

Guildhall Gainsborough
Lincolnshire DN21 2NA
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AGENDA

This meeting will be recorded and the video archive published on our website

Prosperous Communities Committee
Tuesday, 10th September, 2019 at 6.30 pm
Council Chamber - The Guildhall

Members:

- Councillor Owen Bierley (Chairman)
- Councillor Paul Howitt-Cowan (Vice-Chairman)
- Councillor John McNeill (Vice-Chairman)
- Councillor Stephen Bunney
- Councillor Liz Clews
- Councillor Mrs Tracey Coulson
- Councillor Christopher Darcel
- Councillor Michael Devine
- Councillor Mrs Jessie Milne
- Councillor Tom Regis
- Councillor Jim Snee
- Councillor Mrs Mandy Snee
- Councillor Robert Waller
- Councillor Mrs Anne Welburn
- Councillor Trevor Young

1. **Apologies for Absence**
2. **Public Participation**
Up to 15 minutes are allowed for public participation.
Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting** (PAGES 3 - 9)
To confirm and sign as a correct record the Minutes of the Meeting of the Prosperous Communities Committee held on 16 July 2019.
4. **Matters Arising Schedule** (PAGES 10 - 11)
Setting out current position of previously agreed actions as at 2 September 2019.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

5. **Members' Declarations of Interest**

Members may make any declarations at this point but may also make them at any time during the course of the meeting.

6. **Public Reports**

- i) Modern Slavery Statement (PAGES 12 - 23)
- ii) Housing Assistance Policy Review (PAGES 24 - 65)
- iii) Workplan (PAGES 66 - 68)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 2 September 2019

Prosperous Communities Committee- 16 July 2019
Subject to Call-in. Call-in will expire at 5pm on 1 August 2019

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall on 16 July 2019 commencing at 6.30 pm.

Present: Councillor Owen Bierley (Chairman)
Councillor Paul Howitt-Cowan (Vice-Chairman) and
Councillor John McNeill (Vice-Chairman)

Councillor Stephen Bunney
Councillor Liz Clews
Councillor Mrs Tracey Coulson
Councillor Christopher Darcel
Councillor Michael Devine
Councillor Mrs Jessie Milne
Councillor Tom Regis
Councillor Mrs Mandy Snee
Councillor Robert Waller
Councillor Trevor Young

In Attendance:
Eve Fawcett-Moralee Executive Director of Economic and Commercial Growth
Ian Knowles Executive Director of Resources, Head of Paid Service and
S151 Officer
Rachel Parkin Home Choices Team Manager
Darren Mellors Performance & Programme Manager
Rachael Hughes Development Contributions Officer
Ellen King Senior Performance Officer
Katie Coughlan Senior Democratic & Civic Officer

Also present: Councillor Jeff Summers

Apologies: Councillor Jim Snee (absent on other Council business)
Councillor Mrs Anne Welburn

Membership: No substitutes were appointed.

11 PUBLIC PARTICIPATION

There was no public participation.

12 MINUTES OF PREVIOUS MEETING

(a) Meeting of the Prosperous Communities Committee – 4 June 2019.

RESOLVED that the Minutes of the Meeting of the Prosperous Communities Committee held on 4 June 2019 be confirmed and signed as a correct record.

- (b) Meeting of the Concurrent Prosperous Communities Committee and Corporate Policy and Resources Committee – 11 June 2019.

RESOLVED that the Minutes of the Meeting of the Concurrent Prosperous Communities Committee and Corporate Policy and Resources held on 11 June be confirmed and signed as a correct record.

13 MATTERS ARISING SCHEDULE

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 8 July 2019.

It was noted that the remaining green action related to an item which needed adding to the Committee's work plan. This would be picked up in due course.

Concern was expressed at the delay in progressing the Social Lettings Policy which would now be considered some 18 months' since the original motion.

RESOLVED that progress on the Matters Arising Schedule, as set out in the report be received and noted.

14 MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made at this stage of the meeting.

15 PROGRESS AND DELIVERY REPORT - PERIOD 1 2019/20

Members gave consideration to a report which assessed the performance of the Council's services through agreed performance measures, as at the end of Period 1 for the 2019/2020 year. Members were asked to review performance and recommend areas where improvements should be made, having regard to any remedial measures already included within the report.

The report summary was structured to highlight those areas that were performing above expectations, and those areas where there was a risk to either performance or delivery.

Table two identified measures where performance was outside agreed tolerance for two periods or more. Measures where additional improvement actions had been requested by Management Team had also been highlighted, these primarily related to the Home Choice Function.

Debate ensued and the majority of Councillors indicated they were pleased with the report and welcomed the improved clarity; the recommendations were moved and seconded.

However concern was raised that the Committee were not being challenging enough. Some

Members considered the situation in respect of the Market dire, and suggested the Council had given up and were doing nothing to try and reverse the trend. It also questioned why the measures had been changed.

In response, Officers advised the report was an exception basis report, and therefore only those measures which were falling above or below their target featured. Assurance was offered that the Markets Team were undertaking lots of work in accordance with the previous decisions undertaken by the Committee. This included an options appraisal with the results due to be reported to the Committee in December. Concern was expressed that the timeline was too long.

The Executive Director for Economic and Commercial Growth summarised to the committee the current position, in terms of previous decisions. The Council were currently in a one year contract with Marshalls Yard for increased promotion of the Markets and two Annual Events, the impact of this would be included within December's report, as the contract reached its conclusion.

There was a general discussion regarding some of the alternative options which should be explored, including charity markets and boot sales. The weekend event organised in June had proven that people would come to the Market place if there was something there. Members spoke at length regarding the challenges Markets across the country faced, although this was disputed by some, with the suggestion that a more inventive stance was required.

In light of the comments raised, particularly regarding the Saturday market operations, it was apparent the Team Manager's comments included with the report had not satisfied the Committee's concerns.

Members therefore requested that the Market Manager be requested to provide additional comments in respect of the improvement works and efficiencies being generated in respect of the Market Operations in the next report. In the event that Members' remained dissatisfied, it was suggested that the Markets Manager be requested to attend a future meeting.

On that basis it was **RESOLVED** that: -

having critically appraised the performance of the Council's services through agreed performance measures, and having had regard to the remedial measures suggested in the report, and the information provided in response to Member questions, the Market Manager be requested to provide additional comments in respect of the improvement works and efficiencies being generated in respect of the Market Operations in the next report. In the event that Members' remained dissatisfied the Markets Manager be requested to attend a future meeting.

16 VULNERABLE PERSONS RESETTLEMENT SCHEME

Members gave consideration to a report which aimed to give Members a comprehensive knowledge of the scheme, its progress to-date and sought agreement for West Lindsey District Council to participate.

In response to Members' questions Officers confirmed any funding allocated from the Home Office could only be used to re-house families identified through the scheme. The process for selecting families and the background checks undertaken by the Home Office were explained to the Committee. Officers further confirmed that the District Council would get a choice as to the size of the family located within District and this would be very much dependent on the accommodation the District Council offered up. Consideration would also be given to local accessible services.

Members noted that the report advised a further report would be submitted to Members in three years' time. Members requested that they be updated on a more regular basis, and at least advised once any families had been re-located in the area.

Officers indicated they would look to include information in the October / December Members Bulletin, in the event that a family was located in the area. Members noted an agreement to participate in the Scheme did not necessarily mean a family would instantly be allocated. This would be dependent on a "suitable match" being identified.

Thanks were expressed to the Housing Team for the quality report.

RESOLVED that West Lindsey District Council participate in the Home Office Vulnerable Persons Resettlement Scheme and agree to accommodate two households.

17 REPORT TO SUPPORT THE RURAL SERVICES NETWORK PROPOSAL FOR A FULLY FUNDED GOVERNMENT RURAL STRATEGY ARISING FROM MOTION TO COUNCIL

Members gave consideration to a report designed to offer support to the Rural Services Network campaign for a fully funded Rural Strategy, and in response to a motion submitted to Council earlier in the year.

Members across the Chamber were supportive of the campaign's plight.

RESOLVED that:-

- (a) the challenges set out in the report are the challenges that a fully funded Rural Strategy would need to address; and
- (b) the RSN Campaign be supported and the Chairman of the Prosperous Communities Committee write to Sir Edward Leigh and the relevant government minister in support of the RSN campaign for a fully funded Rural Strategy ahead of Brexit.

18 LOCAL PLAN REVIEW CONSULTATION RESPONSE

Changes in National Policy, including updates as detailed in the report, had made a review to the Central Lincolnshire Local Plan necessary.

West Lindsey District Council in the role of consultee had an opportunity to provide comments on the initial Issues and Options Paper, which consisted of 26 questions and considered a range of policies and some suggested updates.

This was the first of a number of consultations on the Local Plan review which gave West Lindsey District Council an opportunity to comment, shape and inform the final draft to be submitted for examination.

Prosperous Communities Committee as West Lindsey District Council's Policy Committee were requested to consider the Issues and Options Consultation paper and provide where appropriate responses to the issues raised.

The Chairman and Vice Chairmen of Prosperous Communities Committee, with the support of Officers, had provided an initial consultation response on behalf of West Lindsey District Council, which was attached as appendix A to the report. The Committee were asked to consider, agree and endorse the consultation response for submission.

Debate ensued during which the following points were noted for re-checking before the submission was made: -

- Question 6c – the sentence was repeated.
- Question 13b – the response was fairly repetitive and both yes and no were ticked
- Question 6e - the clarity of the wording was questioned. The real issue was in fact that a greater understanding as to how the village boundaries and numbers had been calculated in relation to address points. Taking the specific example of Middle Rasen, this had moved from a large to a medium village. It was assumed that this was because the methodology was looking at dwellings within a defined grouping on a map rather than looking to the historic Parish boundaries and as such why there were some discrepancies between numbers.
- There was a missing "d" from one of the responses contained on page 111.
- The call for sites elements always caused concern and as such careful thought in relation to the sustainability of villages needed to be considered at all times.

In response to other comments expressed, Members acknowledged it was important to promote the consultation to Parishes to ensure they made specific responses in regards to their areas. A separate panel was undertaking a review of designated areas such as AONBs and this work did not sit specifically with the Local Plan.

RESOLVED that: -

- (a) Members agree and endorse the proposed consultation submission in

relation to the Reg.18 Public Participation stage as identified within the indicative timetable contained with the Local Development scheme (Jan 2019), subject to comments made during the course of the debate detailed above; and

- (b) Authority be delegated to the Executive Director of Economic and Commercial Growth (in consultation with the Chairman of the Prosperous Communities Committee) to submit the final version of West Lindsey District Council's formal response to the Central Lincolnshire Local Plan Issues and Options Consultation incorporating the additional comments expressed and agreed throughout the debate.

19 APPOINTMENT OF MEMBER CHAMPIONS

Member gave consideration to a report which sought to appoint Member Champions for 2019/2020 – 2020/21 Civic Years.

