Bedford Borough Council
Housing Assistance Policy

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1.0 Introduction / Forward by the Mayor
I am delighted to introduce Bedford Borough Council’s Housing Assistance Policy.

This Policy is made in response to the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO). The Regulatory Reform Order allows local authorities greater freedom to offer assistance in the private sector and to determine what will work best in their own local areas. To do this local authorities must first publish a policy setting out the framework for assistance in their area.

The Bedford Borough Council Housing Assistance Policy sets out the range of financial assistance that the Council can make available to improve living conditions for vulnerable residents in our community. This includes a range of assistance to help disabled residents in the Borough adapt their properties to meet their needs.

The purpose of this policy is to set out how Bedford Borough Council (the council) will provide housing assistance and implement a range of schemes to make best use of limited resources to raise housing standards in the borough and also work with partners to improve the quality of housing available to residents.

The amount of assistance to be given each year will be determined by the Council and will be dependent upon the level of resources available.

Assistance delivered through this policy will also help us to achieve the aims and objectives of the Council as set out in several of its 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 in the borough.

Ensuring that homes are decent, accessible, safe and secure is not only important for the health and wellbeing of the occupants, but it is also vital for the sustainability of communities. Many residents have the necessary resources to maintain and repair their own homes; however, some may need some assistance to do this, especially those who are elderly, on a low income, or have disabilities.

Signed by the Mayor
2.0 Context

National
The government’s view is that the primary responsibility for maintaining privately owned properties rests with the homeowner. However, in certain circumstances it may become necessary for some assistance in the form of a grant or loan to be made available to assist in carrying out essential repairs or improvements.

It is a widely accepted fact that housing and health are closely linked and that the conditions that an individual or family live in can have a significant impact on their quality of life. The Department of Health published a Guidance paper in 2017 called ‘Improving Health through the Home’ the introduction of which states:

“The right home environment is essential to health and wellbeing, throughout life. It is a wider determinant of health.

There are risks to an individual’s physical and mental health associated with living in:

- a cold, damp, or otherwise hazardous home (an unhealthy home)
- a home that doesn’t meet the household’s needs due to risks such as being overcrowded or inaccessible to a disabled or older person (an unsuitable home)
- a home that does not provide a sense of safety and security including precarious living circumstances and/or homelessness (an unstable home)

The right home environment protects and improves health and wellbeing, and prevents physical and mental ill health. It also enables people to:

- manage their own health and care needs, including long term conditions
- live independently, safely and well in their own home for as long as they choose
- complete treatment and recover from substance misuse, tuberculosis or other ill-health
- move on successfully from homelessness or other traumatic life event
- access and sustain education, training and employment
- participate and contribute to society

The right home environment is essential to delivering NHS England’s Five Year Forward View, and local authority plans for social care. It can:

- delay and reduce the need for primary care and social care
- prevent hospital admissions
- enable timely discharge from hospital, and prevent re-admissions
- enable rapid recovery from periods of ill health or planned admissions

It is also essential to ambitions for the economy.”

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) gave the Council the power to provide financial assistance for home repairs, adaptations and other improvements to reflect local needs, conditions and resources. The assistance provided under this policy is subject to individual terms
and conditions, including a requirement to contribute or repay some or all the assistance in certain circumstances.

The Order stipulates that a local housing authority may not exercise the power to provide assistance unless they have adopted a policy for the provision of assistance. This revised policy will apply to all new applications for assistance from DATE TBC.

The Decent Homes Standard\(^1\) was amended in 2006 to reflect the Housing Health and Safety Rating System (HHSRS) that was introduced by the Housing Act 2004. The HHSRS is a risk assessment procedure that allows local authorities to intervene where they consider housing conditions to be unacceptable based on the impact of hazards on the health or safety of the most vulnerable occupant.

The Home Energy Conservation Act 1995 (HECA) sets out how all local authorities in England have a role to play in improving the energy efficiency of the residential accommodation in their areas, and thereby achieving reductions in domestic carbon emissions. Since March 2013 local authorities have been required to produce biennial reports setting out the energy conservation measures that the authority considers practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in the Borough.

