

**MEMBERS INTERESTS 2012**

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	<b>General</b>		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest <b>because</b> it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/>          <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>          <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 16/7/12) or a pecuniary interest but it relates to the functions of my Council in respect of:  (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.  (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.  (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay.  (iv) An allowance, payment or indemnity given to Members  (v) Any ceremonial honour given to Members  (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>	<i>You may speak and vote</i>          <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 20/2/13 – 19/2/17)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

**'disclosable pecuniary interest'** (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

**Interest**

**Prescribed description**

Employment, office, trade, profession or vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;*

*"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;*

*"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;*

*"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;*

*"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;*

*"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

**'non pecuniary interest'** means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

**'a connected person'** means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

**'body exercising functions of a public nature'** means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

**NB** Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

## **EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE**

**HELD: 1 APRIL 2015**

Start: 7.30pm

Finish: 8.00pm

### **PRESENT:**

Councillors: Blane (Chairman)

Ashcroft	Kay
Mrs Atherley	Moran
Barron	Oliver
Bell	O'Toole
Furey	Patterson
Gagen	Pryce-Roberts
Jones	Savage

Officers: Assistant Director Housing and Regeneration (Mr B Livermore)  
Deputy Borough Treasurer (Mr M Kostrzewski)  
Partnership and Performance Officer (Ms A Grimes)  
Assistant Solicitor (Mr M Hynes)  
Principal Overview and Scrutiny Officer (Mrs C A Jackson)

### **86. APOLOGIES**

Apologies for absence were submitted on behalf of Councillor S Bailey.

### **87. MEMBERSHIP OF THE COMMITTEE**

In accordance with Council Procedure Rule 2, Members noted the termination of membership of Councillors Pendleton and Wilkie and the appointment of Councillors Pryce-Roberts and Patterson for this meeting only, thereby giving effect to the wishes of the Political Groups.

### **88. URGENT BUSINESS**

There were no items of urgent business.

### **89. DECLARATIONS OF INTEREST**

Councillors Ashcroft, Mrs Atherley, Bell, Blane and Jones declared a non-pecuniary interest in Agenda item 13 (Corporate Programme Monitoring) in relation to Parish Council matters, arising from their membership of a Parish Council.

### **90. DECLARATIONS OF PARTY WHIP**

There were no declarations of a Party Whip.

### **92. MINUTES**

**RESOLVED:** That the minutes of the meeting held on 29 January 2015 be received as a correct record and signed by the Chairman.

**93. RELEVANT MINUTES OF CABINET**

Consideration was given to the minutes of the Cabinet held on 17 March 2015.

Questions and comments were raised in respect of the following item:

Minute 78 (Organisational Re-Engineering – Legal and Democracy) – Scope of OR exercise; outcome.

RESOLVED: That the minutes of the Cabinet meeting held on 17 March 2015 be noted.

**94. CALL-IN**

There were no items under this heading.

**95. CORPORATE PERFORMANCE MANAGEMENT 2015-2016**

Consideration was given to the report of the Transformation Manager, as contained on pages 1117 to 1125 of the Book of Reports that detailed the Suite of Performance Indicators for adoption as the Council's Corporate PI Suite for 2015/16 and sought agreed comments, if any, prior to final adoption, following approval by Cabinet at its meeting on 17 March 2015.

The Partnership and Performance Officer attended the meeting, provided an overview and clarification, referencing details as set down in the report.

RESOLVED: There were no agreed comments.

**96. BUSINESS PLAN 2015/18**

Consideration was given to the joint report of the Managing Directors that gave details of the Business Plan 2015-18 (Appendix A – Version dated 18 March 2015) as contained on pages 1127 to 1155 of the Book of Reports that sought agreed comments, if any, following consideration by Cabinet at its meeting on 17 March and prior to consideration of the final version of the Plan by Council at its meeting on 15 April 2015.

The Partnership and Performance Officer attended the meeting provided an overview and clarification, referencing details as set down in the report.

RESOLVED: There were no agreed comments.

**97. REVENUE BUDGET MONITORING**

Consideration was given to the report of the Borough Treasurer as contained on pages 1157 to 1163 of the Book of Reports which provided a projection of the financial position on the General Revenue Account (GRA) at the end of the financial year.

The Deputy Borough Treasurer attended the meeting, provided an overview and clarification, referencing details as set down in the report.

RESOLVED: That the financial position of the GRA be noted.

**98. HRA AND CAPITAL INVESTMENT PROGRAMME MONITORING 2014/2015**

Consideration was given to the joint report of the Assistant Director Housing and Regeneration and Borough Treasurer as contained on pages 1165 to 1171 of the Book of Reports which provided an update on the Housing Revenue Account (HRA) and Capital Investment Programme.

In discussion comments and questions were made in reference to:

- Recruitment of suitable staff – difficulties encountered; reasons; initiatives to resolve.
- Investment in Kitchens and Bathrooms – benefits to tenants; schemes completed; positive feedback.

The Deputy Borough Treasurer attended the meeting and responded to questions and provided clarification, referencing details as set down in the report.

RESOLVED: That progress against the HRA and Capital Programme budgets be noted.

