

Executive Cabinet

Thursday, 30th March 2023, 6.30 pm

Council Chamber, Town Hall, Chorley, and YouTube

Agenda

Apologies for absence

- 1 **Minutes of meeting Thursday, 23 February 2023 of Executive Cabinet**

(Pages 5 - 12)

- 2 **Declarations of Any Interests**

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

If you have a pecuniary interest you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

- 3 **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will have three minutes to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one short supplementary question.

Item of Executive Member (Homes and Housing) (Introduced by Councillor Terry Howarth)

- 4 **Permission to consult on the revised Private Sector Housing Assistance policy**

(Pages 13 - 38)

To receive and consider the report of the Director of Communities.

- 5 **Exclusion of the Public and Press**

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Condition:

Meeting contact Nina Neisser on 01257 515140 or email nina.neisser@chorley.gov.uk

Information is not exempt if it is required to be registered under-

The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

Item of Executive Leader and Executive Member (Economic Development and Public Service Reform) (Introduced by Councillor Alistair Bradley)

6 Business Energy & Road Net Zero Support Scheme

(Pages 39 - 44)

To receive and consider the report of the Director of Change and Delivery.

Items of Deputy Executive Leader and Executive Member (Resources) (Introduced by Councillor Peter Wilson)

7 Bus Shelters

(To follow)

To receive and consider the report of the Director of Customer and Digital.

8 Unit 28 and 29 Market Walk - Renewal of Lease to Ryman Group Limited

(Pages 45 - 56)

To receive and consider the report of the Director of Commercial Services.

Item of Executive Member (Planning and Development) (Introduced by Councillor Alistair Morwood)

9 OSSRA Update - Gillett Playing Fields and Jubilee Playing Fields

(Pages 57 - 76)

To receive and consider the report of the Chief Executive.

10 Any urgent business previously agreed with the Chair

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Executive Cabinet Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Terry Howarth, Alistair Morwood and Adrian Lowe.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or chorley.gov.uk

[To view the procedure for public questions/ speaking click here and scroll to page 119](#)

[To view the procedure for “call-in” of Executive Decisions click here](#)

This page is intentionally left blank

**Minutes of Executive Cabinet****Meeting date Thursday, 23 February 2023****Members present:** Councillor Peter Wilson (Chair), and Councillors Terry Howarth, Alistair Morwood and Adrian Lowe**Officers:** Chris Sinnott (Chief Executive), Dave Whelan (Head of Legal and Procurement), Louise Mattinson (Director (Finance)), Neil Halton (Principal Management Accountant), Jennifer Mullin (Director (Communities)), Asim Khan (Director (Customer and Digital)), Andrew Daniels (Head of Communications and Visitor Economy), Howard Anthony (Performance and Partnerships Team Leader) and Nina Neisser (Democratic and Member Services Officer)**Apologies:** Councillors Alistair Bradley and Beverley Murray**Other Members:** Councillors Sam Chapman, Alan Cullens, Gordon France, Danny Gee, Tommy Gray, Hasina Khan, Michelle Le Marinel, June Molyneaux, Jean Sherwood and John Walker**23.EC.59 Minutes of meeting Thursday, 19 January 2023 of Executive Cabinet****Decision: That the minutes of the Executive Cabinet meeting held on 19 January 2023 be confirmed as a correct record for signature by the Executive Leader.****23.EC.60 Declarations of Any Interests**

There were no declarations of any interests.

23.EC.61 Public Questions

There were no public questions.

23.EC.62 Revenue Budget Monitoring Q3

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Finance which set out the revenue and reserves forecast for 2022/23 for the Council based on the position as at 31 December 2022.

In summary, there is a forecast underspend of £0.273m, however as previously reported, the £0.597m unfunded cost pressure in respect of the 22/23 pay award, i.e.

the cost over and above the 2% budgeted pay award, has resulted in a forecast overspend of £0.324m. The Council's Medium-Term Financial Strategy recommends that General Reserves are maintained at a minimum of £4.0m to mitigate against any unforeseen financial risks that may present in the future. The forecast level of general fund balances at 31 March 2023, based on the above, will be £3.816m.

Decision:

- 1. To note the forecast outturn for revenue and the level of reserves based on the position as at 31st December 2022.**
- 2. To note the virements made to and from the revenue budget during the period, as detailed in Appendix 2 of the report.**

Reasons for recommendations:

To ensure the Council's budgetary targets are achieved.

Other options considered and rejected:

None.

23.EC.63 Capital and Balance Sheet Monitoring Report Q3

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Finance which sets out the financial position of the Council in respect of the capital programme at 31 December 2022, highlighting key issues and explaining key variances, and provides an overview of various elements of the Council's Balance Sheet at 31st December 2022.

The capital budget for 2022/23 was set at £24.2m at Council in February 2022. This was increased following approval of the 2021/22 outturn to £32.2m, then further amended in the Capital Monitoring Report as at 31 July 2022 to £27.6m. This was then reduced to £25.5m in the Quarter 2 Capital Monitoring report, approved at Executive Cabinet in November 2022. Following the changes detailed in this report, the total programme for 22/23 stands at £15.8m.

Members noted the revised capital programme to include an increase of £2m for the purchase of affordable housing and £14k for the play and open space at Longfield Avenue. A re-profiling of budgets between 2022/23 and 2023/24 has been undertaken and the total movement of budgets from 2022/23 amounts to £11.663m. As at 31 December, the actual capital expenditure across the programme was £9.763m, which represents 61% of the total forecast programme spend for 22/23.

Decision:

- 1. To approve the revised capital programme as attached at Appendix A, which includes approved amendments to the programme, as detailed at point 12 of this report, since the last Capital Monitoring report was approved by Cabinet in November 2022.**
- 2. To note the variations to the programme (which are detailed by scheme at Appendix B and referenced within the body of the report);**
- 3. To note the position in the Balance Sheet monitoring section of the report, in respect of cash, investment and loan balances and debtors, at 31 December 2022.**

Reasons for recommendations

To ensure the Council's Capital Programme is monitored effectively.

Other options considered and rejected

None.

23.EC.64 Quarter Three Performance Monitoring Report 2022/23

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Change and Delivery which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2022/23, covering 1 October 2022 to 31 December 2022.

The overall performance of key projects is excellent with 12 (85%) rated as complete or green and two (15%) rated as amber. Action plans for those projects rated amber are set out within this report. Performance of the Corporate Strategy indicators and key service delivery measures continues to be closely monitored, with 85% of Corporate Strategy measures and 86% of key service delivery measures performing on or above target or within the 5% threshold.

Members recognised that the development at Tatton Gardens was almost complete and it was hoped that residents would be ready to move in soon.

Decision:

That the report be noted.

Reasons for recommendations

To ensure the effective performance monitoring of the Corporate Strategy and safeguard its delivery across 2022/23.

Other options considered and rejected

No other options have been considered or rejected. This is because the report does not present any items for decision.

