



## AGENDA

### RECORD OF OFFICER DECISION MEETING

Date: Tuesday, 20 April 2021

Time: 10.00 am

Venue: Virtual Meeting Via Skype

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1.	Amendments to the Housing Assistance Policy	Pages 3 - 4
	Record of decision made by the Head of Housing, Economy and Community Services.	

#### **Issued on Thursday, 22 April 2021**

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**Chief Executive, Swale Borough Council,  
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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# Agenda Item 1

## RECORD OF OFFICER DECISION

This form must be completed by or on behalf of the relevant Officer immediately after any decision has been made. Please send to the Proper Officer for publication in accordance with the Council's Constitution.

<b>NAME OF OFFICER MAKING DECISION</b>	Charlotte Hudson, Head of Housing, Economy and Community Services,
<b>SUBJECT OF DECISION BEING MADE BY OFFICER</b>	Amendments to the Housing Assistance Policy.
<b>SUMMARY OF OFFICER DECISION AND REASON FOR THAT DECISION</b>	<p><b>Decision made – Approved</b></p> <p>Amendments to Housing Assistance Policy to facilitate the fast tracking of disabled grants by removing the need for an applicant to undergo financial means test where cost of works are below £15,000, increasing the hospital discharge and prevention grant from £5K to £7K, to allow for a discretionary top up, non means tested, non-repayable grant of up to £20K to be considered in exceptional circumstance where the cost of adaptations are above the £30K, minor text changes within the policy and conditions to reflect updates and changes generally.</p> <p>The amendments will make better use of existing government funding by increasing the levels of discretionary grants and removing barriers for applicants will allow some grants to be fast tracked.</p> <p>The changes should reduce some administrative functions for applicants and the Council and help with work associated with hospital discharge and prevention cases.</p> <p>Changes will help the most vulnerable people that may otherwise not get assistance, which could lead to a strain on other public services.</p> <p>The grants will enable vulnerable and disabled occupiers to live safely and independently in their own homes for longer.</p> <p>The level of discretionary funding can be provided from within existing funds for as long as reasonably practicable with priority still given to mandatory grants.</p>
<b>DATE OF OFFICER DECISION</b>	20 April 2021
<b>DETAILS OF ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>	To increase or decrease the proposed level of discretionary grants contained in the Housing assistance policy.
<b>DETAILS OF ANY CONSULTATION UNDERTAKEN</b>	An informal review of Kent Local Authority Assistance Policies was undertaken and discussed with KCC Occupational Health specialists and Staying Put (HIA) and consulted with the Cabinet Member for Housing and Deputy member for Housing.

<b>DETAILS OF ANY CONFLICTS OF INTERESTS</b>	None
<b>CONTACT FOR ENQUIRIES/FURTHER INFORMATION</b>	Glyn Pritchard Private Sector Housing Manager
<b>DELEGATED AUTHORITY UNDER WHICH OFFICER IS ACTING</b>	
<b>DELEGATING COMMITTEE OR INDIVIDUAL</b>	Cabinet
<b>TITLE OF REPORT TO COMMITTEE</b>	Revision of the Housing Assistance Policy
<b>DECISION/RECOMMENDATION MADE BY COMMITTEE</b>	The Head of Resident Services, in consultation with the Cabinet Member for Housing and Wellbeing, is delegated to make further minor changes to the policy and switch funds between approved categories in the light of demand and expenditure considerations and to make minor changes and revisions to eligibility criteria arising from changes to benefit /tax credit regimes without the need for formal policy re-adoption.
<b>DATE OF COMMITTEE DECISION</b>	30 May 2018.
A copy of this Notice will be published on the Council's website	