

6. Evidence of Need

South Derbyshire is a largely rural District at the heart of the National Forest. It is one of the fastest growing areas in England with a current population of over 107,261. This is set to

grow by nearly 26.5% over the next 20 years and within this the 65+ population is expected to grow by 54.1%⁸. 10% of the population are lone pensioners⁹

The District is largely rural containing the main town Swadlincote and urban centre, and market towns of Melbourne and Hilton. The District is a diverse network of villages of varying sizes and just over 40% of the population live in rural areas.

According to the 2021 Census 17.9% of people in the District reported having a long-term health problem or disability that limited their day-to-day activities a lot or a little. This is slightly lower than the national average of 18.3% and the county average of 19.1%. Between 2019 and 2028, the number of people living with Dementia is set to rise by 36% and those living with a physical disability is set to rise by 32% over the same timeframe. Dementia rates for South Derbyshire at 3.6% according to the latest information from the Derbyshire Observatory are lower than the national average at 4%. This maybe symptomatic of lower diagnosis rates.

The housing stock in the District is mainly composed of owner-occupied properties, followed by social rented and private rented properties. According to the Census 2021, the tenure breakdown for South Derbyshire was:

- Owner-occupied: 75.9% (England: 63.8%)
- Social rented: 12.5% (England: 17.5%)
- Private rented: 9.6% (England: 16.5%)
- Other: 2.0% (England: 2.2%)

The right home environment is essential for health and wellbeing. Good quality and affordable housing help people stay healthy and provides a base from which to sustain a job, contribute to the community and achieve a decent quality of life. The property condition and standards are important aspects of this. The Private Sector Housing Stock Condition Survey 2019 showed that 15.3% private rented sector homes and 12.5% of owner-occupied homes in South Derbyshire have a HHSRS category 1 hazard and did not meet the decent homes standard – impacting on physical and mental health for both adults and children.

7. Policy Priorities

The Policy is designed to contribute towards the council's strategic aims and objectives by assisting with (the list below does not imply a priority order)

- Contributing to the principal aims of the BCF to reduce delayed transfers of care, minimise avoidable hospital admissions and facilitate early discharge from hospital where possible (reducing bed-based care).
- Improving the health, wellbeing, and quality of life of people living within the District.
- Removing or reducing housing related defects that are detrimental to a person's health.

⁸ South Derbyshire Active Lives Survey 2020 - 21

⁹ Derbyshire Observatory Area Profile 2021 <http://observatory.derbyshire.gov.uk/>

- Reducing the number of households living in fuel poverty by improving the energy efficiency of the District's private sector housing stock.
- Supporting the coordination and integration of services to deliver person centred outcomes.

8. Capital Resources

The main sources of funding that are available to support the delivery of this policy for owner occupiers, housing association and private rented tenants are:

- Annual capital grant plus additional capital grant from central government distributed through the Better Care Fund (BCF) each year
- Where capital monies are provided through the BCF they will be allocated for spending in line with decisions regarding capital expenditure agreed with the BCF spending plan as agreed through the appropriate governance structure.
- Local capital from the Council which may be provided for any specified purpose.
- Monies from national schemes such as energy company obligations.
- Money provided from partners or other public sector organisations to address specified problems.
- Money obtained from charitable or other sources on behalf of applicants

Local Housing Authorities are obliged first and foremost to deliver mandatory Disabled Facilities Grants. In addition, the Council will offer a range of discretionary grants to help older and disabled people to live as independently and safely as possible in their homes in line with evidence of need in the district.

Where BCF funding is utilised appropriately, and subject to meeting the requirement for mandatory and discretionary assistance, part of the funding may be allocated for specified social care capital projects. The use of this freedom to fund wider projects should be based on reducing the overall demand for DFG's, so that more people can receive the adaptations that they need. These will be decided in accordance with the BCF spending plan jointly agreed between the Council and the Joined-Up Care Derbyshire Integrated Care Board. This plan must be developed in keeping with the appropriate BCF Policy Framework and BCF Planning Guidance for the specified year (which provides specific guidance on Disabled Facilities Grants) and taken through the appropriate governance structure.

9. Principles of Assistance

The Council recognises that the primary responsibility for repairing and maintaining a property rests with the owner¹⁰. However, the Council has certain statutory responsibilities to fulfil and must also take steps to protect and assist vulnerable members of the community whilst providing advice to all residents to help them maintain their own homes and utilise government funding where appropriate.

¹⁰ The owner' is defined as the owner occupier, housing association or privately rented landlord.

The Council provides support to older and disabled individuals, and their carer's, to help them to remain living independently, confidently, safely and with dignity in their own homes. Housing assistance can help to reduce the impact of a disabling environment and therefore maximise independence. It can also help to prevent or delay the need for care and support, both of which are central themes of the Care Act 2014.

Housing accessibility depends on various factors such as affordability, availability, suitability, and support. The assistance in this policy does not sit alone and must be considered in conjunction with the wider private sector renewal assistance to improve housing standards and the ability to bring empty properties into use which are all important mechanisms to maximise and make the best use of the existing housing stock and meet housing need across South Derbyshire. There are different services and schemes that aim to help people access housing in South Derbyshire, such as:

- Corporate Enforcement Policy and Associated Guidance [Corporate Enforcement Policy Sept 2021.pdf](#)
- Empty Properties or Untidy Sites [Empty properties or untidy sites | South Derbyshire District Council](#)
- The Homefinder Allocations policy 2020 <https://www.southderbyshire.gov.uk/assets/attach/6865/Allocations-Policy-2020-002-.pdf>

10. Summary of Assistance

The following table provides a summary of the assistance types available contained in this policy with an outline of the aims, and the outcomes provided. Full details of how to apply and conditions can be found in Appendix A, B, and C.

Advice and Information	Funding Maximum	Financial Eligibility	Benefit/Outcome
To signpost where appropriate and directly help vulnerable, elderly and disabled adults and children to access assistance to help them live independently at home.	N/A	Non-means tested. Available to all South Derbyshire District Council residents. Advice and information will generally be available to all homeowners, private rented sector and housing association tenants.	• Increasing the number of people who can live independently and safely at home. • Contributing to the principal aims of the BCF to reduce delayed transfers of care, minimise avoidable hospital admissions and facilitate early discharge from hospital where possible (reducing bed-based care). • Improving the health, wellbeing, and quality of life of people living within the district. • Removing or reducing housing related defects that are detrimental to a person's health. • Reducing the number of households living in fuel poverty by improving the energy efficiency of the

Advice and Information	Funding Maximum	Financial Eligibility	Benefit/Outcome
			District's private sector housing stock. Supporting the coordination and integration of services to deliver person centered outcomes.

Mandatory Grants			
Name of Grant & Purpose	Funding Maximum	Financial Eligibility	Benefit/Outcome
Mandatory Disabled Facilities Grant (DFG) – To meet the council's statutory obligation to provide adaptations and/or technology to enable residents to live independently at home	Statutory maximum value of £30,000 as determined by the Housing, Grants and Construction Act 1996	Anyone with a permanent disability aged 19 or over or anyone applying on behalf of someone under 19 with a permanent disability: - Disabled homeowner - Disabled tenants or landlords with disabled tenants (private, housing association). - Disabled people living at home with their family, and - Parents or guardians of a disabled child who are homeowners or tenants. - Landlords with a disabled tenant can also apply for a grant. The council must be satisfied the work is: - Necessary and appropriate to meet the disabled person's needs	- Increasing the number of people who can live independently and safely at home. - Contributing to the principal aims of the BCF to reduce delayed transfers of care, minimise avoidable hospital admissions and facilitate early discharge from hospital where possible (reducing bed-based care). - Improving the health, wellbeing, and quality of life of people living within the district. - Removing or reducing housing related defects that

Mandatory Grants			
Name of Grant & Purpose	Funding Maximum	Financial Eligibility	Benefit/Outcome
		- Reasonable and practicable – depending on the age and condition of the property. Works are subject to the statutory means test with a local amendment to include Council Tax Benefit (not single person reduction) as a passporting benefit. Adaptation is the most satisfactory course of action subject to an assessment by an appropriate person as determined by the Council e.g., Occupational Therapist or Trusted Assessor (DFG) and a 'reasonable and practicable' assessment. The applicant or person they are applying for must: - Own the property and/or - Intend to live in the property for a period of 5 years.	are detrimental to a person's health. - Reducing the number of households living in fuel poverty by improving the energy efficiency of the District's private sector housing stock. - Supporting the coordination and integration of services to deliver person centered outcomes.

