This booklet should be read along with our booklet ‘**Your Guide to Homespot**’ which will give you more information about Falkirk Council's Housing Allocation Policy. This booklet is available at our Advice and Support Hubs and on the Council website at [www.falkirk.gov.uk](http://www.falkirk.gov.uk).

Details of where to find your local Advice and Support Hub and other useful contacts can be found at the end of this booklet.

Under the Housing Allocation Policy, applicants who apply for a home are awarded priority to be housed. This depends on your current housing situation. This booklet explains how we will assess your situation and award you priority if you have applied for housing because your current home is unsuitable because of your physical medical condition or disability.

We will assess your situation by asking you to complete a functional needs self-assessment.

## Who can ask for an assessment?

You can complete a self-assessment if you have applied for a home with Falkirk Council and your current home is causing you problems because you have a disability or problems getting around or doing everyday activities in your home. The aim of the assessment is to find out what your needs are and to help you to move to a home that will meet your needs now and in the future.

## How do I ask for an assessment?

If you are a new applicant and you have told us on your application for housing that you have a disability or you might need a home with certain features or facilities like a wheelchair ramp or a level access shower, you should **fill in the self-assessment form** at the back of this booklet.

If you are already on the housing list and waiting to be offered a property, you should **fill in the self-assessment form at the back of this booklet** or contact your local Advice and Support Hub or the Housing Needs team.

Contact details are at the back of this booklet.

## How do you decide what my level of priority and any recommendations will be?

We will take into account all of your circumstances before making a decision about what your level of priority will be and any recommendations about specific facilities or adaptations you may need in your new home.

We may recommend certain types of properties or facilities (see "What particular facilities may be recommended" for more information about this) if these would meet your needs.

For example, a recommendation for a ground floor property might be made if you have a disability or physical medical condition that makes it difficult or may make it difficult in the future for you to manage stairs.

## What level of priority might I be awarded?

Your priority is assessed by looking at and considering how difficult things are for you in your current home and whether you are able to use the essential facilities in your home for example, your kitchen, bathroom and bedroom.

Band 1 (the highest level of priority) is awarded if you are unable to access or use essential facilities in and around your home for example, your bathroom, bedroom, cooking facilities or if you cannot get in and out of your home, and you urgently need to move to a more suitable home.

Band 3 priority is awarded if you find it difficult to access or use essential facilities in and around your home for example, your bathroom, bedroom, cooking facilities or getting in and out of your home.

If we award you Band 1 or Band 3 priority after your Functional Needs Assessment, you will also have an 'F' indicator after your Band i.e., Band 1F or Band 3F. This means you can place bids for adapted properties when you are bidding for a new home using Homespot.

## What particular facilities may be recommended?

Following your Functional Needs Self-Assessment, we will suggest the type of property that will best meet your housing needs and any particular facilities that may help you. These could be:

## Ground floor housing

This is a home with no internal stairs. This could be a ground floor flat, a ground floor four-in-a-block home, or a bungalow. In some situations, a flat that has a lift might be suitable for example, a multi-storey or 'High' flat.

## First floor housing

This is a first floor flat or four-in-a-block home. This type of property will have stairs to access the property, but once you are inside the property, all of the rooms are on the same level. Houses or maisonette flats that have rooms on more than one level are not included.

## Level access housing

This is a ground floor property that doesn’t have any steps to the entrance door or that has a wheelchair ramp to the entrance door.

## Wet room bathroom

This is a property where the bathroom is a waterproof room with a shower, but no shower tray. The drain for the shower is set into the bathroom floor.

## Level or low access shower tray

A bathroom with a level access shower tray fitted will have a shower where the tray is level with your bathroom floor. A low access shower tray will have a small step into the shower.

## Adapted kitchen

An adapted kitchen is normally suggested if you use a wheelchair, and you are the main person in your household that uses the kitchen. It may include lowered kitchen worktops or space under your cooker hob or kitchen sink to allow your wheelchair to fit underneath.

## Secondary Housing Needs

If you have more than one housing need, the priority you will be awarded will be based on your most urgent need. For example, if you application is assessed and you are awarded a Band 3F priority because of your physical medical condition or disability but you also have a Band 1 priority because your current home is overcrowded, your priority would become Band 1F. This takes into account your urgent need for a home that isn’t overcrowded but will also allow you to bid for an adapted property that would meet your functional housing needs too.

## I still have other questions about my housing application, who can I talk to?

If you need more information or would like to discuss your housing application with us, you can contact your local Advice and Support Hub or contact our Housing Needs team. Contact details for these services can be found at the end of this booklet.

## How will I get my new home?

Homespot is Falkirk Council’s choice-based way of letting homes. This means that all of the properties that are available for let will be advertised on the Falkirk Council website on Homespot and you will be able to bid for the homes of your choice that you would like to be considered for.

As mentioned at the beginning of this booklet, there is a Homespot information booklet called ‘Your Guide to Homespot’ that explains how Homespot works. There are also guides to Homespot available in other formats such as audio tape or video.

