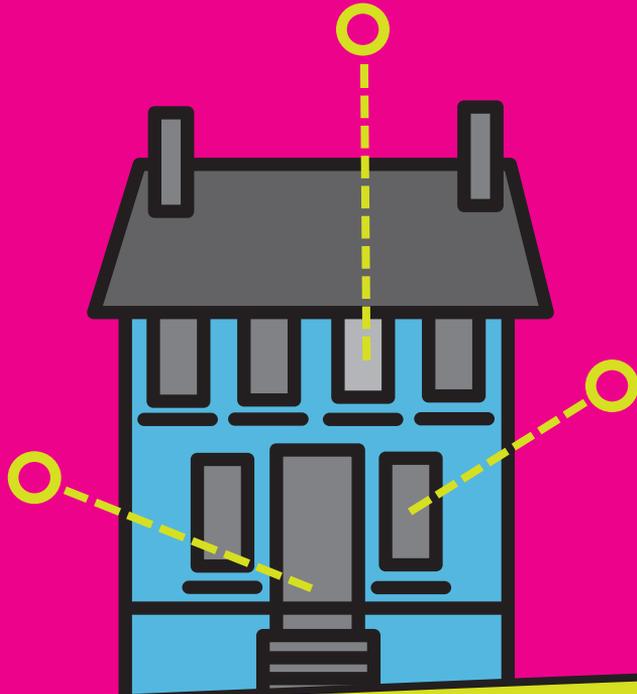


# Functional Needs Assessment

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This booklet should be read in conjunction with our booklet "**Your Guide to Homespot**" which will give you details about the Council's Housing Allocations Policy. This booklet is available from our Neighbourhood Offices/ One Stop Shops or on the Council website at [www.falkirk.gov.uk/housing](http://www.falkirk.gov.uk/housing) (See Contact details at the end of this booklet).

Under the allocations policy, applicants are awarded priority for housing depending on their current housing situation. This booklet 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 Functional Needs Assessment.

### **Who can ask for an assessment?**

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. The aim of the assessment is to help you move to a home that meets your needs now and in the future.

### **How do I ask for an assessment?**

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, you should fill in the request form at the back of this booklet.

If you are already on the housing list, you can also fill in the request form at the back of this booklet or contact one of our Neighbourhood Offices/One Stop Shops or Access to Housing Team. (See Contact details at the end of this booklet)

## **What happens during the assessment?**

A trained Housing Visitor will visit you at home to carry out the Functional Needs Assessment. If you do not live in the Falkirk Council area, we will contact you by phone to discuss your housing situation.

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.

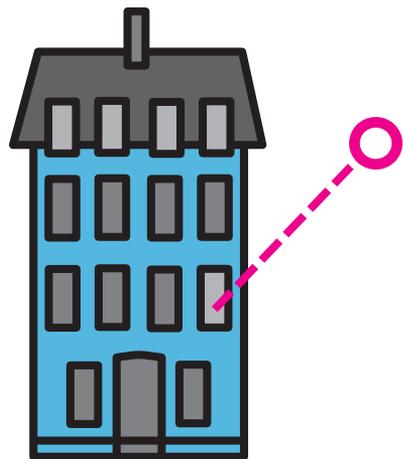
The Housing Visitor may ask you to show them the area that you have problems with. For example, if you struggle with bathing they will ask to see your bathroom. You will not be asked to do anything that you find hard to do or that would be distressing or painful. For example, the Housing Visitor will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

## **How do you decide on the level of priority and any recommendations?**

The Housing Visitor will consider all of your circumstances and discuss your housing options with you before making a decision on the level of priority and any recommendations that are needed.

The Housing Visitor will recommend certain house types or facilities (see "What particular features might be recommended") if they meet your needs. For example, a recommendation for ground floor housing will be made 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.



## **What level of priority might I get?**

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.

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.

If you are awarded Band 1 or Band 3 after a Functional Needs Assessment you will also have an "F" indicator added to your application to allow you to bid for adapted properties.

