



Policy Title: Stage 3 Adaptations Policy

Policy Manual Section: Technical Services

Policy Number:

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1.0 Introduction

- 1.1 Adaptations have an important role to play in terms of helping to ensure that our housing stock can be as responsive as possible to the changing needs of those living within the community, thus allowing people to remain within their own homes.
- 1.2 The Association needs to consider the implications of funding and paying for the work and also making best use of the existing stock in meeting the needs of tenants

2.0 Definition of Stage 3 Adaptations

- 2.1 The Scottish Housing Regulator classifies a stage 3 Adaptation:

“Works to adapt a property to suit the changing needs of the existing tenant or a new tenant, where these could not be reasonably have been identified when the house was originally provided”.

3.0 Objectives of Policy

- 3.1 To ensure that stage 3 adaptations are carried out as effectively as possible and that the Association’s tenants needs are met in relation to stage 3 adaptations required in their home or consider if alternative accommodation would better suit the needs of the household.

4.0 Funding For Stage 3 Adaptations

- 4.1 Funding for housing adaptations is presently provided by Glasgow City Council who fund all RSL adaptations including major adaptations from their Transfer of the Management of Development Funding (TMDF) budget.
- 4.2 The Association bids for an annual allocation from the City Council to pay for adaptations. There is a standard allowance of 10% of works costs which the Association receives for arranging for the work to be carried out and for administrative costs. Funding is made in arrears, quarterly, and the work is front funded by the Association and claimed back from the City Council.
- 4.3 The annual allocation cannot be exceeded unless by prior approval by the City Council. If all of the funding is expended and there is no approval of additional funding then a waiting list will be established and work will be wait until funding is available.
- 4.4 There is the prospect that grant funding will not be available in future years and the Association may be expected to fund adaptations from its own resources. The Association’s position will be determined if this change occurs and this policy will be amended if required.

4.5 The Association is responsible for any maintenance or repair to an adaptation.

5.0 Referrals and Prioritisation

5.1 The Association is not qualified to assess a tenants needs in relation to the adaptations a tenant may need. Referrals for adaptations will be passed to the City Councils Occupation Therapists (OTs) to carry out an assessment of the medical needs of the applicant. An OT will allocate points to each applicant for successful assessments and the Association will maintain a list of applicants graded in priority order and date in relation to the points awarded. This list together with practical and cost considerations will determine the order that adaptations are carried out.

No adaptation will be instructed without an assessment being completed by an OT. If resources are limited then it may only be possible to progress work above a minimum points level and review those applicants on the waiting list when funds are available. This will be determined once the annual allocation is awarded, and in the event that the award is considered insufficient for the expected work in the course of the year a report will be presented to the Management Committee identifying the points level to be set.

5.2 In addition the Association will take account of the suitability of the adaptation within the building in which the work is to be carried out. This would mean that wet floors would only be suitable for installation in a ground floor flat. Similar work in a house would only be permissible in a downstairs location or if in an upstairs location in a property served by a lift/stair lift or where one could be fitted at a later date.

5.3 Where an adaptation is not suited to a dwelling but is required then consideration will be given to an award of medical points to assist a transfer to an already adapted property or a property that is more suitable for adaptation.

6.0 Types of Adaptation carried out

6.1 The following list shows the types of eligible adaptations that can be carried out to the Association's properties:

External Adaptations

- Handrail at front or rear of dwelling
- Widening paths around property
- Modification or widening of steps
- Defining steps for people with visual impairment
- Outdoor lighting
- Paved areas for wheelchairs
- Carport or covered access to property
- Installation of ramp to front / rear access

- **Internal Adaptations**

- Widening or re-hanging of doors
- Re-positioning of door locks
- Replacing door knobs etc
- Installation of door call, entry phone and door unlock systems
- Additional stair rail
- Alterations to windows
- Installation of stair lift
- Vertical hoist including reinforcing ceilings and provision of hoist track
- Provision of level access shower, adapted bath etc
- Alteration or relocation of taps, power supplies, lights, sockets and heating appliances
- Storage space for wheelchair
- Acoustic insulation
- Warning or alarm systems
- Non-slip or tactile surfaces
- Letter cages or delivery shelf
- Alterations to kitchen storage or equipment (excluding full re-design)

Major Works

- Extensions or alterations to provide suitable bedroom or bathroom for a disabled person
- Vertical through floor lift
- Re-design of existing kitchen
- Creation of hard standings or other extensive external alterations

7.0 Allocation of adapted property

- 7.1 When medically adapted property is vacated then The Association will attempt to allocate it to a household that will benefit from the allocation.
- 7.2 If a household cannot be found that would benefit from the adaptation then the property will be offered to a household that will accept the property in its adapted state.
- 7.3 The cost of re-instating properties to their original state will only be carried out if no applicant for the property can be found. The cost of the work can be considerable and will only be tackled if no tenant can be found for the property in the original state.

8.0 Review

- 8.1 This policy will be reviewed every 3 years and is next scheduled for review in March 2016