**99. CAPITAL PROGRAMME MONITORING**

Consideration was given to the report of the Borough Treasurer, as contained on pages 1173 to 1185 of the Book of Reports which provided an update on the current position in respect of the 2014/2015 Capital Programme.

In discussion comments and questions were made in to:

- Capital Programme – outcomes.
- Schemes identified 2015-16.
- Affordable Housing – Partnership with Regenda and other RSL's.

The Deputy Borough Treasurer attended the meeting and responded to questions and provided clarification, referencing details as set down in the report.

In response to a Member question on opportunities for other RSLs to work in the Borough, the Assistant Director Housing and Regeneration made an undertaking to circulate additional information.

RESOLVED: That the current position in respect of the 2014/2015 Capital Programme be noted.

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Chairman



## CABINET

**HELD: 16 JUNE 2015**

Start: 7.30pm

Finish: 7.45pm

### PRESENT:

Councillor: I Moran (Leader of the Council, in the Chair)

Councillors:

#### Portfolio

T Aldridge	Older People
Y Gagen	Deputy Leader of the Council & Leisure
J Hodson	Planning
J Patterson	Housing and Landlord Services
K Wright	Health and Community Safety

In attendance: Councillors Furey & Pendleton  
Councillors

Officers:

- Managing Director (People and Places) (Mrs G Rowe)
- Managing Director (Transformation) (Ms K Webber)
- Assistant Director Housing & Regeneration (Mr B Livermore)
- Assistant Director Planning (Mr J Harrison)
- Borough Treasurer (Mr M Taylor)
- Borough Solicitor (Mr T Broderick)
- Transformation Manager (Mr S Walsh)
- Environmental Protection and Community Safety Manager (Mr A Hill)
- Asset Manager (Mr W Berkley)
- Property Services Manager (Mr P Holland)
- Organisational Re-Engineering Manager (Ms. K Warmington)
- Facilities Manager (Mr J Powell)
- Project Support Manager (Ms G Sands)
- Senior Surveyor (Mr K Spencer)
- Principal Member Services Officer (Mrs S Griffiths)

### 1. APOLOGIES

Apologies for absence were received on behalf of Councillors Wilkie (Portfolio Holder for Street Scene) and Wynn (Portfolio Holder for Finance)

### 2. SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS

There were no items of special urgency.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. MINUTES**

RESOLVED That the minutes of the Cabinet meeting held on 17 March 2015 be received as a correct record and signed by the Leader, it being noted that there has been a change in administration since the last meeting.

**5. CONFIRMATION OF PROCEDURAL MATTERS**

RESOLVED A. That the appointment of Cabinet, Committees, and Working Groups for 2015/16, as circulated at the Annual Meeting of the Council on 20 May 2015, with the terms of reference included in the Constitution, be noted.

B. That the 'Proper Officer Provisions and Scheme of Delegation to Chief Officers', insofar as they are executive functions, and the Scheme of Delegation to Cabinet Members, as set out in the Constitution, be noted.

**6. MATTERS REQUIRING DECISIONS**

Consideration was given to the report relating to the following matters requiring decisions as contained on pages 1 – 236 and 257 – 271 of the Book of Reports.

**7. 192-198 ENNERDALE, SKELMERSDALE (FORMER TANHOUSE OFFICE)**

Councillor Patterson introduced the report of the Assistant Director Housing and Regeneration which provided an update on the future use of 192-198 Ennerdale, Skelmersdale.

Minute no. 7 of the Landlord Services Committee (Cabinet Working Group) held on 11 June 2015 was circulated at the meeting.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group) and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the Assistant Director Housing and Regeneration be authorised, in consultation with the Portfolio Holder for Housing and Landlord Services, to grant a lease at a peppercorn rent to the Tanhouse Community Enterprise Ltd. subject to the business plan for 192-198 Ennerdale, Skelmersdale being valid and sustainable.
  - B. That the Assistant Director Housing and Regeneration be authorised to obtain all necessary consents and enter into all necessary documentation to facilitate the lease.

**8. APPROVAL OF DRAFT STATEMENT OF LICENSING POLICY AND AUTHORISATIONS REQUIRED BY THE GAMBLING ACT 2005**

Councillor Wright introduced the report of the Assistant Director Community Services which sought authority to approve the draft Statement of Licensing Policy (required by the Gambling Act 2005) prior to public consultation.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the draft Statement of Licensing Policy attached at Appendix 2 to the report, be approved.
  - B. That the Assistant Director Community Services be given delegated authority to publish the draft Statement of Licensing Policy and conduct a period of public consultation prior to returning the final policy for approval before 31 January 2016.

**9. INTERNAL CCTV CODE OF PRACTICE**

Councillor Wright introduced the report of the Assistant Director Community Services which sought approval for a West Lancashire Borough Council internal CCTV Code of Practice.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the Internal CCTV Code of Practice, included as Appendix 1 to the report, be approved.
  - B. That authority to agree future amendments to the Internal CCTV Code of Practice be delegated to the Assistant Director Community Services, in consultation with the relevant Portfolio Holder.