23.EC.65 2023/24 Holiday Activity and Food Programme (HAF)

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Communities on behalf of Councillor Bev Murray, Executive Member for Early Intervention. The report provided an update on delivery of Holiday Activity and Food programme (HAF) 2022 over the Easter, Summer and Christmas school holiday periods. The report also provided details of the Holiday Activity Programme for 2023 and proposed delivery and seeks approval to receive funding of £288,622 from LCC and undertake the delivery of HAF 2023 using the identified delivery model.

LCC have approached Chorley Council to deliver the HAF 2023 programme following the successful completion of delivery of HAF 2022. The delivery for 2023 would follow a similar model as last year and utilise our key local delivery partners within Chorley. Lessons learned will be implemented to build on the successes of 2022.

Chorley has 2588 children aged 4-16 receiving free school meals. The programme will help address child food poverty during the school holidays and help support many families who struggle during this time.

Members noted the strong links with Chorley Inspire Youth Zone, who have been key to the successful delivery of the previous programmes, and it was recommended to

continue with their commission for 2023. Members thanked the Communities Team for all the work delivered over the last couple of years with Covid-19 and the cost of living crisis.

Following discussion, it was agreed that a list of all schools included in the scheme would be sent out to all members. Members were encouraged to provide information on potential schools to be involved in the scheme in their specific wards to ensure the council are targeting the right areas with the highest number of children in need of free school meals. Officers would also write back out to schools as well as working with members and the Youth Zone.

Decision:

- 1. To approve that Chorley Council, take on lead responsibility for the delivery of the Holiday Activity Food programme for 2023 within Chorley and receive £288,622 funding budget associated with the programme from LCC.**
- 2. To approve that we commission the delivery of HAF 2023 to Chorley Inspire Youth Zone with a Chorley Council Officer within Communities Team whom will work closely alongside partners to oversee the programme, ensuring all expected delivery is on track and all intended monitoring is achieved.**

Reasons for recommendations

1. Lancashire County Council are keen to follow the same model of delivery as last year and work with Chorley Council to deliver the programme locally.
2. The relationship between Chorley Council and LCC worked well for HAF 2021 and HAF 2022 and it would be recommended to continue this model going forward. This ensures we have a level of control over delivery locally, can monitor provision and identify need across the borough.
3. There are strong links with Chorley Inspire Youth Zone, and they have been key to the successful delivery of the previous programmes, and we would recommend we continue with their commission for 2023. They have excellent relationships with targeted schools and many families. They have a vast knowledge of the subject area and provide existing provision that can add more value to the programme.
4. There are short timescales to deliver the programme and Inspire have the capacity to start delivery quickly and have already delivered the 2021 and 2022 HAF programme successfully. They have relationships with wider local organisations to benefit signposting and wider support around the families.
5. Grant agreements will be created between Chorley Council and partner which details all expectations and monitoring. An officer will monitor the programme, have regular dialogue to ensure all aspects of delivery are maintained and represent the Chorley HAF programme at county meetings. A local performance indicator has been created to monitor delivery and aid progress.

Other options considered and rejected

To reject LCC's preferred model of delivery within Lancashire and not take on lead responsibility for local delivery across Chorley. LCC will therefore carry out procurement of the service. This will result in Chorley Council having no control over ensuring delivery meets the needs of local families, that local partners are engaged to support delivery and that known vulnerable families are targeted with the opportunity. Easter provision will be extremely difficult to deliver with timescales available if an

outside provider was awarded the contract. For these reasons, this option has been rejected.

23.EC.66 Executive Cabinet Response to the Overview and Scrutiny Task Group on Select Move

Councillor Terry Howarth, Executive Member for Resources presented the report of the Director of Communities which outlined the response to the recommendations of the Task Group for Select Move and provided a final update to implement and action the 18 recommendations made by the overview and Scrutiny Task Group.

The Overview and Scrutiny Committee commissioned the Select Move Task Group which commenced in December 2021. The final report of the task group, which was received by Executive Cabinet on 10 November 2022, made 18 recommendations for action, some of which had been addressed as part of Select Move Policy review. The Select Move Partnership was in the process of reviewing the Allocations Policy and the recommendations of the Task group made a very valuable contribution to this review.

Members noted an amendment to recommendation 6 which would consult on the reduction to refuse two reasonable offers rather than three refusals on reasonable offers. Recommendation 16 would also include the Select Move Coordinator in addition to the Housing Solutions Manager.

The Executive Cabinet and Chair of the Overview and Scrutiny Committee thanked Councillor June Molyneaux as Chair of the Task group, as well as all the members involved for their thorough review.

Decision:

That the recommendations of the Overview and Scrutiny Task Group be received, and the action plan to deliver these recommendations is accepted.

Reasons for recommendations

To address the 18 recommendations made by the task group and implement the actions detailed in this report.

Other options considered and rejected

The action plan in response to the recommendations not to be implemented, however it is important to regularly monitor the choice-based lettings scheme and implement actions recommended to ensure Select Move is meeting the needs of the applicants.

23.EC.67 Exclusion of the Public and Press

Decision: To exclude the press and public for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

23.EC.68 Renewal of Lease - 1, 2 and 7 Flat Iron Parade - Poundland

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Commercial Services which sought authorisation for the grant of a new lease of Units 1 and 2 Market Walk and Unit 7 Flat Iron Parade to Poundland Ltd.

subject to terms provisionally agreed in conjunction with the Council's Consultant Surveyor, as set out in this report.

Decision:

- 1. That the terms provisionally agreed for the grant of a new lease are approved and the Director of Governance be authorised to complete the legal formalities in accordance with these terms.**
- 2. That the Chief Executive be authorised to approve any minor adjustments to the final detailed lease terms in consultation with the Executive Member for Resources.**

Reasons for recommendations

Following extensive negotiations, including possible reference to PACT (RICS Arbitration Platform) the proposed terms have been agreed in conjunction with the Council's Retail Consultants and reflect current market conditions within the Market Walk Centre in line with other leases which have been recently agreed/completed.

Other options considered and rejected

Termination of the lease and remarketing of the units. This was rejected on the grounds of potential loss of income and creation of voids and gaps of occupation in the Centre which would reduce footfall and detract from the marketability of other units and the value of the Centre.

23.EC.69 Renewal of Lease - MSU 3 Market Walk - Iceland

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Commercial Services which sought authorisation for the grant of a new lease of Unit MSU 3 Market Walk to Iceland Foods Ltd. subject to terms provisionally agreed by the Council's Consultant Surveyor, detailed in this report.

Decision:

That the terms provisionally agreed for the grant of a new lease are approved and the Director of Governance be authorised to complete the legal formalities in accordance with these terms.

Reasons for recommendations

Following extensive negotiations, the proposed terms have been agreed in conjunction with the Council's Retail Consultants and reflect current market conditions within the Market Walk Centre in line with other leases on similar units which have been recently agreed/completed.

Other options considered and rejected

Termination of the lease and remarketing of the units. This was rejected on the grounds of potential loss of income and creation of voids and gaps of occupation in the Centre which would reduce footfall and detract from the marketability of other units and the value of the Centre.