Flexible Assistance Linked to a Mandatory Disabled Facilities Grant			
Name of Grant & Purpose	Funding Maximum	Eligibility	Benefit/Outcome
Top Up Grant linked to a DFG (TUG) –	Upper Limit £30,000 on top in addition	The Council must have confirmed your eligibility for a Disabled Facilities Grant before	Increasing the number of people who can live

Flexible Assistance Linked to a Mandatory Disabled Facilities Grant			
Name of Grant & Purpose	Funding Maximum	Eligibility	Benefit/Outcome
To provide top-up funding to meet the reasonable cost of non-standard equipment and adaptations to assist a disabled person to live independently in their own home. To provide additional assistance when the statutory maximum (including fees and charges) has been exceeded.	to the assessed mandatory DFG £30,000 maximum. *In exceptional circumstances, the council may, at its discretion and subject to available funding, decide to approve topup assistance in excess of £60,000	an application for a Disabled Facilities Grant – Top Up can be considered. In addition, applications must be from owner occupiers. The financial assessment for any DFG top-up will only consider the financial circumstances of the disabled person and /or their partner. For Grant values over £50,000 all other forms of funding personal/Charitable/Social Care should be investigated and exhausted. Discretionary awards over the £60,000 limit will be considered on a case-by-case basis and approved by the Head of Housing Services	independently and safely at home. • Contributing to the principal aims of the BCF to reduce delayed transfers of care, minimise avoidable hospital admissions and facilitate early discharge from hospital where possible (reducing bed-based care). • Improving the health, wellbeing, and quality of life of people living within the district. • Removing or reducing housing related defects that are detrimental to a person's health. • Supporting the coordination and integration of services to deliver person centered outcomes. •
Contribution Grant linked to a DFG (CG) – To support those facing the greatest need, who are unable to secure funding from	£10,000	The council must have confirmed your eligibility for a Disabled Facilities Grant before an application for a Contribution Grant can be considered.	• Fewer people opting out of the process due to unaffordable adaptations following the means test

Flexible Assistance Linked to a Mandatory Disabled Facilities Grant			
Name of Grant & Purpose	Funding Maximum	Eligibility	Benefit/Outcome
other sources to help pay for their assessed contribution as determined by the mandatory DFG means test.			
Professional Fee Grant linked to a DFG (PFG) – The preparation of a mandatory Disabled Facilities Grant application often incurs necessary professional fees. If the grant does not go ahead due to unforeseen circumstance, it leaves the applicant liable for abortive costs. This grant will cover these costs to prevent financial worries and/or further distress..	£3,000 maximum	The council must have confirmed your eligibility for a Disabled Facilities Grant before an application for a PFG can be considered. Fees must be approved by Manager where the DFG does not proceed. Fees are paid directly to Professional providing the service.	- Improving the health, wellbeing, and quality of life of people living within the district. - Supporting the coordination and integration of services to deliver person centered outcomes.
Relocation Grant (RG)	£10,000 Maximum	The council must have confirmed your eligibility for a Disabled Facilities Grant before an application for an RG can be considered. Available to owner occupiers, housing association and private rented sector tenants. The Council must have determined:	- Increasing the number of people who can live independently and safely at home. - Contributing to the principal aims of the BCF to reduce delayed transfers of care, minimise avoidable hospital admissions and facilitate

Flexible Assistance Linked to a Mandatory Disabled Facilities Grant			
Name of Grant & Purpose	Funding Maximum	Eligibility	Benefit/Outcome
		- it is not reasonable or practical under the mandatory DFG assistance to suitably adapt the home of the disabled person, - or the cost of the adaptation work exceeds the maximum grant limit of £30,000 and available Top-Up Grant - or moving home would provide a better long-term solution. Applications must be supported by an OT who can confirm that the new property will meet the needs of the disabled person or be suitable for adaptation at a reasonable cost. Applicants must be moving within the Council area to a property which will be their main residence. Assistance will not be given towards the purchase price of a property. If the move is aborted at the fault or choice of the applicant, costs will not be paid.	early discharge from hospital where possible (reducing bed-based care). - Improving the health, wellbeing, and quality of life of people living within the district. - Removing or reducing housing related defects that are detrimental to a person's health. - Supporting the coordination and integration of services to deliver person centered outcomes.

Additional Flexible Assistance to support delivery of the Better Care Fund Outcomes			
Name of Grant & Purpose	Funding Maximum	Eligibility	Benefit/Outcome
			•
Safe, Warm and Well Grant (SWWG) The SWWG is designed to enable homeowners to quickly access financial assistance to carry out a wide range of minor works and small repairs to reduce risks and accidents around the home, promote independent living and assist with hospital discharge or prevent hospital admission.	£10,000 maximum	Owners Occupiers only Eligible by DFG means test and to vulnerable households in receipt of a means-tested passporting benefit Households that are not on a means tested benefit will be considered following a formal means test The works the grant would cover need to complement already existing funding and not be seen as a way for others to save money – the gaps in provision usually cover areas such as funding clearing and cleaning properties to enable discharge rather than facilitating minor adaptations which are often funded by Health and/or Social Care. The works the grant would cover for owner occupiers and their families would be: - serious hazards in the home assessed formally by the Council using the Housing, Health and Safety Rating System HHSRS (detailed in the Housing Act 2004) - water supply, drainage and heating	- Improving the health, wellbeing, and quality of life of people living within the district. - Removing or reducing housing related defects that are detrimental to a person's health. - Supporting the coordination and integration of services to deliver person centered outcomes.

Additional Flexible Assistance to support delivery of the Better Care Fund Outcomes			
Name of Grant & Purpose	Funding Maximum	Eligibility	Benefit/Outcome
		issues, electrical and gas safety, repairs to stairs, floors, and steps, - safety and security repairs	
Thinking Ahead Grant (TAG) This will give personal choice to a person about how and where to meet their future needs by providing works to make the home dementia friendly or to meet sensory and behavioural needs and allowing to people to remain at home or return home to die. It will enable a person to live safely, manage their own surroundings, and retain/develop their independence.	£2,500 maximum	No means-test and available to owner occupiers, housing association and private rented sector tenants. The property must be the persons permanent residence. An OT or similar suitable referral to prevent an applicant from being admitted to a hospital or care home or to support timely discharge from a hospital or care home. The applicant has memory loss or a diagnosis of dementia/Alzheimer's disease by a suitable professional. The applicant has a terminal diagnosis (relaxed in terms of professional decision). The applicant has a sensory or behavioural need professionally assessed by a suitable person.	- Increase the number of people living independently and safely at home. - Reduce the number of serious hazards in people's homes. - Assist with hospital discharge and delayed transfers of care, including reducing the use of bed-based care. - Improve the health, wellbeing, and quality of life of people living within the District.

Additional Flexible Assistance to support delivery of the Better Care Fund Outcomes			
Name of Grant & Purpose	Funding Maximum	Eligibility	Benefit/Outcome
		The person is not able to return home due to hoarding and works to clean and clear the property is required.	



11. How to Apply for and the Delivery of Assistance

All types of discretionary assistance offered through this policy will be managed by South Derbyshire District Council DFG Team.

Enquiries can be made by telephone 01283 595719 , in writing, (South Derbyshire District Council, Civic Offices, Swadlincote DE11 0AH), by email adaptations@southderbyshire.gov.uk or via the Councils website [Disabled Facilities Grant | South Derbyshire District Council](#)

The Council aims to be as helpful to potential applicants for financial assistance as resources will allow. Advice and guidance is available to older, disabled and vulnerable clients regardless of whether or not they are eligible for financial assistance.

A preliminary enquiry system will allow enquiries to be routed quickly to the most appropriate form of assistance. This will help to ensure that higher and lower risk cases are dealt with in a timely way.

An application for a grant involves:

- An assessment by an appropriate person e.g. occupational therapist from Social Services, or trusted assessor of your needs;
- An assessment of your income and savings to determine the amount of grant to be paid.

Grants for disabled children aged under 19 are not subject to this financial means testing.

For mandatory disabled facilities grant, there are three options available to residents regarding the way in which an application can be supported and made.

Option 1 - Managed Application Process

The Council will fully manage the application for the applicant. The Council will handle everything on behalf of the applicant through an agreement between the applicant and the service. This is the easiest and most effective option, particularly for more extensive adaptations, as the service will organise and manage both the funding application and the work using appropriately qualified and competent trade persons. For this option that applicant will sign a written agreement that will clarify the contractual obligations of both the Council and the applicant.

The Council will:

- Where applicable, assess the applicant's financial circumstances by a statutory means test which will identify any contribution to be paid towards the cost of the works.
- Arrange for a technical officer to visit to discuss how the adaptations can be provided in the home and what building works or alterations are required to provide them.
- Draw up a schedule of works and plans (and planning permission or building regulations approval if required).

- Assist in the completion of the formal DFG application forms .
- Supervise the contractor on site on behalf of the applicant.
- Deal with any unforeseen works and interim payments.
- Arrange final payment to the contractor and collect any certificates and guarantees from them and pass them on the applicant.