RESOLVED that:-

- (a) the Members named at Section 1.6 of the report be appointed as Member Champions for the 2019/2020 – 2020/21 Civic Years namely: -

Member Champion Role	Name
Heritage and Tourism	Paul Howitt-Cowan
Young People/Skills	Angela White
Community Transport / Public Rights of Way / Rural Issues	Lewis Strange
Safeguarding/Mental Health / Wellbeing	Angela Lawrence
Neighbourhood Planning and Localism	Steve England
Armed Forces	Bob Waller
Public Transport	Roger Patterson
Environment and Climate Change	Tracey Coulson

- (b) the information contained in section 2 of the report be noted, namely: -
 - Member Champions to provide a report for the West Lindsey Members Newsletter at least every 6 months; the first of these reports for new appointments will be due for the January 2020 newsletter;
 - a review of Member Champion roles be carried out every two years from May 2019 (next review due May 2021)
 - the appointments above will run until the Annual Council meeting in May 2021.

20 WORKPLAN

Members gave consideration to the Committee Work Plan.

RESOLVED that the workplan as set out in the report be received and noted.

21 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

22 EXEMPT RECORD OF CONCURRENT MEETING

The exempt record of the concurrent meeting held on 11 June 2019 was noted.

At the request of the Committee the Executive Director of Economic and Commercial Growth provided a brief update on progress achieved since the meeting.

The meeting concluded at 7.43 pm.

Chairman

Prosperous Communities Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Prosperous Communities Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Meeting	Prosperous Communities Committee				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black	p and d - Market Operations - additional comments / attendance at mtg	extract from mins of meeting 16/7/19 the Market Manager be requested to provide additional comments in respect of the improvement works and efficiencies being generated in respect of the Market Operations in the next report. In the event that Members' remained dissatisfied, it was suggested that the Markets Manager be requested to attend a future meeting.	the Markets Manager will be in attendance when p and d is next discussed (october 19)	31/08/19	Ellen King
Black	vulnerable person resettlement scheme - item for newsletter	extract from mins of mtg 16/8/19: - Officers indicated they would look to include information in the October / December Members Bulletin, in the event that a family was located in the area. Members noted an agreement to participate in the Scheme did not necessarily mean a family would instantly be allocated. This would be dependent on a "suitable match" being identified.	Members of the Committee have received an update e-mail regarding this scheme since making the decision. This update will also be included in the next bulletin due to be published on 4 September	31/12/19	Rachel Parkin
Black	RSN Campaign - letters of support	extract from mins of mtg 16/7/19: - (b) the RSN Campaign be supported and the Chairman of the Prosperous Communities Committee write to Sir Edward Leigh and the relevant government minister in support of the RSN campaign for a fully funded Rural Strategy ahead of Brexit.	letters sent 18/7/19. A response has been received and this was circulated to the committee and included in the Members Bulletin published on 4 September	01/08/19	Ian Knowles

Black	Health Work	extract from mins 29/1 (b) an update report on progress of health related work be submitted to the Committee in one year's time;	Item now added to the work plan.	31/07/19	Diane Krochmal
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Agenda Item 6a



**Prosperous Communities
Committee**

**Tuesday, 10th September
2019**

Subject: Modern Slavery Statement

Report by:

Executive Director for Economic and Commercial
Growth

Contact Officer:

Rachel Parkin
Home Choices Team Manager

rachel.parkin@west-lindsey.gov.uk

Purpose / Summary:

To implement a Modern Slavery statement
across all working practices of the Authority.

RECOMMENDATION(S):

1. That Members of Prosperous Communities support the Modern Slavery Statement and recommend that it proceed to the Corporate Policy and Resources Committee for formal adoption across all operations of West Lindsey District Council.
2. That delegated authority be granted to the Executive Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy & Resources Committee and the Chairman of the Joint Staff Consultative Committee (JSCC).

IMPLICATIONS

Legal: None

Financial : FIN/65/20

No financial implications as a direct result of report.

Staffing : None

Equality and Diversity including Human Rights :

Data Protection Implications :

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

Title and Location of any Background Papers used in the preparation of this report :

None.

Risk Assessment :

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1. Background

- 1.1 Modern slavery is the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation.
- 1.2 In March 2015 the Modern Slavery Act gained royal assent which enabled enforcement agencies to pursue allegations of modern slavery under one piece of legislation instead of several different complicated ones. It gave prominence to the offence and meant statutory guidance was issued in how to identify victims and the type of services to be offered to victims.
- 1.3 October 2019 will see the publication of the Serious Adult Review (SAR) into Modern Slavery across Lincolnshire. This will include the involvement of West Lindsey District Council (WLDC) during the criminal prosecutions related to Operation Pottery, which included offences relating to activities on the Drinsey Nook site within West Lindsey as well as further involvement of all agencies across the broader term of modern slavery across Lincolnshire.
- 1.4 As a result of this SAR a list of recommendations will be published to ensure future learning is taken on board within agencies who may come into contact with modern slavery. Part of the recommendations will be a modern slavery charter which is in a draft version at Appendix 2. The modern slavery statement will form part of this charter and ensure that West Lindsey District Council is committed to identifying and working with partners to prevent and stop practices of modern slavery.

2. Current practice and monitoring

- 2.1 All appropriate members of staff have either undertaken or are planning to undertake training on spotting signs of modern slavery.
- 2.2 The statement ensures that all services operated, and all policies initiated by the Authority have reference to understanding any potential risks to the Authority in regards to practices of “modern slavery”. It ensures that there is a formal commitment by West Lindsey District Council to acknowledge the crime and impact of modern slavery within the District, whilst ensuring that the Authority does not unwittingly support or further any acts of modern slavery by employing persons or companies who commit such acts.
- 2.3 It outlines who has responsibility for updating the statement and ensures the Authority adheres to any changes in legislation or emerging risks.
- 2.4 The statement allows the Authority to have a set procedure in terms of governance and outlines the key areas where there is a need to be aware of risks.

3. Future actions

- 3.1 To ensure the statement is embedded across all new and existing Authority practices including the Sure Staff Recruitment Agency.
- 3.2 To ensure the statement is kept up to date and is relevant. This will be the responsibility of the Safeguarding Coordinator.

Appendix 1

Modern Slavery Statement

Appendix 2

Draft Modern Slavery Charter

Appendix 1

Modern Slavery Act Transparency Statement for the Financial Year Ending 2019/20

Commitment

This Statement sets out West Lindsey District Council's (WLDC) commitment to understanding and addressing all potential modern slavery risks related to its business and its planned actions to ensure that there is no slavery or human trafficking in its own business or supply chains. This Statement relates to actions and activities during the financial year 1 April 2019 to 31 March 2020. It also relates to actions to be taken during the financial year 1 April 2020 to 31 March 2021.

The Council recognises its responsibility to take a robust approach to modern slavery and human trafficking as an employer, commissioner and contractor of other bodies, and acknowledges its duty to notify the Secretary of State of suspected victims of slavery or human trafficking as required by section 52 of the Modern Slavery Act 2015. The Council is absolutely committed to preventing and taking action against identified slavery and human trafficking in its corporate activities, its supply chains and the wider community, and ensuring these are free from slavery and human trafficking. This Statement sets out the Council's existing policies and practices and specific actions in response to the Modern Slavery Act.

Organisation Structure and Responsibilities

This statement covers the full activities of WLDC as determined by the Council's Organisational Structure.

Modern Slavery Transparency Statement: Executive Director of Operations

The Executive Director of Operations is responsible for the Council's Modern Slavery Statement.

Developing and Updating the Statement: Lead Safeguarding Officer/HR

The Lead Safeguarding Officer, in conjunction with HR, monitors and updates the Modern Slavery Statement in line with national guidelines and organisation development priorities.

Risk Assessments and Prevention: Lead Safeguarding Officer and Safeguarding Coordinator

are responsible for:

- working with Service Managers to identify high risk activities and appropriate actions relating to modern slavery and human trafficking;
- ensuring appropriate information and training for staff and councillors;
- ensuring that this Statement and resulting actions are embedded within the Council's Safeguarding Policies and Procedures and Strategic Plan.

Early Identification and Notification: Team Managers

Team Managers will notify any suspected modern slavery concerns encountered in the course of their work, via the Safeguarding report a concern mechanism. They will ensure that they and their staff complete all relevant training.

Investigations: Safeguarding Coordinator

The Safeguarding Coordinator will lead on collating initial information where there is the potential of an investigation in relation to any confirmed or suspected incidents of modern slavery and will be responsible for the appropriate reporting of these

incidents in line with the Council's Early Help, Safeguarding Children and Adults and Domestic Abuse Policy and Procedures.

Identifying and Reporting Concerns: All Staff and Councillors

As with all safeguarding concerns, all staff and councillors are required to share these in order that they can be investigated and action taken as required.

Scope

The following policies and procedures are considered to be key in meeting the requirements of the Modern Slavery Act:

Constitution, Financial Procedures and Procurement Regulations

The Council's constitutional arrangements are regularly reviewed and updated to take account of legislative requirements and best practice. Financial and Contract Procedure Rules are clearly articulated to support best practice and prevent financial abuse and ensure transparency and probity in all matters.

Corporate Strategy

The Council's Corporate Plan states its aim to support the most vulnerable people and to grow the local economy. It prioritises resources to services which seek to deliver these ambitions and is therefore well paced to act, and to refer, any incidents it becomes aware of. The Council's Corporate plan also clearly states its aim to support and develop the people it employs, growing their knowledge and skills, now and for the future. The Council's People Strategy explains how it does this.

HR / Employment Policies and Practices

The Council has a robust and ongoing Policy Review Programme with input from HR Advisors, team Managers, Team Leaders, Employees and Unions, reporting to the Joint Consultative Committee and Management Team. The Programme reviews all HR policies on a rolling programme, ensuring that these comply with national legislation and guidance. This includes Recruitment and Whistleblowing.

Recruitment

The Council's recruitment processes are transparent and reviewed regularly. Robust procedures are in place for vetting new employees and confirming their identities and qualifications, and ensuring that they are paid directly into an appropriate, personal bank account.

Agency Workers

The Council uses only reputable employment agencies to source labour and verifies the practices of any new agency before accepting workers from them.

Pay

The Council operates a Job Evaluation Scheme which ensures that all employees are paid fairly and equitably. In 2015/16 the Council introduced the Living Wage.

Employee Code of Conduct

The Employee Code of Conduct is reviewed updated regularly. On renewal, this is circulated to all staff who are asked to sign a copy to confirm that they are aware of and work within the Code. The Code makes clear to employees the actions and behaviours expected of them when representing the Council. The Council strives to maintain the highest standards of employee conduct and ethical behaviour. Breaches are investigated and may lead to disciplinary action or, in extreme cases, dismissal.

Councillor Code of Conduct

All Councillors are expected to demonstrate the highest standards of conduct and behaviour, in line with a formal Code of Conduct. Breaches are investigated by the Council's Monitoring Officer.

Councillors Declarations of Interests

All Councillors must record and declare personal and prejudicial interests.