In June 2013 the £5.3bn Better Care Fund (BCF) was announced by the government to ensure a transformation in the integration of services provided by health and social care. It created a local, single pooled budget to incentivise the NHS and local government to work more closely together by placing a person’s wellbeing as the focus of health and care services and shifting resources into social care and community services for the benefit of the people, communities and health and care systems. From April 2015, government funding for Disabled Facilities Grants (DFGs) was no longer provided directly to the district and borough councils in the form of a grant but is instead allocated through the BCF. However, the statutory duty to deliver DFG’s, as outlined in the Housing Grants, Construction and Regeneration Act 1996, remains with district and borough councils.

Local

Bedford Borough is facing significant issues that many authorities across the country and facing regarding an ageing population which predominantly lives in homes that they own. The specific challenges this presents in terms of future provision cannot be underestimated and are addressed in some detail in the Council’s Older Persons Accommodation Strategy\(^2\). The majority of older people within Bedford Borough live in their own home, that they own, and many do not wish to move. This supports the main priority of this policy in being to provide support to adapt their home to meet their needs wherever possible.

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\(^1\) A Decent Home is defined under the Housing Health and Safety Rating System as one that has no Category 1 hazards, is in a reasonable state of repair, has reasonably modern facilities and services and provides a reasonable degree of thermal comfort. A Decent Home: Definition and guidance for implementation - June 2006 update.

The chart below shows the age profile of the resident population of Bedford, compared to both the Regional and England figures and is taken from the Public Health England health profile data. This profile indicates that whilst at the current time there are a high number of residents in the 45-54 age bands, over the next 10 years these residents will get older so the profile will change to show a significant increase in the older population.

The number of residents currently aged 60-70 is also significantly higher than those older than that which also indicates an increase in older potentially more frail people aged 80 and over.

The Indices of Deprivation 2015 ranks Bedford Borough 148 out of 326 local authorities in England, where 1 is the most deprived. Part of the Indices of Deprivation is the Income Deprivation Affecting Older People Index (IDAOPI). In the IDAOPI 2015 Bedford Borough ranks 173 out of 326 for all English local authorities.

The Public Health data set also indicates that 50.4% of people over 65 within the Borough have a limiting long-term illness, with the figure being 11.4% for those aged 16-64.

The context of this policy is therefore to deliver safer and appropriate housing which is affordable to heat, and which reduces the risks of ill health, accidents and the costs of their impacts on residents and wider society.

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3 https://fingertips.phe.org.uk/profile/health-profiles/data#page/1/gid/1938132696/pat/6/par/E12000006/ati/102/are/E06000055
3.0 Links to corporate priorities and strategies
The Policy will determine the nature and extent of the assistance that will be available (and to what conditions it is subject to in any given case) and will ensure that housing renewal services are both appropriate and effective. It will also provide an additional means by which the relevant strategic aims and objectives of the Council as set out in its strategies and plans are turned into actions.

The Policy will also contribute towards the successful delivery of the Council’s Corporate Plan 2017-2021. The Corporate Plan sets out the Council’s ambitions for the Borough and sets out how they will be achieved under Four Strategic Goals and twelve Strategic Priorities for the Council during this time.

The Policy will support the Corporate Plan ambition that *The most vulnerable people of all ages are supported as we ourselves would want to be treated”*

The Policy will support delivery of the Council’s priorities and objectives:

<table>
<thead>
<tr>
<th>Strategic Goal</th>
<th>Strategic Priority</th>
<th>Housing Assistance Policy outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support People</td>
<td>SP1 We ensure timely &amp; appropriate assessment to enable respectful support for the most vulnerable and those in crisis</td>
<td>To deliver services and adaptations in line with the agreed KPIs to ensure timely delivery of adaptations</td>
</tr>
<tr>
<td>Support People</td>
<td>We promote choices that encourage resilient and independent lives where possible</td>
<td>To broaden the assistance available to vulnerable residents to enable people to remain living independently at home for longer</td>
</tr>
<tr>
<td>Support People</td>
<td>We and our partners advocate services designed around users not organisations</td>
<td>To design a Home Improvement Team service around ensuring the needs of vulnerable residents are met in a timely and efficient manner</td>
</tr>
</tbody>
</table>

The policy also supports the renewed priorities outlined in the Council’s Housing Strategy Review 2016-20 and the Older Persons Accommodation Strategy 2018-23.