Option 2 – Customer Contractor Process

This option is where an applicant may wish to use the services of the Council to prepare their application for DFG, including the preparation of drawings but wishes to use their own choice of contractor to carry out the works. For this option that applicant will sign a written agreement that will clarify the contractual obligations of both the Council and the applicant.

A comprehensive information pack will be provided to any applicants who wish to pursue this option including the role of the Aids and Adaptations Team and the responsibilities regarding the works which will transfer to the applicant (this option is in development).

Option 3 – Customer Managed Process

This option is where an applicant may wish to complete all elements of the application, supporting information and building management themselves.

An applicant can use their own architect or draftsman and contractors to plan, develop or build a preferred scheme.

A comprehensive information pack will be provided to any applicants who wish to pursue their own application which outlines the information required to make a DFG application and the requirements to receive DFG funding.

12. Fees and Ancillary Charges

The Council will charge reasonable fees for Option 1 and Option 2, these fees are also subject to a means test to determine if the applicant has to contribute financially for the services.

The following fees will be eligible for financial assistance if they have been incurred as part of the application process for mandatory disabled facilities grant funding:

- Confirmation, if sought by the Council, that the applicant has a relevant owner interest
- Relevant legal fees
- Technical and structural surveys
- Design and preparation of plans and drawings
- Preparation of schedules of relevant works
- Assistance in completing forms.

- Applications for building regulations approval (including application fee and preparation of related documents), planning permission, listed building consent and conservation area consent (and similar)
- Obtaining estimates
- Consideration of tenders
- Supervision of the relevant works
- Disconnection and reconnection of utilities where necessitated by relevant works
- Payment of contractors
- In a case where the application is for adaptations support, the reasonable services, and charges of a (private) Occupational Therapist in relation to the relevant works.

It is important to note that if a private occupational therapist is used then the Council will still seek input from the Council's Occupational Therapy Service to determine the works that are eligible for Disabled Facilities Grant funding.

Adaptations will only be eligible for grant assistance if the Council consider the scheme of work to be 'reasonably practicable and 'feasible' within the scope of the existing property.

13. How the Assistance will be Paid

The Assistance will only be paid if;

- The assisted works are completed within 12 months of the date of the approval unless the delay was caused by the Council, or an appropriate approval time-extension has been agreed due to exceptional circumstances. Applications for extensions will be considered on a case-by-case basis.
- The assisted works are carried out in accordance with the specifications set out in the formal approval or as varied with the prior agreement of the Council.
- The assisted works are carried out to the satisfaction of the Council and the applicant.
- The Council is provided with an invoice, demand, or receipt for payment in an acceptable format.
- The applicant has completed a means test and is eligible to receive funding

Invoices must be addressed to the applicant c/o the Council and must contain sufficient detail for the Council to identify in full, the works carried out, the price charges and any variations previously agreed with the Council. Any invoice must not be produced by the applicant or a family member.

The Assistance may be paid in one lump sum on satisfactory completion of the works or by staged payments as the work proceeds. Stage payments (interim payments) will only be made where the Council, is satisfied that the value of work completed exceeds the value claimed to date. A maximum of three stage payments and a final payment will be considered.

The contract for works funded by Disabled Facilities Grants, and associated assistance, will be between the applicant and the contractor, as set out in the legislation. Whilst the Council's Standing Orders regarding Procurement do not directly apply, as the Council is

not entering into a contract, when obtaining quotes on behalf of applicants the DFG Service will follow the same principles to ensure appropriate service is provided for applicants it is supporting.

The provision of assistance other than Mandatory Disabled Facilities Grants is subject to the availability of funding. All applications will be considered based on the identified needs and circumstances of the applicant or household.

Where the applicant chooses their own contractor, any associated costs which are incurred as part of the application for funding, such as Architects fees or Land Registry charges, will be included in the value of any funding awarded and will not be paid separately apart from exceptional circumstances where works cannot proceed, and such costs may be eligible for discretionary assistance.

If the grant is over £5,000 a local land charge will be registered against the property to a maximum of £10,000 and claimed back as if the owner sells or transfers the property within 10 years of completion of the works. The Council will always consider the individual circumstances of the recipient when considering whether to request repayment of the DFG.

The provision of mandatory grants and discretionary financial assistance will be subject to internal and external auditing to ensure adequate procedures are in place and followed and that there is an appropriate use of public funds.

14. Where Assistance will be Restricted

There will be instances where it will not be possible to provide assistance or funding may be reduced or reclaimed due to certain criteria. These are listed below:

1. Where ownership of the property is disputed.
2. Where the owner(s) has a statutory duty to carry out the necessary works and it is reasonable in the circumstances for them to do so.
3. Where the residence is not regarded as permanent.
4. No assistance will normally be given for work started before formal approval of an application, except that:
 - i. The council may in exceptional circumstances exempt an application from this condition, for example where a defect may present a serious risk to health and safety.
 - ii. The council may, with the consent of the applicant, treat the application as varied so exclude any works that have been started before approval.
5. Grant assistance will not normally be provided for works covered by insurance. Where, before a grant for assistance is approved it is found that an applicant can make an insurance claim, the insurance company will be requested to confirm in writing the level of their liability, if any. The level of assistance will be reduced by an amount equivalent to the insurance company's liability. Where assistance is approved, a condition will be imposed requiring the applicant to pursue any relevant claim against an insurance company or third party for;
 - i. Claims for personal injuries where the works are required under a Mandatory Disabled Facilities Grant.

- ii. Claims on the applicant's property insurance or on a third party where the application is in respect of works for which financial assistance has been given. Then the applicant will be required to repay the financial assistance provided out of the proceeds of such a claim.
6. The Council will only provide assistance where the age and condition and structural layout of the property has been determined as appropriate, reasonable, and practicable to achieve the scope of works required.
7. The council will determine whether prices provided by contractors are value for money. In determining this, the Officer will consider similar jobs priced within the last year. The Officer may liaise with the relevant body or contractor to check the specification and any estimates, as part of the procurement procedure.
8. If the Officer believes the price for contracts is too high and identifies an appropriate price for which is lower, they will advise the client that the total eligible assistance will be the lower amount. The client is under no obligation to use the lower priced contractor but must be aware the Council will only make a grant or assistance payment up to the value of the lower price.
9. Where the client chooses to pursue a different scheme or an enhanced scheme of works, the Council will only provide financial assistance to the value that would satisfy the primary requirement(s) identified by the Occupational Therapy Service or similar service. This is, subject to the clients preferred scheme also satisfying the primary requirements identified.
10. The Council may refuse any application for assistance lacking the required information or documentation.
11. Where the applicant deviates from the scheme of works approved by the Council without prior agreement, the Council may rescind the approval or refuse to make any further payment of assistance. The Council may also seek to recover any interim assistance payments previously made against the approved scheme.
12. If the applicant is an owner of the dwelling in respect of which Assistance has been approved and ceases to be the owner before the works are completed, the applicant must repay the Council on demand the total amount of Assistance that has been paid.
13. In the case of common parts of a dwelling the Council will only consider assistance for the reasonable sum or proportion of the applicant's liability. The applicant must prove repairing liability for the common parts.
14. The Council may, where financial or operational demands dictate, defer payment of a Disabled Facilities Grant for a period not exceeding 12 months. Any deferment will be detailed in the approval notice.
15. The provision of Assistance is allowed for caravans and houseboats used as a main residence, subject to meeting other eligibility requirements. Holiday residencies, caravans on holiday sites or sites with restricted occupancy, second homes (as defined by Council Revenue's criteria) and sheds, outbuildings or appurtenances will not qualify for Assistance.
16. The Council recognises that this policy cannot cover every likely situation and there may be persons who genuinely need some form of urgent support that are precluded from accessing Assistance due to a specific aspect. In these situations, the Council may consider offering assistance in exceptional circumstances, in particular where support would help the council meet its strategic objectives, as determined by the relevant officer.

15. Death of an Applicant

If the applicant should die before the Assistance is approved, the application will be treated as withdrawn.

If the applicant should die after approval of the Assistance or whilst the approved works are in progress, the council may, at its discretion agree to completion or making good of the works and pay the Assistance in full, or an appropriate proportion of the approved sum relative to the works completed.

Where an applicant receiving Disabled Facilities Grant assistance dies following completion of the works but prior to the expiry of the ten-year local land charge the council will seek repayment of the sum on the charge from the applicant's estate if disposal by sale, transfer or other change in ownership takes place.