## **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.

### **Secondary Housing Needs**

If you have more than one housing need you will be awarded priority for your highest ranked need. For example, if you have a Band 1 priority for overcrowding and a Band 3F recommendation for ground floor housing with a shower your priority award will be Band 1F or B1F. This (F) indicator will allow you to bid for properties advertised as "Adapted".

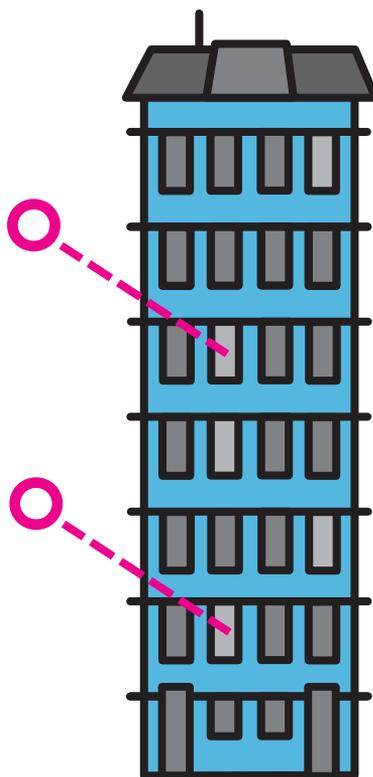
### **What happens if I disagree with the assessment?**

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.

### **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 Access to Housing Team. (See Contact details at the end of this booklet)



### **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.

As mentioned at the beginning of this booklet there is a HomeSpot Information Booklet called Your Guide to Homespot 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/housing](http://www.falkirk.gov.uk/housing). (See Contact details at the end of this booklet)

Houses that have been adapted are advertised through Homespot. If you have been awarded Band 1F or Band 3F priority with a recommendation for a certain facility such as a shower you will only be able to bid for properties which are advertised as Adapted.

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.

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 only, 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.

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.

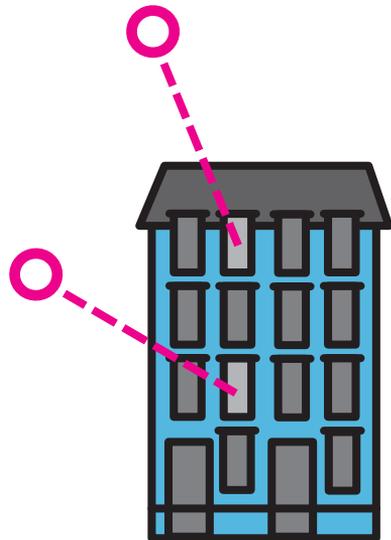
Not everyone who is assessed will receive an award of priority, but this does not mean that we have disregarded your difficulties. You may not be awarded priority in the following circumstances:

- 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 Needs 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.

Priority will not be awarded if:

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

If you need equipment to help you at home you can ask for a Community Care Assessment from Social Work Services. Some properties are not suitable for some types of equipment e.g. stair lifts.



## **Access to Housing Team/ Neighbourhood Offices/ One Stop Shops**

### **Access to Housing Team**

Callendar Square  
Falkirk FK1 1ZF  
Freephone: 0800 587 4440  
Tel: 01324 503600  
Fax: 01324 503601  
E-mail: [ath@falkirk.gov.uk](mailto:ath@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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:housing.dawson@falkirk.gov.uk)

# Functional Needs Assessment Application Form

**Please Note:** The purpose of the Functional Needs 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**

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**Address**

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**Post Code**

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**Application Number**

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

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**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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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.

Telephone Number

Mobile

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Signature

Date

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**Have your say on how your Housing Service is run, or how it could be improved. To find out more, contact Inspector Tenant on 01324 590796, email [inspector.tenant@falkirk.gov.uk](mailto:inspector.tenant@falkirk.gov.uk) or visit us at [www.falkirk.gov.uk/inspectortenant](http://www.falkirk.gov.uk/inspectortenant) for more information.**



**Falkirk Council**

[www.falkirk.gov.uk/housing](http://www.falkirk.gov.uk/housing)



**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.**

**February 2016**