

# RAILWAY HOUSING ASSOCIATION

## POLICY STATEMENT

### DISABLED ADAPTATIONS

#### 1. Statement of Intent

- 1.1 The Association is committed to the provision of adaptations in order to restore or enable independent living, privacy, confidence and dignity for individuals and their families.
- 1.2 The Association aims to provide an individualised solution to the problems of a person experiencing a disabling environment by providing adaptations that are delivered sensitively, fit for the purpose identified by the disabled person and within a specified time scale.

#### 2. Implementation of the Policy

- 2.1 The Association will work in partnership with applicants and other agencies to ensure that requests are dealt with within recommended time-scales with the minimum of delay and that applicants receive a seamless service.
- 2.2 Applicants for adaptations will be kept informed of the progress of their request.
- 2.3 The Association will have an identified annual budget for funding adaptations and will actively seek partnership agreements with Local Authorities for joint funding.
- 2.4 The Association will endeavour to make the best use of its resources and before funding a major adaptation, the following will be investigated and discussed with the applicant:

Alternative sources of funding, in particular Disabled Persons Facilities Grant and charitable sources of funding.

Transfer – a priority transfer to more suitable accommodation may be granted at the discretion of the Head of Housing Services. In these circumstances assistance with removal costs may also be granted.
- 2.5 Minor adaptations will be carried out at the request of the resident, subject to the recommendation of the Housing Officer or Maintenance Inspector.
- 2.6 Any request for an adaptation costing over £500 must be supported by the recommendation of a Social Services Occupational Therapist. In all circumstances the Association will comply with the Occupational Therapist's recommendations. At the discretion of the Head of Housing Services, recommendations may be accepted from other sources.
- 2.7 Disabled Person Units in new developments will be fitted with adaptations to suit individual applicants whenever possible.
- 2.8 The Association will fit minor adaptations (grab rails and lever taps) during the refurbishment of sheltered accommodation.
- 2.9 The Association will ensure that users and carers are trained to optimise the value of an adaptation.
- 2.10 The Association may refuse a request for an adaptation if this would increase and/or prolong the applicant's dependency, if the property is structurally unsuitable or if the adaptation will render the property difficult to re let in the future.

## **2. Implementation of the Policy, continued**

- 2.11 If an adaptation is provided to enable independent living then the applicant will not be considered for a transfer to another property. However, if the applicant's circumstances change such that the property becomes unsuitable again in the future then they may apply for a transfer to more suitable accommodation.
- 2.12 The Association will provide assisted bathing facilities within sheltered schemes wherever possible. In addition, when carrying out programmed improvement works and where the construction and design of the building allows, a 'wet floor' shower facility will be offered instead of an over bath shower. The Association will also endeavour, wherever possible to use a design which facilitates the installation of a bath on change of tenancy.
- 2.13 The Association will seek to match previously adapted properties to the needs of applicants on the waiting list.
- 2.14 Major adaptations carried out to a property will be retained when the property is re-let and maintained by the Association.
- 2.15 The Association will provide technical advice and assistance to those who are able and willing to self-fund their own adaptations.
- 2.16 The Association will maintain any existing adaptation or equipment provided with our agreement that is still needed to meet the needs of the disabled person for whom it was provided.
- 2.17 The Association will remove on request equipment such as stairlifts that are no longer needed due to bereavement or a permanent change in the household.

## **3. Responsibility**

- 3.1 The Director of Housing Services is responsible for the effective implementation of this policy.

## **4. Monitoring**

- 4.1 The Association will monitor the number, type and value of adaptations fitted in order to target resources and assess the effectiveness of the policy.
- 4.2 Quarterly reports will be made to the Board of Trustees about adaptations.

## **5. Review**

- 5.1 This policy will be reviewed biennially to ensure that it is sensitive, efficient and cost effective. The review will include consultation with residents.

## **6. Right of Appeal**

- 6.1 There is a right of appeal against any decision made by the Association in relation to the provision of adaptations. An appeal can be made through the Association's complaints procedure.

This policy applies to the beneficiaries of Joseph Hornby Stockdale Almshouses.

**February 2008**

**This policy can be made available on request in other languages,  
large type, Braille or in audio format.**