**10. RISK MANAGEMENT**

Councillor Moran introduced the report of the Borough Treasurer which set out details on the key risks facing the Council and how they are managed.

In reaching the decision below, Cabinet considered the details in the report before it and accepted the reasons contained therein.

RESOLVED            That the progress made in relation to the management of the risks shown in the Key Risks Register (Appendix A) be noted and endorsed.

**11. QUARTERLY PERFORMANCE INDICATORS (Q4 2014-15)**

Councillor Moran introduced the report of the Transformation Manager which presented performance monitoring data for the quarter ended 31 March 2015.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

RESOLVED    A.    That the Council's performance against the indicator set for the quarter ended 31 March 2015 be noted.

                  B.    That the call-in procedure is not appropriate for this item as the report is being submitted to the next meeting of the Corporate & Environmental Overview and Scrutiny Committee on 9 July 2015.

**12. DRAFT LANDLORD SERVICES DISABLED ADAPTATIONS POLICY**

Councillor Patterson introduced the report of the Assistant Director Housing and Regeneration which sought agreement of a draft Landlord Services Disabled Adaptations Policy for consultation purposes.

Minute no. 8 of the Landlord Services Committee (Cabinet Working Group) held on 11 June 2015 was circulated at the meeting.

A motion from Councillor Patterson was circulated at the meeting extending the consultation period until 1 September 2015.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group), the motion and explanation from Councillor Patterson and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the draft Landlord Services Disabled Adaptations Policy be approved for consultation with tenants, residents and key stakeholders, the consultation period to expire on 1 September 2015.
  - B. That the call-in procedure is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 2 July 2015.

### **13. USING ONE FOR ONE CAPITAL RECEIPTS**

Councillor Patterson introduced the report of the Assistant Director Housing and Regeneration which considered the use of the retained one for one capital receipts.

Minute no. 9 of the Landlord Services Committee (Cabinet Working Group) held on 11 June 2015 was circulated at the meeting.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group) and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- That authority be delegated to the Assistant Director Housing and Regeneration in consultation with the Housing Portfolio Holder, to maximise the use of the one for one retained capital receipts by using available Council resources, and/or external funds from RSLs or other investors as outlined in option 3 in the report.

### **14. DIGITAL BY PREFERENCE - A NEW APPROACH**

Councillor Moran introduced the report of the Transformation Manager which advised on a new approach in relation to access to Council services online. Councillor Moran moved that the item be deferred until the September Cabinet meeting to enable Members to more fully understand the issues.

In reaching the decision below, Cabinet considered the motion from Councillor Moran and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- That this item be deferred until the September Cabinet meeting in order to enable Members to more fully understand the issues.

**15. STRATEGIC ASSET MANAGEMENT PROJECT (SAMP)**

Councillor Moran introduced the report of the Assistant Director Housing and Regeneration which updated on the progress of the Strategic Asset Management Project and sought authority to dispose of assets.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the contents of the report, including the work undertaken by officers to date, and the progress on the assets previously identified for disposal be noted.
  - B. That the Assistant Director Housing and Regeneration be authorised to take the actions recommended in Appendix A and B in relation to the 121 sites in the Tanhouse Ward together with land at Brierfield, Liverpool Road and Laburnum Drive in Skelmersdale and Hillock Lane in Scarisbrick, and take any actions necessary to secure disposal of category 1 sites.
  - C. That the sites set out in Appendix D are no longer required for their current uses as set out in that Appendix and that they be appropriated as required for regeneration purposes for the reasons set out in the report.
  - D. That funding of £20,000 be made available from major project reserves to enable sites designated in previous reports as '1 – Seek to Dispose' along with those identified in Appendix A and B, to be progressed further as detailed in paragraph 7.2 of the report.

**16. ORGANISATIONAL RE-ENGINEERING - HOUSING SERVICES (RESPONSE MAINTENANCE AND VOID MAINTENANCE SERVICES) MANAGEMENT REPORT**

Councillor Patterson introduced the joint report of the Assistant Director Housing and Regeneration and the Transformation Manager which presented the findings and recommendations for savings and service improvements in relation to the Response Maintenance and Void Maintenance Services.

Minute no. 10 of the Landlord Services Committee (Cabinet Working Group) held on 11 June 2015 was circulated at the meeting.

A motion from Councillor Patterson was circulated at the meeting.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group), the motion from Councillor Patterson and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the recommendations for service improvements set out in Sections 1.4, 1.5, 4 and 6 of the Management Report attached at Appendix 1 to the report, be agreed.
  - B. That the Assistant Director of Housing and Regeneration and Transformation Manager be given delegated authority to take action in connection with implementing the recommendations referred to at A. above, subject to any additional resource requirements being agreed via the usual budget process.

## **17. EXCLUSION OF PRESS AND PUBLIC**

- RESOLVED
- That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A of that Act and as, in all the circumstances of the case, the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

## **18. MATTER REQUIRING DECISION**

Consideration was given to the report relating to the following matter requiring decision as contained on pages 237 – 255 of the Book of Reports.