Complaints and Whistleblowing

The Council encourages all its employees, customers and other business partners to report any concerns related to the direct activities or the supply chains of the Council. The Council's whistleblowing procedure aims to make it easy for employees to make disclosures, without fear of retaliation.

Safeguarding Policy

The Council embraces its responsibility to develop, implement and monitor policies and procedures to safeguard the welfare of children and vulnerable adults and protect them from harm. The Council has a comprehensive policy which all staff and councillors are expected to read and work within, which includes information relating to Modern Slavery and Human Trafficking. The Council works within local multi-agency partnerships to protect and safeguard people. The policy is reviewed on an annual basis to ensure it is robust and clearly provides details of reporting mechanisms, internally and externally, regarding suspected or confirmed instances of Modern Slavery.

Councillors Induction and Training

Councillors complete induction training on election, including Equality and Diversity Training. Safeguarding training is also provided.

Training

The Council has a programme of induction and ongoing mandatory training that all employees must complete, including Safeguarding Awareness Training and modern slavery and human trafficking. This enables officers in community-facing roles to identify and know how to report incidents of abuse and neglect, including modern slavery and human trafficking. Training on Trafficking, Exploitation and Modern Slavery is also included in year 3 of the training programme to be undertaken by all Council employees in line with the Lincolnshire Safeguarding required training.

Contractors and Service Providers

The Council is committed to ensuring that its contractors adhere to the highest standards of ethics. The Council expects its key contractors to have safeguarding policies, procedures and training in place.

Partnership Working

The Council works in partnership with a wide range of agencies to prevent neglect and abuse, to detect and report occurrences and to support victims.

Awareness Raising

The Council will promote the annual Modern Slavery Awareness Day held annually in October through an awareness campaign to all employees.

Review

The statement will be reviewed annually and minor housekeeping amendments approved by the Director of Resources in consultation with the Chairman of the Corporate Policy and Resources Committee and the Chairman of the Joint Staff Consultative Committee. The actions contained within this will be adopted formally each September, to align with the review of the Safeguarding Policy.

Approval

This statement has been approved by the Council's Management Team and will be reviewed and updated annually.

Any major policy changes to be agreed by Prosperous Communities Committee; Governance and Audit Committee to be responsible for any actions/ audits on this subject.

Appendix 2

Multi Agency Modern Slavery Charter 2019 - 201 & Implementation Plan

West Lindsey District Council is committed to protecting individuals from modern slavery and to identifying and preventing serious crimes being committed in perpetrating this abuse. **West Lindsey District Council** recognises that modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

West Lindsey District Council recognises that the Modern Slavery Act (2015) Schedule 3; section 43, places **West Lindsey District Council** under a duty to co-operate with the Independent Anti-slavery Commissioner. **West Lindsey District Council** will work with the Safer Lincolnshire Partnership and demonstrate commitment by;

Page 21	Standard	Current position Red, Amber, Green	Actions to achieve the standard	Timescale	New Position Red, Amber, Green
1.	West Lindsey District Council understands the full breadth of modern slavery and its impact on and cost to services and vulnerable individuals.				
2.	Modern Slavery material is displayed by West Lindsey District Council in different languages relevant to local communities and is also available in alternative formats such as large print upon request.				
3.	Information about modern slavery is included on West Lindsey District Council website(s) with links to				

	the national modern slavery helpline and salvation army available to the public.				
4.	West Lindsey District Council has an effective modern slavery policy or procedure in place detailing how { West Lindsey District Council will respond to disclosures or suspicion of modern slavery. This includes the process for notifying Lincolnshire Police & onward action as per Lincolnshire multi-agency modern slavery process.				
5.	West Lindsey District Council have identified staff who require training in awareness, identification and action to be taken related to disclosures or suspicion of modern slavery. That this training includes the information detailed in standard 4 & 6.				
6.	West Lindsey District Council have a process for recording & highlighting all disclosures or suspicions of modern slavery including victims and perpetrator information.				
7.	West Lindsey District Council have a process for escalating concerns related to modern slavery where appropriate action is believed not to have occurred to protect an individual.				
8.	West Lindsey District Council will attend and contribute to Safer Lincolnshire Partnership priority group or other safeguarding modern slavery forum as requested.				
9.	<i>Requires something about employment standards to prevent MS.</i>				

Red = Very little or no progress made towards meeting this standard
 Amber = Some progress made towards meeting this standard

Green = Standard met

DRAFT

Agenda Item 6b



**Prosperous Communities
Committee**

**Tuesday 10th September
2019**

Subject: Housing Assistance Policy Review

Report by:

Executive Director of Operations

Contact Officer:

Andy Gray
Housing and Environmental Enforcement
Manager

andy.gray@west-lindsey.gov.uk

Purpose / Summary:

To seek approval from Prosperous Communities
Committee for the revised Housing Assistance
Policy.

RECOMMENDATION(S):

- 1) To approve the revised Housing Assistance Policy 2018-2022**

IMPLICATIONS

Legal:

None noted.

Financial : FIN/59/20

The grant received for the Better Care Fund is paid directly to the Council via Lincolnshire County Council. This policy proposes amendment in relation to how the policy allocates this funding. All proposals are in line with the Better Care Fund guidance.

The funding drawdown for revenue is addressed within this paper and it is proposed that the drawdown is increased to the 15% maximum as explained within the report. This will enable the Council to ensure it can deliver the requirements of the policy and carry out the works associated with it.

Staffing :

There are no direct staffing implications.

Equality and Diversity including Human Rights :

Data Protection Implications :

Climate Related Risks and Opportunities :

Section 17 Crime and Disorder Considerations :

Health Implications:

The delivery of Disabled Facilities Grants contributes to the wider health improvements of residents within the district. The additional aspects of the policy are aimed at addressing various housing and health related needs across the District, mainly via the improvement of housing conditions.

Title and Location of any Background Papers used in the preparation of this report:

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Risk Assessment :

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Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1 Introduction

- 1.1 The West Lindsey Housing Assistance Policy was approved in 2018. The policy has two different elements; the Independent Living Grants which are funded through the Better Care Fund Disabled Facilities Grant (DFG) that is received from Lincolnshire County Council (LCC), and the Capital Grant works which are funded via the Council's Private Sector Renewal Capital Budget.
- 1.2 When the policy was originally devised, criteria was included to ensure that funding was allocated to the most in need for both grant types. Now the policy is a year down the line, a review is required to ensure that the criteria is still relevant and to look at how more can be done to assist those in need.

2 Independent Living Grants

- 2.1 The independent living grants were originally devised through consultation with Occupational Therapists (OTs) and LCC to understand how expanding out the remit of DFG's could assist with improving the lives of some of the most vulnerable people in society and assisting with meeting the outcomes of the Better Care Fund around hospital admissions, length of stays in hospital and delayed transfers of care.
- 2.2 There was concern when offering discretionary grants through DFG funding that this could result in DFG funding being allocated too soon and the Council being financially responsible for undertaking mandatory DFG's when no funding is available.
- 2.3 However, West Lindsey underspent DFG funding in 2018/2019 by £187,955. This funding has been carried forward and is now being utilised within the 19/20 financial year.
- 2.4 For 19/20, £699k has been received and this figure has increased year on year – a trend which is expected to continue.
- 2.5 Since the policy has been implemented, the following discretionary grants have been completed:

Grant type	Applications	Spend
Discretionary DFG	12	£8989.20
Discretionary Top-up	0	£0
Contributions Grant	3	£2,867.16
Healthy Homes Grant	6	£7,016.96
Hospital Discharge Grant	0	£0
Re-location Grant	0	£0

- 2.6 When it was agreed a review would be undertaken of this policy, the above information along with material from LCC and the OT's was all

taken into consideration. It is clear from the above table that the criteria for applying for discretionary grants is too restrictive, and that through a review the criteria could be amended to increase the numbers of discretionary grants that can be delivered and ultimately increase the help and support available to disabled people.

- 2.7 The revenue funding required to deliver DFGs will continue to be drawn down from the capital grant required in line with the agreement in place with LCC.

3 Capital Grants

- 3.1 The main aim of the capital grants is to bring empty properties back into use. The Gainsborough South West Ward has a high proportion of problematic empty properties and the grants have initially focused on that area.

- 3.2 The original capital budget within this program was £627k. To date £84k has been spent. A review of this overall budget is being undertaken with Finance colleagues to ensure it is profiled in the appropriate way based on this policy review. The speed of spend had been impacted by some initial issues relating to a staff absence; however this has now been addressed.

- 3.3 Grants that have been delivered under this policy so far are as follows:

Grant type	Applications	Spend
Empty Property Grant	34	£84,433.00
Empty Property Purchase	2	£0
Empty property owner occupier grant	1	£0
Owner occupier grant	2	£0
Landlord incentive grant	0	£0

- 3.4 Of the above application for empty property grants, 9 have been fully completed, resulting in 8 properties being brought back into use to date. The amount of long term empty properties in the Gainsborough South West ward is the lowest it has been in 3 years at just 95. That number is expected to drop even further once all the current grants that have been applied for are complete.

- 3.5 Based on feedback received in the last year about the capital grants, some amendments have been made to expand out the eligibility criteria to ensure grant uptake can be maximised.

4 Amendments to schedules

- 4.1 The below amendments have been made to expand out who is eligible for grants, what grants can be awarded for and to ensure that the grants that are awarded will both meet the outcomes of the Better Care Fund and bring empty properties back into use.

- 4.2 The amendments have been made based on feedback from all of the delivery partners detailed in the policy along with officer experiences and issues and barriers that have arisen as part of the grant processes.
- 4.3 The impact of the changes will be an increase in the amount of residents who are eligible for assistance through both types of grants. The changes will increase spend and in turn reduce underspend of the DFG budget, whilst still ensuring the grants are assisting those most in need.
- 4.4 Financial ineligibility is one of the main reasons residents are unable to access grant funding. The Government commissioned an external review of DFG's, the findings of which were published in December 2018. These findings offered 45 recommendations on DFG reform. One of the areas requiring review included the existing means test for mandatory grants. The report highlighted the issues with the current means test and how modernisation of this area could help more people in need. As no action has been taken on this for mandatory grants, a West Lindsey financial assessment has been devised which takes those issues raised by the review and goes some way to addressing the fairness of the means test through the discretionary grant. The West Lindsey financial assessment is attached as an appendix to the policy.

4.5 **Independent living grant changes**

Discretionary DFG

- Grant maximum increased from £10,000 to align with Mandatory DFG to £30,000
- Financial eligibility – now West Lindsey Financial assessment
- Eligibility works – remove the statement that details the grant cannot be used for equipment. This will ensure that if a need can be met through equipment that cannot be provided by LCC due to budget constraints, it can be applied for through the grant process.

Healthy Homes Grants

- Grant maximum increased from £5,000 to £10,000 to ensure all works that are required can be covered.
- Eligibility applicant – expand out so other professionals can make referrals to include but not limited to Environmental Health and Housing enforcement officers and Wellbeing Service to ensure exposure to the grant is maximised.
- Eligibility works – expand out to works that remedy any category 1 hazard or where environment presents risk to public health
- Eligibility financial – remove means tested and replaced with WLDC financial assessment.

