

# Private Sector Housing Renewal Policy 2023

## 1. Introduction

The Council has both statutory duties and discretionary powers to provide financial assistance to improve private sector housing conditions in the district.

This policy meets the requirements of the Regulatory Reform (Housing Assistance (England and Wales) Order 2002 to publish information on the assistance available to improve private sector housing conditions.

This policy supports the council housing vision to: “ensure the population of Ashfield are living in or can access homes that are affordable, warm and within a safe community that promotes the health and wellbeing of residents.”

The policy also supports the delivery of the objectives contained in the Housing Strategy and the Private Sector Renewal Strategy. The latter has identified the households worst affected by poor housing conditions and this policy seeks to target those most in need. This means that this policy focuses on assisting owner occupied households. Conditions in the private rented sector are addressed through advice and enforcement by the Private Sector Enforcement Team.

The objectives of this policy are:

* To provide adaptations to assist disabled owner occupiers to live independently.
* To provide warms homes for those living with long term health conditions exacerbated by living in a cold home.
* Target assistance to those most in need
* To enable older residents to continue living independently at home and feel safe.

## 2. Scope

This policy applies to private sector residents in Ashfield. It does not apply to ADC tenants.

The assistance offered through this policy is funded through the Better Care Fund, which is awarded by central government each year. Applications for assistance under this policy will be considered on a first come first served basis. Once the funding is exhausted, no further applications will be accepted until further funding becomes available.

## 3. Providing Adaptations for Disabled Persons:

The provision of Disabled Facilities Grants (DFGs) is mandatory under the provisions of Section 23 of the Housing Grants, Construction and Regeneration Act 1996.

A DFG is a grant to help meet the cost of adapting a property where a disabled[[1]](#footnote-1) adult or child lives so that it meets their needs, and they can continue living there independently. Adaptations available through the DGF scheme include stair lifts, wet rooms, level access showers, ramps to main entrance doors.

The assessment of need is carried out by Occupational Therapy Service at Nottinghamshire County Council and then referred to Ashfield District Council for the adaptations to be carried out. Ashfield District Council will assess whether the work is reasonable and practicable to be carried out having regard to the age and condition of the property. Ashfield District Council with then administer the grants.

The maximum amount of mandatory DFG, at the time of writing this policy is £30,000. The Council may also provide an additional maximum discretionary top-up amount of £20,000, (including any ancillary charges) where circumstances are such that the cost of work exceed £30,000. For schemes costing over £50,000, the applicant may apply to Nottinghamshire County Council for top-up assistance to make up the difference in costs prior to approval. The Council will cover the costs of any genuinely unforeseen/extra works post approval.

All applications regarding disabled adults are means tested. Applications regarding disabled children under the age of 19, are exempt from means testing.

In line with the Act a land charge will be placed on the adapted owner-occupied properties which will remain in place for 10 years from the certified date. The charge will be recovered where the property is sold or otherwise disposed of within 10 years of the grant works being completed. Charges are placed for grants over £5,000 up to a maximum limit of £10,000.

If the grant is subject to repayment conditions, then the Council will take the following into account when asking for repayment:

1. The extent to which the recipient would suffer financial hardship if the grant was reclaimed.
2. Whether the disposal of the property was to enable the recipient to take up employment or change the location of their employment.
3. Whether the disposal of the property is made for reasons of the recipient’s physical or mental health or wellbeing, or
4. Whether the disposal is made to enable the recipient to live with, or near any person who will provide care for the recipient by reason of their disability.

Having considered all of these factors the Council must be satisfied that repayment is reasonable in the circumstances.

The land charge period will be a maximum of 10 years from the date certified by the Council as being the date on which all eligible works are completed to the satisfaction of the Council.

Under [section 343AA of the Armed Forces Act 2006](https://www.legislation.gov.uk/ukpga/2006/52/section/343A) (inserted by [section 8 of the Armed Forces Act 2021](https://www.legislation.gov.uk/ukpga/2021/35/section/8/enacted)), local authorities are required to have due regard to the three principles of the Armed Forces Covenant when exercising certain housing functions, including allocating disabled facilities grants. Under this provision, special considerations for veterans may be justified in some circumstances. More information will be provided in the Armed Forces Covenant Duty statutory guidance to be published in 2022.