23.EC.70 Terms Agreed - Units 3 and 4 Market Walk - Shoe Zone

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Commercial Services which sought authorisation for the grant of a new lease of Units 3-4 Market Walk to Shoe Zone Ltd. subject to terms provisionally agreed by the Council's Consultant Surveyor, detailed in Appendix A.

Decision:

That the terms provisionally agreed for the grant of a new lease are approved and the Director of Governance be authorised to complete the legal formalities in accordance with these terms.

Reasons for recommendations

Following extensive negotiation, the proposed terms have been agreed by the Council's Retail Consultants and reflect current market conditions within the Market Walk Centre in line with other leases which have been recently agreed/completed.

Other options considered and rejected

Termination of the lease and remarketing of the units. This was rejected on the grounds of potential loss of income and creation of voids and gaps of occupation in the Centre which would reduce footfall and detract from the marketability of other units and the value of the Centre.

23.EC.71 Grant of Lease - Unit 4b/5 Flat Iron Parade Market Walk

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Commercial Services which outlined and sought approval on the terms provisionally agreed for the grant of a 15-year lease of Unit 4b/5 Market Walk Extension.

Decision:

That the terms reported be approved and authority granted to issue instructions to the Director of Governance to complete the Lease.

Reasons for recommendations

To promote economic growth.

Other options considered and rejected

To demonstrate full consideration of issue. If no other options considered, please explain why.

Chair

Date

This page is intentionally left blank



Report of	Meeting	Date
Director (Communities) (Introduced by Executive Member (Homes and Housing))	Executive Cabinet	Thursday 30 th March 2023

Permission to consult on the revised Private Sector Housing Assistance Policy

Is this report confidential?	No
Is this decision key?	Yes
Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards

Purpose of the Report

1. To seek permission from Executive Cabinet to consult on the revised draft Private Sector Housing Assistance Policy, with a view to adopting the revised policy with effect from July 2023.
2. To outline the reasons for the key recommended changes in the revised draft Private Sector Housing Assistance Policy.

Recommendations to Executive Cabinet

3. That Executive Cabinet approves the draft revised Private Sector Housing Assistance Policy for stakeholder consultation from April to June 2023, including consultation with the Equality Forum at their meeting on 20th June.
4. That any minor changes to the draft policy following the consultation can be approved by the delegated authority of the Executive Member (Homes and Housing). Any significant changes arising from the consultation would be brought back to Executive Cabinet on 13th July 2023.

Reasons for recommendations

5. The existing Private Sector Housing Assistance Policy has been in place since June 2018 and is due for review. Certain aspects of the existing policy have either ceased (principally due to cessation of fixed term external funding) or are now being delivered differently.

6. The Government issued updated Disabled Facilities Grant (DFG) Delivery Guidance for Local Authorities in England in 2022 which the proposed policy seeks to reflect.

Other options considered and rejected

7. As the Government has issued revised DFG Delivery Guidance it would not be appropriate to defer the revision of the Council's Private Sector Housing Assistance Policy.

Executive summary

8. The report seeks permission to engage in stakeholder consultation on the draft revised Private Sector Housing Assistance Policy between April and June 2023.
9. The report notes that the draft revised policy has been compiled following publication of updated Government guidance to Local Authorities on the delivery of DFG.
10. The report requests that any minor changes to the policy after the consultation period are to be considered and approved by the delegated authority of the Executive Member (Homes and Housing).
11. The key policy proposals are set out in Table 1 within this report.
12. One HR implication within the suite of policy recommendations relates to the proposal to appoint (on a pilot project basis) an Occupational Therapist within the Home Improvement Agency (HIA) team. This option is to be addressed in more detail as an item at a future Executive Cabinet meeting.
13. There are no customer service implications within the report.

Corporate priorities

14. The report relates to the following corporate priorities:

Housing where residents can live well	A green and sustainable borough
An enterprising economy with vibrant local centres in urban and rural areas	Healthy, safe and engaged communities

Background to the report

15. The Council's existing Private Sector Housing Assistance Policy was introduced in April 2017, initially on a one-year pilot basis, before a further report to Executive Cabinet in June 2018 led to the policy being adopted longer-term.
16. Key to the existing and revised policy is a wish to be able to respond flexibly to our vulnerable residents by using the provisions of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (commonly known as the 'RRO') to widen the eligibility criteria for DFG, which is the only mandatory grant for which the Council has responsibility under this policy.
17. With the exception of DFG, which is a statutory function of the Council, the proposals set out in the report and in the draft revised policy in Appendix 1 are subject to the availability of funding and are provided at the Council's discretion.

18. The revised proposals address the revised DFG Delivery Guidance as well as taking into account other changes in the environment such as the inflationary pressures which are impacting adversely on the cost of providing adaptations.

Impact of the current policy: widening eligibility criteria for DFG

19. Under the existing policy, which has been in place initially since April 2017 (and endorsed on a longer term by Executive Cabinet in June 2018), the Council has been able to progress many more cases than would have been possible without the introduction of the 'Chorley Adaptation Grant' (the non-means tested counterpart to the conventional Disabled Facilities Grant).
20. From 2017 onwards the Chorley Adaptation Grant (CAG) has become the principle means of accessing a grant for major adaptations via Chorley Council. For example, in the current year to date, as at 15th March 2023, there have been 109 grant approvals of which 16 (15%) were DFG applications and 93 (85%) were CAG applications.
21. The CAG route is a streamlined application process, with a short application form and does not require applicants to disclose financial information. This is an important consideration, not simply in terms of widening eligibility criteria for those applicants who might have failed a financial assessment, but also in terms of encouraging people to come forward and seek assistance in the first place.
22. Prior to 2017 the HIA team encountered numerous residents who were reluctant to engage with the DFG assessment and application process because they were reluctant to disclose any financial information. With the use of the CAG these 'entry barriers' have receded and, as the figures indicate, the CAG option enables many residents to receive assistance and thus prolong their independence while remaining at home.

Revised Private Sector Housing Assistance Policy: Funding and scope

23. Since 2015 the Government has provided funding for DFG through the Better Care Fund. The Government provides ring-fenced DFG to BCF budget holders (which in Lancashire is LCC - Lancashire County Council). In 'two-tier' administrative areas within the county such as Chorley, District Councils administer DFG using the funding which LCC has a duty to pass on in its entirety unless otherwise agreed.
24. The levels of DFG funding by the Government have increased in recent years. When the current policy was adopted at the start of 2018/19, the national annual allocation for England was £523M. This has risen to £573M for the current year 2022/23 and funding commitments from the Treasury are in place to retain the same level of £573M for both 2023/24 and 2024/25.
25. In 2022/23 the Council has received a DFG allocation of £878,988 via the BCF, and it is anticipated that this level will continue in 2023/24 and 2024/25.
26. Such DFG funding commitments are useful in terms of boosting confidence that the Council will continue to be able to implement the non-statutory aspects of the Private Sector Housing Assistance Policy in coming years.