Capital works grants

Empty Property Grant

- Eligibility works, Schedule previously provided by contractor. This will now be provided by WLDC with a cost associated to each item from SOR with a maximum value.
- Addition of offering grants outside of Gainsborough - where the Council has received valid complaints about a property or are considering a Compulsory Purchase Order a grant could be considered. This is at the discretion of the council.

WDLC Empty Property Purchase

- Eligibility works – removed requirement for Landlord to have had no previous enforcement action taken against them
- Conditions - Property must have been advertised on the open market for 3 months for a fair market price.

Empty Property owner occupier grant

- Grant maximum has been increased from 5% to 10% deposit with a maximum of £10,000 to encourage take up.
- Removed the need for a deposit match
- Eligibility - Applicant must reside in the property once it has been brought back into use. If they move out WLDC will seek to recover the grant monies. This has the effect of encouraging owner occupiers further

Owner Occupier Grant

- Eligibility - Grant has been extended out to cover the whole of WLDC, not just Gainsborough. This is due to identified properties causing serious health concerns outside of Gainsborough.
- Grant maximum increased from £5000 to £10,000

Landlord incentive

- Amended to only include Bluetooth interlinked smoke alarms for Landlords who do not have interlinked smoke detection as identified through the Selective Licencing scheme.
- A full fire inspection will be carried out and smoke alarms installed as part of the incentive.

5 Mandatory Disabled Facilities Grants

- 5.1 The delivery of mandatory DFGs is not impacted by these changes and the Council will continue to deliver these in line with the relevant legislation.

5.2 The ongoing performance of the mandatory DFGs is monitored within the progress and delivery reporting process, which is presented to Prosperous Communities Committee separately.

5.3 For information, the main performance highlights from 18/19 are as follows:

- 131 grant referrals received
- 71 grants approved
- 79 day average from receipt of referral to approval of grant
- 127 day average from receipt of referral to completion of grant
- £7,391 average grant spend
- £533k spent over the course of the year

West Lindsey District Council



Housing Assistance Policy 2018 - 2022

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1. Introduction

West Lindsey Housing Assistance Policy sets out the financial assistance available for residents of West Lindsey in order for people to remain living independently in safe and healthy homes

There are 2 main elements to this policy: Disabled Facilities Grants funding through the Better Care Fund and how West Lindsey intend to implement their powers under the Regulatory Reform Order; and a capital program of funding that aims to return long term empty properties to use, improve property standards and incentivise home ownership focusing on the Gainsborough area.

2. Strategic context

2.1. *West Lindsey Housing Strategy 2018 – 2022*

This strategy sets out West Lindsey's vision for Housing. The strategy aims to deliver these 3 key themes:

1. Driving housing growth to meet housing need
2. Improving homes and transforming places
3. A partnership approach to support choice, wellbeing and independence

Within those themes, a clear project plan has been set out, in which this policy can contribute. These are as follows:

- to deliver financial assistance in the private rented sector to improve property standards, energy efficiency and fuel poverty;
- to actively tackle poor quality housing standards and rogue landlords across the District;
- to develop a policy in line with the Better Care Fund objectives which enables independent living and improves health and wellbeing.

2.2. *West Lindsey Independent Living Policy 2016-2018*

This existing policy goes into detail on how the Authority was interpreting the Housing, Construction and Regeneration Act 2006 in relation to mandatory DFG's.

The independent living policy allowed the Authority to improve the way in which DFG's are administered in West Lindsey and has been an important building block to ensure the Authority is now in a position to offer additional assistance under the Regulatory Reform Order 2002.

2.3. *West Lindsey Housing Enforcement Policy*

The enforcement policy aims to ensure that all citizens of West Lindsey have a home that is safe, secure, dry and not overcrowded. This policy, alongside the Corporate Enforcement Policy, outlines how the council will use appropriate enforcement

powers to ensure that all owners comply with their statutory obligations. This housing assistance policy compliments the enforcement policy with the objectives of improving housing standards, focusing on the Gainsborough area.

2.4. West Lindsey Corporate plan 2016-2020

The West Lindsey Corporate Plan sets out West Lindsey priorities for the District to ensure that services being provided will meet the varied needs of the residents. This policy relates to the following themes of the corporate plan:

- Theme 1 – People First
This policy aims to outline what is available to the residents of West Lindsey in a manner that is accessible to all.

3. Independent living

3.1. Legal context

- 3.1.1.** The Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 removed most of the prescriptive housing renewal grant legislation in the Housing Grants, Construction and Regeneration Act 1996, and introduced new wide ranging discretionary power to local housing authorities to develop different forms of financial assistance to meet local needs.
- 3.1.2.** To be able to give financial assistance under the Act, the local housing authority must adopt and publish a policy setting out how it intends to use this general power to give assistance.
- 3.1.3.** Funding for Disabled Facilities Grants is now received from Lincolnshire County Council through the Better care Fund. The Better Care Fund (BCF) is a program spanning both the NHS and local government. It has been created to improve the lives of some of the most vulnerable people in our society, placing them at the centre of their care and support, and providing them with ‘wraparound’ fully integrated health and social care, resulting in an improved experience and better quality of life.
- 3.1.4.** West Lindsey District Council’s grant allocation received for DFG’s has increased over the past year, with the projection that this budget will remain for at least the next 3 years and potentially further.
- 3.1.5.** Until now, the Authority has not extended the grant using powers under the RRO as the funding allocations would not have been enough to cover the additional demand.

3.2. Objectives

3.2.1. This policy aims to assist disabled people to live safely and independently in their own home. This Policy sets out how this will be done in line with the legislation, good practise guidance, the Better Care fund plan and through offering good value for money.

3.2.2. West Lindsey District Council will work with the following key partners in order to deliver this policy:

- Housing Associations
- Occupational Therapist and Customer Care officers
- Private Landlords
- Home Owner
- Local contractors and specialist equipment providers
- Better Care fund leads
- Other Districts within Lincolnshire

4. Disabled Facilities Grant Funding

4.1. Below is a summary of all grant assistance that is available through DFG funding. Further details on the grants can be found in the Grant Schedules document which sets out the terms and conditions of the individual grants. West Lindsey District Council have a statutory duty under the Housing Grants, Construction and Regeneration Act 1996 to provide Mandatory Disabled Facilities Grants. All other grants will be subject to available funding:

Assistance	Funding Max.	Financial eligibility	Objective
Mandatory Disabled Facilities Grant	£30,000	Means tested	To assist disabled people to remain independent in their own home.
Discretionary DFG	£30,000	West Lindsey Financial assessment – including children’s cases	To adapt homes of disabled people who fall outside of the mandatory DFG but require adaptations to remain safe and independent at home.
Discretionary Top-up Grant	£10,000	Means tested – including children cases	To provide additional funding when the mandatory grant does not cover the full extent of the adaptation required.
Discretionary Contribution Grant	£5,000	West Lindsey Financial assessment	To assist with paying a contribution when a contribution would be the reason a mandatory DFG would not progress.
Relocation Grant	£2,000	No means test –	To assist a disabled person to move to a more suitable property.

		available to anyone who has an OT referral for re-location	
Healthy Homes Grant	£10,000	Available to anyone eligible for a mandatory DFG	To improve the property standards of vulnerable people who own their own home.
Hospital Discharge Grant	£5,000	Non means tested	To assist anyone unable to be discharged from hospital due to their home conditions.

4.2. Mandatory Disabled Facilities Grant

4.2.1. Disabled Facilities Grant (DFG) is a mandatory entitlement to help fund the provision of adaptations to enable people with disabilities to achieve independent living in their own home. The primary legislation covering Disabled Facilities Grants is the Housing Grants, Construction and Regeneration Act 1996 and applies to all Mandatory Disabled Facilities Grants.

DFG is a means tested grant which is determined by a national formula; the amount of grant is determined by:

- Household income through earnings and benefits
- Household savings over £6,000
- Disabilities
- Household composition
- Tenure

4.2.2. The maximum grant amount that can be awarded will be worked out using a means test, but is subject to a maximum award of £30,000. Depending on the outcome of the means test an applicant may be required to pay a specified contribution towards the adaptation.

4.2.3. Under the current legislation, applications for disabled children are not subject to a means test. All other aspects of the DFG application process remain the same for both child and adult applications.

4.3. Discretionary Disabled Facilities Grant

4.3.1. Discretionary DFG is available when the works that are recommended by the OT are not eligible to be funded through a mandatory DFG. This aim of this grant is to assist people to remain living at home outside of the remit of a mandatory DFG.

- 4.3.2. The request from an OT will go to a pre-determined panel to decide whether or not the request is necessary & appropriate.
- 4.3.3. An example of when this grant could be applied for is as follows:
A disabled child can only have the property that is their 'main residence' adapted; this does not then allow for a parent with shared custody to have any adaptations and could result in them not being able to offer respite care.
- 4.3.4. The grant will be fully land charged for owner occupiers for a 10 year period and will be means tested in all cases – including children's applications. All referrals from OT will be considered by The Council.

4.4. Discretionary Top-Up Grant

- 4.4.1. Discretionary top-up grants are available to applicants who are eligible for a mandatory DFG and the suitable scheme cannot be achieved within the £30,000 grant maximum.
- 4.4.2. A West Lindsey Financial Assessment (Appendix 1) will be undertaken for all cases including parents/guardians of disabled children.
- 4.4.3. The grant is a maximum of £10,000 which will be fully land charged on owner occupier applications for a 10 year period.

4.5. Discretionary Contribution Grant

- 4.5.1. Discretionary Contribution Grants are available when an applicant has a contribution to make towards a mandatory DFG based on a financial means test.
- 4.5.2. The current means test for mandatory DFG's looks at many factors affecting an applicant's financial situation including, income, capital, disability, dependents and tenure. The means test then calculates the amount that, based on these factors, the household could either afford to pay or afford to borrow towards their adaptations works. It doesn't however, take into account that the family may not be able to borrow or could not afford to borrow based on their circumstances. This could lead to an essential adaptation not being undertaken and ultimately, leave a disabled person very vulnerable in their own home.
- 4.5.3. The grant maximum is £5,000 and will be based on evidence of not having the capital available to cover the contribution. The grant will be fully land charged on owner occupier applications for a 10 year period.

4.6. Relocation Grant

- 4.6.1. Relocation grants will be available for anyone who is currently living in a property that is unsuitable due to their disability, whereby a move to a suitable property would be more beneficial to the applicant than having their current property adapted.
- 4.6.2. This will be available for both home owners and tenants and will not be means tested. The OT must be involved in the move to assess the new property for suitability. Referral for this grant will come from the OT.
- 4.6.3. Maximum of £2,000 available as a grant, land charged for home owners at the new property.

