



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 Equality & Diversity policy, Almond Housing Association Limited (AHA Ltd.) 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 initiatives to enable those with particular needs to be cared for in their community.

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 is supported by detailed procedures covering liaison and communication with Social Work staff and AHA Ltd.'s internal processes for planning and carrying out the work required.

2.0 RESPONSIBILITIES

2.1 Board of Management

- To ensure that there is in place a policy on Aids & Adaptations which complies with current regulations, guidance and good practice.
- To monitor compliance with the policy.

2.2 Management

- Head of Housing Management: To manage the implementation of the policy and procedures on a day-to-day basis, advising the Board of Management, other Heads of Section and all employees as required on specific matters.

2.3 Employees

- To ensure they have read and understood the policy and procedures, and to implement them as required in the course of their work.

3.0 UNDERTAKING ADAPTATIONS

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

3.2 AHA Ltd. will assist West Lothian Council to provide aids and/or adaptations by:

- applying annually for funding for this purpose from the Scottish Government;
- in addition, 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.

3.3 Where the funding available is less than required to meet all referrals AHA Ltd. will liaise with Social Work staff to prioritise current requests.

4.0 REVIEW

4.1 The Head of Housing Management will ensure that the Senior Management Team review this policy at least every five years.

FIRST APPROVED IN	SEPTEMBER 1996
CURRENT VERSION 4.0 APPROVED IN	FEBRUARY 2017
NEXT REVIEW DUE BY	FEBRUARY 2022