

HOMESPOT

HOUSING PRIORITY FUNCTIONAL ASSESSMENT

INFORMATION FOR APPLICANTS



This leaflet should be read in conjunction with our “Homespot” Information Booklet which provides details about the Council’s housing allocations policy. This leaflet is available from our Neighbourhood Offices/One Stop Shops or on the Council website at www.falkirk.gov.uk. Contact details are at the end of this booklet.

Under the allocations policy, applicants are awarded priority for housing depending on their current housing situation. This leaflet explains how we assess your situation and award priority if you have applied for housing because your house is unsuitable for you due to your medical condition and/or disability. To assess your situation, we carry out a Housing Priority Functional Assessment.

What is a Housing Priority Functional Assessment?

A trained Housing Visitor will visit you at home to carry out the Housing Priority Functional Assessment. By discussing with you, the problems you are having in your home they will work with you to look at options for meeting your housing needs. If you do not live in the Falkirk Council area, we will contact you by phone to discuss your housing situation.

Who can ask for an assessment visit?

You can ask for an assessment if you have applied for housing with Falkirk Council and you live in a house that causes problems because you have a disability, or you have difficulty getting around and/or doing everyday activities in your home.

How do I ask for an assessment visit?

If you are a new applicant and you have said on your application that you have a disability or might need a home with particular features or facilities such as a level access shower, ramped access or adapted kitchen, we will contact you to offer an assessment.

If you are already on the housing list, you can fill in the request form at the back of this leaflet or contact one of our Neighbourhood Offices/One Stop Shops or our Allocations Team. Contact details are at the end of this booklet.

What happens during the assessment visit?

The Housing Visitor will ask you some questions about the problems you have in your home, about how difficult it is for you to do everyday things around the house and about how you feel your home is causing problems for you.

The Housing Visitor may ask you to show them the area that you have problems with. For example, if you struggle with bathing they will ask to see your bathroom. You will not be asked to do anything that you find hard to do or that would be distressing or painful. For example, the Housing Visitor will not ask you to climb the stairs if you feel unable to do so.

Once the Housing Visitor has the information about your problems, they will discuss housing options with you. The Housing Visitor will consider all of your circumstances and discuss with you the level of priority that your application will be awarded and any particular facilities that you would need when you move.

Once we have agreed with you the type of housing that would meet your needs, we will update your housing application.

What levels of priority might I get?

Band 1 Priority is awarded to applicants who are **unable** to access or use essential facilities in and around their home e.g. their bathroom, bedroom or cooking facilities or who cannot get in or out of their home, and who **urgently** need to move to a suitable house.

Band 3 Priority is awarded to applicants who **find it difficult** to access or use essential facilities in and around their home e.g. their bathroom, bedroom or cooking facilities, or getting in and out of their home.

In addition to awarding a level of priority, the Housing Visitor may also recommend that you need particular facilities in any new home.

What particular features might be recommended?

The Housing Visitor will suggest the type of house that would be best for you and any particular facilities that may help you. These might be:

- | | |
|----------------------|--|
| Ground floor housing | This is a house with no internal stairs, such as a ground floor flat, four-in-a-block or a bungalow. In some situations a flat with lift access may be suitable e.g. a multi-storey flat. |
| First floor housing | This is a first floor flat with a flight of stairs to access the property but all the rooms are on the same level. It does not include a house or maisonette-flat which have rooms on more than one floor. |
| Level access housing | This is a ground floor property with no steps, or with a ramp, at the entrance. |

Wet room	This is a waterproof room with no shower tray where the shower drain is set into the floor.
Shower tray	Two types of showers may be recommended. A level access tray is level with the floor. A low access tray has a small step.
Adapted kitchen	This is normally suggested for applicants who use a wheelchair within the home and who are the main kitchen user.

Priority will not be awarded if:

- you have a temporary condition, or
- you are due to have treatment which will resolve the problem, or
- your home is suitable for your needs, or
- you have a disability that is not affected by your housing, or
- you have a disability but are able to carry out everyday activities around your home

How are priority and recommendations decided?

The assessment process allows us to work with you to identify your housing needs and advise on ways to resolve your difficulties. The Housing Visitor will take account of the needs of everyone in your household and will discuss your housing options before making a decision on the priority and recommendations.