4.7. Healthy Home Grant

- 4.7.1. This grant is for minor repairs to properties based on health needs.
- 4.7.2. A West Lindsey Financial Assessment will be undertaken to determine financial eligibility, the applicant must also own their own home whereby their home situation is contributing to their health issues.
- 4.7.3. Referral from health care professional, doctor, housing enforcement officer, environmental health officer or other professional.
- 4.7.4. The grant can offer assistance to remove any identified category 1 hazard as identified through a Housing Health and safety Rating System (HHSRS)
- 4.7.5. The Grant maximum is £5,000 and the grant is only available to home owners. Fully land charged for a 10 year period.

4.8. Hospital Discharge Grant

- 4.8.1. This assistance will allow the discharge from hospital or move on from care to happen much quicker by having a fast-track process for undertaking adaptations - if the reason they are not able to return home is down to their home environment.
- 4.8.2. Available for minor adaptations to the home to allow for further community OT involvement once the applicant is home. The grant maximum is £5,000 and the grant will not be subject to a financial means test and not land charged in any cases.

5. Eligibility Criteria and Key Facts about Mandatory Disabled Facilities Grants

5.1. Applications

- 5.1.1. All applications for both mandatory and discretionary Disabled Facilities Grants are determined by West Lindsey District Council. Mandatory DFGs can only be provided to cover the cost of adaptations that are deemed to be *essential* for meeting the disabled person's needs. These are typically any adaptations that the disabled person is wholly dependent upon in order to remain living independently within the property. The Authority will determine how best to carry out any adaptations, considering both Occupational Therapist recommendations and an assessment of the applicant's home. All alternative means of providing assistance within the home must be trialled before a DFG application will be considered. As a minimum this will include asking for evidence that equipment has been trialled (and is no longer a suitable long term solution) and that the suitability of the property for the disabled person has been assessed.
- 5.1.2. The Authority will always seek the most cost effective solution to meeting the disabled person's essential needs. Adaptations will be designed, and grants offered, on this basis. If an applicant makes a specific request for additional work that is not considered to be essential by the Authority, or makes a request for adaptations to be carried out in a different way to that proposed, the Authority will limit the amount of grant offered to cover only the essential elements of the request.
- 5.1.3. Grant applications will only be considered to be 'valid applications' when all of the requested information has been supplied to the Authority. Failure to provide the necessary financial information, or any other supporting evidence as requested by the Authority, will result in the closure of a DFG application and applicants will be referred back to their Occupational Therapist to discuss alternative means of support.

5.2. Eligible Applicants:

- 5.2.1. **An applicant is only eligible for a mandatory DFG if a recommendation is received from an Occupational Therapist which will state what is required for the disabled person to remain living independently in the property. Eligibility for all other assistance will be detailed in Appendix 1**
- Homeowners – an application can be made by the homeowner if the disabled person is living in their house; for example, partner, child, sibling etc.
 - Private and socially rented – an application can only be made by the person who holds the tenancy; this can be on behalf of the disabled person. The landlord or owner of the property must give consent for the adaptation.
 - Landlords can make applications for a Disabled Facilities Grant on behalf of the disabled tenant.
 - Means tests are undertaken on the "relevant person" and their partner for mandatory DFG's. Where the discretionary means tests are

undertaken, these will be on either the relevant person and their partner, or the parent/guardian of the disabled child and their partner

5.3. Eligible properties:

- Dwellings, houseboats and park homes on authorised permanent sites are eligible for assistance. Mandatory grants will only be awarded to adapt the only or main residence of the disabled person.
- The Authority must be satisfied that the work is necessary and appropriate for the disabled person's needs. It must also be deemed reasonable and can be carried out given the age and condition of the property.
- The Authority must be satisfied that the disabled person is living suitably within the home (i.e. has permanent use of a suitable bedroom and washing facilities) before allowing any grant work to commence. Grants will not be provided if the Authority considers that the disabled person would remain at risk, even with adaptations being provided. In such cases the reasons will be provided by the Authority in writing as to why the property has been deemed unsuitable.
- Where the cost of the adaptations is less than £1,000 (usually minor adaptations, such as installing hand rails) the work will be completed by Social Services and the grant application closed.
- Where the cost of the adaptations requested is extensive and beyond what can reasonably be provided within the scope of DFG then the application will be assessed to see if a discretionary grant could be offered.
- A condition of the grant is that the disabled person must intend to occupy the property for at least the full grant period, which is 5 years from the date works are completed. This applies to **all** properties. For landlords, this means that they must accept this 5 year term as a condition of permitting the adaptations.
- Grants for tenants in rented properties (including social rented properties) cannot be awarded if the relevant landlord does not consent to the property being adapted.
- **No grant funding will be awarded if work has started at a property before the council has approved an application.**

6. Approval of grant

6.1. For the application to be approved by West Lindsey District Council, the following must be complete:

- Application
- Determination of financial eligibility
- Quote and plan (if appropriate)
- OT confirmation the adaptation will meet the need of the disabled person
- Consent from landlord or joint home owner
- Any planning permission required

Only at the point all of the above is complete will the application be deemed valid. From the date the application becomes valid, West Lindsey District Council have 6 months to approve the grant

7. Local Land charge

- 7.1.** Where the value of a mandatory grant awarded to a home owner exceeds £5,000 a local land charge will be applied to the property. The land charge will be up to a maximum charge of £10,000 and will remain in place for a 10 year period. If the house is sold during this 10 period, the land charge will be required be repaid in full at the point of sale. Anyone wishing to purchase the property in this time would be made aware of the charge when they, or their solicitor, undertake a Local Land Charge property search.
- 7.2.** Any land charge to be placed onto a property for discretionary grants are detailed in the grant schedules document.

8. Contractors

8.1. Disabled Facilities Grants

- 8.1.1.** All applicants have the choice of which contractor to use to undertake their adaptation. This option will be given to the applicant once the application process is complete.
- 8.1.2.** If the applicant would prefer West Lindsey to select the contractor, adaptations arranged by West Lindsey will be carried out by the Authority's Framework. The framework began in July 2018 and undertakes a contract with WLDC and the contractors to undertake the works on behalf of the applicant.
- 8.1.3.** West Lindsey reserves the right to withdraw any contractor from the framework at any point throughout the framework period if there is just reason to do so.
- 8.1.4.** Under the terms of the grant there are limitations on the amount that can be awarded if the applicant wishes to use a family member to complete the work for them. Applicants must discuss this with the Authority before any work commences and obtain consent in writing if they wish to appoint a family member, to complete the work for them. Failure to do this may result in a grant offer being refused or withdrawn.
- 8.1.5.** Where an applicant asks a contractor to carry out any additional work on-site they will become fully responsible for both the cost and quality of that work. Contractors are aware that any additional work or agreements to alter an approved scheme must be cleared by the council.
- 8.1.6.** Professional technical fees, up to a maximum of 10% of the total value of the adaptation/building work requested can be included in the grant application. This amount can cover items such as the production of technical drawings,

completing applications for any additional permissions that are needed (such as Planning or Building Control applications) and other professional fees for surveys etc. that are agreed in advance with the Authority.

9. Completion and Payment

- 9.1.** Adaptations will be considered to have been completed when the necessary work has been completed to an acceptable standard, appropriate for the user. The customer must sign to confirm they are happy with the works that have been undertaken.
- 9.2.** The Authority will pay the grant once all work has been completed to their satisfaction as well as the applicant, and the following documentation has been received - grants cannot be paid until all documents are returned:
- Invoice (addressed to the customer)
 - Signed customer completion form
 - Any relevant certificates including electrical
 - Building regulation certificate (if required)
 - Any warranty documents

10. Maintenance, repairs and warranties

- 10.1.** Applicants should consider purchasing or negotiating extended warranties for any work carried out in their properties or for any specialist equipment installed. This is a matter for the applicant to discuss directly with the contractor and will not affect the Council's decision on whether or not to offer grant assistance.
- 10.2.** All stairlifts and through floor lifts come with an extended 5 year warranty.
- 10.3.** All works are guaranteed for 12 months; should any problems arise within 12 months of the works being completed, the cost of repair can be covered by the Authority. Outside of 12 months, no repairs can be undertaken by the Authority and the responsibility will lay with the home owner.
- 10.4.** In addition, the Authority is not responsible for returning a property to its original condition in the event that any adaptations are removed or no longer required. Applicants and landlords are advised to consider how they will meet any future maintenance and repair costs when applying for and accepting a DFG.

11. Adaptations different to what is recommended

- 11.1.** If an applicant would like a different adaptation to what is recommended by an OT, there is a procedure for undertaking this.

11.2. West Lindsey District Council will have the scheme recommended by the OT drawn. The OT will then have to agree that this plan will meet the needs of the disabled person. At this point, the Authority will request 3 quotes for this work from 3 different contractors - a financial grant offer based on the quotations received within the limitations of DFG will then be made. This grant offer will last for 1 year. Within that year, it is up to the applicant to provide the Authority with the following information in order for the grant to be approved:

- Drawings for the adaptation they wish to undertake along with OT approval of these drawings
- All relevant building regulation and planning approval
- Quotation for the work
- Details of the contractor undertaking the works to include company name, address, and registration number (it is down to the applicant to do all relevant checks on the contractor as West Lindsey will accept no responsibility for their work)
- Consent from the landlord if applicable
- CDM action plan

11.3. Once all the above has been received, the Authority will formally approve the grant. This grant will be directly paid to the contractor once the works are complete and the above information is provided as detailed in completion and payment.

12. Further DFG information

12.1. On accepting a DFG, the applicant will not be eligible for inclusion on the Housing Register in West Lindsey for at least the full grant period (5 years). Any applicant already on the register will have their application for housing suspended once their DFG application is complete. If the grant application is refused, an applicant's housing register status is not affected.

12.2. The Authority will always seek to recover in full any grants that are obtained with false or incorrect information. Applicants are responsible for ensuring that West Lindsey District Council is made aware as early as possible if they believe that any information they have submitted contains errors or omissions. If the Authority becomes aware that any false or incorrect information has been supplied before work commences the grant offer may be withdrawn, or put on hold pending additional investigation.

12.3. Applicants that experience a change in their financial circumstances during the application process or after a grant amount has been approved must notify the Authority immediately. This is to ensure that a reassessment of resources (a revised means test) can be carried out to ensure that the applicant remains eligible for the grant.

13. Capital Program for Private Sector Renewal

13.1. Improving the quality of the housing stock and bringing empty properties back into use are major priorities for West Lindsey District Council. With the implementation of the Selective Licensing Scheme in Gainsborough South West Ward in 2016, the Authority recognises that work needs to be undertaken alongside this to assist with problems that arise outside of the private rented sector and assist with recurring problems in the private rented sector.

13.2. Poor housing standards and long term empty properties can have a detrimental impact on the neighbourhood; problems that can occur include:

- Reduction in the value of the property and the neighbouring properties.
- Environmental health risks from vermin and waste.
- Hazards to the public through unsafe structures.
- Focal points for illegal and anti-social behaviour such as fly tipping, vandalism and arson.
- A strain on other agencies such as Fire and Rescue and Police.
- A wasted resource when so many people are in need of housing.
- Increased risk of squatters.