The Bedford Joint Strategic Needs Assessment⁴ states that most older people wish to remain in their own home which supports the priorities of this policy to provide additional assistance to enable this to happen.

4.0 Legal and Regulatory Framework

This policy is based on the legislation which governs the implementation of major adaptations via Disabled Facilities Grants under the ‘Housing Grants, Construction and Regeneration Act 1996’ and the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO).

The Council must provide certain grants to residents in the Borough on a compulsory or mandatory basis if conditions are met. Other grants are discretionary and are provided based on how they contribute to meeting the wider strategic objectives to support residents living in the Borough.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) set a requirement for a Private Sector Housing Assistance Policy. It repealed the former prescriptive legislation with flexible and wide-ranging powers to provide assistance for housing renewal based on local circumstances and needs.

The RRO gave local authorities wide ranging powers for providing assistance for repairs, improvements and adaptations, as well as to demolish and re-construct houses. The assistance may take the form of a grant, loan, equity release, or more practical methods of assistance. The assistance cannot be given unless a policy for the provision of assistance has been adopted and published.

The power enables Local Authorities to give assistance to persons directly, or to provide assistance through a third party such as a Home Improvement Team. Assistance can be given to pay for any fees and charges associated with the assisted works. Assistance given under the general power may be unconditional or subject to conditions, for example the requirement to repay a grant if the property is sold within the designated time period.

This policy meets the requirements of the RRO and sets out under what circumstances the Council may provide assistance to residents for housing renewal, repair and adaptation.

This policy is designed to provide guidance for both officers of the local authority and members of the public seeking assistance. It sets out, at least in broad terms, how the Council will exercise its powers under the RRO. The Council should emphasise that the local authority retains discretion in all cases but will seek to exercise that discretion in accordance with the overarching purpose of improving living conditions and the Council’s aims and objectives.

The assistance that may be provided under the RRO is separate to and in addition to assistance provided in the form of Disabled Facilities Grants available under the Housing Grants, Construction and Regeneration Act 1996.

Further legislation which should be considered when providing adaptations is the Care Act 2014. The Care Act sets out the framework for the future provision of adult social care. In April 2015 the Department of Health published the Care and Support Statutory Guidance and associated Regulations. Housing and/or accommodation is mentioned in most chapters and there is a specific housing section in Chapter 15: Integration, co-operation and partnerships. There is extensive reference to
information and advice, including integration with housing advice; adaptations and home improvement agencies are also specifically mentioned.

At Chapter 15 the Care Act underlines the key role of housing in delivering care and support. It makes the housing link to key principles which underpin the Act, notably:

‘Housing plays a critical role in enabling people to live independently and in helping carers to support others......Suitability of living accommodation is one the matters local authorities must take into account as part of their duty to promote ...wellbeing.’ (15.53)

‘Getting housing right and helping people to choose the right housing options for them can help to prevent falls, prevent hospital admissions and readmissions, reduce the need for care and support, improve wellbeing, and help maintain independence at home.’(15.61)

‘Community equipment, along with telecare, aids and adaptations can support re-ablement, promote independence contributing to preventing the need for care and support.’ (15.62)

The policy sets out the mechanism for the provision of assistance in the Borough in the form of a disabled facilities grant and other discretionary grants which support people to live in their own homes

5.0 Equality and Diversity
Bedford Borough Council is committed to fulfilling its roles as an employer, service provider, purchaser of goods and services and community leader without discrimination on any grounds, such as race, culture or ethnic origin, nationality, religious belief, disability or sexuality or other status. All members, employees and agents of the Council must seek to eliminate discrimination and promote equality and good relations between all groups.