The aim of the process is to help you move to a home that meets your needs now and in the future. By making the correct recommendations we will help you to get a home for life, so that you do not need to consider another move later.

The Housing Visitor will not make recommendations for particular house types or facilities unless it is clear that it is essential to meet your needs. For example you would only be given a recommendation for ground floor housing if you have a disability or medical condition that makes it difficult, or would make it difficult in the future, for you to manage stairs.

The Housing Visitor can recommend that you need a house with any of the facilities listed above, but is unable to make recommendations on equipment which may help you. Equipment is provided following a Community Care Assessment which is carried out by Social Work Services. Some properties are not suitable for some types of equipment e.g. stair lifts.

Your priority is assessed by considering the level of difficulty you are having in your current home and whether you are able to use essential facilities in your home. Not everyone who is assessed will receive an award of priority, but this does not mean that we have disregarded your difficulties. You may not be awarded priority in the following circumstances:

- If your house is unsuitable for another reason and you have already been awarded priority for this, for example you are overcrowded, and the outcome of the Functional Assessment would not improve your Band of priority, then your Band of priority will not change. However we may record that you need a certain house type or special facilities.
- If your current home meets your needs, but you wish to move for other reasons, we would not award priority but we may record that you need a certain house type or special facilities.

Secondary Housing Needs

Where we have recorded that you need a certain house type or special facility for example ground floor, this will limit the type of houses you can be considered for. In an attempt to help you get more suitable housing, any relevant recommendation will be taken into account when bids are being ranked.

For example, if a ground floor property is advertised for Home Movers, all applicants that bid for the property would be short listed in the normal way i.e. by preferred applicant group, eligibility in terms of house size and ranked according to Band of priority.

We will then check to see if any of the Home Mover applicants has a recommendation for ground floor housing. If they do, they will be given priority over the other shortlisted applicants who are in the same preferred applicant group, meet the household size criteria and have the same Band of priority.

What happens if I disagree with the assessment?

The assessment process allows us to work with you to identify your housing needs and advise on ways to resolve your problems.

If you disagree with the outcome of the assessment, you can ask for it to be reviewed. The review will be carried out by an Occupational Therapist, who may visit you at home to discuss the issues.

How will I get another house?

HomeSpot is Falkirk Council's choice based way of letting houses. Houses available for let are advertised and you can decide which houses you wish to be considered for.

There is a Homespot Information Booklet which explains how the system works. This is available from our Neighbourhood Offices/One Stop Shops or on the Council's website www.falkirk.gov.uk. Contact details are at the end of this booklet.

Ground floor properties that do not have any special facilities such as a level access shower or ramp, are advertised through Homespot in the same way as other homes i.e. they will be advertised stating that preference will be given to either Home Seekers, Home Movers or Home Starters. However, if you have a recommendation for ground floor housing, which restricts the type of property you can be considered for, you will be given priority over other applicants with the same band of priority but who do not have a ground floor recommendation.

Houses that have been adapted are also advertised through Homespot and applicants from ALL groups can bid for them. The advert details the adaptations in the house. If you bid for an adapted house that has the facilities you need, you will be given preference over applicants with the same level of priority but who do not need these adaptations.

If you have a recommendation for ground floor housing, you will not be successful if you bid for properties with rooms on more than one level, such as houses or maisonettes. You will also not be successful if you bid for upstairs flats, unless there is a lift access.

If you have a recommendation for ground floor or first floor housing, you will not be successful if you bid for properties with rooms on more than one level such as houses or maisonettes.

I have other questions, who can I talk to?

If you need more information or wish to discuss your housing application with us, please contact one of our Neighbourhood Offices/One Stop Shops, our Housing Allocations Team or the Accommodation Resource Centre (ARC).