14. Empty Homes

14.1. In West Lindsey, there are currently 971 empty properties. 521 of these are classed as long term empty properties which means they have been empty for 6 months or more. 168 of these long term empty properties are in the Gainsborough area and 83 within the SL area. DCLG classify these as 'problematic empty properties' and these are the properties that this policy aims to tackle.

14.2. There are many reasons that properties are left empty for a long period and West Lindsey District Council recognises this is not always the fault of the home owner. Currently, work is undertaken with empty property owners to assist with bringing empty properties back into use. This policy sets out how the Authority aims to develop existing work to have a greater impact in the Gainsborough area.

14.3. Private Sector Renewal Policy Objectives

14.3.1. Through the financial assistance outlined in this policy and alongside the on-going statutory and regulatory duties that the Council undertakes this policy aims to:

- Bring long term empty properties back into use

- Improve housing standards in the Gainsborough area
- Increase the supply of good quality private rented properties
- Encourage home ownership
- Prevent properties from falling into a state of disrepair
- Assist land lords to maintain their priorities and offer financial assistance when needed.
- Assist homeowners to maintain their properties to a safe and healthy standard.

14.3.2. These objectives will be monitored through the number of properties brought back into use and the number of housing disrepair and anti-social behaviour complaints that are reported to West Lindsey District Council.

15. Housing Standards

15.1. West Lindsey received 220 housing disrepair complaints in the last 12 months. 76 of these were found to have a category 1 hazard. Many of the complaints received related to damp and mould.

15.2. Through incentives in this policy, the Authority aims to reduce the number of housing disrepair cases that are reported by working with landlords to prevent damp and mould occurring through improved ventilation systems.

15.3. Ensuring that properties have the right smoke detection in rented properties is the responsibility of the landlord. However, due to the design/layout of the properties in the Gainsborough area, the Authority recognises that even though this is the responsibility of the landlord, assisting with installing systems that can detect earlier and be interlinked throughout the household is over and above what the landlord should supply, but could be detrimental in ensuring the safe escape in the event of a fire.

16. Summary of assistance

16.1. This table summarises what financial assistance is available to home owners, landlords and potential home owners of current empty properties. The grants are subject to availability of funding and all terms and conditions are set out in the attached grant schedules.

Assistance	Funding Max.	Eligibility	Objective
Empty Property Grant	£10,000	Not Means tested. Property must have been empty for over 6 months.	Bring long term empty properties back into use through encouraging home ownership and owner occupying

Empty Property Purchase	Market value at point of sale	Property must have been empty for over 6 months.	Bring problematic empty properties back into use
Empty Property Owner Occupier Grant	Up to £10,000 or 10% deposit	Property must have been empty for over 6 months.	Bring long term empty properties back into use. Encourage home ownership
Owner Occupier grant	£10000	Home owner for 12 months or more. Means tested	Remove category 1 hazards from owner occupied property to improve health, improve energy efficiency and reduce fuel poverty
Landlord incentive Grant	Set figure yet to be procured	Property must be licenced under Selective licencing, rented out and have no previous enforcement action undertaken.	Provide Bluetooth interlinked smoke detection in licensed properties.

16.2. Empty Property Grants

16.2.1. This is assistance available to home owners when the property has been empty for 6 months or more to bring the empty property back into use. The property must be brought back in to use within six months of the grant allocation or the grant has to start to be repaid.

16.2.2. This grant will not be subject to a financial means test.

16.2.3. A standard specification will be provided to builders with a standard cost attached to ensure the property can be let, free from hazards, upon completion and ensure the property will be compliant under a selective licensing inspection. This will also specify the grant amount to be awarded up to a maximum of £10,000

16.2.4. No empty property owner will be eligible for a grant if they have any outstanding debts to be owed to the council. The grant will be fully land charged for a 5 year period.

16.3. Empty Property Purchase

16.3.1. This assistance is available for West Lindsey District Council to purchase properties that have been empty for 6 months or more. Applications should be submitted where alternative empty property incentives are not feasible.

16.3.2. Properties may also be selected by the Authority and will be led by number of complaints received, debts attached to the property or if the Authority is considering a Compulsory Purchase Order. In order to be considered the property must have been on the open market for a period of 3 months at market value.

16.4. Empty Property Owner Occupier Grant

16.4.1. Available to persons who are purchasing a long term empty property. A grant of up to 10% deposit match can be obtained and the grant maximum is £10,000. It will be fully land charged for a 5 year period.

16.4.2. Additionally, this can be used in conjunction with the Empty Property Grant; terms and conditions to this apply and are detailed in the grant schedules.

16.5. Owner Occupier Grant

16.5.1. This grant is available to homeowners who have lived in their properties for 12 months or more to assist with rectifying problems in their homes associated with identified category 1 hazards, energy efficiency or improving the visual appearance of the property where they can't afford to resolve these problems themselves.

16.5.2. All eligible applications will be subject to a property inspection to identify category 1 hazards based on the current HHSRS assessments (Housing Health and Safety Rating System)

16.5.3. The grant maximum is £10,000 and the works must lead to the identified category 1 hazards being removed. This grant is subject to a financial means test and will be fully land charged for a 10 year period.

16.6. Landlord Incentive Grant

16.6.1. This incentive is available to current landlords to provide a fire safety check and interlinked Bluetooth smoke alarms in their rented properties.

16.6.2. The property must be licensed under Selective Licensing and the landlord can have had no previous enforcement action taken against them by West Lindsey District Council.

17. Private Sector Renewal

17.1.1. Within the PSR elements of this policy, choice will be available (where appropriate) to the applicant. Where an applicant selects a contractor to carry out scheduled works eligible under the policy, unless the contractor chosen by the applicant is part of WLDC Framework, the applicant will take full responsibility for the contractors chosen.

17.1.2. Where the Authority is providing the works via the grant, contracts will be procured with specific suppliers who will then undertake the relevant works.

18. Decision

18.1. The Authority reserves the right to refuse any applications where the assistance provided is discretionary. There will be no right of appeal in regards to decisions that are made and each decision will be explained clearly to the applicant.

18.2. The budget available to support this financial assistance policy will be reviewed on an on-going basis. Where the remaining budget is not sufficient to support individual applications the offer of assistance will not be available until sufficient budget is available again. Applicants will be made aware of this position should it impact upon their ability to receive assistance.

18.3. All applications must be submitted by the home or land owner.

19. Complaints

19.1. Applicants wishing to submit a complaint about the service, challenge a decision issued or to raise a dispute about any work completed, will be referred to the adopted corporate complaints procedure.

20. Policy Review

20.1. This policy will be reviewed annually or as required based on the availability of finance to provide the necessary assistance.

Overview of DFG Related Grant

Assistance	Funding Max.	Financial eligibility	Objective	Land Charge	Other Information
Mandatory Disabled Facilities Grant	£30,000	Means tested – contributions may be required	To assist disabled people to remain independent in their own home.	Max £10,000 for grants over £5,000, 10 years	
Discretionary DFG	£30,000	West Lindsey Financial assessment including children's cases	To adapt homes of disabled people who fall outside of the mandatory DFG but require adaptations to remain safe and independent at home.	10 years	Requires OT referral. To be used to address specific issues that cannot be addressed via mandatory provision
Discretionary Top-up Grant	£10,000	West Lindsey financial assessment including children cases	To provide additional funding when the mandatory grant does not cover the full extent of the adaptation required.	10 years	Can only be applied for when the applicant is eligible for a mandatory DFG
Discretionary Contribution Grant	£5,000	Not means tested – depends on WLDC assessment	To assist with paying a contribution when a contribution would be the reason a mandatory DFG would not progress.	10 years	Available within existing policy and only to applicants who are eligible for a mandatory DFG – this means the contribution isn't too high for the applicant to be fully ineligible.
Relocation Grant (Revenue)	£2,000	Not means tested	To assist a disabled person to move to a more suitable property.	Perpetuity	Available to anyone who has an OT referral for re-location
Healthy Homes Grant	£5,000	Available to anyone eligible for a mandatory DFG	To improve the property standards of vulnerable people who own their own home.	10 years	To address damp and mould, excess cold and falls on stairs and levels
Hospital Discharge Grant	£5,000	Not means tested	To assist anyone unable to be discharged from hospital due to their home conditions.	None	For minor adaptations

Overview of Private Sector Renewal Grants

Assistance	Funding Max.	Eligibility	Objective	Land Charge	Other Information
Empty Property Grant	£10,000	Not Means tested	Bring long term empty properties back into use through home ownership and owner occupying	5 years	No existing debts permitted. Must be brought back into use within 6 months.
Empty Property Purchase	Market value at point of sale	Property must have been empty for over 6 months.	Bring problematic empty properties back into use	N/A	To address market failure and the worst empty properties. Market value to be offered. Cost of any refurb to be considered.
Empty Property Owner Occupier Grant	Max £10,000 or 10% deposit	Property must have been empty for over 6 months.	Bring long term empty properties back into use. Encourage home ownership	5 years	Can be used in conjunction with empty property grant. Occupancy to be monitored.
Owner Occupier grant	£10,000	Home owner for 12 months or more. Means tested.	To improve health, improve energy efficiency and reduce fuel poverty	10 years	To remove category 1 hazards from owner occupied property
Landlord Incentive Grant	Set amount based on procurement	Property must be licensed and tenanted. No previous enforcement action undertaken.	Improve the standards of the properties in the Selective Licencing area.	10 years	Provide Bluetooth interlinked smoke detection in licensed properties.

Independent Living Grant Schedules

1. Mandatory Disabled Facilities Grant

Objective	<p>West Lindsey have a statutory duty to offer Mandatory DFG's under the Housing Grants, Construction and Regeneration Act 1996. The following schedule details a summary of these provisions, but should be read in conjunction with the act.</p> <p>This Grant aims to assist disabled people remain living independently by providing a range of adaptations to their homes.</p>
Grant Maximum	£30,000
Eligibility - Applicant	<p>All applications must be supported by a referral from an Occupational Therapist confirming that the relevant person is disabled for the purposes of the Act.</p> <p>The applicant can either be the home owner, the tenant or the landlord. Consent for the adaptation must be obtained from the home owner or if the property is jointly owned, from all owners.</p>
Eligibility – works	<p>The relevant works must be necessary and appropriate to meet the needs of the disabled occupant and be referred from an Occupational Therapist. It must also be reasonable and practicable to carry out the works having regard to the age and condition of the property. The Act outlines what works can be undertaken and appendix 1 lists in detail which works can be grant funded.</p> <p>No works that have already started can be paid for under grant.</p>
Eligibility - financial	<p>Financial means testing will be carried out in all cases except children's cases or when the relevant person is in receipt of a passporting benefit. The means test will be undertaken on the relevant person and their partner. The relevant person is the disabled person who the adaptation is being undertaken for.</p>
Contractor	<p>Contractors will be selected on behalf of the applicant unless a contractor is specifically requested. If the applicant wishes to use a contractor that is not currently on WLDC Framework, the applicant will need to submit a minimum of 2 quotes.</p> <p>No works are to begin until formal approval has been received from the council.</p>
Payment	<p>Payment will be made directly to the contractor upon satisfactory completion of works and submission of all relevant documents required.</p> <p>The applicant must agree that they are satisfied with the quality of the work prior to payment. If the applicant refuses, the</p>

Authority will inspect the work and if it believes it is of sufficiently good standard the payment will be made.