27. The revised policy proposals retain the principle of widening eligibility criteria, which have proven to be effective in the past 5 years in assisting residents who might have been ineligible for DFG assistance otherwise.
28. The revised proposals also incorporate a more holistic approach than simply the provision of major adaptations. Other services such as Handyperson, Affordable Warmth Assistance, Hospital Discharge Grant and Dementia Grant all seek to contribute to residents' wellbeing, independence and safety.
29. Wider determinants of Health in terms of standards of accommodation are addressed in the Housing Standards policy. Similarly, although the environmental agenda including Climate Change is not a major component of this policy, Affordable Warmth interventions are covered within this policy.

Revised Private Sector Housing Assistance Policy: Key Proposals

30. **Table 1** below summarises the issue for each of the policy proposals, sets out the difference between them and the relevant clause in the existing policy, and offers an explanation as to why the item is being recommended.

Table 1

Issue	Existing Policy (since 2018)	Proposed Policy (from 2023)	Explanation
Discretionary DFG (in excess of mandatory maximum award)	Up to £10,000 can be added to the statutory maximum DFG award of £30,000 per application	Up to £20,000 can be added to the statutory maximum DFG award of £30,000 per application. See draft policy: Appendix B, Section B1	Reflects market conditions – inflation is continuing to affect cost of building materials
CBC Housing Strategy 2019-24	Existing policy pre-dates the adoption of the Housing Strategy	Is integrated with the CBC Housing Strategy 2019-24. See draft policy: paragraph 1.0 'Introduction and Policy Aims'	Demonstrates aligned aims and objectives
Integrated Home Improvement Services (IHIS)	IHIS was an LCC initiative started in 2015 and comprised funding provided to the Council for 'core' Home Improvement Agency (HIA) work, Handyperson service and Minor Adaptations. The funding ceased in March 2020.	The Handyperson service and the Minor Adaptations service are retained within the proposed policy. Handyperson services are funded by the Council. LCC funds the Minor Adaptation service, with the Council as its delivery agent in Chorley. See draft policy: Appendix B, sections B5 and B7	The proposed policy reflects the current position
Policy Monitoring	The policy states that	Proposal is for an interim	The proposed

	an annual review would be undertaken	review every two years and a full review two years after each interim review. See draft policy: paragraph 9.0 'Monitoring, Review and consultation'	intervals for reviewing the policy are a more realistic and achievable timeframe.
Occupational Therapist (OT) within the HIA team/Communities service	Existing policy does not contain this provision	Proposal to engage an OT on a pilot basis within the HIA/Communities service. See draft policy: paragraph 5.3 'Applying for Assistance'	To facilitate a more responsive assessment process which can also link in more effectively with other support services available within the Council
Application forms available online	Existing policy does not contain this provision	Proposal to place application forms online. See draft policy: paragraph 5.5 'Applying for Assistance'	To enable fairer and wider access to information
Cases which fall outside the policy	Existing policy allows the Council 'in exceptional circumstances to adopt a more flexible approach to offer other adaptation items that are not available under DFG'	Proposal to give delegated authority to Director of Communities to authorise funding for adaptations in exceptional circumstances (eg applicants failed DFG financial assessment but can demonstrate that hardship would result from assistance not being provided) See draft policy: Paragraph 6.0 'Cases which fall outside the policy'	Clarifies and confirms the Council's commitment to seeking to assist where possible
Key Performance Indicators (KPIs)	Existing policy does not contain local KPIs	Proposal to include local KPIs within the revised policy (these are already in place and are reported to Senior Management) See draft policy: paragraph 10.0 'Key Performance Indicators'	Provides clarity and transparency to service users and the wider public about the Council's targets relating to the operation of this policy.
Hospital Discharge Grant	Existing policy does not contain this provision	Proposal to offer grant to assist residents whose home needs urgent work	Helps to address Better Care Fund priority of more

		to facilitate safe discharge. See draft policy Appendix B, Section B.3	timely discharge of patients from hospital/care
Dementia Grant	Existing policy does not contain this provision	Proposal to support residents with dementia diagnosis preventatively before condition escalates to a DFG being required. Small modifications to help a person to stay safely at home for longer. See draft policy: Appendix B, Section B.4	Assists residents to stay at home independently for longer while managing pressure on DFG budget. It is a recommendation in the updated DFG Delivery Guidance
Affordable Warmth Assistance	Existing policy does not contain this provision	Proposal to retain this existing service See draft policy: Appendix B, Section B.6	To provide boiler servicing and associated assistance to enable qualifying residents to achieve affordable warmth
DFG Professional fee reimbursement	Existing policy allows for costs of private OT assessment to be reimbursed to an applicant if a DFG award is made.	Proposal to confirm that the costs of a private OT assessment (typically £200) can be reimbursed to an applicant even if a DFG grant is not actually awarded – eg if recommended adaptation proves to be technically unfeasible See draft policy: Appendix A, Section A5	Equitable treatment of DFG applicants
Council Tax Support as a 'qualifying benefit'	Existing policy does not address this issue	Proposal to treat applicants in receipt of Council Tax Support as having a qualifying benefit for the purposes of DFG. See draft policy: Appendix A, Section A17	Equitable treatment of DFG applicants. Council Tax Benefit (until discontinued by the Government) was a qualifying benefit for DFG. Council Tax Support is its replacement and Councils have discretion under the Regulatory Reform Order (RRO) whether as to whether to classify it as a DFG

			qualifying benefit.
Conversion of DFG referral to CAG referral	Existing policy does not address this issue	Proposal to permit the conversion of a DFG referral into a CAG in certain circumstances See draft policy: Appendix B, Section B2 'Conditions'	Equitable treatment of DFG applicants
Repayment of DFG	Existing policy notes the legislation in respect of Land Charges and the facility to seek repayment of DFG in certain circumstances	Confirmation of the Council's position in terms of its application of the legislation See draft policy: Appendix C	Provides clarity and transparency to service users and the wider public about how the Council administers this policy.

Climate change and air quality

31. The work noted in this report has an overall positive impact on the Council's Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.
32. In particular, the report impacts on the following activities highlighted **in bold**:
 - a. net carbon zero by 2030,
 - b. **energy use** / renewable energy sources
 - c. waste and the use of single use plastics,
 - d. sustainable forms of transport,
 - e. **air quality**,
 - f. flooding risks,
 - g. green areas and biodiversity.

Equality and diversity

33. The policy proposals outlined in this report serve to assist eligible residents in accordance with the protected characteristics set out in the Equality Act. The inclusion of funding for discretionary services which go beyond the statutory minimum provision required within the DFG legislation help to ensure that services which are delivered or facilitated under this policy are administered in accordance with Equality Act principles.

Risk

34. The lack of available funding to offer the non-statutory elements of this policy is the key risk. However, this is mitigated by the existence of Treasury funding commitments over the years 2023/24 and 2024/25 as well as the policy document clearly stating that the discretionary features of the policy are subject to funding availability and may be withdrawn at any time without notice.

Comments of the Statutory Finance Officer

35. The proposals represent a reflection of current price increases and the potential need for increased discretionary awards on DFGs. The capital programme reflected the DFG funding received and overall spend is kept within allocations received.