## 4. Affordable Warmth and Preventative Grants:

It is well established that the condition of a person’s home can have a negative impact on their health. For many households, the most effective solution to a housing problem may not be a move to alternative accommodation, but instead being able to access help to maintain their home to a decent standard, or in some circumstances, to adapt their home to meet their specific requirements. By improving, adapting and maintaining homes the likelihood of an occupant becoming ill from poor housing conditions is reduced, this in turn helps to reduce the number of people admitted to hospital.

Three of the most common hazards found in homes are:

* Excess cold
* Falls
* Damp and mould

Grants are available to owner occupiers within the Ashfield district to help create safer and healthier homes by targeting these specific areas in the form of affordable warmth and preventative grants.

A maximum grant of £10,000 is available to cover adaptations in the home including works such as:

* Boiler and heating system replacements (where existing systems are not functional)
* Boiler and heating system installations (where there is no current central heating system installed)
* Boiler repairs
* New heating controls
* Insulation
* Replacement doors and windows (where the existing are wooden, aluminium or single glazed)
* Providing wet rooms – supported referral required
* Access/Egress to the property – supported referral required

To be eligible for the grant the applicant must be receiving one of the following benefits:

* Pension Credit Guarantee Credit Element
* Income-related employment and support allowance (ESA)
* Income-based jobseeker’s allowance (JSA)
* Income support
* Working and Child Tax Credits
* Universal Credit
* Armed forces independence payment
* Attendance allowance
* Carer’s allowance
* Disability living allowance
* Severe disablement allowance
* War pensions mobility supplement
* Industrial injuries disablement benefit
* Personal independence payment
* Constant attendance allowance

Or be receiving Child Benefit. The total income must not be more than shown for the number of children, and have savings of less than £16,000, to be eligible for this grant

1 child 2 children 3 children 4 children

Single person £18500 £23000 £27500 £32000  
Couple £25500 £30000 £34500 £39000

For the purpose of the affordable warmth grant the applicant must be able to prove that they have lived in the property for at least 12 months and have a qualifying health condition, including the following:

* Atrial fibrillation/heart flutter
* Angina/coronary heart disease
* Heart Failure
* Peripheral arterial disease (PAD)
* Hypertension/high blood pressure
* Osteoporosis/brittle bones
* Transient Ischaemic Attack (TIA)/mini stroke
* Asthma
* COPD
* Rheumatoid arthritis
* Diabetes
* Cancer

Assistance will only be offered once an assessment of the property has been carried out by the Council. Private rented properties will not be eligible for Affordable Warmth assistance for physical improvement of the property however assistance can be offered in the form of energy advice, tariff switching, benefit maximisation, heating controls.

Assistance will be subject to a financial assessment.

The provision of assistance will be subject to a land charge being placed on the adapted property which will remain in place for 10 years from the certified date. The charge will be recovered when the property is sold or otherwise disposed of within 10 years of the grant works being completed. Charges are placed for grants over £5,000 up to a maximum limit of £10,000.

## 5. Handyperson Adaptation Service

Nottinghamshire County Council delivers a Handyperson Adaptation Service (HPAS) across the county that helps people be safe and secure in their homes through minor adaptations and small practical jobs.

The adaptations service provides and installs up to £1,000 worth of adaptations in a single job, including items such as: grab rails, handrails, half steps, lever taps, key safes, etc. Standard jobs will be completed within 5 working days.

There is a priority service available to anyone requiring the service to enable them to be discharged from hospital. Hospital discharge jobs will be completed within 1 – 2 working days.

The handyperson service can complete small jobs to contribute to enable someone to continue living independently at home (see appendix for full list), such as fixing loose carpets to prevent a fall. There is a £15 charge for this service, plus the cost of the materials used.

The service is open to anyone living in the private sector in Nottinghamshire aged 60 or older, or any adult with a disability. This service can be accessed by contacting Nottinghamshire County Council.

## 6. Appeals about Decisions in Individual Cases

Appeals against the refusal of assistance will be considered in the first instance by the

DFG Project Manager. All appeals must be in writing and sent to Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham, NG17 8DA. This submission must be clear as to the reasons for the appeal.