16. Additional Conditions

The Council reserves the right to impose additional conditions when making a grant/assistance approval. These may include but are not restricted to:

- i. A contribution to the cost of the assisted works by the applicant.
- ii. The right to nominate tenants to housing accommodation available for rent.
- iii. Housing accommodation being maintained in a good state of repair after completion of the assisted works.
- iv. The right of the Council or its appointed agent to recover specialised equipment when no longer needed.

17. Decisions, Notifications and Redeterminations

The Council will notify the applicant in writing when their application has been approved or refused. The decision will be made as soon as is reasonably practical and, in any event, no later than six months after receipt of a full and valid application.

If the application is approved, the notification will specify the eligible works and the value of the assistance. In the case of a Disabled Facilities Grant the Council may, where financial or operational demands dictate, defer payment of the assistance for a period not exceeding 12 months. Any deferment will be detailed within the grant approval notice.

If the application for Assistance is refused, the Council will give the reasons for the refusal and confirm the procedure for appealing the decision.

Where Assistance has been approved and the Council is satisfied that through circumstances beyond the control of the applicant, which could not have reasonably been foreseen. If the cost of the works has either increased or decreased, the Council may, at their discretion, re-determine the financial assistance given and notify the applicant

accordingly by issue of a re-approval notice.

If an application is found to be fraudulent following the payment of the grant, or if any information within the application process is deemed to be a direct and deliberate attempt to mislead the Council, full repayment of the grant will be recovered by the Council.

Additional works or deviations from the approved works carried out without prior approval of the Council will not be considered for any increased financial assistance and will remain the responsibility of the applicant to fund.

18. Review of Councils Decision

Any person having made a valid application may request a review of the decision not to consider or to refuse an application.

The request must be submitted to the Council within 21 days of the date of the decision letter. The request must be in writing. If the applicant requires any assistance in completing this, then further support and assistance is available from Customer Services. A review of the decision will be undertaken by the Head of Housing, and the decision will be notified to the applicant in writing. If the person remains dissatisfied with the review decision, they should seek independent legal advice.

Any departure from Policy will only be considered where the applicant can demonstrate exceptional circumstances and do not have the means by which, they could reasonably be expected to otherwise fund and undertake the work.

Complaints about service delivery rather than Policy must be made to the council who will investigate the complaint in accordance with their Complaints Procedure which is available on request. A copy of the Council's complaints process can be found <https://www.southderbyshire.gov.uk/about-us/have-your-say/comments-compliments-and-complaints>

19. Useful Contacts

Derbyshire County Council	Telephone: 01629 533190 Email: contactcentre@derbyshire.gov.uk
South Derbyshire District Council	Telephone: 01283 221000 Email: customer.services@southderbyshire.gov.uk
Derbyshire Handy Person Plus Service	Telephone: 01283 219761 Email: CVS
South Derbyshire Community Voluntary Service (CVS)	Telephone: 01283 219761 Email: projectsupport@sd cvs.org.uk

20. Data Protection

All data will be held securely in accordance with the Data Protection Act 2018.

In order to progress an application, it may be necessary to share the information an applicant provides with relevant other Council departments and externally with Adult Social Care and other relevant health care professionals. Applicants will be informed of this data sharing at the time of applying in the form of a privacy notice.

The Council is under a duty to protect public funds and may use the information provided for the prevention and detection of fraud.

21. Service Standards, Key Targets

There is no national standard for the services provided through this policy except a statutory requirement for Councils to determine valid and fully made applications for mandatory Disabled Facilities Grant within six months. This does not account for pre-application activities such as the screening process and the 'application support' and administration including Occupational Therapy assessment, means testing, producing specifications, finding contractors, etc.

The service records, all key activities and dates can report on a variety of measures, including date inquiry, received, date application submitted, date of grant determination, date works started, type and value of works and contributions, date works finished, and date works practically completed. The schemes contained within this policy will be subject to a consistent monitoring and evaluation procedure to ascertain that value for money is being achieved by the individual schemes along with measuring the social return on investment the scheme makes.

Legislation also requires that works are completed within 12 months of any Disabled Facilities' Grant approval being issued. This can be extended by negotiation if there are valid reasons to do so, such as the customer receiving care, occasional changes in contractor or specification, complex snagging etc.

Locally, the service aims to apply the funding it receives fully each year with minimal waiting lists and with maximum benefit to customers. It will also work in partnership with the South Derbyshire Joined-Up Integrated Care Board to support delivery of the Better Care Fund Plan metrics on a bi-annual basis. A key reporting determinant being Independent Living which is a priority of the Integrated Care Board.

The South Derbyshire District Council DFG Team is committed to ensuring good quality customer service in accordance with the Council's service standards.

22. Policy Consultation and Implementation Plan

The policy has been consulted and developed with a wide range of partners through one-to-

one interviews, workshops and sharing of the early drafts and options for the policy. The feedback was used to inform the content of the final policy. The policy will commence on 1st April 2025 and will apply to all full applications received after this date only. Applications for discretionary assistance outlined in this policy cannot be made retrospectively.

This policy will be reviewed bi-annually or as required based on the availability of finance to provide the necessary assistance and any changes in legislation or identified good practice.

23. Glossary and Explanation of Terms

The glossary and explanation of terms can be found at Appendix B

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Appendix A – Mandatory Disabled Facilities Grants

Mandatory Disabled Facilities Grant with Local Amendments

This is included for context and information purposes and includes a means test amendment within South Derbyshire District Council.

The Council will award mandatory Disabled Facilities Grant (DFG) according to the governing legislation – principally the 1996 Act and subordinate Regulations and Orders as

amended - and guidance issued by central Government. These details amongst other matters the types of work that are to be funded, the maximum grant payable (currently £30,000), and the test of financial resources where applicable.

Qualifying Criteria

Any person who makes an application for Mandatory Disabled Facilities Grant must;

- i. Be over 18 years of age at the date of the application.
- ii. Live in the dwelling as his/her only main residence and
- iii. Have an owner's interest in the dwelling (other than by virtue of being a Registered Social Landlord under Part 1 of the Housing Act 1996 or being eligible for such registration) or be a tenant or licensee of the dwelling, alone or jointly with others but not being a member of the landlord's family, with a tenancy or license permitting occupation of the dwelling for a minimum period of 12 months after approval of the Assistance, and
- iv. Have the power or duty to carry out the works and where appropriate have the owner's consent in writing to carrying out the works, and
- v. Satisfy such test(s) of resources as the council, or statute, may from time to time have in place.
- vi. Not be ineligible, by virtue of the Housing Grants, Construction and Regeneration Act 1996, Regulations made under the Act or any other enactment.
- vii. Homeowners have the primary responsibility for ensuring their homes are properly maintained and in the first instance should pursue private finance. We may assist eligible, vulnerable homeowners to make sure they have the opportunity for achieving the correct property standards.

Occupation Requirements

Where an owner occupier has given a signed undertaking to occupy a property as their principal residence after completion of the works, and if they cease to do so during that time, they will repay on demand to the Council the total amount of Assistance paid out.

Where a landlord (or owner) has given a signed undertaking that the property will be available for letting for a period specified after completion of the assisted works and ceases to make the relevant property available for letting during the specified period. Then the landlord will repay on demand to the Council the total amount of Assistance paid out.

Where the Council has the right to demand repayment, but extenuating circumstances exist, the Council may determine to waive the right to repayment or to demand a sum less than the full amount of Assistance paid out.

As a part of the application process, the Council will require certificates relating to property ownership and future occupation and will request permission from the owner. The Council would reasonably want to ensure the tenant has the right to carry out the works and that the landlord would not object or attempt to reinstate the property and evict the client.

Qualifying Works

Those works eligible for mandatory Disabled Facilities Grant is set out in section 23(1) of the 1996 Act, as amended. These are;

- i. facilitating access by the disabled occupant to and from the dwelling, qualifying houseboat, or qualifying park home, (now including the garden) or
- ii. making the dwelling, qualifying houseboat or qualifying park home safe for the

- disabled occupant and other persons residing with them;
- iii. facilitating access by the disabled occupant to a room used or usable as the principal family room;
- iv. facilitating access by the disabled occupant to, or providing for the disabled occupant, a room used or usable for sleeping;
- v. facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a lavatory, or facilitating the use by the disabled occupant of such a facility;
- vi. facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a bath or shower (or both), or facilitating the use by the disabled occupant of such a facility;
- vii. facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a wash hand basin, or facilitating the use by the disabled occupant of such a facility;
- viii. facilitating the preparation and cooking of food by the disabled occupant;
- ix. improving any heating system in the dwelling, qualifying houseboat or qualifying park home to meet the needs of the disabled occupant or, if there is no existing heating system or any such system is unsuitable for use by the disabled occupant, providing a heating system suitable to meet their needs;
- x. facilitating the use by the disabled occupant of a source of power, light or heat by altering the position of one or more means of access to or control of that source or by providing additional means of control;
- xi. facilitating access and movement by the disabled occupant around the dwelling, qualifying houseboat or qualifying park home in order to enable them to care for a person who is normally resident and is in need of such care;
- xii. facilitating access to and from a garden by a disabled occupant; or making access to a garden safe for a disabled occupant.

