

## **FOR PUBLICATION**

### **AMENDMENT TO THE ADAPTATION POLICY AND PROCEDURE**

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Meeting: Cabinet

Date: 13 November 2018

Cabinet portfolio: Cabinet Member for Homes and Customers

Report by: Assistant Director - Housing

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#### **For publication**

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#### **1.0 Purpose of report**

1.1 To seek approval to amend the Adaptations Policy and Procedure in relation to "Approval Limits".

#### **2.0 Recommendations**

- 2.1 That Cabinet approve and adopt the amendment to the "Adaptations Policy and Procedure 2017 - 2020" in relation to approval limits.
- 2.2 That a review of the Adaptations Policy and Procedure 2017 – 2020 be carried out in December 2019.

### 3.0 **Report details**

3.1 The Adaptations Policy and Procedure 2017 – 2020 was approved by Cabinet on 16 May 2017

3.2 The Policy currently states

“Adaptations likely to exceed £25,000 will require approval by Cabinet following approval in the first instance by panel and subsequently by the Housing Options Manager. A report for Cabinet will be drafted by either the CBC Housing representatives and approved by the Housing Options Manager and submitted to Cabinet for consideration.”

3.3 On the 24 April 2018 a report was put to Cabinet to consider approval in relation to a case where adaptations were estimated to cost in excess of £25,000.

3.4 Cabinet approved the request and commented

“Members enquired as to whether future reports relating to disabled adaptations could be considered by individual Cabinet member(s).”

3.5 Approval is sought to amend the Policy cited in 3.2 as follows

“Adaptations likely to exceed £25,000 will require approval by the Cabinet member for homes and customers and the Assistant Director of Housing following approval in the first instance by panel and subsequently by the Housing Options Manager. A report for the Cabinet member for homes and customers and the Assistant Director of Housing will be prepared by the Housing Options team and approved by the Housing Options Manager.”

3.6 A copy of the revised Policy is attached as Appendix A

### 4.0 **Human Resource Implications**

4.1 There are no additional resources required and the policy will be delivered by existing staff.

## 5.0 **Financial implications**

5.1 Adoption of the amendment will mitigate the property void time resulting in increased rental income.

## 6.0 **Legal and data protection implications**

6.1 The policy has been considered by the council's Legal Section with subsequent adjustments and alterations made. The policy states what legal framework has been considered when drafting the policy

## 7.0 **Consultation**

7.1 Consultation has not been undertaken in this instance due to the proposal being a minor amendment to policy.

7.2 Consultation was carried out prior to adoption of the Policy.

## 8.0 **Risk management**

8.1 As this is a minor amendment to Policy no risks have been identified.

8.2 It is anticipated that very few cases will require consideration in respect of adaptations exceeding £25,000. Since adoption of the Policy in 16 May 2017 only one case has been put before Cabinet for consideration.

## 9.0 **Equalities Impact Assessment (EIA)**

9.1 As this is a request to make a minor amendment to the decision making process an EIA is not required. Equality

Impacts will be considered by the Cabinet Member and Assistant Director as part of the approval process

#### 10.0 **Alternative options and reasons for rejection**

10.1 If the recommendation is not accepted the Policy will remain in its current format requiring Cabinet approval for adaptation requests that are likely to exceed £25,000. This will add delays to the process resulting in loss of rental income.

10.2 Responsibility will remain with Cabinet as opposed to delegated authority to a Member and Officer that are able to reach a decision in a much timelier manner.

#### 11.0 **Recommendations**

11.1 That Cabinet approve and adopt the amendment to the “Adaptations Policy and Procedure 2017 - 2020” in relation to approval limits.

11.2 That a review of the Adaptations Policy and Procedure 2017 – 2020 be carried out in December 2019.

#### 12.0 **Reasons for recommendations**

12.1 To contribute to the Council priorities Improving quality of life and delivering value for money services

#### **Decision information**

<b>Key decision number</b>	<b>Non-key 103</b>
<b>Wards affected</b>	All wards
<b>Links to Council Plan priorities</b>	To improve the quality of life for local people To improve the health and well-being of people in Chesterfield Borough To reduce inequality and support

	the more vulnerable members of our communities
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### **Document information**

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<b>Background documents</b>	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<b>Appendices to the report</b>	
Appendix A	Adaptations Policy and Procedure 2017 - 2020