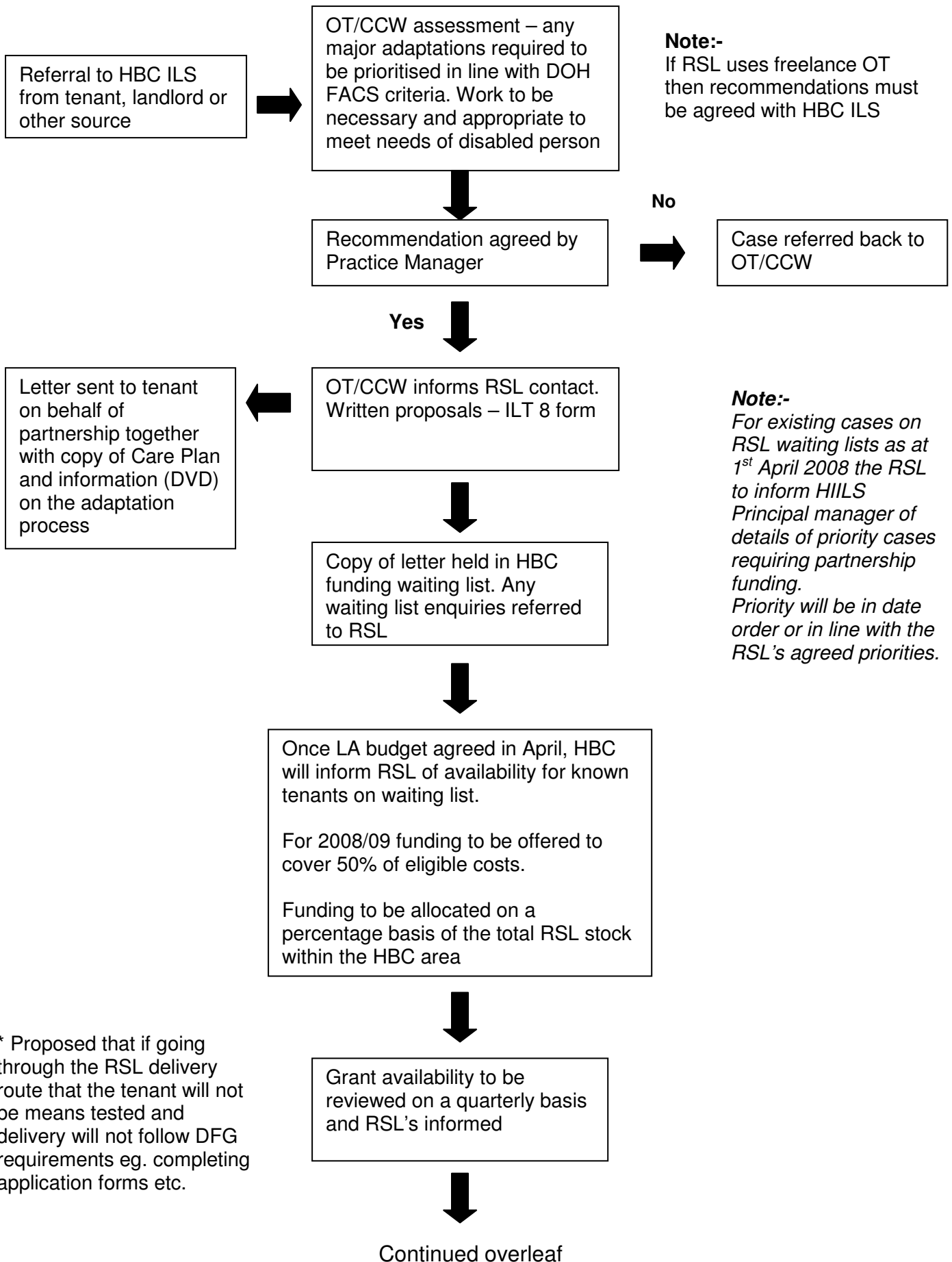


HBC Process for Major Adaptations – RSL Properties (Appendix 1)

(RSL Delivery Route)



RSL to complete an application form for each property requiring adaptation with copy of specification and layout sketch.
 Also to demonstrate VFM either;

- 3 competitive tenders from competent* contractors, or
- Copy of the previous tender framework, or
- Copy of the schedule of rates, or
- In house construction rates

* *Definition of competent to be agreed by Partnership*

Scheme submitted by RSL must be agreed with HBC OT/CCW that it will meet the needs of the disabled person. Agreed in writing by disabled person or representative.

No



Advice given by OT/CCW to RSL contact

Yes



Scheme approved by HHILS

No

Yes

HHILS Principal Manager to discuss circumstances with RSL contact to reach agreement

Yes



Works supervised by RSL surveyor & completed to the satisfaction of RSL, tenant and OT/CCW

No



RSL surveyor to arrange to remedy defects and refer back to tenant & OT/CCW - any disputes with tenant satisfaction to be resolved by RSL

In the event of unforeseen work being required this must be agreed in advance by the HHILS Principal Manager



RSL pays the contractor and raises an invoice for 50% to HBC.
 A copy of the contractor's final invoice to be sent for information.

Any latent defects or ongoing maintenance to be the responsibility of the RSL

Note: Minor adaptations, stairlifts & equipment services are not included in this process.

Key – OT Occupational Therapist CCW Community Care Worker
 ILS Independent Living Service
 HHILS Halton Home Improvement & Independent Living Service
 DOH Department of Health FACS Fair Access to Care Services