Interim payments can be made upon receipt of an invoice and a site inspection completed. No more than 50% of the grant can be paid prior to completion.

Conditions

In accordance with the Act, all grants will be approved within 6 months of the application being valid. An application is considered to be valid when the application is complete, the quotes have been received, the OT approves the scheme and consent is received from the owner/landlord.

All works must be completed within 12 months from the date of approval.

No additional works can be funded unless prior approval has been obtained from West Lindsey District Council.

All grants must exceed £1000.00

Any grants for owner occupiers that exceed £5000 will be placed on the property as a local land charge. This will remain for a 10 year period - if the property is sold in that time, the land charge will be repaid in full at the point of sale.

The applicant must intend to remain living in the property for 5 years at the point of application. Any applicant with an active Lincs Homefinder application will be suspended for 5 years so no bidding can take place in that time.

In the initial 12 months after completion of the grant, any repairs will be undertaken by the original contractor. After 12 months, the adaptation is the full responsibility of the homeowner. No works to remove adaptations will be undertaken by West Lindsey District Council.

The works will be allocated through the WLDC Framework and all framework terms and conditions will apply. Applicants must consent if works are being issued through the framework

2. Discretionary DFG

Objective To adapt homes of disabled people who fall outside of the mandatory DFG but require adaptations to remain safe and independent at home.

Grant Maximum £30,000

Eligibility - Applicant All applications must be supported by a referral from an Occupational Therapist confirming what works are to be undertaken.

The applicant can either be the home owner, the tenant or the landlord. Consent for the adaptation must be obtained from the home owner or if the property is jointly owned, from all owners.

Eligibility – works The OT request for works will go to a pre-determined panel to decide whether or not the request is reasonable and practicable and necessary and appropriate. Anything can be considered, so long as it is over £1000.

No works that have already begun can be paid for under grant.

Eligibility - financial West Lindsey financial assessment will be carried out in all cases including those involving children. The financial assessment will be undertaken on the relevant person and their partner or the parent/guardian of the disabled child. The relevant person is the disabled person who the adaptation is being undertaken for.

Contractor Contractors will be selected on behalf of the applicant through the West Lindsey Framework unless a contractor is specifically requested. If the applicant wishes to use a contractor that is not currently on WLDC framework, the applicant will need to submit a minimum of 2 quotes.

No works are to begin until formal approval has been received from the West Lindsey District Council.

Payment Payment will be made directly to the contractor upon satisfactory completion of works and submission of all relevant documents required.

The applicant must agree that they are satisfied with the quality of the work prior to payment. If the applicant refuses, the Authority will inspect the work and if it believes it is of sufficiently good standard the payment will be made.

Interim payments can be made upon receipt of an invoice and a completed site inspection. No more than 50% of the grant can be paid prior to completion.

Conditions The OT must approve any works that are to be undertaken

The Grant will be fully land charged on owner occupier properties and remain on the property for a period of 10 years. .

All works must be completed within 12 months from the date of approval.

No additional works can be funded unless prior approval has been obtained from West Lindsey District Council.

The applicant must intend to remain living in the property for 5 years at the point of application. Any applicant with an active

Lincs Homefinder application will be suspended for 5 years so no bidding can take place in that time.

West Lindsey decision would be required on whether the grant can be awarded is final and there is no right to appeal this decision.

The applicant does not have to have had, or be eligible for a mandatory DFG to be eligible for this assistance.

3. Discretionary top-up grant

Objective	To provide additional funding when the mandatory grant of £30,000 does not cover the full extent of the recommended and required adaptation.
Grant Maximum	£10,000
Eligibility - Applicant	The applicant must be entitled to the full £30,000 mandatory disabled facilities grant.
Eligibility – works	<p>The works that this grant covers is anything that is recommended by the OT as essential but where the mandatory DFG cannot cover it due to the grant maximum.</p> <p>Works that have not been recommended and approved by an OT can be paid for with this grant</p> <p>No works that have already started can be paid for under grant.</p>
Eligibility - financial	West Lindsey Financial assessment will be carried out in all cases including those involving children. The means test will be undertaken on the relevant person and their partner or the parent/guardian of the disabled child. The relevant person is the disabled person who the adaptation is being undertaken for.
Contractor	The contractor will be the same contractor who is undertaking the mandatory DFG works. Same contractor's conditions apply as apply to mandatory DFG's.
Payment	Payment will be made directly to the contractor upon satisfactory completion of works and submission of all relevant documents required.
Conditions	<p>All conditions that apply to a mandatory DFG, apply to the Top up grant.</p> <p>The Grant will be fully land charged on owner occupier properties for a 10 year period.</p> <p>The grant must be approved at the same time as the mandatory DFG and cannot be approved in retrospect.</p>

The West Lindsey decision on whether the grant can be awarded is final and there is no right to appeal this decision.

This grant can only be offered in conjunction with a mandatory DFG.

4. Discretionary Contribution Grant

Objective To assist with paying an applicant's contribution when the contribution would be the sole reason the mandatory DFG would not progress.

Grant Maximum £5,000

Eligibility - Applicant The applicant must have applied for a Mandatory Disabled Facilities grant and have a financial contribution of less than £5,000 to pay towards the adaptations.

The applicant would not be eligible for a Contribution Grant if the cost of their contribution is higher than the cost of the recommended adaptation. For example, the applicant has a £4,500 contribution to make towards a ramp which would only cost on average £2,000.

Eligibility – works The mandatory DFG eligible works criteria applies to this grant.

Eligibility - financial The applicant must have already undertaken a financial means test and a contribution confirmed. This will then determine if they can continue with an application for a contributions grant.

Based on the information provided for the means test, an assessment of affordability will then take place. If the applicant has enough capital to cover the contribution, this grant will not be awarded.

Contractor The contractor will be the same contractor who is undertaking the mandatory DFG works. Same contractors conditions apply as apply to mandatory DFG's.

Payment Payment will be made directly to the contractor upon satisfactory completion of works and submission of all relevant documents required for payment of the mandatory DFG.

If the applicant refuses to approve the payment, the Authority will inspect the works and if it determines the work to be of a satisfactory standard, the payment will be made.

Conditions All conditions that apply to a mandatory DFG, apply to the discretionary contribution grant.

The Grant will be fully land charged on owner occupier properties for a 10 year period.

The grant must be approved at the same time as the mandatory DFG and cannot be approved in retrospect.

West Lindsey decision on whether the grant can be awarded is final and there is no right to appeal this decision.

This grant can only be offered in conjunction with a mandatory DFG.

5. Relocation Grant

Objective To assist a disabled person to move to a more suitable property where they can be safer and more independent.

Grant Maximum £2,000

Eligibility - Applicant The applicant's application for a relocation grant must be supported by an OT. The OT must have assessed their current property as unsuitable and also view the new property to assess for suitability.

The applicant can be a homeowner or a tenant.

Eligibility – works This grant can fund any aspect of the move from removals to solicitors fess and estate agent fee's.

Other elements of a move can be considered as part of this grant and will be determined on a case by case basis.

Eligibility - financial This grant is not means tested.

Contractor All elements of the works involved can be chosen by the applicant.

Payment Payment will be made directly to the solicitor, estate agent or removal company once the move is complete and an invoice has been received addressed to the applicant.

Conditions The Grant will be fully land charged on owner occupier properties for a 10 year period.

The property being moved to must have been assessed by an OT as must be more suitable than the previous property. This could mean that the property is more suitable for adaptation.

West Lindsey decision on whether the grant can be awarded is final and there is no right to appeal this decision.

This grant can only be awarded to an applicant once. Once a relocation grant has been completed for one move, it cannot be applied for to move again.

6. Healthy Home grant

Objective	To improve the properties of vulnerable people when their property could be contributing to their health conditions.
Grant Maximum	£10,000
Eligibility - Applicant	<p>The application for a Healthy Homes Grant must be supported by a referral from a health professional, Local Authority Housing or Environmental Health Officer or any other professional involved with supporting the applicant.</p> <p>The applicant must be a homeowner</p> <p>As part of the application, an assessment will be undertaken of the property to determine if there is a category 1 hazard present.</p>
Eligibility – works	Any works can be undertaken that are associated with removing any identified category 1 hazard. The works must fully remove all identified hazards; if this cannot be achieved within the grant maximum, the applicant is not eligible for a grant.
Eligibility - financial	A West Lindsey financial assessment will be undertaken
Contractor	<p>The applicant must obtain 3 quotes for the works. These will then need to be submitted to WLDC.</p> <p>Contractors can be used from West Lindsey’s framework</p> <p>If there is already a mandatory DFG being undertaken, the contractor who is undertaking those works should be considered to undertake works.</p>
Payment	<p>Payment will be made after an inspection has determined that the category 1 hazard has been removed and the applicant is happy with the works.</p> <p>If the applicant refuses to approve the payment, the Authority will inspect the works and if it determines the work to be of a satisfactory standard, the payment will be made.</p>
Conditions	<p>This grant cannot be used in conjunction with a Discretionary Contributions Grant or a Discretionary Top-up Grant.</p> <p>The applicants must have owned and lived in the property for over 12 months.</p> <p>An application cannot be made if a Healthy Home Grant has been received in the last 3 years.</p> <p>The grant will be fully land charged for a 10 year period.</p> <p>Where works exceed the maximum assistance value, the assistance will be prioritised based upon the hazard score and circumstances of the applicant. Works must be reasonable and</p>

practicable having regard to the age and condition of the property.

A West Lindsey decision on whether the grant can be awarded is final and there is no right to appeal this decision.

7. Hospital Discharge Grant

Objective	To assist anyone who is unable to be discharged from hospital due to the condition of their home.
Grant Maximum	£5,000
Eligibility - Applicant	<p>This grant is available to anyone whose discharge from hospital has been delayed due to their housing conditions.</p> <p>The application must be supported by a referral from an OT or other medical professional confirming what works are required to the home to enable discharge.</p> <p>The property subject to the application must be the home of the applicant on a permanent basis.</p>
Eligibility – works	<p>The works must be specified in the referral. The following are examples of works that can be covered but all requests will be considered on a case by case basis:</p> <ul style="list-style-type: none">• Stairlift• Ramps• Door widening• Heating repairs or improvements
Eligibility - financial	The grant is not means tested.
Contractor	<p>The contractor will be selected by West Lindsey District Council on behalf of the applicant from the approved list of contractors.</p> <p>There must be someone available to meet the contractor at the property, no keys can be handed to a contractor.</p>
Payment	Payment will be made on submission of an invoice and confirmation that the applicant is happy with the works.
Conditions	<p>The grant cannot be used in conjunction with any other grant. If a mandatory DFG is required, all works can be undertaken through that process.</p> <p>Only one grant can be applied for in a 3 year period.</p> <p>The Grant will be fully land charged for a 10 year period on owner occupied properties.</p>

Capital Grant Schedules

1. Empty Property Grant

Objective	To bring long term empty properties back into use within the Gainsborough.
Grant Maximum	£10,000
Eligibility - Applicant	<p>The property must have been empty for a period of 6 months or more.</p> <p>The applicant must have had no past or outstanding housing enforcement action taken against them.</p> <p>The applicant must own the property and the property must be in Gainsborough.</p>
Eligibility – works	<p>The works must contribute to bringing the property back into use. A schedule of works should be submitted to WLDC along with costs associated to each element of the works. All works will be listed as required to bring the empty property back into use</p> <p>All works to bring the property back into use must be identified.</p> <p>Any works over the grant maximum must be funded by the applicant. The applicant must have evidence of available funding for the additional works.</p>
Eligibility - financial	The grant is not subject to a financial means test.
Contractor	<p>All contractors must have relevant competencies to complete remedial works.</p> <p>All works must meet building regulations.</p> <p>Contractors from WLDC DFG Framework can be used.</p>
Payment	Payment will be made on receipt of invoices and subject to a site inspection.
Conditions	<p>Must be brought back in to use within six months of grant allocation or grant has to start to be repaid immediately.</p> <p>A specification will be provided to ensure the property can be let, free from hazards upon completion and compliant under licensing conditions. All works must also be compliant with building regulations.</p> <p>Land charged against the property until sold or for a maximum of 5 years.</p>

Evidence of required funding must be provided to the Authority.

Only one grant can be awarded per property.

Outside of Gainsborough, long term empties and considered properties considered for a Compulsory Purchase Order will be considered on a case by case basis.

2. WLDC Empty Property purchase

Objective	To bring long term empty properties back into use within the Gainsborough.
Grant Maximum	Market value at point of sale
Eligibility	<p>Any home owner whose property has been empty for 6 months or more.</p> <p>Priority will be given to properties where there is a high volume of complaints and that have been empty for 2 years or more or when The council is considering pursuing a CPO.</p> <p>The landlord must have had no previous enforcement action taken against them by West Lindsey District Council.</p>
Payment	Upon completion of the sale
Conditions	<p>Owner's will only be eligible if works required inside the property exceed the maximum empty property grant.</p> <p>The property will be valued independently.</p> <p>The Authority's decision on the property purchase is final and there are no rights to appeal.</p> <p>Market value will take into account the level of works required at the property to bring the property back into use.</p> <p>The property must have already been advertised on the open market for a period of 3 months prior to the purchase being considered at a reasonable market value.</p>

3. Empty Property Owner Occupier Grant

Objective	To bring long term empty properties back into use within Gainsborough and encourage more owner occupiers in the area.
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Grant Maximum	£10,000 max or 10% deposit match can be applied for.
Eligibility - Applicant	The property must have been empty for a period of 6 months or more. The Applicant will also be eligible for an empty property grant. The applicant must reside in the property within 6 months of purchase or the Authority will seek to recover the grant monies.
Eligibility – works	If the property requires renovation, the applicant can apply for an empty property grant once they are in ownership of the property.
Eligibility - financial	The grant is subject to a financial means test.
Contractor	No contractor involvement in buyer incentive grant.
Payment	Will be upon purchase of the property.
	Funds for the property purchase will be paid directly to the solicitor undertaking the purchase of the property.
Conditions	Must have a valid mortgage offer in place. The grant will be fully land charged for a 5 year period. If the property is sold within this time, the grant will be repaid at the point of sale. The Authority may wish to investigate or formally verify any information provided in this application. Please be aware that if you knowingly make a false statement you may be liable to prosecution.

4. Owner Occupier Grant

Objective	Improve the property standards for owner occupiers who are unable to rectify problems in their homes associated with category 1 hazards, energy efficiency or improving the visual appearance of the property.
Grant Maximum	£10,000
Eligibility - Applicant	Must have owned and lived in the property for 12 months or more. All properties will be subject to an inspection and hazards will then be determined.
Eligibility – works hazards.	All works relating to removal of identified Category 1. No decoration or floor coverings can be included in the works.

Eligibility - financial	The grant is subject to a West Lindsey financial assessment.
Contractor	<p>The electrical safety check, gas safety check or EPC will be arranged by West Lindsey District Council.</p> <p>Any other works will be the responsibility of the home owner to provide 2 quotations for their identified works.</p>
Payment	<p>Payment will be made on completion of the works and submission of any relevant certificates</p> <p>Invoices must be addressed to the home owner</p> <p>The home owner must sign a confirmation they are happy that the works are completed to a satisfactory standard before an invoice can be paid.</p>
Conditions	<p>This grant cannot be awarded if the owner has received any other grant detailed in this policy.</p> <p>Only one of these grants can be awarded per property.</p> <p>Where the grant maximum does not cover the extent of the required works, the Authority reserves the right to refuse a grant.</p> <p>The grant will be fully land charged for a 10 year period. If the property is sold within this time, the grant will be repaid at the point of sale.</p>

5. Landlord Incentive Grant

Objective	To provide fire safety checks and interlinked smoke detection in properties in the Selective Licensing area.
Grant Maximum	As per procured service.
Eligibility – Applicant	<p>The applicant must be the owner and landlord of the property; the tenant of the property cannot make an application for this grant.</p> <p>The property must have been rented out for 6 months or more.</p> <p>The property must have a licence under selective licensing and no outstanding or previous housing enforcement action taken. The applicant cannot have any outstanding debt with West Lindsey District Council.</p>
Eligibility – works	Bluetooth interlinked smoke detection.
Eligibility – financial	No financial means test will be undertaken.

Contractor	Procure a contract for the specific works.
Payment	As per procured contract.
Conditions	<p>A managing agent or letting agent can not apply for this grant on behalf of the property owner.</p> <p>The grant becomes fully repayable if formal enforcement action is taken by West Lindsey District Council on ANY property that is owned by the applicant or if the property becomes empty for over 6 months.</p> <p>The grant will be fully repayable if, upon inspection, anything installed under grant has been removed.</p> <p>Any decision related to the repayment of a grant is made by West Lindsey District Council</p>

Appendix 1

West Lindsey District Council Financial Assessment criteria

Status

Couple – if you are living with someone as a couple, whether married or not, all of the below will apply to you as a couple and both will be included in the financial assessment.

Single – if you are living as a single person, whether that be alone or with friends or family, only your benefits, income and savings will be taken into account

Parents – If you are the primary carer to a disabled child or young person for whom you receive child benefit, you will be subject to the financial assessment either as a single person or couple as above.

In receipt of benefits

If you are in receipt of any of the following you are automatically eligible for a Discretionary DFG or a Discretionary Contribution Grant:

- Universal Credit
- Income Support
- Income- Related Employment and support allowance (not contribution based)
- Income related Job Seekers' Allowance (not contribution based)
- Guarantee Pension Credit
- Working Tax Credit and/or Child Tax Credit (where your annual income for the purposes of the tax credit assessment is below £15,050)
- Housing Benefit
- Council Tax Support

Not in receipt of benefits

If you are not in receipt of any of the above benefits, the following information will need to be provided:

- Proof of all income received from any work, pension or investments
- Bank statements for all accounts held including but not limited to; savings, premium bonds, shares and investments

Financial assessment

The financial assessment will take into consideration all of the above information provided.

Equity you have in a home you own and live in will be discounted.

Second homes will be included as capital or income depending on the circumstances

If you do not have the capital to cover the cost of the recommended works or assessed contribution, you will be eligible for grant assistance.

Prosperous Communities Committee Workplan (as at 2 September 2019)

Purpose:

The table below provides a summary of reports that are due on the Forward Plan for the remainder of the Civic Year.

Recommendation:

1. That members note the contents of this document.

Title	Lead Officer	Purpose of the report
10 SEPTEMBER 2019		
Housing Assistance Policy Review	Sarah Elvin, Housing Communities Project Officer, Andy Gray, Housing and Enforcement Manager	To update the Housing Assistance Policy
Modern Slavery Statement	Rachel Parkin, Home Choices Team Manager	For information - to detail the commitment the council will take in preventing Modern Slavery within its own practices
22 OCTOBER 2019		
Parish Charter	Grant White, Enterprising Communities Manager	To present proposals for adoption of a new Parish Charter.
Place Based Strategy	Grant White, Enterprising Communities Manager	Update on place based strategy including work in South West Ward and Hemswell Cliff.
Shared District Council Safeguarding Policy	Rachel Parkin, Home Choices Team Manager	To request permission to join with other Lincolnshire district councils for a combined shared safeguarding policy and to agree policy changes

Proposed Fees and Charges 2020/21	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2020.
Progress and Delivery Report - Period 2 2019/20	Mark Sturgess, Executive Director of Operations	To present performance of the Council's key services against agreed performance measures and indicate where improvements should be made, having regard to the remedial action set out in the report.
Employment & Skills Partnership	Amanda Bouttell, Senior Project and Growth Officer	Report to update on pilot year achievement and set out delivery plan for continuation.
Social Lettings Agency	Diane Krochmal, Housing Strategy & Supply Manager	To report findings having been previously authorised to investigate the principle of establishing a social lettings agency
3 DECEMBER 2019		
Update on Gainsborough Market	Ady Selby, Assistant Director Operations	Update on delivery of Gainsborough Market
Selective Licensing - annual review	Andy Gray, Housing and Enforcement Manager	To provide Committee with its annual review of the selective licensing scheme in Gainsborough South West Ward
28 JANUARY 2020		
Prosperous Communities Committee Budget 2020/21	Sue Leversedge, Business Support Team Leader	This report sets out the details of the Committee's draft revenue budget for the period of 2020/21 and estimates to 2024/25.
Gainsborough Bus Station Refurbishment	Matthew Snee, Community Engagement Officer	Proposal for refurbishment of Gainsborough Bus Station as part of Transport Programme.
Progress of health related work	Diane Krochmal, Housing Strategy & Supply Manager	To provide an annual update report on progress of health related work

17 MARCH 2020

Consultation & Engagement Strategy

Grant White, Enterprising
Communities Manager

To introduce a new corporate Consultation

Progress and Delivery Report - Period 3 2019/20

Mark Sturgess, Executive
Director of Operations

To present performance of the Council's key services against agreed performance measures and indicate where improvements should be made, having regard to the remedial action set out in the report.

5 MAY 2020

Progress and Delivery Report - Period 4 2019/20

Mark Sturgess, Executive
Director of Operations

To present performance for the Council's key services against agreed performance measures and indicate where improvements should be made, having regard to the remedial action set out in the report.