Local enhancements to Disabled Facilities Grant in South Derbyshire

South Derbyshire District Council has decided to re-introduce Local Council Tax Reduction as a 'passporting' benefit for applicants for Mandatory Disabled Facilities Grant. Prior to the Government's revision of the list of passported benefits in 1996, applicants in receipt of Council Tax Benefit were exempt from the Test of Resources. Council Tax Benefit was the predecessor national benefit to Local Council Tax Reduction is a similar benefit to LCTR.

Inclusion of entitlement to LCTR as a passported benefit restores the pre-1996 position and consequently will enable residents with a disability receiving LCTR to apply for a mandatory disabled facilities grant without undergoing the Test of Resources.

Warranty Provision

The Council will include as part of the mandatory Disabled Facilities Grant the cost of a maintenance agreement for a period of five (5) years (where available) from the certified date for stair lifts, through-floor lifts, Clos-o-mat type toilet, step-lifts and similar equipment installed with the assistance of that grant. Where maintenance agreements of 5 years are not available through the Manufacturer the Council will fund the maximum warranty that is available. Where installing a reconditioned stair lift, any unspent warranty will be increased to the full 5 years if possible.

Necessary, Appropriate, Reasonable and Practicable

A mandatory Disabled Facilities Grant application will only be made if the works are both

'necessary and appropriate' and 'reasonably practicable'. Where an applicant prefers a different scheme of works to that approved by the Council, the Council may offer to 'offset' the value of the original scheme towards those greater works with appropriate safeguards. This is at the discretion of the Council.

Works which have been started prior to the approval of an application will not be eligible for financial assistance.

Unexpected works which arise during the carrying out of eligible works will be considered for assistance if the works could not have been reasonably foreseen and if they are vital to the completion of a safe and effective adaptation.

Unforeseen works carried out without prior approval of the Council will not be eligible for assistance. Where unforeseen works are necessary these will be added to the grant up to the specified maximum for mandatory Disabled Facilities Grant. Costs above the mandatory grant maximum may be supported as discretionary assistance in accordance with this policy. Care must be taken when agreeing to schemes of works on third-party property such as tenanted accommodation, that the property owner is fully engaged with the decision process. This is also particularly important where an architect or similar is acting on the customer's behalf, and where issues such as planning permission, building control and other regulations are involved.

Contractors

The Council's Disabled Facilities Grant award is for a sum of funding only and is not inclusive or exclusive of using any specific contractors or products. Customers may specify and choose their own contractors, agent, products, and design – but take responsibility for those choices. The responsibility for supervision of the works rests with the applicant or with any suitably qualified and indemnified building professional or agent acting on the applicant's behalf and not with the Council.

All work must be undertaken:

- a) In accordance with manufacturers recommendations and best practice.
- b) In accordance with and to the satisfaction of the council and Occupational Therapist/Trusted Assessor or other appropriately qualified professional's requirements.
- c) In accordance with building, planning and installation regulations where applicable and Health and Safety regulations.

Payment of the grant/assistance will be made, in whole or by part payments, on receipt of contractor's invoice following satisfactory completion of the eligible work as determined by the Council's Officer.

Financial Assistance Award

Mandatory Disabled Facilities Grant will be subject to a means test in accordance with the regulations made under the 1996 Act, including any local amendments within this policy. The maximum mandatory Disabled Facilities Grant award at the time of policy publication is £30,000 minus any contribution required by a 'means test' (test of financial resources. If the maximum grant limit is changed by statute, then the maximum available Disabled Facilities Grant award by South Derbyshire District Council will reflect this.

Where successive applications are awarded, the applicants' assessed contribution to the first grant award will be considered if within the period of the contribution originally calculated (10 years if owner, 5 years if tenant).

NOTE: where an applicant is in receipt of a recognised, qualifying, means tested benefit they will not be further means tested and they will have no calculated contribution to make. Where works are for the benefit of a child or young person up until their 19th birthday or younger at the date of application – they too will be exempt from a means test.

Conditions relating to Contractors, Standard of Works, and Invoices

In approving an application for financial assistance, the Council will require as a condition that the eligible works are carried out in accordance with any specification it has decided to impose.

The eligible works must be carried out by a competent contractor(s) upon whose estimate the financial assistance is based, or if two estimates were submitted, by the lowest quoting contractor. The Council's consent must be obtained prior to the works if a contractor who did not submit an estimate is to carry out the works, and if an agreement is given, an estimate from the new contractor must be submitted to the Council (this does not automatically convey a difference in revised grant award – any additional costs must be separately financed by the client). Similarly, if the applicant prefers the contractor with the higher value quote, then the Council will base the eligible costs on the lowest quotation and the applicant will pay the difference between the eligible costs and higher quotations.

An invoice, demand or receipt will not be acceptable if it is given by the applicant or a member of the applicant's family. Where works are carried out by the applicant or a member of their family, only the cost of materials used will be eligible for financial assistance.

It is a condition of the financial assistance that the eligible works are carried out within 12 months of the date of approval of the application. This period may be extended by the Council if it thinks fit, particularly where it is satisfied that the eligible works cannot be completed for good cause – requests for additional time must be made in writing before the 12-month period ends and approved extra time will be confirmed in writing by the Council.

The payment of the financial assistance to the applicant will be dependent upon the works being carried out to a standard that is satisfactory to the Council and upon receipt of a satisfactory invoice, demand, or receipt for the works and any preliminary or ancillary services or changes.

The Council will usually make payments direct to the contractor on behalf of the client, and not usually to the applicant. Where the applicant disagrees with a payment made direct to a contractor, no payment shall be made until any dispute is resolved. Legislation permits the Council to make payment by delivering to the applicant an instrument of payment in a form made payable to the contractor, OR by making payment direct to the applicant in accordance with information provided prior to grant approval.

NOTE: Contractors receiving direct payment may be required to provide sufficient information to be set up on the Council's financial systems – BUT this should not frustrate

the client's choice, as the mandatory Disabled Facilities Grant (only) is an award of funds and not an award tied to a specific contractor with additional financial conditions.

Future occupation of the dwelling

It is a condition of the grant that throughout the grant condition period (that is 5 years from the date of certification) the dwelling is occupied in accordance with the intention stated in the certificate of owner occupation or availability for letting or intended tenancy.

Applicant dies

Where the applicant or disabled person for whom the adaptation is required dies prior to grant application then no funding will be available via the Mandatory Disabled Facilities Grant for any costs incurred.

Where the applicant or disabled person dies after the grant has been awarded, then reasonable fees will be paid from the grant where those have been incurred and can be evidenced. If works have been started then they will be completed to a reasonable point which makes the property safe and meets minimum standards, excluding the provision of any specialist equipment. Each case would be decided individually based on circumstances and the stage of works completed, but it would be expected that all electrical and plumbing installation works would be completed and able to be used, although decoration and finishes etc. may not be completed.

Customer Own Schemes (COS)

Customers who meet the Disabled Facilities Grant eligibility and are therefore entitled to a grant may wish to 'top-up' the Disabled Facilities Grant funding. The Disabled Facilities Grant recommendation by the Occupational Therapist will be for the most cost-effective solution which meets all identified needs and will look to adapt an existing property. Where a customer wishes to pursue a different scheme, they will be responsible for the difference in costs between the Disabled Facilities Grant 'Mandatory Scheme' and the final cost of the works, including unforeseen costs.

The surveyor from South Derbyshire District Council and the Occupational Therapist will work with the customer, their architect, and builders as applicable, to ensure that the final scheme meets the disabled person's needs and where applicable planning and building control regulations have been adhered to.

Recovery/ Repayment of assistance awarded

Some mandatory Disabled Facilities Grant funding may be recoverable by registering the grant as a local land charge and in accordance with permitted values as outlined in the Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008. All local land charges registered by the Council regarding mandatory Disabled Facilities Grants will be registered in accordance with this Order.

Where the customer is an owner-occupier and not a tenant, a sum of up to £10,000 may be recovered for works more than £5,000. This sum would only be recovered if the property is sold or title otherwise transferred within 10 years of the certified (completion) date of works, subject to the Council's discretion to reduce or waive in the case of financial hardship. All recoverable costs are be registered as a local land charge against the property.

NOTE: this is separate and different to the potential repayment of grant in the event of a breach of occupancy conditions or detected fraud. Also, Councils are entitled to recalculate grant awards in limited circumstances, such as for example if any relevant insurance claims are pending, and to cease making payments and to seek repayment in some cases as detailed in sections 40-42 of the 1996 Act.