Accommodation Resource Centre / Neighbourhood Offices / One Stop Shops

Accommodation Resource Centre

21-25 High Street
Falkirk FK1 1ES
Freephone: 0800 587 4440
Tel: 01324 503600
Fax: 01324 503601
E-mail: arc@falkirk.gov.uk

Bo'ness One Stop Shop

24 East Pier Street
Bo'ness EH51 9AB
Tel: 01506 778899
Fax: 01506 778900
E-mail: housing.boness@falkirk.gov.uk

Falkirk One Stop Shop

Callendar Square
Falkirk FK1 1ZF
Tel: 01324 506868
Fax: 01324 506881
E-mail: housing.falkirk@falkirk.gov.uk

Camelon One Stop Shop

256 Main Street
Camelon, Falkirk FK1 4DY
Tel: 01324 503640
Fax: 01324 503641
E-mail: housing.camelon@falkirk.gov.uk

Denny One Stop Shop

Carronbank House
Carronbank Crescent
Denny FK6 6GA
Tel: 01324 504050
Fax: 01324 504051
E-mail: housing.denny@falkirk.gov.uk

Grangemouth One Stop Shop

5 York Lane
Grangemouth FK3 8BD
Tel: 01324 504550
Fax: 01324 504551
E-mail: housing.grangemouth@falkirk.gov.uk

Stenhousemuir One Stop Shop

398 Main Street
Stenhousemuir FK5 3JR
Tel: 01324 503340
Fax: 01324 503341
E-mail: housing.stenhousemuir@falkirk.gov.uk

Dawson Centre

David's Loan
Falkirk FK2 7RG
Tel: 01324 501450
Fax: 01324 501451
E-mail: housing.dawson@falkirk.gov.uk

If you would like this information in another language, Braille, large print or audio tape please contact one of our Neighbourhood Offices or One Stop Shops.

Arabic

إذا كنت تحتاج لهذه المعلومات بلغة أخرى، بريل، أحرف مكبرة أو اشترطة كاسيت، نرجوا منك الاتصال بمركز الإسكان أو واحد من نيبرهود أوفيسيز/ ون ستوب شوبس. هناك قائمة بأرقام الهاتف و العناوين متوفرة في نهاية هذا الكتيب.

Urdu

اگر آپ کو یہ معلومات کسی دوسری زبان، بریل، بڑی ہڈی یا صوت یا مسولے حروف کی چھپائی یا آڈیو ٹیب میں درکار ہیں تو براہ کرم اپنی آگوستیشن ریسورس سینٹر یا ہمارے کسی بھی نیبر ہڈ آفسز اور ان اسٹاپ شاپز سے رابطہ کریں۔ رابطہ کرنے کے لیے ایڈرس لسٹ اور ٹیلی فون نمبر اس کتابچے کے اختتام پر درج ہیں۔

Punjabi

ਜੇਕਰ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਵਿੱਚ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਝਿਪਾ ਕਰਕੇ ਐਕਸੇਸ਼ਨ
ਰੀਸੋਰਸ ਸੈਂਟਰ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

Chinese

如果你希望獲得此份表格的其他語言譯本，凸字印刷，大號字體或錄音帶，請與 Accommodation Resource Centre 或 Neighbourhood Offices/ One Stop Shops 聯絡。在這本小冊子的末頁有一份聯絡地址和電話號碼。

Lithuanian

Jeigu jūs norėtumėte gauti šią informaciją kita kalba, Brailio šriftu, stambiu šriftu ar įgarsintą, prašome susisiekti su vienu iš mūsų Apylinkių ofisų/Filialų.

Polish

Jeżeli chciałbyś/chciałabyś uzyskać owe informacje w języku innym aniżeli język angielski, w języku Braille'a, w DUŻYM FORMACIE lub zapisane na kasetach audio skontaktuj się z jedną z Naszych placówek.

Housing Priority Functional Assessment

Please Note: The purpose of the Housing Needs Functional Assessment is to assess your need for housing if you have a disability or medical condition **and** your current home is unsuitable for your needs. You should only fill in this form if you can answer “yes” to all of the four statements below.

You (or someone who lives with you):-

- has a disability or medical condition
- has difficulty carrying out day to day activities
- has difficulty getting to or using parts of their home
- needs to move to a more suitable home

Name of Applicant

Address

.....

..... Post Code

Application Number

Name of person with disability or health problem (if different from above)

.....

To make sure that we deal with your application as quickly as possible, we normally arrange appointments by telephone. If you are happy to be contacted by telephone, please tick the box below and give your number.

Please tell us why your current home is unsuitable. We do not need details of your disability or your health, but it would be helpful if you could give a general description of your difficulty. For example “I cannot climb stairs and live in a house with an upstairs bathroom” or “I use a wheelchair and cannot get out of the house or into my kitchen”.

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Telephone Number Mobile

Signature Date