Comments of the Monitoring Officer

36. The report seeks authority to go out for a period of consultation on a proposed revised/updated policy. This policy is designed to be consistent with the recently published DFG Delivery Guidance published from Government.
37. The DFG element of the policy is a statutory function. Both County and District councils have a role to play in this regard. Other provisions in the policy are discretionary. They are designed to enable us to respond flexibly to the needs of our vulnerable residents. Services provided include the Handy Person service and the Hospital Discharge Grant.
38. There are no Monitoring Officer's concerns with what is proposed here.

Background documents

Disabled Facilities Grant (DFG) delivery: Guidance for Local Authorities in England (2022)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1065574/DFG_Guidance.pdf

Appendices

Appendix 1 'Private Sector Housing Assistance Policy 2023': Draft for Consultation

Report Author:	Email:	Telephone:	Date:
Martin Sample (Housing Team Leader (Private Sector/Home Improvement))	martin.sample@chorley.gov.uk	01257 515704	21/3/23

This decision will come into force and may be implemented five working days after its decision date, subject to being called in in accordance with the Council's Constitution.



Private Sector Housing Assistance Policy

2023

Draft for consultation

Housing Grants, Construction and Regeneration Act
1996

The Regulatory Reform (Housing Assistance) (England
and Wales) Order 2002

Contents

1.0 Introduction and Policy Aims	Page 3
2.0 Statutory Context	Page 4
3.0 Funding	Page 4-5
4.0 Assessment and Delivery	Page 5
5.0 Applying for Assistance	Page 5
6.0 Cases falling outside the policy	Page 5-6
7.0 The Chorley Home Improvement Agency (HIA)	Page 6
8.0 Customer Feedback	Page 6
9.0 Monitoring, review and consultation	Page 6-7
10.0 Key Performance Indicators	Page 7
11.0 Summary of available assistance	Page 8
Appendix A: Details of Disabled Facilities Grant	Page 9-10
Appendix B: Details of Discretionary Financial Assistance	Page 11-15
Appendix C: Repayment of Disabled Facilities Grant	Page 16-17

1.0 Introduction and Policy Aims

1.1 The Private Sector Housing Assistance Policy (PSHAP) details the financial assistance available from the Council to qualifying home owners, private tenants and tenants of Registered Providers of social housing ("Housing Associations") to improve their living conditions and to enable independent living.

1.2 While the PSHAP is principally for private sector owners, tenants and landlords, the adaptations section is also relevant to tenants occupying social housing.

1.3 The PSHAP is one element of the Council's Housing Strategy (2019 to 2024), the aim of which is to "ensure that everyone in the borough is able to access affordable and good quality housing that suits their needs. The type of tenure and where someone lives will not mean that they should have to accept poorer quality or less affordable accommodation".

1.4 The Housing Strategy identifies four priorities:

- Securing quality across all housing
- Supporting people to remain independent in their own homes
- Preventing Homelessness
- Supporting a balanced housing market

1.5 The PSHAP also links to the Council's Corporate Strategy, which contains commitments to address four key priorities:

- Housing where residents can live well
- Healthy, safe and engaged communities
- An enterprising economy with vibrant local centres in urban and rural areas
- A green and sustainable borough

1.6 The assistance provided through the PSHAP contributes specifically to the Housing Strategy priority of 'supporting people to remain independent in their own homes'. It also contributes to the Corporate Strategy commitments to achieve 'Housing where residents can live well' and 'Healthy, safe and engaged communities'.

1.7 The PSHAP has a number of policy aims:

- To offer a framework of housing-related assistance to vulnerable groups/households.
- To contribute to a reduction in the rates of fuel poverty amongst Chorley households and to assist residents to achieve affordable warmth within their homes.
- To assist disabled people with adaptations to facilitate their movement in and around their home, thereby improving their quality of life.
- By embedding links across various Council services and with external partners, to encourage resilience amongst the communities that we serve.

2.0 Statutory Context

2.1 Under Part 1 of the Housing Grants, Construction and Regeneration Act 1996 the Council, in its capacity as a Housing Authority, has a statutory duty to provide Disabled Facilities Grants (DFGs) to qualifying applicants.

2.2 The primary purpose of DFG is to provide aids and adaptations to enable people with disabilities to live independently and safely in their own homes.

2.3 It is a mandatory requirement for the Council to provide DFGs to applicants across all tenures who are eligible.

2.4 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (commonly known as the 'RRO') gives Councils the flexibility to provide discretionary assistance to promote independent living and wellbeing, ensuring homes are safe to live in for disabled occupants.

2.5 Article 3 of the RRO introduced wide ranging discretionary powers which enable Councils to develop different forms of assistance to meet local needs. Chorley Council has utilised the provisions of the RRO in its PSHAP since April 2017.

2.6 In order to use the powers within the RRO a Council must first formally adopt a policy for the provision of assistance. This policy complies with that requirement.

2.7 Any financial assistance offered under this Policy, through the powers contained within the RRO, are subject to the availability of funding. Financial assistance for adaptations via the RRO, which exceed the DFG statutory framework, is provided at the Council's discretion and may be withdrawn at any time without notice.

2.8 The Council's expectation is that homeowners will maintain their own property so that it remains safe, but it accepts that some homeowners – particularly the elderly and the most vulnerable – may not have the necessary resources to do so. In certain circumstances the Council will assist such homeowners.

3.0 Funding

3.1 Since 2015 the Government has provided funding for DFG through the Better Care Fund (BCF) in recognition of the importance of ensuring that adaptations are part of an integrated approach to housing, health and social care locally, and to help to promote joined-up local person-centred approaches to supporting communities.

3.2 Government provides ring-fenced DFG to BCF budget holders (which in Lancashire is Lancashire County Council). Funding must be spent in accordance with BCF plans which are agreed between Local Government and Local Health Commissioners, with the Local Health and Wellbeing Board acting as owners and custodians.

3.3 In 'two-tier' administrative areas such as Chorley, the District Councils are responsible for the provision of DFGs to eligible applicants. It is Lancashire County Council's duty to pass on the annual DFG funding allocation to the Council in its entirety unless otherwise agreed.

3.4 In addition to DFG funding received by the Council, other sources of funding will be sought from various sources such as Energy Company Obligation (for affordable warmth measures) and via any other suitable opportunities which may become available.

4.0 Assessment and delivery

4.1 Chorley Council's in-house Home Improvement Agency (HIA) will assess, approve and facilitate the delivery of the DFG and other forms of discretionary financial assistance.

4.2 All grants are subject to certain eligibility criteria and other conditions. For full details please see Appendix A for DFG and Appendix B for discretionary grants.

5.0 Applying for assistance

5.1 Residents who wish to apply for Disabled Facilities Grant should first contact Lancashire County Council (LCC) Adult Social Care to register their request to be assessed by an Occupational Therapist.

5.2 LCC Occupational Therapy department is responsible for assessing residents' needs. Once the assessment has been carried out, a referral containing recommendations for home adaptations is sent to the Council's Home Improvement Agency (HIA) who then contact the resident to activate the DFG application process.