Where a charge (repayable grant) is due for recovery, on receipt of a written request from the responsible person the Council will consider the options to reduce or waive repayment in particular circumstances to be determined in accordance with the following criteria;

- the extent to which the recipient of the grant would suffer financial hardship were they to be required to repay all or any of the grant;
- whether the disposal of the premises is to enable the recipient of the grant to take up employment, or to change the location of their employment;
- whether the disposal is made for reasons connected with the physical or mental health or wellbeing of the recipient of the grant or of a disabled occupant of the premises;
- whether the disposal is made to enable the recipient of the grant to go into care, live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the grant is intending to provide, or who is intending to provide care of which the recipient of the grant is in need by reason of disability or infirmity.

The decision as to whether to waive or reduce the repayment shall be made by the Head of Housing. Any challenge to that decision is by way of Judicial Review.

Worked examples of the charge are given below:

1. Works and funding awarded below £5,000

No land charge placed.

2. Works and funding awarded between £5,001 and £15,000

Land charge value would be the value of works above £5,000 i.e.

- a. Works costing and grant award of £7,000 would result in a £2,000 land charge.
- b. Works costing and grant award of £14,000 would result in a £9,000 land charge.
- c. Works costing and grant award of £15,000 would result in a £10,000 land charge.

3. Works and funding awarded in excess of £15,000

The land charge placed would be £10,000 for all cases where the cost of works and grant awarded was £15,000 or more as this is the maximum land charge that can be placed for a mandatory disabled facilities grant.

Appendix B – Flexible Assistance linked to the delivery of a Disabled Facilities Grant

B1. Top-up Grant (TUG)

Aims

The aim of the scheme is to help the vulnerable members of the community where the Mandatory Disabled Facilities Grant is insufficient to cover the full cost of the works or where the works are out of scope of the legislation but by completing them there would be

demonstrable savings to the wider public purse and clear benefits to the applicant and/or their family/carers.

How will it be funded?

The grants will be funded from the Disabled Facilities Grant Allocation and from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Council.

Who will it help?

Those who have been assessed as eligible to apply for mandatory Disabled Facilities Grant assistance and towards the mandatory designed scheme to meet identified needs.

Owner Occupiers, Housing Association and Private Rented Sector Tenants.

Will it be means-tested?

There will be no additional formal means test.

How much funding might be available?

Top-Up Grant (TUG) is discretionary and may be awarded subject to the availability of resources.

Where the additional funding is £10,000 or less then the decision will be based upon evidence provided by the relevant officers from Occupational Therapy and South Derbyshire District Council and signed off by the Technical Officer involved in the case.

Where the additional funding amounts above £40,000 and up to a maximum of £60,000 (including the £30,000 mandatory element):

- the Technical Officer will need to investigate and exhaust all other forms of potential funding personal/charitable/Social Care
- to then be approved by the Strategic Housing and Development Manager

Amounts above £60,000 will require a supporting report to be considered by a panel consisting of the Executive Director of Place and Prosperity and stakeholders representing the appropriate agencies who have the mandate to make decisions.

Will there be a charge against the property?

For owner-occupiers any sum awarded for TUG will be registered, **in full as a local land charge**. There will not be a maximum level of charge as it will be determined in line with the TUG award and will be recovered on the sale or transfer of the property, subject to rules regarding exempt sales.

All local land charges are placed for a 10-year period from the date of completion and the

value of the charge does not change throughout that period.

Note – this is separate to the £10,000 recoverable disabled facilities grant which expires at 10 years from certification of works completion.

Conditions attached to the grant

The person must be a permanent resident of the district, and the property must be their permanent address.

Conditions restricting future use and ownership of the property – the following additional conditions will apply where the Council has made an award of TUG;

- The owner will notify the Council in writing if a relevant disposal of the property is proposed.
- The owner of the property will provide, within 21 days of a written notice from the Council, a statement confirming the ownership and occupancy of the dwelling. If the property has been sold or transferred the statement will include the date of transfer of ownership.
- Top-Up Grant will be registered as a charge against the property and will be repayable on sale or transfer of the property, subject to exempt sales. The charge will be binding on successors in title.
- It is a condition of TUG that where an owner makes a relevant disposal of the dwelling, other than an exempt disposal, the TUG shall be repayable subject to above.
- The land charge will be placed in perpetuity and will be repayable upon sale of the property. No account will be taken by the Council of charges subsequent to the charges registered by the Council.
- Funding will be registered as a charge against the property and will be repayable on sale or transfer of the property, subject to exempt sales. The charge will be binding on successors in title.
- If the property is transferred, or the sale price does not reflect the market price, the Council will have the right to seek an independent valuation of the market value, which will be binding on both parties, in order to recover the full grant repayable.

If the applicant for TUG is a tenant, then the Council will liaise with the appropriate landlord to explore whether alternative funding options, such as funding from the landlord and/or moving to alternative suitable accommodation is an option, before approving a TUG.

Applications for TUG will be considered once works have already been started and unforeseen costs arise if the scheme is a Mandatory Scheme.

Where an applicant is pursuing a 'preferred' scheme and has received the maximum eligible grant funding then applications for TUG will not be considered.

A maximum of one application for TUG will be considered in any 5-year period.

How to apply?

Through South Derbyshire District Council DFG Team

Funding will be awarded on a case-by-case basis as outlined above.

B1. Contribution Grant

Aims

The means test, as set out in the Housing Grants Construction and Regeneration Act 1996 has remained unchanged since the introduction of Disabled Facilities Grants in their current form in 1996. It is widely accepted as being out of date and does not consider the outgoings of a household when assessing a contribution towards a Disabled Facilities Grant. The result is that, on occasion, anomalous results can occur which means that vulnerable people are unable to proceed with the adaptations they need to help them live at home due to an unaffordable contribution level. The 2018 Disabled Facilities Grant Review recommended that the means test be overhauled, and this is currently proposed in the Social Care White Paper 2021, but until changes are made the Council will offer discretionary contribution assistance.

The aim of the scheme is to help the vulnerable members of the community where the applicant is unable to proceed with adaptations because of not being able to pay the means tested contribution. This may then put them at a significant risk in their home and/or the failure to complete adaptations will result in increased costs to the wider Social Care budgets. It gives the Council the ability to pay these contributions from discretionary funding therefore enabling works to go ahead and the applicant to remain living in their home.

How will it be funded?

The grants will be funded from the Disabled Facilities Grant Allocation and from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Council.

Who will it help?

Those who have been assessed as being eligible to apply for mandatory Disabled Facilities Grant assistance.

Households living in all owner-occupied, housing association and private rented sector tenures as a permanent residence or residence under tenancy law.

Will it be means tested?

There will be no additional means test.

All other forms of assistance should have been exhausted - family and friend financial support, charitable donations, Lendology loan assistance is assessed as being unaffordable.

How much funding might be available?

CG support will be made available to those assessed for a DFG with an assessed contribution and less than £10,000 in savings¹¹ and the applicant:

- i. Is not able to proceed with the works due to the contribution
- ii. There is a report from the OT recommending and demonstrating severe health impact if assistance refused
- iii. Evidence of financial hardship required (e.g. proof of inability to obtain funds from high street loan or proof of outgoings/lack of savings etc....)
- iv. Funding to be awarded on a case-by-case basis at Senior Manager discretion.
- v. In specific cases the maximum funding available could be £30,000 which would mean assistance is available to residents such as young adults with a degenerative condition whose partner is in work and who cannot afford a contribution but would otherwise not receive any support.

Will there be a charge against the property?

The value of the CG funding awarded will be registered, in full, as a local land charge against the property for a period of 10 years and will be recovered on the sale or transfer of the property, subject to rules regarding exempt sales.

Note – this is separate to the £10,000 recoverable disabled facilities grant and the full value of a top-up grant land charge which expires at 10 years from certification of works completion.

Conditions attached to the grant

The person must be a permanent resident within the district and the property must be their permanent address.

Conditions restricting future use and ownership of the property – the following additional conditions will apply where the Council has made an award of CG;

- The owner will notify the Council in writing if a relevant disposal of the property is proposed.
- The owner of the property will provide, within 21 days of a written notice from the Council, a statement confirming the ownership and occupancy of the dwelling. If the property has been sold or transferred the statement will include the date of transfer of ownership.

¹¹ For the purposes of this grant, the term 'Savings' refers to any cash, bank or other financial institutions accounts, shares or capital that is considered as part of the Mandatory DISABLED FACILITIES GRANT means test. It is not limited to bank 'savings' accounts.