## **19. CARETAKING SERVICE REVIEW**

Councillor Patterson introduced the report of the Assistant Director Housing and Regeneration which reviewed the Council's caretaking service.

Minute no. 11 of the Landlord Services Committee (Cabinet Working Group) held on 11 June 2015 was circulated at the meeting.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group) and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the operation of the service in-house be continued.

- B. That the Action plan attached at Appendix C to the report, including the increase in service charges from 30<sup>th</sup> November 2015, be approved.
- C. That the Assistant Director Housing and Regeneration, in consultation with the Tenant Scrutiny Group (TSG), review the improvements made as a result of the Action Plan in 12 months' time.
- D. That the Assistant Director Housing and Regeneration report back to Cabinet following the review.
- E. That the Assistant Director Housing and Regeneration thank the TSG for their help with this matter.

Note

No representations had been received in relation to the above item being considered in private.

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LEADER



**AGENDA ITEM: 8**

**CABINET:  
16 June 2015**

**EXECUTIVE OVERVIEW &  
SCRUTINY COMMITTEE:  
2 July 2015**

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**Report of: Assistant Director Housing and Regeneration**

**Relevant Managing Director: Managing Director (Transformation)**

**Relevant Portfolio Holder: Councillor J Patterson**

**Contact for further information: Mrs G. Sands (Extn. 5151)  
(E-mail: Gillian.sands@westlancs.gov.uk)**

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**SUBJECT: DRAFT LANDLORD SERVICES DISABLED ADAPTATIONS POLICY**

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Wards affected: Borough wide

**1.0 PURPOSE OF THE REPORT**

- 1.1 To agree a draft Landlord Services Disabled Adaptations Policy for consultation purposes.

**2.0 RECOMMENDATIONS TO CABINET**

- 2.1 That the draft Landlord Services Disabled Adaptations Policy be approved for consultation with tenants, residents and key stakeholders, the consultation period to expire on 1 August 2015.
- 2.2 That the call-in procedure is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 2 July 2015.

**3.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE**

- 3.1 That the content of this report be considered and that agreed comments be referred to the Assistant Director Housing and Regeneration.

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## 4.0 BACKGROUND

- 4.1 The Council has a statutory duty under the Housing Grants, Construction and Regeneration Act 1996, to provide disabled facilities grants (DFGs) to eligible disabled residents to help them pay for major adaptations to their home. Adaptations for disabled West Lancashire Borough Council (WLBC) Tenants are funded from the Housing Revenue Account (HRA) which is the rental income paid by tenants.
- 4.2 The number of applicants and the expenditure for disabled adaptations for the last 4 years has been set out in the table below:

Year	Applications received	Applications completed	Amount spent
2011/12	142	126	£833,662
2012/13	177	153	£488,332
2013/14	157	139	£498,545
2014/15	122	57	£729,111

- 4.3 From the table above we can see that the number of applications completed has reduced. This is mainly due to the amount being spent on extensions for individual adaptations.
- 4.4 6 applications last year were above £40k with one costing £70k. This accounted for £318k of the budget.
- 4.5 Landlord Services received 122 requests for adaptations during 2014/15 with 57 being completed, 65 cancelled or carried over to 2015/16.

## 5.0 CURRENT POSITION

- 5.1 The Private Sector Housing Disabled Adaptations Policy was approved on 11<sup>th</sup> November 2014. This policy looks to build on this and agree a specific policy for Council Tenants that is fair and equitable whilst making best use of the housing stock that is available.
- 5.2 Since 1<sup>st</sup> April 2015, Landlord Services has received a further 25 referrals from the Occupational Therapist.
- 5.3 Using the number of applications received so far this year, we are estimating that 156 (13 per month) applications for disabled adaptations will be received this year. Combining this figure with the 42 applications carried forward from last year, a total of 198 applications will be in the system this year.
- 5.4 The budget this year for Landlord Services Disabled Adaptations is £652,000 with an additional £81,378 which is slippage from 2014/15.

- 5.5 Landlord Services does not currently have a cap on the amount it spends on disabled adaptations. Current practice is to pay for large adaptations which enhance the value of the property and is different to Private Sector Housing.
- 5.6 These figures show that the budget for this year is going to struggle to deliver all the applications that are expected to be received. The issue is compounded by the costly extensions that are reducing the number of the applications Landlord Services can deliver.

## **6.0 FUTURE DISABLED ADAPATIONS**

- 6.1 The business plan contains projected spend on adaptations:

Year	Amount
2016/17	£697,000
2017/18	£735,000
2018/19	£664,000
2019/20	£718,000

It is important to note, that this has not been approved by Council and is a projected spend.

- 6.2 Due to the ageing population the number of applications we expect to receive is increasing. In addition to this, the number of individuals with multiple chronic illnesses being cared for in the community is increasing. This is likely to increase over the coming years due to government policy to encourage care in the community.
- 6.3 We therefore need to review whether we are making best use of the housing stock to ensure that funds are available for adaptations where these are necessary.
- 6.4 Introducing a limit of £30,000 on the amount of financial support that we provide tenants is consistent with the Private Sector housing DFG Policy that has already been agreed and provides a similar level of service in the public and private sectors. This limit will help us control expenditure to ensure funds are available for all that need this service.