5.3 Chorley Council is also intending to progress an approved pilot project whereby an Occupational Therapist (OT) will be co-located within the HIA team and will undertake assessments of residents which could lead to DFG referrals. The OT's role will also involve making referrals to other support available within the Communities service and within the Council as a whole.

5.4 In all cases, for all forms of assistance under this policy, a completed application form will be required. In the case of residents in rented accommodation, proof of the landlord's permission will also be required.

5.5 To enable fairer access, the Council will progress existing plans to place application forms relating to this policy online via the Council's website.

6.0 Cases which fall outside of the policy

6.1 The ethos of Council staff administering the policy is to attempt to assist wherever possible. It is not a 'gatekeeping' mindset, and Officers will seek to apply grant conditions flexibly and sensitively in order to support applicants.

6.2 In cases where Officers have determined that exceptional circumstances exist or where exceptional hardship would result from assistance not being provided, a referral can be made by the HIA Team to the Director of Communities, acting under delegated powers granted by the Executive Member (Homes and Housing).

6.3 An example might be where an applicant has an assessed financial contribution towards the cost of DFG-funded adaptations but is able to demonstrate that there are considerable affordability issues which would cause significant hardship if they were required to make the contribution.

6.4 Another example could be to permit DFG applications at two addresses where separated parents share caring responsibilities for a disabled child.

7.0 Chorley Home Improvement Agency (HIA)

7.1 The Home Improvement Agency (HIA) is a team within Chorley Council's Communities service and Communities directorate.

7.2 The team's aim is to ensure that vulnerable people can remain living as independently as possible in their own homes whilst also maintaining their health and wellbeing.

7.3 The HIA is accredited by Foundations which is Government-appointed National Body for Home Improvement Agencies in England. Foundations offer a range of advisory services to improve the local delivery of DFG and have had links with the Council's HIA for many years.

7.4 The HIA team provide practical support to residents wishing to apply for DFG, including liaising with social and private landlords in cases where the applicant is a tenant, designing adaptation solutions, determining applicant eligibility, tendering works, appointment of contractors, overseeing of work and acting on behalf of residents to remedy any defects during the warranty period.

7.5 The HIA team also signpost residents to appropriate support and advocacy services that can assist them, both within the Council and externally.

7.6 The HIA works with external partners such as Occupational Therapists, Social Workers and Registered Providers to assist disabled residents who require adaptations.

7.7 On behalf of the Council the HIA administers Adaptations Agreements with various Registered Providers operating in the Borough. The Adaptation Agreements outline respective roles and responsibilities and confirm the scale of the financial contributions (on a case by case basis) to be provided by the Registered Provider.

8.0 Customer Feedback

8.1 Customers can help us to improve our services by providing feedback.

8.2 The HIA team will provide opportunities for residents to provide feedback by completing satisfaction surveys on completion of works funded by DFG.

8.3 Complaints will be handled in accordance with the Council's Customer Care policy.

8.4 The Council would like to hear from customers if they:

- Have an idea that could help the Council to do things better
- Wish to compliment the Council for a good job
- Wish to point out something that we have done wrong or wish to complain

9.0 Monitoring, Review and Consultation

9.1 Monitoring of the delivery of the policy will be carried out to ensure that implementation continues to meet local needs. Key Performance Indicators (KPI) will be reviewed by the Council's Senior Management Team in accordance with the KPI reporting schedules.

9.2 This policy will also be reviewed in line with any legislative changes and/or best practice.

9.3 An interim review of this policy will be carried out after two years of its adoption, with a full review undertaken after a further two years.

9.4 In reviewing this policy, the Council will consult with partners and stakeholders including the cohorts of groups referred to within this policy.

10.0 Key Performance Indicators

10.1 The Council's targets for the delivery of DFG and CAG are as follows:

KPI Description	Target	Explanation of target	Reporting intervals
Percentage of DFG/CAG budget consumed	95% per year	Higher is better	Monthly
Number of weeks from date that the referral was received to the application approval date	13 weeks	Lower is better	Monthly
Number of weeks from Grant Approval to completion of works	10 weeks	Lower is better	Quarterly
Number of DFG/CAG cases approved but work is yet to commence	18	Lower is better	Monthly

10.2 In addition, the Council will obtain information quarterly from Lancashire County Council as to the numbers of cases awaiting Occupational Therapy assessment. This is important information for the Council in terms of service planning and capacity management.

11.0 Summary of available assistance

Assistance	Funding Maximum	Financial Eligibility	Objective
Mandatory DFG	Up to £30,000	Means tested	To assist disabled residents to remain safely independent at home
Additional DFG	Up to £20,000 above statutory maximum	Means tested	To expedite the application process in cases where maximum mandatory DFG does not cover entire cost of recommended works
Chorley Adaptation Grant (CAG)	Full cost of one adaptation item (most expensive item likely to be a Through Floor Lift at around £12,000)	Not means tested	To provide flexibility by widening DFG eligibility criteria and streamlining the application process. CAG has been used successfully since 2017-18.
Hospital Discharge Grant	£3,000	Not means tested	To support people with disabilities and/or vulnerabilities being discharged from hospital where the property needs urgent repairs/heating provision/deep cleaning.
Dementia Grant	£2,000	Not means tested	To support residents with dementia diagnosis preventatively before condition escalates to a DFG being required. Small modifications to help a person to stay safely at home for longer.
Handyperson	No fixed maximum but unlikely to exceed £100 per job	Not means tested	Handyperson service does small repairs and maintenance jobs within customers' homes. A 'small repair' is defined as a non-skilled 'DIY' task.
Affordable Warmth Assistance	Cost of boiler service – up to £100	Means tested	To provide boiler servicing to enable qualifying residents to achieve affordable warmth
Minor Aids and Adaptations	£1000 per order	Not Means tested	To provide low level adaptation interventions to keep residents safely independent at home. This service is an LCC Statutory function delivered under contract by the Council

Appendix A: Disabled Facilities Grant (DFG)

A1. Definition: DFGs are capital grants that are available to disabled people of all ages and in all housing tenures to contribute to the cost of adaptations. They are administered by Local Housing Authorities in England and enable eligible disabled people to continue to live safely and independently at home.

A2. Scope: This includes people with physical disabilities, those with a mental health condition, autistic people, those with learning disabilities, cognitive impairments such as dementia, and progressive conditions such as Motor Neurone Disease. It includes people experiencing age related disabilities and can also include those at palliative care stage.

A3. Legislation: The main provisions governing mandatory DFGs are found in the Housing Grants, Construction and Regeneration Act 1996.

A4. Referral Pathway and Prioritisation: Applicants for DFG should normally be referred by an Occupational Therapist (OT) or other relevant healthcare professional suitably qualified to assess need. Referrals are either Standard Priority or High Priority.

A5. Professional Fee Reimbursement: In the event of an applicant engaging a private OT, architect or other professional, the Council will reimburse reasonable costs incurred even if the recommended works are proven to be technically unfeasible and cannot proceed to grant award. This clause does not apply in instances where the applicant has simply changed their mind about pursuing a DFG.