- CG will be registered as a Local Land Charge against the property for a period of 10 years and will be repayable on sale or transfer of the property, subject to exempt sales. The charge will be binding on successors in title.
- It is a condition of CG that where an owner makes a relevant disposal of the dwelling, other than an exempt disposal, the CGA shall be repayable subject to the above.
- Funding will be registered as a charge against the property and will be repayable on sale or transfer of the property, subject to exempt sales. The charge will be binding on successors in title if within the 10-year timescale.
- The land charge will be placed for a 10-year period and will be repayable upon sale of the property up to this 10-year period. No account will be taken by the Council of charges subsequent to the charges registered by the Council.
- If the property is transferred, or the sale price does not reflect the market price, the Council will have the right to seek an independent valuation of the market value, which will be binding on both parties, to recover the grant repayable.

How to apply?

Through South Derbyshire District Council DFG Team.

Funding will be awarded on a case-by-case basis as outlined above.

B2. Professional Fee Grant

Aims

The preparation of a mandatory Disabled Facilities Grant application often incurs necessary professional fees. However, funding under a mandatory Disabled Facilities Grant can only be paid once a grant has been approved. This can result in an applicant being liable for abortive costs if the application cannot proceed due to unforeseen circumstances or the Council is left with costs it cannot pay.

The purpose of this grant is to enable the Council to pay, on behalf of an applicant any abortive professional fees incurred where an application for Disabled Facilities Grant cannot proceed due to unforeseen circumstances, such as the death of the applicant or a significant change in need meaning that adaptations are no longer appropriate.

Where an applicant changes their mind regarding an adaptation once an application is at an advanced stage and incurring fees, then this grant would not be available, and the outstanding costs would remain the liability of the applicant.

How will it be funded?

The grants will be funded from the Disabled Facilities Grant Allocation and from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Council.

Who will it help?

Those who have been assessed as being eligible to apply for mandatory disabled facilities grant assistance.

Households living in owner-occupied, housing association and private rented sector tenure as a permanent residence.

Will it be means-tested?

There will be no additional formal means test.

How much funding might be available?

Professional Fee Grant support will be available up to a maximum of £3,000.

Will there be a charge against the property?

There will be no land charge placed against the property for professional fee grant awards.

Conditions attached to the grant

The person must be a permanent resident of South Derbyshire District and the property must be their permanent address.

A maximum of one application for assistance will be considered in any 5-year period.

Application approval in principle must have been issued.

The Council may consider additional applications under exceptional circumstances. These cases would be reviewed by the Head of Service for a final decision.

How to apply?

Through South Derbyshire District Council DFG Team.

Funding will be awarded on a case-by-case basis as outlined above.

B3. Relocation Grant (RG)

Aims

This is to help vulnerable members of the community where it is not possible to adapt their current home but supports them to move to more suitable accommodation. This scheme would demonstrate savings to the wider public purse and clear benefits to the applicant and/or their family/carers.

How will it be funded?

The grants will be funded from the Disabled Facilities Grant Allocation and from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Council.

Who will it help?

Those who have been assessed as being eligible to apply for mandatory Disabled Facilities Grant assistance.

Households living in all owner-occupied, housing association and private rented sector tenure as a permanent residence.

Will it be means-tested?

There will be no additional formal means test.

How much funding might be available?

Relocation Grant funding will be made available up to a maximum of £10,000.

Funding may be available to assist the disabled person to move to a more suitable property where it is impracticable to adapt or more cost effective than adapting the current home of a disabled person to make it suitable for their present or future needs, even though the new property may need some adaptation.

Criteria for consideration in cases of relocation; (this is not an exclusive or exhaustive list; as other factors may become apparent with experience):

- The disabled person may need to move to give or receive care, or to receive medical treatment.
- The disabled person may need to move to maintain or gain employment.
- The cost of works to the current property may exceed the benefit to the applicant.
- The cost of works may exceed the available grant and loan maximum and any available applicant or third-party contribution.
- The applicant's calculated contribution may be unaffordable and moving/buying is a better financial solution.
- The applicant may need to move to reduce rent and/or release spare bedrooms which they can no longer afford (e.g., benefits cap and/or the spare room subsidy).
- A different property may provide a greater benefit for the applicant for the funds.
- The current property may not be adaptable, and another property may be more amenable to adaptation.
- The current property may contain hazards or defects which would not be sufficiently addressed by the works or otherwise by the applicant or owner.
- The property owner (landlord) refuses to permit the adaptation.
- The property is for sale, or pending foreclosure, bankruptcy (as security against debt) or repossession.
- The tenancy is due to end and not be renewed or is otherwise unstable.
- Relationship breakdown.

South Derbyshire District Council is required to consult the Occupational Therapist to consider what assistance would be necessary and appropriate for the applicant, and then apply a test of what is reasonable and practicable in the circumstances of the property.

South Derbyshire District Council must consider viable alternative solutions which appear more cost effective.

Such solutions may include contributions towards costs incurred as part of an alternative house-purchase and moving to an already adapted or more economically adaptable and suitable property. Funding will not be given towards the purchase price of an alternative property but may be provided towards legal and moving costs.

Moving house finance will be determined on a case-by-case basis determined by:

- the tenure and location of the original and new properties,
- the residual equity and any increased mortgage debt,
- whether moving within the Council's jurisdiction, or beyond,
- whether the original property is unadaptable, unaffordable, or poor value to adapt, or that moving is purely an occupier choice or because of a landlord's refusal to permit adaptation.

Mandatory Disabled Facilities Grant of up to £30,000 is available for adaptations in properties residents have moved to (within the local area only) but may be reduced by any assessed contributions.

Relocation Grant is available to owner-occupiers and to tenants' subject to individual determination.

[Will there be a charge against the property?](#)

There will be no land charge against the property.

[Conditions attached to the grant](#)

Applicants must be moving within or outside the Council area to a property that will be their main residence.

A maximum of one application will be considered in any 5-year period.

Applicants must have a local connection with the outside area they are relocating to e.g., family support, employment.

The specific eligible relocation expenses are:

- Estate agent fees
- Solicitor costs
- Survey costs
- Removal/storage expenses
- Disconnection/reconnection of appliances
- Occupational therapy assessment costs for assessing properties – would this not be costed within the service it does not feel right that OT's can charge for delivering a statutory service
- To cover the property owner (Housing Association and Private Rented) void cost incurred because of an identified property requiring adaptation works to make it suitable for the new household or the household is not able to move immediately.
- Cost of individuals decanting whilst work is being done falls out of Care Act responsibilities and it is set out in the mandatory DFG guidance.

Assistance will not be given towards the purchase price of a property.

Applications must be supported by an OT/suitable appropriate assessor who can confirm that the new property will meet the needs of the disabled person or be suitable for adaptation at a reasonable cost. In some cases, depending on the distance of the potential property an independent OT maybe commissioned to do this assessment.

If the move is aborted at the fault or choice of the applicant, costs will not be paid.

How to apply?

Through South Derbyshire District Council DFG Team.

Funding will be awarded on a case-by-case basis as outlined above.

Appendix C – Additional Flexible Assistance to support delivery of the Better Care Fund

C1. Safe, Warm and Well Grant (SWWG)

Aims

The purpose of this grant is to assist owner-occupies in South Derbyshire who are applying for a Disabled Facilities Grant and vulnerable families in receipt of a means tested benefit to make homes safer, healthier, and warmer and to complete urgent repairs.

How will it be funded?

The grants will be funded from the Disabled Facilities Grant Allocation and from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Council.

Who will it help?

Those who have been assessed as being eligible to apply for mandatory Disabled Facilities Grant assistance.

Available to owner-occupiers and the applicant must meet the following financial criteria set out below:

Be in receipt of:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as there is no entitlement to Working Tax Credit and the household income does not exceed £16,190 as assessed by HM Revenue and Customs)

- Universal Credit
- Council Tax Support (not single person reduction)

or

- The applicant is aged 55 or over and their income level is below the income tax threshold.

Works required must not be eligible for funding from any other sources, such as insurance policies or owner resources or a minor adaptation which can be funded by Social Care.

The works the grant would cover need to have been identified as necessary to either facilitate or support the delivery of an adaptation via the mandatory Disabled Facilities Grant, remove serious Category 1 and/or 2 hazards identified through a HHSRS assessment, improve thermal insulation/heating, or to complement already existing funding.

The eligible works:

- Works to remove category one or a consecutive number of serious category two hazard in order to make the property safe, warm, weatherproof, or healthy.
- Water supply, drainage, and heating issues
- Electrical and gas safety
- Repairs or modifications to stairs, floors, and steps to prevent falls around the home
- Safety and security repairs
- Serious repair required in the house including the installation or replacement central heating systems or improve the energy performance of the home.
- All works must be deemed as reasonable and practicable having regard to the age and condition of the property.

Will it be means-tested?