Appeals will only be considered on the following grounds:

* That the strategy has not been applied correctly, for example there has been a mistake in the application of the strategy to the specific case,
* That the case in question is somehow exceptional in a way that justifies an exception to the general strategy.

Appeals will not be considered on the grounds that the person disagrees with the strategy. However any written comments and complaints about the strategy will be considered.

## 7. Monitoring and review

This policy will be review in3 years or sooner if there is a change in legislation or funding

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| **Assistance** | **DISABLED FACILITIES GRANT (DFG)**  **Mandatory assistance** |
| Purpose | A DFG is a grant to help meet the cost of adapting a property where a disabled adult or child lives so that it meets their needs and they can continue living there independently. |
| Eligibility | To be eligible for a DFG the work that is required must be necessary and appropriate to meet the needs of the disabled occupant. This is assessed and determined by an Occupational Therapist and then referred to the Council.    The Council also has to be satisfied that the relevant work is reasonable and practicable to carry out having regard to the age and condition of the dwelling. |
| Eligible Work | The work that can be carried out is work to:     * Facilitate access in and around the dwelling including access to the garden. * Facilitate access to a room useable for sleeping. * Facilitate access to a bathroom. * Facilitate the preparation and cooking of food. * Improving the heating system to meet the need of the disabled occupant. * Facilitate the use of a source of power, light or heating. |
| Financial  Arrangements | The maximum mandatory grant is £30,000. The Council will provide a discretionary top-up of up to £20,000 where the cost of works exceed £30,000 (including any ancillary charges such as architect costs). For schemes costing over £50,000, the applicant may apply to Nottinghamshire County Council for top-up assistance to make up the difference in costs prior to approval. The Council will cover the costs of any agreed unforeseen works post approval.    Except for where the grant is for the benefit of a child or young person, the applicant will be means-tested and therefore the amount of grant may be less than the cost of work. The contribution must be paid to the Council’s holding account by the client before any work can commence. This will then be paid direct to the contractor upon satisfactory completion of work. |
| Application | Application for assistance is made using a DFG application form obtainable from the DFG Team, Ashfield District Council. |
| Payment | Payment is made directly to the contractor on satisfactory completion of the work. Applicants who have to contribute towards the cost of work will be expected to pay this into the |
|  | Council’s holding account before works proceed and will be paid direct to the contractor upon completion. |
| Conditions | There is a five-year grant condition period during which the owner must have an owner’s interest in the dwelling and intend to live within the dwelling as their only or main residence.    If the applicant receives compensation (related to the cause of the disability) which includes an allowance towards disabled adaptations following the completion of the work, the grant is repayable.    A land charge will be placed on adapted owner-occupied properties which will be recovered where the property is sold or otherwise disposed of within 10 years of the grant works being completed and where the cost of the DFG exceeds £5,000. The limit of the maximum charge is set by Government and is currently £10,000. |

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| **Assistance** | **AFFORDABLE WARMTH AND PREVENTATIVE GRANTS**  **Discretionary Assistance** |
| Purpose | To make properties safer and improving the energy efficiency which in turn will lead to a reduction, and carbon emissions and reduce fuel poverty for those living with long term health conditions exacerbated by living in a cold home, therefore improving health and wellbeing. |
| Eligibility | Affordable warmth grants are available to owner occupiers only with certain long term health conditions exacerbated by the cold. For the purposes of the programme, the eligible health conditions are:     * Atrial fibrillation/heart flutter * Angina/coronary heart disease * Heart Failure * Peripheral arterial disease (PAD) * Hypertension/high blood pressure * Osteoporosis/brittle bones * Transient Ischaemic Attack (TIA)/mini stroke * Asthma * COPD * Rheumatoid arthritis * Diabetes * Cancer |
|  | Applicants must be able to provide suitable evidence of their condition, such as a GP letter or repeat prescriptions.    Both Affordable Warmth and Preventative grants will require the applicant to have lived in the property as their main residence for a minimum of 1 year prior to application. |
| Eligible Work | Works will be determined by the Council following an assessment of the home. A schedule of works will be drawn up by the Council and agreed by the service user before the grant is formally approved.    Works to habitable areas of the property can be included only and any works relating to sheds, outbuildings, conservatories, and gardens for example will be excluded from eligible work. |
| Financial  Arrangements | A grant is available up to a maximum of £10,000 (including VAT and a contingency sum). Assistance will be offered subject to the availability of resources at the time of application. |
| Application | Applications are made to the DFG Team at Ashfield District Council. |
| Payment | Payment is made direct to the applicant’s contractor on satisfactory completion of the works and production of invoices/certificates. Any assessed client contribution will need to be paid into the Council’s holding account before works proceed and will be paid direct to the contractor upon completion.    Assistance includes the contractor’s standard warranty period only and does not include any ongoing repairs, servicing or maintenance costs; these are the responsibility of the applicant. |
| Conditions | A land charge will be placed on adapted owner-occupied properties which will be recovered where the property is sold or otherwise disposed of within 10 years of the grant works being completed and where the cost of the grant exceeds £5,000. The limit of the maximum charge is £10,000.    Repeat applications will not be considered until after a 5-year period has passed from completion of works. |