The Council’s equality information can be found on the council’s website at the following location: https://www.bedford.gov.uk/social-care-health-and-community/equality-and-diversity-in-bedford-borough/equality-information/

6.0 Priorities and capital resources
The following capital financial resources are available to apply and deliver through this policy:

- Capital grants from central government distributed through the Better Care Fund or otherwise.
- Where capital monies are provided through the BCF they will be allocated for spending in line with decisions regarding capital expenditure agreed with the Bedford Borough Health and Wellbeing Board.
- Local capital from the Borough which may be provided for any specified purpose.
- Monies from national schemes such as energy company obligations.
Draft Housing Assistance Policy 2019

- Money provided from partners or other public sector organisations to address specified problems.
- Money obtained from charitable or other sources on behalf of customers.

The above will be targeted in accordance with the following priorities;

Local Housing Authorities are obliged first and foremost to deliver mandatory DFGs either via the 1996 Act route or an equally effective parallel pathway. Alternative discretionary assistance should not normally be promoted at the expense of delays to the statutory grant. They may then consider measures which will prevent injury or ill health, and/or limit harmful effects, reduce risks, reduce care costs and negative impacts etc., to promote recovery and improve quality of life and support carers.

In addition to mandatory DFGs, Bedford Borough Council has determined our local priorities to offer;

- Discretionary Disabled Facilities Assistance (DDFA)
- Hospital Readmission Prevention Grant

Budgets will be set for each form of assistance based on available resources and evidence of demand for each type of assistance from previous years. To ensure the delivery of mandatory DFGs and maximum impact of resources the budgets for each form of assistance will be transferrable.

7.0 Principles of assistance

The Council recognises that the primary responsibility for repairing and maintaining a property rests with the owner. 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.

The Council provides support to older and disabled individuals, and their carers, 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.

In addition, housing assistance provides support to carers in their caring role and underpins a wide range of customer and carer outcomes including; improved safety, greater independence, personal resilience and well-being.

Eligibility for all types of assistance in this policy is subject to change due to funding levels and any alterations will be made with the agreement of the portfolio holder and will be published on the Council’s website.

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5 The owner’ is defined as the owner occupier or private landlord.
The provision of financial assistance is subject to the availability of funding and the support and assistance we provide should encourage private investment and maximise the impact of available public funds.
8.0 Summary of Types of Assistance available

The following assistance measures are available for residents of the Borough:

- Disabled Facilities Grant (Mandatory) - Enhanced
- Discretionary Disabled Facilities Assistance
- Hospital Re-admission Prevention Grant

The table below provides a summary of the assistance available for each type of grant.

<table>
<thead>
<tr>
<th>Scope of works</th>
<th>Maximum grant available</th>
<th>Means Tested?</th>
<th>Eligibility</th>
<th>Land Charge?</th>
</tr>
</thead>
<tbody>
<tr>
<td>To carry out works to facilitate access to facilities and in and around the home as set out in the Housing Grants, Construction and Regeneration Act 1996 – works must be deemed necessary, appropriate, reasonable and practicable by the OT Service and HIT Service. In addition DFG can be used: - To facilitate adaptations for Palliative Care patients eligible under ‘Special Rules’ criteria (works up to £7,500 would be exempt from means testing)</td>
<td>Up to £30,000 for eligible works</td>
<td>Adults – Yes Children – No Where an applicant has a contribution of under £500 then this will be paid via Discretionary DFA</td>
<td>- As set out in S.100 of the Housing Grants, Construction and Regeneration Act 1996 – the person must be disabled - The applicant must be an owner or tenant of the property (where the disabled person lives with family then the owner or tenant would apply on behalf of the</td>
<td>Yes A local land charge for the portion of the grant over £5,000 – up to a maximum charge of £10,000 for a period of 10 years – payable if the property is sold</td>
</tr>
</tbody>
</table>
Where the adaptation is for ‘removable’ items under a loan scheme (e.g. stairlift) these would be exempt from the means test