A6. Finances: The Statutory maximum per person per application is £30,000, although provision exists within the Council's RRO to permit up to a further £20,000 where necessary.

A7. Eligibility: The following types of work are eligible for DFG provided that it is "necessary and appropriate" for that person, and "reasonable and practicable" having regard to the age and condition of the property:

- Making the building or dwelling safe
- Facilitating access to and from the building
- Facilitating access to or providing a bedroom
- Facilitating access to the principal family room
- Provision of a room containing a bath or shower or facilitating the use of such a facility
- Provision of a room containing a WC or facilitating the use of such a facility
- Provision of a room containing a Wash hand basin or facilitating the use of such a facility
- Facilitating the preparation and cooking of food (if used by the disabled person)
- Providing or improving a heating system
- Facilitating the use of power, light or heat by altering it or by providing additional means of control
- Facilitating access to and from a garden or making a garden safe

A8. Applicant criteria: The applicant must be over 18, should be the homeowner or the tenant, but DFG is available to adapt the home of any disabled person living in the property to enable them to continue to live there. The property can include dwellings, mobile homes, caravans and houseboats.

A9: **Existing footprint:** Where the existing footprint or layout of the dwelling, including outbuildings and garages, can be adapted or converted to accommodate the facilities required the Council will not consider any extension to the property.

A10: **Extension:** Where an extension is necessary and there is no other option, the Council will consider the most cost-effective method of meeting the applicant's requirements.

A11: **Applicant preference:** Where the applicant has a preferred scope of works which exceed that which is necessary to meet the disabled person's needs (such as an extension rather than the provision of stair lift and level access shower) the Council will only fund the cost of the original recommended works, with the remainder being funded by the applicant.

A12: **Timing of application (i):** Applications for grant aid will not be considered where works have been completed.

A13: **Timing of application (ii):** Applications for grants where works have started but have not been completed will only be considered where the applicant can demonstrate exceptional circumstances as to why they did not apply and seek approval prior to the start of the work. In such cases any work already completed will be excluded from the subsequent application.

A14: **Landlords** of rented accommodation may apply for DFG on behalf of disabled tenants

A15: **Means Testing:** Applicants for the mandatory DFG undergo a means test which is formulated by the Government. Adaptations for children up to 18 are not means tested.

A16: **Passported Benefits:** Individuals in receipt of the following income related benefits at the time that the application is made will be exempt from means testing:

- Income Support
- Income related Job Seekers Allowance
- Income based Employment Support Allowance
- Guaranteed Pension Credit
- Housing Benefit
- Working Tax Credit or Child Tax Credit with annual income below £15,050

A17: Chorley Council now includes applicants in receipt of **Council Tax Support** as a passported benefit

A18: **Grant Condition period:** The disabled person must intend to occupy the property as their only or main residence for a period of 5 years after the works are signed off by the Council as satisfactorily completed. In the event of a resident moving to another address within the Borough and applying for DFG within 5 years the Council is entitled to decline the application but reserves the right to waive this requirement if there are mitigating circumstances.

A19 **Service Standards:** Legislation requires a decision from the Council to approve the grant or not within 6 months of receiving the full DFG application (this includes all necessary information e.g. proof of home ownership or landlord consent).

A20: **Completion of works:** In accordance with legislation, the Council will aim to complete the installation of all disabled adaptations within 12 months from the date of grant approval.

A21: **Fee:** The Council will continue to add a 12.5% fee to each DFG approval notice issued.

Appendix B: Discretionary Financial Assistance

B1: Additional DFG

This is a discretionary grant for those eligible for a mandatory DFG, where the cost of the work which is considered to be 'necessary and appropriate' exceeds the maximum grant payable. Up to £20,000 additional DFG can be awarded.

Eligibility Criteria for Additional DFG

- The applicant has been assessed as qualifying via the mandatory DFG application process
- The work has been identified as necessary and appropriate and the costs have been validated and confirmed as 'reasonable and practicable' through a formal tender process

Conditions

- Any assessed financial contribution would have to be paid by the applicant

B2: Chorley Adaptation Grant (CAG)

This is a discretionary grant, using DFG funding, which enables the Council to streamline the application process by not applying the DFG Financial Assessment in cases where the recommended work consists of a single adaptation item, such as:

- Stairlift
- Through Floor Lift
- Ceiling Track Hoists
- Wash-dry WCs
- Bathroom adaptations incorporating Level Access Showers and consequent reconfiguration of bathroom
- Hospital discharge cases identified by health and/or social care professionals

The CAG, which was introduced in April 2017, enables the Council to offer grant funding to customers who would fail the DFG Financial Assessment but who still have a need for an adaptation as determined by a clinician.

Eligibility Criteria for Chorley Adaptation Grant

- The applicant has been assessed as requiring an adaptation
- The recommended work must be 'necessary and appropriate' and 'reasonable and practicable' using the DFG definition
- The work would still require landlord's permission where the applicant rents from a social or private landlord

Conditions

- The applicant retains the right to make a full DFG application rather than a CAG application should they choose to do so.
- The Grant Period of 5 years will apply – meaning that the Council reserves the right not to accept another CAG application from the same applicant at different address in Chorley within 5 years of the 'certified date'.
- The applicant is eligible to apply for a further CAG at the same address should their needs change in the future.
- If an applicant fails the DFG Financial Assessment, the Council is willing to consider converting the referral to a CAG and to fund the most expensive of the recommended items, on condition that the applicant self-funds the other recommended items first and completes the work to a standard which meets their assessed needs. The Council will adhere to the Occupational Therapist's recommendations in terms of confirming the scope of required works for each applicant.
- In the event of the Council receiving an OT recommendation which consists of more than one adaptation item, but then later receiving an amended referral containing one adaptation item, the most recent referral will supersede any other 'live' referral and the case will be progressed as a CAG (or vice versa).

B3: Hospital Discharge Grant

The Council, at its discretion, may pay up to £3,000 to support people with disabilities and/or vulnerabilities being discharged from hospital.

Work which may be carried out includes deep cleaning, clearing properties, repairs needed to remove from a property a Category 1 hazard/s under the HHSRS (Housing Health and Safety Ratings System).

Eligibility Criteria for Hospital Discharge Grant

This funding is not means tested

Conditions

Hospital Discharge Grant will be available if there is no other relevant health or social care funding available. It requires a referral from an OT or relevant healthcare professional and is a one-off grant.

B4: Dementia Grant

The Dementia Grant will support residents with dementia diagnosis preventatively before their condition escalates to a DFG being required. Small modifications up to a maximum value of £2000 will be funded to help a person to stay safely at home for longer. These would include interventions such as:

- Labels and signs on doors and cupboards
- Task focussed lighting in bathrooms and kitchens
- Assistive technology (eg to provide reminders and to monitor activity)

- Safer flooring to reduce falls risks
- Decoration to improve contrast between walls and floors
- Installing coloured fixtures to create a contrast for items such as toilet seats and grabrails

Eligibility Criteria for Dementia Grant

Applicants with a confirmed diagnosis of dementia validated by medical professional.
Not means tested

Conditions

Landlord permission required for any changes to fixtures in rented accommodation

B5: Handyperson service

The Handyperson service carries out small repairs and maintenance jobs within customers' homes and their immediate external environment. A 'small repair' is defined as a non-skilled 'DIY' task. The service is delivered on the Council's behalf by Preston Care and Repair www.carerepair.org

Eligibility Criteria for Handyperson service

Residents who live in the Chorley Council area, are aged 18 or over, and either reside in private rented accommodation or own their own home.