## **7.0 POLICY OBJECTIVES**

- 7.1 The draft policy will provide clarification for officers and stakeholders on a number of issues such as maintenance, maximum funding, mutual exchanges and Right to Buy applications.
- 7.2 The draft Landlord Services Disabled Adaptations Policy will assist officers in delivering an adaptations programme to WLBC tenants. It will also ensure fair, equitable and consistent treatment for all disabled tenants who require the Council's assistance in adapting their home.

## **8.0 CONSULTATION PROCESS**

8.1 It is suggested the draft Landlord Services Disabled Adaptations Policy is listed on the consultation page of the Council's website. The following stakeholders will be encouraged to comment:

Tenants	Public
Lancashire County Council	WL Physical Disability Partnership
Citizens Advice Bureau	WL Clinical Commission Group (CCG)
Help Direct, Disability West Lancs	Age UK
West Lancs CVS	Neighbouring local authorities
Access Matters	

8.2 It is proposed that the consultation will take place until 1<sup>st</sup> August 2015.

## **9.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY**

9.1 There are no negative sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The report has no significant links with the Sustainable Community Strategy.

9.2 Adopting the policy will speed up the number of adaptations that WLBC can deliver. This can then enable our tenants to live in their homes longer creating a sustainable tenancy and a more sustainable community.

## **10.0 FINANCIAL AND RESOURCE IMPLICATIONS**

10.1 The budget has been set. The best way to make use of the budget is to find a fair and equitable way to distribute the money. Setting a maximum cap on any adaptation will allow the budget to help more tenants to tap into this resource.

## **11.0 RISK ASSESSMENT**

11.1 The implementation of this policy provides a positive opportunity to ensure that this service area is managed in an effective and efficient manner, and will promote greater consistency between the public and private sectors in how disabled residents are treated.

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### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this report.

### **Equality Impact Assessment**

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal

equality impact assessment is attached as an appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

**Appendices**

A - Draft Landlord Services Disabled Adaptations Policy

B - Equality Impact Assessment

C - Minute of the Landlord Services Committee (Cabinet Working Group) held on 11 June 2015

D – Minute of Cabinet held on 16 June 2015



# West Lancashire Borough Council



## Housing & Regeneration Service

**DRAFT**

### Adaptations Policy

**For**

**Council Tenants**

June 2015

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## **1.0 Introduction**

### **1.1 West Lancashire Borough Council (WLBC) directly fund adaptations for its housing tenants.**

**The aim of the policy is to assist disabled tenants or those with long-term illness who require an adaptation to their home to enable them to live independently or to assist carers in their caring role.**

1.2 Under Section 1 of the Housing Grants, Construction and Regeneration Act 1996, grants are available from local housing authorities towards the cost of works required for the provision of facilities for disabled people.

1.4 The definition of a disabled person under the Act states that the 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, impairments that have been present since birth or otherwise

1.5 This policy is being delivered to compliment West Lancashire Borough Council Disabled Adaptations Policy for private sector residents. To ensure equity across all tenures, applications for adaptations received from council tenants will be dealt with in the same way as those from home owners, private tenants and housing association tenants up to the point of grant approval.

1.6 This policy is to assist officers in delivering an adaptations programme and provide clarity to its tenants. WLBC want to ensure the fair, equitable and consistent treatment for all disabled people who require financial assistance in adapting their home.

## **2.0 If tenants wish to install their own adaptations**

2.1 If tenants wish to install their own adaptations, written approval must first be gained from WLBC and the works must be done in accordance with industry acceptable standards. Any adaptations not installed by WLBC will not be maintained and responsibility for any repairs work will lie with the tenants themselves.

2.2 At the end of the tenancy, the tenant may be asked to remove any alterations and make good any damage to the property.

### **3.0 Scope**

- 3.1 Help can be provided to tenants in the form of an aid or an adaptation depending on the needs of the individual. Aids are often items such as grab rails or a hand rail up the stair case. An adaptation is an adjustment to a property such as a ramp or lifting equipment.
- 3.2 If a person would like to be assessed for equipment or adaptations they can apply to LCC (Social Services Authority) for an assessment of needs telephone 0300 1236720. If as an outcome of the LCC assessment a recommendation is made for a major adaptation<sup>1</sup> to a council property, LCC will send the recommendation to WLBC.
- 3.3 This policy only applies to adaptation work and does not include the provision of aids which are dealt with by LCC. It is important to note that it only governs mandatory assistance. Regulation 2 of the Community Care (Delayed Discharges etc.) Act (Qualifying Services) (England) Regulations 2003 provides that any community care equipment (including grab rails, bath chairs etc.) may be provided free of charge by the LCC. Therefore, any such aids will be considered for funding directly by Lancashire County Council (LCC). Social services authorities also have additional powers, e.g. Chronically Sick and Disabled Persons Act 1970.
- 3.4 WLBC has a duty to provide disabled facilities grants (DFGs) to qualifying applicants to help them pay for any major adaptations needed to their home.
- 3.5 A detailed list of work eligible for adaptations can be found in Section 23 (1) of the Housing Grants, Construction and Regeneration Act 1996 and Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008/1189.