<table>
<thead>
<tr>
<th>Discretionary Disabled Facilities Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scope of works</strong></td>
</tr>
<tr>
<td>To ‘top-up’ Mandatory DFG schemes where works exceed the maximum grant available.</td>
</tr>
<tr>
<td>To support and fund moving costs for households where the property is unable to be adapted or there is a more suitable property available.</td>
</tr>
<tr>
<td><strong>Maximum grant available</strong></td>
</tr>
<tr>
<td>£10,000</td>
</tr>
<tr>
<td><strong>Means Tested?</strong></td>
</tr>
<tr>
<td>No additional means test to the Mandatory DFG</td>
</tr>
<tr>
<td><strong>Eligibility</strong></td>
</tr>
<tr>
<td>Applicants must be eligible for Mandatory DFG</td>
</tr>
<tr>
<td>The household is considered to be in financial hardship and cannot afford to fund the works</td>
</tr>
<tr>
<td>All other means of funding (i.e. charities) have been explored unsuccessfully</td>
</tr>
<tr>
<td>Only available to provide Mandatory schemes as assessed by the OT Services &amp; HIT (not applicant own/ preferred/ enhanced</td>
</tr>
<tr>
<td><strong>Land Charge?</strong></td>
</tr>
<tr>
<td>Yes – full cost of works (not fees) placed as a 15-year local land charge</td>
</tr>
</tbody>
</table>
Hospital Re-admission Prevention Grant

<table>
<thead>
<tr>
<th>Scope of works</th>
<th>Maximum grant available</th>
<th>Means Tested?</th>
<th>Eligibility</th>
<th>Land Charge?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adaptation or repair works that are necessary to prevent a potential hospital admission or re-admission or to address significant difficulties in providing dignified and safe home based care.</td>
<td>£3,000</td>
<td>No</td>
<td>Vulnerable residents as identified by appropriate housing, health and social care professionals</td>
<td>No</td>
</tr>
</tbody>
</table>

Full details of the schemes can be found in the Appendices to this policy.

Following assessment of need and the resources available to the Council, new initiatives may be developed and added at a future date and amended via approval of the relevant portfolio holder and Executive as necessary, and published on the Council’s website.
9.0 How assistance is delivered

Option 1 – Managed application process

The Home Improvement Team (HIT) fully manages the application on behalf of the applicant. The HIT will handle everything on behalf of the applicant through an agency agreement. This is the easiest and least stressful option for an applicant, particularly for more extensive adaptations, as the Council will organise and manage both the application and the work.

The HIT will:

- 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.
- 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 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 that any contractors must fulfil in order to receive DFG funding.

10.0 Fees and Ancillary charges

The Council will consider reasonable fees for financial assistance. The following fees will be eligible for financial assistance if they have been properly incurred in making an application or seeking approval for the proposed works, or to ensure the satisfactory completion of works assisted under this policy;

- Confirmation, if sought by the Council, that the applicant has a relevant owners 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 of 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 DFG or DDFA, the reasonable services and charges of a (private) occupational therapist in relation to the relevant works

11.0 Prioritisation
Where possible the Council will commence consideration of an enquiry for assessment for financial support or other services within this policy in chronological order of receipt of enquiry (for DFG this would be from receipt of referral from the OT service), subject to the following provisions;

• With the agreement of HIT Team Lead, an enquiry must be considered as urgent if the customer would be unable to remain in their home safely unless the works are expedited, notwithstanding that care in the home is provided, OR that required works are necessary to facilitate discharge from hospital or nursing or residential care,
• Any priority scheme agreed for DFGs
• The property subject of the enquiry is in such a condition as to present an immediate and significant danger to the occupants or visitors.
• For the purposes of budgetary control a category of financial assistance may be given priority over another, or sums may be switched between categories but NOT to the detriment of mandatory DFGs
• For the purposes of policy or project implementation a category of financial assistance may be given priority over another
• Where staff resources are employed to work in a specialist area e.g. Home Improvement Team members dealing with complicated Hospital Readmission Prevention grants, then the enquiries generated for those specific work areas will be considered within their own chronological priority order, irrespective of the wider enquiries dealt by the wider team.