AND meet **at least one** of the criteria to be eligible for free Handyperson services:

Criterion 1: Have a disability that is - or could be - registered and/or have a diagnosed long-term health condition/s that directly affect their mobility or independence to stay safe in their own home. Examples would include instances where the person has been diagnosed/ are being treated for one or more Long Term Condition's (LTC) including dementia, mental health illness, osteoarthritis, respiratory conditions, stroke, coronary heart disease conditions, neurological conditions (multiple sclerosis, Parkinson's disease etc..).

Criterion 2: When there is an imminent and/or major risk that will lead to the person having an unscheduled admission to hospital or residential care without intervention. Examples would include older people with recurrent falls, or have been assessed as being at increased risk of falling, or where the person has had a recent hospitalisation/short term residential placement (within the last 6 months) that could be directly linked to their home environment.

Criterion 3: The service is needed to facilitate a discharge from hospital where it would not be deemed safe for them to return without intervention.

Conditions

Handyperson service cannot be used to carry out tasks in rented property which are classed as Landlord responsibility repairs under the Tenancy Agreement.

Qualifying residents can access the service free of charge but would have to pay for any materials used.

B6: Affordable Warmth Assistance

Affordable Warmth Assistance provides an opportunity for eligible households to have their boiler serviced free of charge.

Regular servicing will enable customers to have a safe boiler, potentially save money on their energy bills, and also identify any problems with the boiler before they escalate.

The boiler servicing offer via Affordable Warmth Assistance applies to **functioning boilers only**.

Eligibility Criteria for Affordable Warmth Assistance

Owner Occupiers

AND

Aged 60 and over

AND

In receipt of income-related benefit (such as Guaranteed Pension Credit)

AND

In receipt of disability-related benefits (such as Attendance Allowance)

In exceptional circumstances of cases of extreme hardship, Affordable Warmth Assistance will be available to customers outside these eligibility criteria. This will be determined on a case by case basis by managers within the Communities service at Chorley Council.

Conditions

Subject to budget availability, the Council may be able to offer a financial contribution of up to £200 to assist the resident in paying for any required repairs which are identified while the heating engineer is carrying out the boiler service.

All work undertaken under Affordable Warmth Assistance is to be carried out by a Gas Safe Registered Heating Engineer.

Affordable Warmth Assistance will not be available in cases where the resident has a service/repair plan which covers boiler repairs, and which includes an annual boiler maintenance service.

Affordable Warmth Assistance will not be available in instances where the property is being marketed for sale.

In addition to its own directly funded and delivered Affordable Warmth initiative, the Council participates in a county-wide energy efficiency/affordable warmth scheme called Cosy Homes in Lancashire (CHIL) www.chil.uk.com

The Council will signpost residents to Cosy Homes in Lancashire whose scheme administrators will assist residents in identifying potential grant funding sources as various government-backed schemes are launched.

The Council will also monitor and promote the availability of any other Energy Efficiency/Affordable Warmth schemes which may become available.

B7: Minor Aids and Adaptations

Minor Aids and Adaptations are those costing less than £1,000. These include banister rails, step adaptations, external metal rails and other bespoke items that are covered under the Care Act.

This is a statutory service which is Lancashire County Council's duty to provide.

Chorley Council is their appointed delivery partner for this service in the borough of Chorley.

Eligibility Criteria for Minor Aids and Adaptations

The service is available for Chorley residents who either own their own home or rent privately (social landlords have a duty to directly provide minor aids and adaptations for their tenants).

Residents must first be assessed by a Lancashire County Council Occupational Therapist or Social Care Support Officer.

It is not means tested.

Conditions

Adaptations exceeding £1000 are not eligible via this route.

Residents seeking minor aids and adaptations must first contact Lancashire County Council to request an assessment.

Appendix C: Repayment of Disabled Facilities Grant

C1: Legal power to reclaim Disabled Facilities Grant

Legislation: The power to require repayment of certain DFGs is contained in the Housing Grants Construction and Regeneration Act 1996 Section 34(6)(b) and in the Disabled Facilities Grant (Condition relating to approval or payment of grant) General Consent 2008.

Legal Scope: Where a Local Authority approves an application for a grant under part 1 of the Act, **and** the grant is for a sum exceeding £5,000 **and** the applicant has a qualifying owner's interest in the premises in which the relevant works are being carried out, the Local Authority may impose the conditions contained in the following paragraph:

Legal Conditions: The Local Authority may demand the repayment by the recipient of such part of the grant that exceeds £5,000 (but may not demand an amount that exceeds £10,000) if

- The recipient disposes (whether by sale, assignment, transfer or otherwise) of the premises in respect of which the grant was awarded within 10 years of the certified date
and
- The Local Authority has considered the extent to which the recipient of the grant would suffer financial hardship were he/she required to repay all or part of the grant.
- Whether the disposal of the premises is to enable the recipient to take up employment or change the location of his/her employment.
- Whether disposal is made for reasons connected with the physical or mental health or well-being of the grant recipient or of a disabled occupant of the premises.
- Whether the disposal is made to enable the grant recipient to live with or near any person who is disabled or infirm or in need of care, which the grant recipient is intending to provide.

C2: Chorley Council policy

1. All DFGs over the value of £5,000 are registered as a Local Land Charge (registration date being the 'certified date' on which the DFG-funded work was signed off by the Council as satisfactorily completed).
2. There are several exceptions to this:
 - DFG funded work in properties owned by Registered Providers are not subject to a Land Charge and are thus not registered.
 - Removeable equipment items (Stairlifts, Through Floor Lifts, Ceiling Track Hoists) are not subject to a Land charge and are thus not registered.

3. Chorley Council will require repayment of any DFG (or CAG) or any part thereof exceeding £5,000 up to the maximum £10,000 if the grant recipient disposes of the property within 10 years of the certified date.
4. The Council will consider in all cases whether it is reasonable to demand payment, having taken into account the reasons why the property is being disposed of, and the number of years that have passed since the certified date.
5. The Council will review each of the considerations set out in the Legal Conditions section before seeking repayment.

C3: Informing DFG/CAG applicants

1. The Council will inform grant applicants at three stages of the application process:
 - When a referral is acknowledged
 - When a formal grant offer is made
 - When the grant funded work is completed

C4: Repayment

1. When the Council is notified that a property which is subject of the relevant land charge is being disposed of within the grant condition period it will determine if it is reasonable to demand repayment of the grant by making enquiries of the owner/owner's solicitor.
2. Once the Council has the necessary information the HIA Team Leader will determine whether repayment is required and will notify the owner/owner's solicitor of the decision.

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank