

## **AIDS and ADAPTATIONS POLICY**

### **1.0 INTRODUCTION**

1.1 As part of our overall provision of suitable housing to meet the needs of our applicants and tenants, and to comply with our policy on Equal Opportunities, we will carry out modifications to properties in order to:

- enable existing tenants with particular physical needs to remain in their existing accommodation;
- provide adapted accommodation suitable for applicants with particular physical needs, including work to assist with the implementation of local 'Care in the Community' plans.

1.2 Adapted properties can:

- assist independent living;
- reduce inappropriate housing conditions;
- help reduce long stays in hospital accommodation;
- benefit the ageing population;
- increase the amount of housing stock suitable for people with reduced mobility.

1.3 This policy covers both physical alterations to the structure of a property, and the provision of 'auxiliary aids' as defined in the Disability Discrimination Act 2005 and related guidance.

1.4 This policy complies with Communities Scotland Performance Standard AS2.4, the 'Good Practice' guidance on Adaptations produced by Scottish Homes (1999), the SFHA Advice Note on Processing Adaptations (2000) and the SFHA Information Note on the Disability Discrimination Act 2005.

### **2.0 UNDERTAKING ADAPTATIONS**

2.1 The 'lead agency' in determining the need for an aid or an adaptation will be West Lothian Council, and in particular the Social Work Occupational Therapy Section. Social Work staff will assess the need for a particular aid or adaptation and will submit a request to Almond as the landlord for the work to be carried out.

2.2 We will assist West Lothian Council to provide aids or adaptations through:

- applying annually for funding for this purpose from Communities Scotland;
- where possible, aiming to allocate funds from our own budget for this purpose;
- seeking to process requests for aids and adaptations as quickly and effectively as possible.

2.3 This policy is supported by detailed procedures covering liaison and communication with Social Work staff and our internal processes involved in carrying out the work required.

### **3.0 MONITORING AND REVIEW**

3.1 The Head of Housing Management is responsible for ensuring that this policy and the supporting procedures are implemented by all staff concerned.

3.2 The Head of Housing Management will ensure that this policy is reviewed by the Management Committee at least every five years.

<b>FIRST APPROVED IN</b>	<b>SEPTEMBER 1996</b>
<b>VERSION 2.2 APPROVED IN</b>	<b>JANUARY 2007</b>
<b>NEXT REVIEW DUE BY</b>	<b>JANUARY 2012</b>
<b>COMPLIES WITH</b>	<b>Performance Standard AS2.4, Scottish Homes 'Good Practice' guidance on Adaptations, SFHA Advice Note on Processing Adaptations &amp; Information Note on the DDA Act 2005</b>