As determined above.

How much funding might be available?

A maximum of £10,000 is available under this scheme.

Will there be a charge against the property?

All funding will be registered, in full for a 10 year period, as a local land charge against the property and will be recovered on the sale or transfer of the property up to the 10 year period, subject to rules regarding exempt sales.

Note – this is separate to the £10,000 recoverable Disabled Facilities Grant which expires at 10 years from certification of works completion.

Conditions attached to the grant

The person must be a permanent resident of South Derbyshire and the property must be their permanent address.

Conditions restricting future use and ownership of the property – the following additional conditions will apply where the Council has made an award of this grant;

- The owner will notify the Council in writing if a relevant disposal of the property is proposed.
- The owner of the property will provide, within 21 days of a written notice from the Council, a statement confirming the ownership and occupancy of the dwelling. If the property has been sold or transferred the statement will include the date of transfer of ownership.
- The Safe, Warm and Well Grant (SWWG) will be registered as a charge against the property for a 10 year period and will be repayable on sale or transfer of the property, subject to exempt sales. The charge will be binding on successors in title if within 10 year period.
- It is a condition of SWWG that where an owner makes a relevant disposal of the dwelling within and up to the 10-year period, other than an exempt disposal, the SWWG shall be repayable subject to above.
- The land charge will be placed for a 10 year period and will be repayable upon sale of the property. No account will be taken by the Council of charges subsequent to the charges registered by the Council.
- If the property is transferred, or the sale price does not reflect the market price, the Council will have the right to seek an independent valuation of the market value, which will be binding on both parties, to recover the grant repayable.

Only a single award of this grant will be available in any five-year period.

How to apply?

Through South Derbyshire District Council DFG Team.

Funding will be awarded on a case-by-case basis as outlined above.

C2. Thinking Ahead Grant (TAG)

Aims

Many sensory needs can be met via the Mandatory DFG, but the Council has recognised that for some residents, this is not an appropriate route, and their needs can be met with a grant to cover relatively low-cost measures providing environmental interventions to support safety and independence.

This will give personal choice to an individual about how and where to meet their future needs by providing works to make the home dementia friendly or to meet sensory and behavioural needs and allowing people to remain at home or return home to die. It will

enable a person to live safely, manage their own surroundings, and retain and or develop their independence.

How will it be funded?

The grants will be funded from the Disabled Facilities Grant Allocation and from a dedicated part of the budget held solely for discretionary purposes. The value of this budget will be set annually by the Council.

Who will it help?

An eligible person requires a diagnosis of dementia or other cognitive impairment or a long-term recognised behavioural condition including but not limited to such conditions as Autism, Attention Deficit, Obsessional Compulsive Disorder and Hyperactivity Disorder (ADHD), etc.

This grant will combine the assistance available to prevent admission to a hospital or care home, support timely discharge from a hospital or care home, or facilitate discharge or fast-track grant to support people remaining at home or going home to die.

It will include assisting an occupier with infestations and accumulations (hoarding) where the condition of the dwelling will lead to a delayed transfer of care (hospital discharge) or potential avoidable hospital admission.

It will allow people to receive a person-centred service providing choice, control, and dignity to remain at home or return home where appropriate.

The property can be owner-occupied, housing association or private rented sector tenure and must be the person's permanent home

The works the grant would cover need to complement already existing funding and not be seen as a way for others to save money – the gaps in provision usually cover areas such as funding clearing and cleaning properties to enable discharge rather than facilitating minor adaptations, which are often funded by Health and/or Social Care.

Will it be means-tested?

There will be no formal means test.

How much funding might be available?

Thinking ahead grant will be available up to a maximum of £2,500.

Will there be a charge against the property?

There will be no land charge against the property.

Conditions attached to the grant

The person must be a permanent resident of South Derbyshire and the property must be their permanent address.

The applicant has memory loss or a diagnosis of dementia/Alzheimer's disease by a suitable professional.

The applicant has a terminal diagnosis (relaxed in terms of professional decision).

The applicant has a sensory or behavioural need professionally assessed by a suitable person.

The person is not able to return home due to hoarding and works to clean and clear the property is required.

A maximum of one application for assistance will be considered in any 5-year period.

Works must be specified by an OT or recognised support service for that individual's condition to enable them to remain living safely at home or enhance their independence in their home, to prevent an applicant from being admitted to a hospital or care home or to support timely discharge from a hospital or care home.

All works must relate to the applicant's needs.

Works should not be available through social care minor works or sensory equipment required as part of a therapeutic sensory integration programme.

How to apply?

Through South Derbyshire District Council DFG Team

Funding will be awarded on a case-by-case basis as outlined above.

Appendix D – Glossary and Explanation of Terms

<i>Abbreviation / Name</i>	<i>Definition</i>
Better Care Fund (BCF)	The Better Care Fund is a budget for social care and community services administered in partnership between NHS England, Department of Levelling up, Housing and Communities, and the Department of Health and Social Care. The pooled budget includes Disabled Facilities Grants funding for local authorities.
Contribution Grant Assistance (CG)	Contribution Grant – a discretionary grant provided under this policy

Disabled Facilities Grant (DFG)	Disabled Facilities Grant (Mandatory Grant, as outlined in the 1996 Housing Grants, Construction and Regeneration Act)
Disability	For the purposes of a DFG application a person is disabled if: • their sight, hearing or speech is substantially impaired, • they have a mental disorder or impairment of any kind, • they are physically substantially disabled by illness, injury or impairment. • The disability must be: Long-term - something that is likely to affect the person for at least a year, this can include fluctuating and recurring conditions so such things as MS Substantial – ‘more than minor or trivial’ and progressive conditions where the impact will become substantial in the future such as MND The disability will need to impact on your normal day to day activities – personal care, getting up, moving safely around the house and garden, preparing meals.
DHSC	Department of Health and Social Care
PSHAP	Private Sector Housing Assistance Policy
Housing Associations (HA)	These are providers of social housing (excluding the council stock) registered with the regulator of social housing. They are considered private organisations.
SWWG	Safe, Well and Warm Grant - A discretionary form of assistance provided through this policy
HGCRA	Housing Grants Construction & Regeneration Act 1996 (<i>The legislation which defines the disabled facilities grant</i>)
HMO	House in Multiple Occupation
HUG	Home Upgrade Grant is government funding provided to local authorities to improve the energy performance and heating systems of off gas grid homes in England.
Land charge (LC)	Owner-occupiers who are in receipt of a Disabled Facilities Grant or discretionary assistance will be required to repay a proportion of the grant in certain circumstances e.g. if the property is sold within a certain number of years of the grant being completed. In these cases, the Council will register a Local Land Charge against the property for the repayment.
LCTR	Local Council Tax Reduction – a benefit available to residents to support with Council Tax Payments
Means Test (MT) or Test of Financial Resources (ToR)	A Disabled Facilities Grant is means-tested, and the amount of grant awarded is dependent on the applicant's household income and savings. There is no means test if the works are for the benefit of a disabled child or young adult (aged 19 years or younger)

OT / OTA	Occupational Therapist / Occupational Therapy Assistant
Owner-occupier	Where grant eligibility is in respect of owner-occupiers the applicant must be resident in the property at the time of the application.
Owner's interest	A person will be deemed to have an owner's interest if that person is on the deeds of the property as an owner, either in full or part, of the property which is subject to the grant application.
PRS	Private Rented Sector
Professional Fees Grant (PFG)	A discretionary form of assistance provided through this policy
Qualifying works	The works that will be eligible for grant aid.
Relevant person	A relevant person in respect of a Disabled Facilities Grant is defined in Section 5 of the Housing Renewal Grants Regulations 1996 and is any person who: (a) is the disabled occupant, or one of the disabled occupants, (b) is the partner, or a partner, of the disabled occupant or of one of the disabled occupants, (c) the parent or responsible person where the disabled occupant or any of the disabled occupants is aged less than 18.
Relocation Grant (RG)	A discretionary form of assistance provided through this policy
Registered Providers (RP)	Registered Providers include local authority landlords and private registered providers (such as not-for-profit housing associations and for-profit organisations).
Regulatory Reform Order (RRO)	The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002
Step-lifts	Step lifts (also known as low rise platform lift, wheelchair lift or open platform lift) are low-rise lifting platforms for wheelchair users usually provided where there are steps leading to the front door. They are an alternative to ramps and can be used where vertical access is one metre or less.
Thinking Ahead Grant (TAG)	A discretionary form of assistance provided through this policy
Top-Up Grant (TUG)	Top-Up Grant – a discretionary grant provided under this policy
Valid application	Means an application which includes a fully completed application form(s), all necessary plans, quotations for the works, RX1 form for HM Land Charges (if appropriate) and copies of any planning and building regulation approvals.

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