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| **Assistance** | **Handyperson Adaptation Service** |
| Purpose | The handyperson Adaptation Service helps people be safe and secure in their own homes through minor adaptations and small practical jobs. |
| Eligibility | The service is open to anyone living in the private sector in Nottinghamshire aged 60 or older, or any adult with a disability.    The works required must contribute to enabling someone to continue living independently at home. |
| Eligible Work | The adaptations service provides and installs items such as: grab rails, handrails, half steps, lever taps, key safes, etc.    The handyperson service can complete small jobs such as fixing loose carpets to prevent a fall (see appendix for full list) |
| Financial  Arrangements | The adaptations service provides and installs up to £1,000 worth of adaptations in a single job. There is no charge for the materials.    There is a £15 charge for the handyperson service, plus the cost of the materials used. |
| Application | This service can be accessed by contacting Nottinghamshire County Council |
| Payment | Payment is made directly to the contractor. |
| Conditions | None |

## Appendix – List of Handyperson jobs

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| Handy Person Jobs | Exclusions |
| Window Repairs - plane windows to ensure they fit/close properly.  Door Repairs - plane door to ensure it fits/closes properly.  Door Repairs - repairs to loose handles and hinges  Door Repairs - rehanging of door (if frame is in good condition)  Cupboard repairs - repairs to hinges and/or shelving  Shelving - fit a shelf (for storing meds/to prevent tripping)  Shelving - repair/re-fix loose shelf  Tighten Floor boards (max of 5) | Assembling indoor or outdoor furniture  Structural or building work.  Glazing – windows  Painting a room  Painting fence or gates  Installing burglar alarms  Installing fencing gates  Decking or repairs to decking  The service does not extend to gardening, decorating or any job that requires a specialist trades person (such as an electrician, plumber or gas fitter) |

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| Taps repairs - Replace Tap washer/ball valve (dripping tap)    Sink blockages  Bleed radiators  Fit sink and bath plugs  Fix toilet seat (tighten screws etc.)  Make safe trailing wires  Fitting of lampshades  Changing plugs  Replacement of lightbulbs  Fitting of door locks (Wooden and UPVC)  Door Safety Chains (wooden doors only)  Change bulb in exterior security light.  Replace smoke alarm batteries.  Replace Carbon Monoxide Alarm batteries.  Fit outside gate bolt and padlock | If the work needs to be carried out by one of the following professionals, the work will not be suitable for HPAS:   * Electrician * Plumber * Drainage * Gardener * Painter and decorator   Suppliers will not be able to carry out any major works that affect the structure of the house  Soffits and fascias cannot be repaired or replaced by HPAS Providers |
| Simple assembly  Moving furniture (Standard only e.g. move bed from upstairs to downstairs)  Putting up curtains/blinds and rails  Hanging mirrors  Hanging clocks  Securing carpets  Replacing raised door thresholds with flat ones  Replace fence panels.  Fix paving – minor works (replace broken slabs and relay uneven slabs – max of 5)  Putting up washing line  Gutter clearance (ground floor only) |  |

1. A definition of a disabled person is given in Section 100 of the Housing Grants, Construction and Regeneration Act 1996 [↑](#footnote-ref-1)