### **4.0 Stage 1 – Initial Assessment**

- 4.1 Residents in the borough wishing to be considered for adaptations to their home, must request an assessment of their needs from LCC by calling 0300 1236720 or visiting [www.lancashire.gov.uk/health-and-social-care](http://www.lancashire.gov.uk/health-and-social-care).
- 4.2 The tenant of the property to be adapted will be the one to make the application for assistance on behalf of the disabled person or for themselves. A tenant can request assistance in the process from WLBC.

### **5.0 Stage 2 - Application**

- 5.1 If LCC decides that major adaptation works are required to a council property, the OT and WLBC Housing Surveyor will visit to establish the best way of meeting the occupants' needs. Following the visit, the OT will provide the Council with a recommendation, outlining the adaptation works that have been discussed. This will be considered as an application by the tenant for a disabled facilities grant (DFG) to assist in paying for the work to be completed.

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<sup>1</sup> Examples of major adaptations include stairlifts, vertical floor lifts, bathroom or bedroom extensions.

- 5.2 Applications for major adaptations will be reviewed by the adaptation panel. Each case will be assessed on its own merits. This panel meets monthly and will contain representatives from the LCC Occupational Therapist Service and relevant officers from WLBC. It will consider applications from tenants and private sector applications in line with the Care Act 2015. The panel will consider if the recommended major adaptations is the most appropriate way of helping the tenant or if an alternative solution will be better. Once a decision has been made applicants will be informed of the outcome as soon as possible in writing.
- 5.3 Applications will be processed based on the level of priority given by the panel. Referrals are either High Priority or Standard Priority depending on the urgency of the applicants' needs.
- 5.4 Depending on the level of investment, the suitability of the tenant and property availability, WLBC may discuss transferring the applicant to a more suitable accommodation or to a property that has already been adapted.
- 6.0 Stage 3 – Funding and maximum amounts**
- 6.1 The adaptations recommended must be necessary, appropriate, reasonable and practicable to meet the needs of the disabled person. In deciding whether any works are necessary and appropriate, officers shall take into account:
- the recommendations of the OT;
  - whether a more cost effective option is available;
  - whether aids and equipment have been considered or tried;
  - whether an alternative option has been declined
- 6.3 The Council will fund adaptations up to a maximum limit of £30,000 as adjusted in line with legislation and in line with the Private Sector Disabled Adaptations Policy 2015.
- 6.4 Where the cost of the adaptation is greater than £30,000, the tenant will be recommended to source this funding by other means e.g. charitable funding or through Lancashire County Council's Hardship Fund.
- 6.5 Where the tenant wishes to alter, or enhance the works recommended and providing the OT approves the altered scheme, the tenant is required to fund the difference in cost.
- 6.6 Alternatively, if the Council's funding does not cover the cost of the scheme recommended, the applicant will be required to make a contribution for the work to go ahead.

## **7.0 Stage 4 – Means Test (Test of Resources)**

7.1 Means testing is governed by the Housing Renew Grants Regulations 1996/2890 as amended which takes in account the resources of all “relevant persons” (as prescribed by the regulations).

7.2 Applications for funding disabled adaptations are subject to a means test known as the test of resources and may be subject to additional contributions unless they fall within one of the following categories:

- The adaptations are for a disabled child (a child is defined as someone between the age of 0 and their 16<sup>th</sup> birthday)
- The adaptations are for a disabled young person (a young person is defined as someone aged between 16-19) who is in full time education.
- The applicant is also the tenant and is in receipt of one of the following benefits:
  - Universal Credit
  - Income Support
  - Income-based Employment and Support Allowance
  - Income-based Jobseeker’s Allowance
  - Guarantee Pension Credit
  - Working tax credit and/or Child Tax Credit (where the annual income for the purpose of the tax credits assessment is below £15,050)
  - Housing Benefit

7.3 The means test works by looking at how much money the relevant person’s family needs to live on for a week. This is called the ‘applicable amount’ and is set by government based on the size and any special circumstances of the relevant person’s family (outgoings are not included). If the household income exceeds the ‘applicable amount’ the relevant person will have to contribute towards the cost of the work. Any contribution needs to be paid in advance of work undertaken.

## **8.0 Stage 5 – Waiting list**

8.1 WLBC aims to notify applicants as to whether the application has been approved or refused within 6 months of the date of application.

8.2 WLBC aims to complete High Priority cases within 83 working days and Standard Priority cases within 151 working days from when the OT receives the request. If major work is required, such as internal alterations or an extension, the work will take longer as building regulations and planning permission may be needed.

8.3 Due to waiting lists and level of demand we may need to write to you to schedule a date for your adaptation in the future.

## **9.0 Stage 6 - Maintenance**

- 9.1 The Housing & Regeneration Service will be responsible for maintenance of the adaptation works for the life of the tenancy and any future tenancies.
- 9.2 Where an adaptation requires on-going servicing, WLBC will apply a service charge to cover the costs of maintenance.
- 9.3 The Council will not maintain or repair any adaptation works or equipment carried out or installed privately.