Where resources (financial, staffing or other) are limited, those services which are provided for vulnerable groups or most vulnerable individuals will take priority over other types of assistance or cases.
Where a property, case, customer or category of service is to be considered outside of chronological order the Head of Service or HIT Team Lead will sanction the action and a written record will be retained on file in justification of that decision.

12.0 Complaints
The Council has a corporate complaints procedure that will apply in relation to any complaints about the implementation of any of the processes flowing from the policy. Details of the complaints procedure will be provided on request or can be viewed on the Council’s website.

Any such complaint will be treated seriously and will (if necessary) be reflected in subsequent reviews of this policy or in amendments to the way that services are delivered.

Any member of the public who is dissatisfied with the performance of the HIT service in administering this policy may make a formal complaint through the Council’s procedure. However, we would encourage both the public and the staff (and their supervisors) to try to address any misunderstandings or disagreements by mutual agreement – within the jurisdiction of the staff to do so – to avoid the need for a matter to escalate to formality. Staff must make the HIT Team Leader aware of such issues even if resolved, in order to facilitate learning and service improvement.

Complaints that are relating to a disagreement regarding a decision the Council or its officers have made, or Policy, cannot be dealt with informally and should be referred directly to the Council’s complaints process.

13.0 Service standards, Key Targets
There is no national standard for the services provided through this policy excepting a statutory requirement for Councils to determine valid and fully made applications for mandatory DFG 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. In practice, when an application is received by the HIT service it is practically complete and ready for an almost instant decision. In a few cases there may be details to pursue, such as proof of property ownership, landlord or owner’s permission etc., and if there are alternative schemes under consideration or issues to do with financing the customers contribution. However, the service records all key activities and dates and can report on a variety of measures, including date enquiry received, date application submitted, date determined, date works started, value of works and contributions, date works finished, and completed as in signed-off.

Legislation also requires that works are completed within 12 months of any DFG grant approval being issued, but 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.

The Home Improvement Team is committed to ensuring good quality customer service and the performance measures used are based around measuring and improving the quality of service and customer outcomes as well as ensuring improvements in the speed of service delivery.
14.0 Key definitions, references and abbreviations

RRO – Regulatory Reform (Housing Assistance) (England and Wales) Order 2002


DFG – Disabled Facilities Grant.

DDFA – Discretionary Disabled Facilities Assistance

BCF – Better Care Fund

BBC – Bedford Borough Council

HIT – Home Improvement Team

HHSRS – the Housing Health and Safety Rating System, the prescribed system under the Housing Act 2004 for measuring hazards associated with housing conditions

ECO – Energy Company Obligation

Certified Date – the date certified by the service on behalf of the Council as that on which the execution of eligible works is completed to the Councils (HIT) satisfaction. In this instance being the works complete date.

Dwelling – a building or part of a building occupied or intended to be occupied as a separate dwelling, together with any yard, garden, outhouse and appurtenance belonging to it or usually enjoyed with it.

Exempt disposal – a disposal or transfer of the whole or part of the premises to a person whose main residence is the property and who is (a) one of the joint owners of the dwelling, or (b) the wife, husband or partner (including same sex) of the owner or one of the joint owners of that property.

HRPG - Hospital Re-admission Prevention Grant

Relevant disposal – a conveyance of the freehold or an assignment of the lease, or the granting of a long lease (one of over 21 years, otherwise than at rack rent)

Member of family – a person is a member of the applicant’s family if they are the spouse of the applicant or living together as partners, or is the grandparent, parent or dependent child of the applicant or their spouse or partner (inclusive of same sex partners, step-children, adopted and foster children).

Owner-occupier – whilst this term is self-explanatory, where appropriate it will include certain tenants with repairing type leases (sometimes called FRI or Full Repairing and Insuring Leases, of a suitable duration) who would otherwise be unable to insist their ‘superior landlord’ undertake renovations. Repairing lease tenants would qualify for DFG in their own right, with permission.
15.0 Appendices
A. Disabled Facilities Grants
B. Discretionary Disabled Facilities Grants
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