You can find the ‘Guide to Homespot’ booklet on the Falkirk Council website at [www.falkirk.gov.uk](http://www.falkirk.gov.uk). The booklet is also available in paper form at our Advice and Support Hubs.

If you don’t have access to a computer or the internet to use Homespot, Falkirk Council libraries have computers connected to the internet available to use free of charge.

If you feel you would like help or support to use Homespot, staff at our Advice and Support Hubs will be happy to help you. You can also place bids by handing in a paper bidding slip or by calling us on **Freephone 0800 587 4440**.

Properties that have been adapted will be advertised on Homespot. If you have been awarded Band 1F or Band 3F priority and we have recommended that you need a certain facility, such as a level access shower, you will only be able to place bids for properties

that are advertised on Homespot as ‘Adapted’.

The advert will tell you about the adaptations the property has. If you place a bid for a property that has the adaptations that you need, you will be given preference over other applicants who bid but do not need those specific facilities.

Ground floor properties that don’t have any other adaptations or facilities for example, a level access shower or a wheelchair ramp, will be advertised on Homespot in the same way mainstream properties are. 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 others who do not have a ground floor recommendation.

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

## What happens if I complete a Functional Needs Self-Assessment, but I’m not awarded priority?

Not everyone who completes a Functional Needs Self-Assessment will be awarded priority for having a physical, medical condition or disability that means your current home is unsuitable.

This does not mean we have disregarded your difficulties.

You may not be awarded priority in the following circumstances:

* If your home is unsuitable for you for another reason and you have been awarded priority for this, for example your home is overcrowded, and the outcome of your Functional Needs Self-Assessment wouldn’t improve how quickly you may be offered a home. We might still recommend a particular type of property or certain facilities.
* If your current home meets your needs related to your physical health condition or disability but you would like to move home for another reason. We may record that you need a certain property type or special facilities.

## Priority will not be awarded if:

* You are affected by a physical health condition that is temporary.
* You are due to have treatment that will resolve the difficulties or problem you are experiencing.
* Your current home is suitable for your needs
* You have a physical health condition or disability that is not affected by your housing
* You have a physical health condition or disability, but it doesn’t affect how difficult you find it to access or use essential facilities in and around your home, or how you get in and out of your home

## Equipment and other help

If you are able to stay in your current home but you need equipment to help you at home, you can use the **Living Well Falkirk** online service. You can also use it on behalf of someone you live with or help care for.

Some of the areas that Living Well Falkirk offers are:

* suggestions on areas such as staying safe at home, preventing falls, help with bathing, eating and so on
* options to purchase, or request the loan of, equipment matched to your needs

You can complete an online self-assessment at your own pace and in the comfort of your own home. It is a simple but thorough assessment and can take a bit of time. You can save it at any stage and return to it when it suits you.

Some properties may not be suitable for all kinds of equipment or adaptations, for example not all staircases are suitable for stairlifts.

## Useful Contacts

## Advice and Support Hubs

## Central Advice and Support Hub

Hope Street, Falkirk FK1 5AU

Telephone: 01324 506070

Email: centralhub@falkirk.gov.uk

## East Advice and Support Hub

York Lane, Grangemouth FK3 8BD

Telephone: 01324 506070

Email: easthub@falkirk.gov.uk

## West Advice and Support Hub

Carronbank Crescent, Denny FK6 6GA

Telephone: 01324 506070

Email: westhub@falkirk.gov.uk

## Housing Needs Team

Freephone: 0800 587 4440

Telephone: 01324 503600

Email: housingneeds@falkirk.gov.uk

## Housing Services Team

Telephone: 01324 506070

Email: housingservices@falkirk.gov.uk

# Homelessness Service

The Homelessness Service is available 24 hours a day, seven days a week. During normal working hours (Monday to Friday, 9am to 5pm) please contact the Housing Needs Service.

Out of hours, call:

Freephone: 0800 587 4440

## Living Well Falkirk

Website: <https://livingwellfalkirk.lifecurve.uk/>

## Functional Needs Self-Assessment Form

**All questions contained in this questionnaire are strictly confidential and will become part of your housing record.**

**Applicant Details**

|  |  |
| --- | --- |
| Name of person requiring Functional Needs Assessment: |  |
| Date of birth (dd/mm/yyyy): |  |
| Applicant Number: |  |
| Address: |  |
| Telephone number: |  |

**Your current home details**

**What kind of property is your current home?**

* House or cottage
* Bungalow
* Maisonette
* Multi-storey flat
* Upper floor flat
* Ground floor flat
* 4-in-a-block upper
* 4-in-a-block lower

If you live in an upper flat, what floor level do you live on?

How many bedrooms do you have in your current home?