## **10.0 Adapted Properties**

- 10.1 When a property has been adapted for a disabled person the adaptations will remain in place. The property will be added to a register for future use for people with disabilities. The adaptations will not be reversed once they have taken place, for example, where a bath has been replaced by a shower and new tenants enter the property the shower will remain. Where possible, the property will be re-used by someone meeting the needs of the adaptation. Where that is not possible, due to supply and demand, the above is adhered to and the adaptations will remain in place for any future use.
- 10.2 Where a property has already been adapted for a disabled tenant, any transfer would lose any medical priority as they would be assessed as appropriately housed.

## **11.0 Rent Increases**

- 11.1 If the adaptation works involve adding additional floor space to a home, the rent may (subject to re-evaluation) increase. The rent increase would be based upon an estimated valuation of the property once it has been adapted. Any increase in rent will be discussed with the tenant before the adaptation works are agreed. If the tenant is claiming a relevant benefit the increase may be covered by this.
- 11.2 If equipment is installed that requires on-going servicing/maintenance such as stair lifts, the tenant will be charged a service charge to cover these costs.

## **12.0 If a tenants needs change**

- 12.1 If a tenant's needs change after any adaptations have been made – for example, if they find they can no longer do something that they could manage before, the tenant will need to contact LCC (0300 1236720) who will arrange to re-assess their needs.

### **13.0 When the adaptation is no longer required**

- 13.1 In the situation where the person needing the adaptation no longer resides in the property WLBC may look to transfer the tenant to another property after six months. This will only occur if a household on the adaptations waiting list is in need of the specific modifications and a suitable alternative property is available for the existing tenant. This will enable another tenant who is in need to move in and make use of the facilities available. WLBC may contribute to reasonable moving expenses.

### **14.0 Reasons for payment withdrawal or amendment**

- 14.1 If the grant is approved and prior to the eligible works being completed, the applicant ceases to be entitled to a grant, or is evicted, or the entitled applicant ceases to (or intends to cease) occupy the dwelling then:
- i) no grant shall be paid
  - ii) no further instalments will be paid
  - iii) WLBC may demand any payments that have been made to be repaid by the tenant together with interest
  - iv) the application may be reconsidered in light of the changed circumstances
- 14.2 WLBC may approve an application for a grant with a provision that the money will not be paid before a certain date (no more than 12 months after the date of application).

### **15.0 Right to appeal**

- 15.1 Each individual application will be reviewed on its own merit. If a request for an adaptation is refused, WLBC will advise the tenant in writing.
- 15.2 Any person who is dissatisfied with a decision made by the Council has the right to appeal. Appeals with additional information can be sent to the panel for reconsideration and should be provided within 28 days of receiving the decision.

### **16.0 Exercising your Right to Buy**

- 16.1 Once a property has been adapted so that it is substantially different from an ordinary dwelling house in order to make it suitable for a physically disabled person and the following apply:
- It is one of a group of dwellings which is let for the occupation of physically disabled people and
  - A social service or special facilities are provided in close proximity to the group of dwellings wholly or partly for the purpose of assisting those people

then the property stops being a general needs property. In accordance with paragraph 7, schedule 5 of the Housing Act 1985, the tenant will not be able to exercise their "Right to Buy" due to the modifications.

## **17.0 Data Protection**

17.1 WLBC will keep some personal data, including sensitive personal data, to process requests and carry out any adaptations. WLBC treat all information as strictly confidential, however, information may be shared with other council departments, the Benefits Agency and contractors purely to make sure the work is carried out correctly and to prevent fraud.

## **18.0 Telling us what you think and how to make a complaint.**

18.1 After any works have been carried out WLBC will send a customer satisfaction survey for completion. The feedback tenants provide enable WLBC will help to see how successful the adaptations have been and also help to improve the service in the future.

18.2 If you have a complaint you should first contact the relevant Service Manager and explain your problem so that it can be put right.

A copy of our complaints procedure can be found at [www.westlancls.gov.uk](http://www.westlancls.gov.uk).

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If you require this publication in an alternative format and/or language please contact us by:

E-mail: [customer.services@westlancls.gov.uk](mailto:customer.services@westlancls.gov.uk)

Telephone: 01695 577177

Text phone : 01695 585029

Or visit: West Lancashire Borough Council  
52 Derby Street  
Ormskirk  
West Lancs  
L39 2DF



# Equality Impact Assessment Form



<b>Directorate: Transformation</b>	<b>Service: Housing &amp; Regeneration</b>
<b>Completed by: Gillian Sands</b>	
<b>Subject Title: Disabled Adaptation Policy</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	<i>*delete as appropriate</i>
	Yes
Is a service being designed, redesigned or cutback:	
	Yes
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes – Chapter 2 – Section 20 – Equality Act 2010
Details of the matter under consideration:	Landlord Services Disabled Adaptations policy to aid those who require adjustments.
<p><i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i></p> <p><i>If you answered <b>No</b> to all the above please complete Section 2</i></p>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	<i>*delete as appropriate</i>
	Yes
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to Section 3</i>	The aim of the policy is to keep disabled and long term sick tenants in their homes and able them to carry out essential, day to day activities.
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Tenants, families and prospective tenants.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	People with disabilities

<p>Which of the protected characteristics are most relevant to the work being carried out?</p> <p>Age</p> <p>Gender</p> <p>Disability</p> <p>Race and Culture</p> <p>Sexual Orientation</p> <p>Religion or Belief</p> <p>Gender Reassignment</p> <p>Marriage and Civil Partnership</p> <p>Pregnancy and Maternity</p>	<p style="text-align: right;"><i>*delete as appropriate</i></p> <p>Yes – nearly 25% of 60+ applicants on the waiting list consider themselves disabled</p> <p>No</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
<p><b>4. DATA ANALYSIS</b></p>	
<p>In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?</p>	<p>Tenants living in WLBC properties who have a disability may require an adaptation to continue to live in their home.</p> <p>Family members of tenants who live in a WLBC property may apply on a family members behalf.</p>
<p>What will the impact of the work being carried out be on usage/the stakeholders?</p>	<p>By adapting the property the tenant will be able to live in their homes longer and be able to carry out essential day to day activities. This creates more sustainable tenancies and communities.</p> <p>By introducing the policy, a cap on the maximum contribution will be in place. This will mean that the tenants may need to contribute or find additional funding elsewhere.</p> <p>This policy will be open for consultation and we will be encouraging key stakeholders to comment.</p>
<p>What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?</p>	<p>Satisfaction surveys take place following an adaptation.</p> <p>Satisfaction surveys are currently running at 100% satisfied.</p>
<p>What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?</p>	<p>Results from consultation will be considered to formulate the policy.</p> <p>The results from a recent consultation for Private Sector Disabled Adaptations Policy have been taken into consideration. No major changes were suggested only slight wording changes.</p>

	<p>From the data we hold in Housing Allocations we can see that last year, we house 723 applicants. Of which, 64 recorded themselves as disabled on their application (9%).</p> <p>Our records show that 16% consider themselves disabled on the waiting list.</p>
If any further data/consultation is needed and is to be gathered, please specify:	The draft policy is to go into Consultation from 17 <sup>th</sup> June to 1 <sup>st</sup> August 2015.
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	<p>Positively - as more adaptations will be carried out due to the maximum contributions being set.</p> <p>Positively - as clarity on service being provided outlined.</p> <p>Negatively - due to the restrictions being imposed, i.e. cap on funding, transfers, Right to Buy.</p> <p>Negatively – funding requirements may reduce the amount of people who get an adaptation leaving them dissatisfied.</p>
<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	<p>Explaining the restrictions at the outset.</p> <p>Maximum contribution has been set to fall in line with the Private Sector Disabled Adaptation Policy. Currently, there are no adaptations on the waiting list that will cost above £30k.</p> <p>WLBC <u>may</u> contribute to reasonable moving expenses when a tenant is moved to a suitable alternative property.</p>
What actions do you plan to take to address any other issues above?	<i>If no actions are planned state no actions</i>
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	Assistant Director of Housing & Regeneration August 2015



**LANDLORD SERVICES COMMITTEE (CABINET WORKING GROUP) – 11 JUNE 2015**

**8. DRAFT LANDLORD SERVICES DISABLED ADAPTATIONS POLICY**

Consideration was given to the draft report of the Assistant Director Housing and Regeneration that was seeking the agreement of Cabinet of a Draft Landlord Services Disabled Adaptations Policy for consultation purposes.

In discussion comments and questions were raised in relation to the following:

- Disabled Adaptations – applications received /completed and expenditure.
- Policy in relation to: financial cap (implications); impact on HRA; claims against “insurers”.
- Capital Programme and the planning of ‘Homes for Life’.
- Requirements relating to new builds and standards in relation to existing housing stock.
- Chair-Lifts – recycle programme.
- Approach to children’s current and future needs adaptations.
- Financial implications arising from changes – Housing Associations.
- Consultation period and capture of data.

The Assistant Director Housing and Regeneration provided clarification on issues raised and responded to questions referring to details set down in the report.

RESOLVED: That, as a consequence of the discussion on this item it was agreed the comment to Cabinet be:

“that a longer consultation period be recommended to expire on 1 September 2015.”



## MINUTE OF CABINET – 16 JUNE 2015

**12. DRAFT LANDLORD SERVICES DISABLED ADAPTATIONS POLICY**

Councillor Patterson introduced the report of the Assistant Director Housing and Regeneration which sought agreement of a draft Landlord Services Disabled Adaptations Policy for consultation purposes.

Minute no. 8 of the Landlord Services Committee (Cabinet Working Group) held on 11 June 2015 was circulated at the meeting.

A motion from Councillor Patterson was circulated at the meeting extending the consultation period until 1 September 2015.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group), the motion and explanation from Councillor Patterson and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the draft Landlord Services Disabled Adaptations Policy be approved for consultation with tenants, residents and key stakeholders, the consultation period to expire on 1 September 2015.
  - B. That the call-in procedure is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 2 July 2015.