**How many external steps can you manage?**

* None
* 1 to 2
* 3 to 5
* 6 to 10
* 11 to 14
* 15 or more

**How many internal stairs can you manage?**

* None
* 1 to 2
* 3 to 5
* 6 to 10
* 11 to 14
* 15 or more

**Please answer below for your current home:**

Do you have a ground floor bedroom?

* Yes
* No

Do you have a ground floor bathroom?

* Yes
* No

Do you have a ground floor toilet?

* Yes
* No

Do you have a wet floor shower?

* Yes
* No

Do you have a level access shower?

* Yes
* No

Do you have a bath?

* Yes
* No

Do you have an adapted kitchen?

* Yes
* No

Is your current home an adapted property?

* Yes
* No

Is your current home overcrowded?

* Yes
* No

How many adults (those aged over 16 years) live in your current home?

How many children (aged less than 16 years) live in your current home?

If Falkirk Council could adapt your current home to suit your needs, would you stay in your current home?

* Yes
* No

**Do you have any of the following physical difficulties as a result of your medical conditions? (Please tick all that apply)**

|  |  |  |  |
| --- | --- | --- | --- |
| Breathlessness |  | Weight problems |  |
| Heart problems |  | Multiple Sclerosis |  |
| Amputation |  | Parkinson’s Disease |  |
| Stroke |  | Rheumatoid Arthritis |  |
| Brain Injury |  | Osteo-Arthritis |  |
| Spinal Injury |  | Musculoskeletal Condition |  |
| General frailty/ageing |  | Epilepsy |  |
| Visual impairment |  | Diabetes |  |
| Cognitive impairment |  | Terminal illness |  |
| Other |  | If other, please give details: |  |

**Is your medical condition deteriorating or expected to deteriorate (get worse)?**

* Yes
* No

**Are you waiting to or currently having treatment that might improve your function?**

* Yes
* No

**Please provide any additional information below:**

**What areas of Functional Difficulty do you have? (Please tick all that apply)**

|  |  |  |
| --- | --- | --- |
| Area of difficulty | Please tick: | Comments or additional information: |
| Wheelchair user indoors |  |  |
| Wheelchair user outdoors |  |  |
| Walking frame user |  |  |
| Elbow crutches user |  |  |
| Getting in or out of your home |  |  |
| Getting around your home |  |  |
| Using steps and stairs  |  |  |
| Getting to your toilet |  |  |
| Getting on or off the toilet |  |  |
| Using a bath |  |  |
| Getting in or out of bed |  |  |
| Getting on or off a chair |  |  |
| Meal preparation or cooking  |  |  |
| Using ordinary taps and switches |  |  |
| Getting help in an emergency |  |  |
| Other (please give details) |  |  |

**Do you have access to and full use of the following facilities in your current home?**

|  |  |  |  |
| --- | --- | --- | --- |
| Facility | Yes | No | Comments or additional information  |
| Bathroom |  |  |  |
| Toilet |  |  |  |
| Bath |  |  |  |
| Shower |  |  |  |
| Bedroom |  |  |  |
| Living room |  |  |  |
| Kitchen |  |  |  |
| Getting in and out of your home |  |  |  |

**Please provide any additional information below:**

**Do you have or need the following in your home?**

|  |  |  |  |
| --- | --- | --- | --- |
| Facility | Yes | No | Comments or additional information |
| Rails needed or used |  |  |  |
| Use or are able to use a lift |  |  |  |

**Please give the details of any care and support or facilities you have at the moment or require**

|  |  |  |  |
| --- | --- | --- | --- |
| Care and support or facilities | Have (Yes or No) | Need (Yes or No) | Comments or additional information |
| Carer (not your partner) living with you |  |  |  |
| Care or support close by |  |  |  |
| Extra storage for disability equipment |  |  |  |
| Use of a stairlift |  |  |  |
| Use of a car, taxi or ambulance for transport |  |  |  |
| Space for disabled parking |  |  |  |

**Do you have support from any of the following? (Please tick all that apply)**

|  |  |
| --- | --- |
| Hospital Occupational Therapist |  |
| Social Work Occupational Therapist  |  |
| Social Worker |  |
| District Nurse |  |
| Home Care |  |
| MECS |  |
| Meal on Wheels |  |
| Family and friends |  |
| Neighbours |  |

**Certificate of Authorisation**

Falkirk Council is registered as a data controller under the Data Protection Act 2018.

Information provided on this form:

* will be used to assess and plan the housing services you need, and to meet the Council’s duties under the Housing (Scotland) Act 1987
* will be shared with the Scottish Government for monitoring purposes to support information-gathering and strategic planning for national housing need
* if you have consented, may be shared internally with Finance Services and Social Work Services; and
* if you have consented, may be used to contact solicitors, GPs, landlords, mortgage lenders, Housing Benefit authorities, the Citizens Advice Bureau, the Police, or any other agency that the Council considers necessary with regard to your housing situation.

I agree that in accordance with the terms of the registration under the Data Protection Act, 2018, Falkirk Council may use the information received for all housing administration purposes.

Applicant Name:

Signature:

Date: