



# **Independent Island Living**

## **Local Letting Plan**

## **Purpose**

Independent Island Living (IIL) is the way that Extra Care Housing (ECH) on the Isle of Wight is referred to and it offers a way of supporting people over the age of 55 years, or 45 years if they have a learning disability, to live independently for as long as possible. It provides the security and privacy of their own home; with the range of additional facilities on the premises together with 24 hour 7 day a week onsite support and care based service.

ECH is a housing option for people whose disabilities, frailty, vulnerability or health needs make ordinary housing unsuitable, but who do not need, or want to move to long term residential or nursing care homes.

## **Aim**

This plan aims to set out the process for application, assessment and allocation of affordable Extra Care Housing on the Isle of Wight. It ensures:

- Applicants wishing to be considered for the schemes are reviewed, where appropriate, by an Extra Care Housing Panel in relation to eligibility, suitability and priority.
- The effective use of accommodation and care services on the Isle of Wight.
- The best match between care and support needs and available extra care accommodation. This will take into account that all schemes need to have an approximate combination of  $\frac{1}{3}$  of residents with high needs,  $\frac{1}{3}$  with medium needs and  $\frac{1}{3}$  with low needs.
- Empty properties are filled as soon as possible.
- Unmet needs or over provision are identified thus informing future commissioning strategies.

## **Extra Care Housing on the Isle of Wight**

The Isle of Wight currently has schemes two schemes that offer this type of accommodation and it is anticipated that additional schemes will also be developed in the future. All schemes are open to any adult aged 55 years or above, with a current or future care, support and housing need, or 45 years or above if they have a learning disability.

The schemes have 24 hour 7 days a week onsite wellbeing service, for which a charge is payable. Planned care is separately available for those assessed by the Isle of Wight Council's Adult Social Care services as having eligible care needs or those who can self-fund.

The provision of a Care and Wellbeing Service supports resident's independence by enabling individuals to do tasks for themselves, rather than having others do things for them. The objectives of the service are:

- To develop or sustain a resident's capacity to live independently in their own home
- To help people manage their health and wellbeing
- To reduce the number of people entering residential/nursing home care.
- To reduce the number of unnecessary admissions to hospital, and the length of stay in hospital.
- To increase the number of people able to remain in the community.
- To provide support to carers.
- To maximise the number of people who are supported to participate in community activities for those residents that are more able.

## **Eligibility for Extra Care Housing**

### **In order to be considered for a nomination to the schemes the applicant must:**

- Be aged 55+ years old with current or future a care and support need.
- Be aged 45+ years old with a learning disability and with a care and support need.
- Be living on the Isle of Wight or who are funded by the Isle of Wight Council to live elsewhere.
- Have registered on Island HomeFinder.

### **Priority will be given to applicants who have the following care needs:**

- Need to move from a residential care home or nursing care home.
- Are occupying a hospital placement and have been identified as ready to move on.
- Have been identified as having a current or future need that meets the level of care and support provided in the scheme.

### **Examples of applicants who may be suited to Extra Care Housing could:**

- a) Have a physical disability, learning disability or have a degree of frailty
- b) Exhibit some cognitive dysfunction, possibly with short term memory.
- c) Show some loss of memory or disorientation and will benefit psychologically from living in an Extra Care setting, in preference to residential care.
- d) Experience mental illness, which is or can be managed through appropriate treatment and support and be likely to derive psychological benefit from living in ECH.
- e) Be in the early stages of dementia, but still able to maintain relationships, function within a daily routine, have some knowledge of their surroundings and engage with scheme support.
- f) Benefit from living in an Extra Care setting to prevent the need to move to a specialist service such as hospital, residential care.
- g) Have care needs which would be helped or even reduced if they lived in a supportive housing environment for example someone with care needs during the night.
- h) Assessed as having the potential to move out of a residential care home. In particular where people have been prematurely placed there or have gained improvements in their independence.

### **Non Eligibility**

- Applicants living on the Isle of Wight who have been placed by another local authority, or whose care needs are the responsibility of another local authority.
- Applicants where the assessment highlights the applicant's behaviour or condition could prove a risk or harm to others
- Applicants where there has been a history of anti-social behaviour, tenancy breaches or behaviours that would not be conducive for communal living. i.e. misuse of drugs and or alcohol in public spaces.
- Applicants whose assessed care needs are too high or too low to be supported in the scheme

## **Application Process**

Applications for Extra Care housing should be submitted via the Island Homefinder scheme. The application will be assessed and prioritised in line with Island HomeFinder Allocation Policy. ([www.islandhomefinder.org.uk](http://www.islandhomefinder.org.uk)).

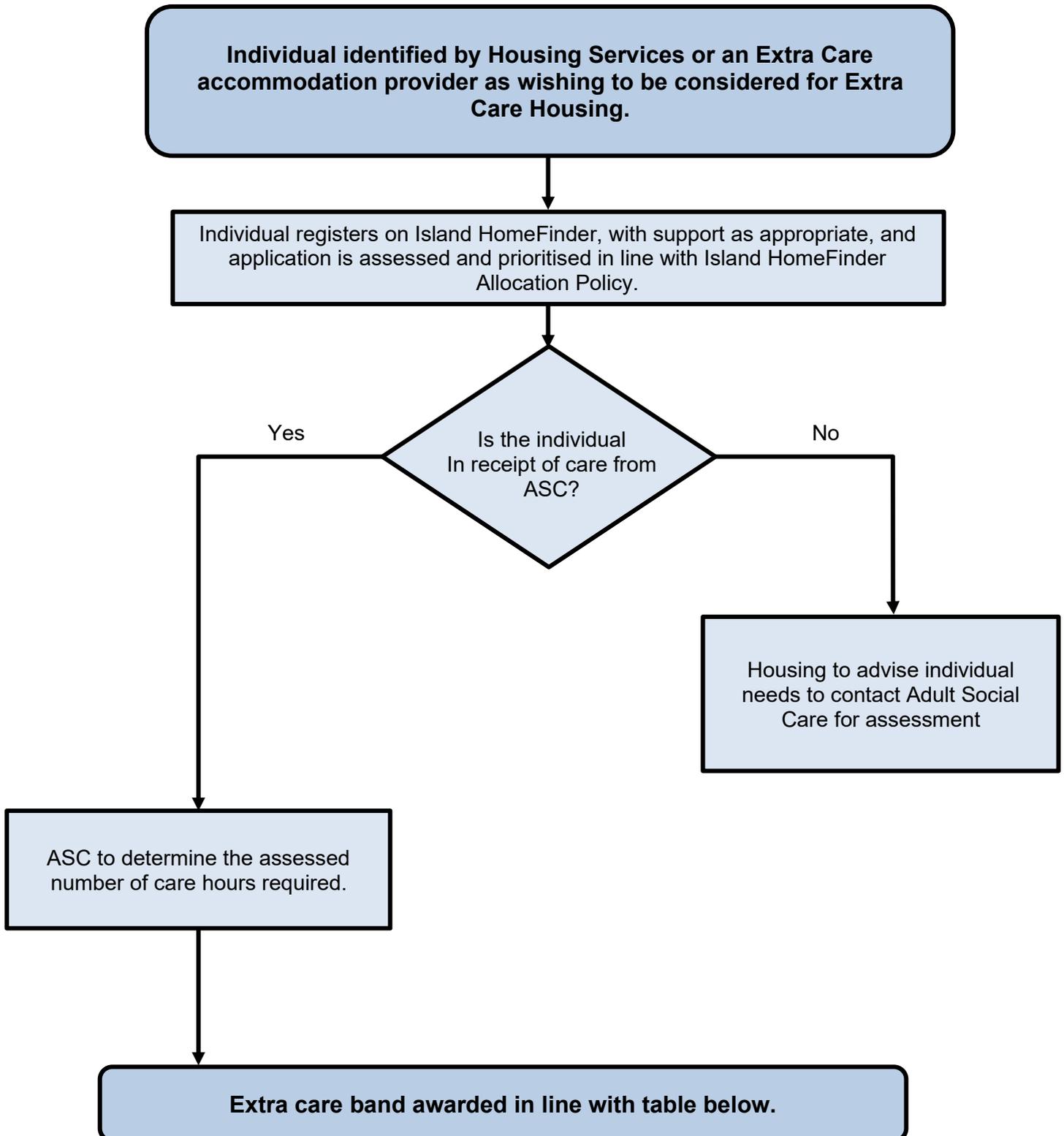
The applicant must be eligible to register on Island HomeFinder as defined by section 4 of the Island HomeFinder Allocation Policy (see Appendix 2).

Decisions on eligibility to join Island HomeFinder for rented units is decided by the Isle of Wight Council in line with the Island HomeFinder Allocation Policy.

Adult Social Care will assess the care and support needs. Details of the banding for care and support are set out below.

## Application Process

The following flowcharts shows the process that is to be followed.



## Adult Social Care Assessment

The following is a descriptor of different levels of care needs.

High care needs	Medium care needs	Low care needs
Critical / substantial care and wellbeing needs but have some independent living skills.	Substantial / moderate care and wellbeing needs but have some independent living skills.	Moderate / minimal / no care needs but they need support to enable them to live independently
<b>Average number of care hours needed of 10+ hrs per week</b>	<b>Average number of care hours needed of 6-10 hrs per week</b>	<b>Average number of care hours needed of 0-5 hrs per week</b>

### Extra Care Housing Allocation Process

As a vacancy arises in a scheme, the provider will agree whether they are seeking to fill the vacancy with a high/medium/low care need level. The community balance for schemes is set out in Appendix A.

The provider may also indicate any social factors, including financial, which need to be considered and could preclude potential allocations.

All vacancies will be advertised via Island HomeFinder and the applicant with the highest priority within the identified care package level for the vacancy will be allocated or nominated to the vacancy.

Housing Services will provide a shortlist of those who have bid for each vacancy. Applicants for Extra Care Housing will be prioritised firstly in order of their care and support need (high, medium or low) and then the Island HomeFinder Allocation Policy (Band, Effective Date, Registration Date). In assessing an applicant, the community balance will be considered.

Decisions in relation to the allocation to vacancies will be made by the Extra Care Housing Panel. Terms of Reference of the Extra Care Housing Panel are at **Appendix 3**.

Once the Extra Care Housing Panel has made a recommendation and the provider has accepted that person a decision on funding of the Wellbeing Charge will need to be made by the Pride in Practice Panel. The responsibility for this application will rest with the social care practitioner.

### Risk assessment and Management Plan

Where applicants are being considered for a vacancy a robust risk assessment will be completed by the provider.

An applicant could be assessed as very high risk and potentially not eligible for Extra Care Housing, where the risk could be to themselves or others, they need to be considered as having:

- A level of physical or mental frailty which is likely to cause serious disruption or risk to other residents.
- A level of care and support which cannot be met.
- A significant housing related concern, such as anti-social behaviour. In such circumstances a risk assessment, should be completed by the provider in relation to the vacancy.



## Choice and refusal

If an applicant refuses a scheme offer the provider should complete the Extra Care Refusal Form. The Extra Care Panel will review the reasons for refusal and determine whether a further offer would be accepted. Where the refusal is accepted as reasonable, the applicant will be considered for further vacancies in line with the shortlisting criteria.

Where the panel determines the applicant has unreasonably refused an allocation, the applicant can be suspended from Island HomeFinder for Extra Care Housing for up to 3 months.

If a provider refuses an applicant, the reasons should be discussed with the applicant and/or their representatives and the Social Worker if appropriate. An Extra Care refusal form, including a summary of proposed future housing options, should be completed by the provider and this will be discussed at the following panel. If an applicant disagrees with the providers reasons for refusal, they can request that the decision be reviewed in line with the appeals process outlined below.

## Allocation outside of the Policy

Whilst the aim of the Isle of Wight Council is to provide choice in the allocation Extra Care Housing, there may be exceptional situations where this will not be possible. For example, where a housing provider needs to make an urgent management move. In such cases the provider and Service Director Housing will agree an allocation outside of the Policy.

Where a new scheme is developed, and if required, a specific Local Letting Plan will be agreed between the Council and provider.

## Moving on from Extra Care Accommodation

Extra Care housing tenants whose change of circumstances lead to their accommodation no longer meeting their needs, will be referred to Adult Social Care for re-assessment. The tenancy agreement will reflect this requirement.

## Extra Care Panel disputes

If the Extra Care Panel cannot agree on an applicant's suitability or priority, the panel will pass the case to the Service Director Housing to arrange for a review of case.

## Appeal Procedure

Any applicants that are dissatisfied that their case has not been considered fairly by the Extra Care Panel have a right of appeal. Applicants must request a review of the decision within 21 days of receiving the decision. This is to be sent to the Service Director Housing, Adult Social Care, Floor 2 County Hall, High Street, Newport, Isle of Wight, PO30 1UD.

## Data Collection

Landlord	Extra Care vacancies by scheme, accommodation type/ Providers void performance
Housing Services and Adult Social Care	Panel nominations by scheme, applicant vulnerability/ and referral source.
Extra Care Provider	Community balance and care hours delivered against banding stated in

## **Appendices**

Appendix 1 – Community Balance

Appendix 2 – Island HomeFinder Eligibility Criteria

Appendix 3 – Extra Care Panel Terms of Reference

## Appendix 1

### COMMUNITY BALANCE

CATEGORY	CARE AND SUPPORT HOURS ALLOCATED	DESCRIPTION
Low $\frac{1}{3}$ of the scheme	0-5 hrs per week	Has adequate current care provision, but likely to require an increase in care in the future and would benefit from living in a supportive environment.
Medium $\frac{1}{3}$ of the scheme	6-10 hrs per week	In receipt of package of care or has identified unmet care needs. In addition there could be high risk of carer breakdown.
High $\frac{1}{3}$ of the scheme	10+ hrs per week	Either currently in a residential care home but has potential for greater independence or living in ECH would prevent admission to residential care. The individual will have a high level of vulnerability including levels of anxiety, self neglect and/or frailty or and unpredictable care needs and higher risk behaviours.

#### PLEASE NOTE

It is recognised that the care need level of residents in a scheme may change over time and so that above breakdown of care need levels is a guide. It is also recognised that in case where an urgent allocation is required, the proportions are required to be flexible.

## Appendix 2

### Island HomeFinder Allocation Policy - Section 4: Eligibility

4.1 Applicants must be 16 years of age or over, be eligible to apply for housing in terms of their immigration status and will need to be considered as a Qualifying Person to be eligible to join the IHF scheme.

Applicant will be a Qualifying Person if:

- they have lived on the Island and have done so for a minimum of five years immediately prior to application (a break of one year will be allowed for returning residents with a minimum five year's previous residency. Residency at university, service in the Armed Forces or other reasons for being temporarily away from the applicant's principal home on the Island who have an intention to return will not be construed as a break in residency)
- has close family who live on the Island and have done so for at least five years (close family being mother, father, siblings or adult children)
- has permanent paid employment on the Island and has been in continuous paid employment for a minimum of two years
- there are exceptional circumstances – such as those fleeing domestic violence, those wishing to move closer to relatives to give or receive support on severe medical or welfare grounds where there is no-one else who can give this support; those under the Witness Protection Scheme
- following the implementation of the Homelessness Reduction Act 2017, a young person owed leaving care duties under section 23C of the Children's Act 1989, looked after by the IOW Council (irrespective of whether they have been placed in a different local authority) will be considered to have established a local connection to IOW until they reach the age of 21 (when this duty will cease, but this does not affect whether they have a local connection with IOW under any other provision in the Housing Act 1996). In addition, a person who has been provided with accommodation under s.22A of the Children Act 1989 (provision of accommodation for children in care) who has resided on the IOW for a continuous period of at least two years will be considered to have established a local connection to the IOW even if some of that period accrued before that person turned 16 years old.

4.2 Service personnel as defined by the Allocation of accommodation: guidance for local authorities in England, chapter 3, Eligibility and Qualification, 3.27 cannot be disqualified under this criterion.

This applies:

(a) for persons who are serving in the regular forces or have done so in the five years preceding their application for housing;

(b) for bereaved spouses or civil partners of those serving in the regular forces where their spouse or partner's death is attributable (wholly or partly) to their service and the bereaved spouse or civil partner's entitlement to reside in Ministry of Defence accommodation then ceases;

(c) for seriously injured, ill or disabled reservists (or former reservists) whose injury, illness or disability is attributable wholly or partly to their service.

4.3 Owner occupiers who are adequately housed will not be considered as a Qualifying Person unless they have a housing need. Any such owner occupiers will be measured against the Income and Asset criteria to determine whether they are eligible to receive

reasonable preference (see appendix 5).

4.4 Owner occupiers with severe needs to move on medical and welfare grounds or whose needs cannot be met by the intentions of the Income and Asset criteria will be banded accordingly.

4.5 Having considered the changes made to the Housing Act 1996 Part VI in the Localism Act 2011, the following classes of person will not normally qualify for a place on the IHF scheme. There is discretion to waive these classes in exceptional circumstances, as approved by a Housing Needs Service Manager. Examples of what the Council means by discretion can be found in Section 5.2

a) Applicants who have been convicted of housing or welfare benefits related fraud where that conviction is unspent under the Rehabilitation Offenders Act 1974

b) Applicants in serious breach of another condition of their Tenancy Agreement in respect of their current or former accommodation (including temporary accommodation). Examples of a serious breach could include subletting, deliberate damage to property, perpetrator of domestic abuse or anti-social behaviour.

c) Applicants in breach of s.214 of the Housing Act 1996 (False statements, withholding information and failure to disclose change of circumstances)

d) Applicants with lawfully recoverable arrears or other housing related debt within the meaning of this Allocations Scheme, which have been accrued through deliberate and wilful non-payment

e) Applicants whose income or assets exceeds the limits set by the Council using median income data taken from paycheck data (as these limits will change, Housing Needs Officers will use guidance to apply this test).

f) Applicants who owe arrears of rent or other accommodation charges to the Council or other social housing provider including participants to the scheme in respect of the current tenancy or former accommodation, unless an appropriate agreement has been reached and sustained for a minimum period of 8 weeks. In assessing the application for registration, the Council will take into account the size of the debt, the means to pay and the degree of need. Existing tenants with rent arrears because they have been affected by the under-occupancy charge will not normally be excluded where a move will prevent further arrears building up and they have made a reasonable contribution towards the charge

g) Applicants who have refused one reasonable offer of accommodation under the terms of the Allocations Scheme, see Section 6.11

h) Applicants that have in the 12 months prior to making an application voluntarily surrendered any tenancy that would have been reasonable for them to continue to occupy

i) Applicants with no residential connection to the Isle of Wight as set out at Section 4.1

4.6 Applicants will be disqualified from joining the IHF scheme until they can evidence that this criterion listed in 4.5 no longer applies.

4.7 Applicants who meet the qualifying criteria and are successful in joining the IHF scheme but whose circumstances change later leading to them no longer qualifying will be removed from the IHF scheme until they can evidence that they again meet the qualifying criteria.

4.8 Following the implementation of Homelessness Reduction Act 2017, the Council recognises that if eligible persons are threatened with becoming homeless within 56 days, it still owes them a statutory duty under s.179 to provide advisory assistance on preventing homelessness and securing accommodation when homeless; and a statutory duty under s.195 and s.189B of the Housing Act 1996 (as amended) to take the reasonable steps, set out in their personalised housing plan, to help them either remain in their existing accommodation or secure alternative accommodation.

4.9 Applicants that are registered for extra care properties, as defined by 6.25-6.27, will be registered to apply for these vacancies only and will have to evidence that they are a Qualifying Person for the purpose of being eligible to apply for general needs and sheltered accommodation via Island HomeFinder. Where the local connection policy is not acceptable on a scheme then that will take precedence.

### **Eligibility Exemptions**

Situations may arise where an extra care scheme that is developed on the Isle of Wight is not permitted to adhere to the above eligibility criteria, in part or in full, due to legal restrictions placed during the planning/development processes. This could include but is not exclusive to factors such as S106 planning criteria and conditions attached to Homes England funding to develop the scheme.

Each scheme will be considered during development to identify whether there are any restrictions that conflict with the eligibility criteria set out in this appendix, and if so, applicants who would not normally be eligible to register on Island HomeFinder can do so for those schemes only.

## **Appendix 3**

### **Isle of Wight Council (IWC) Adult Social Care (ASC) Extra Care Housing Panel – Terms of Reference**

#### **Purpose**

These terms of reference set out how Adult Social Care will work with housing and care providers to identify, nominate and fund extra care housing schemes.

#### **Membership**

The Panel will consist of the following:

- Chair (ASC Senior Manager, Service Manager equivalent or above)
- Extra Care provider
- Service Manager Housing

#### **Role**

The Extra Care Panel will:

- Review shortlists for vacancies
- Recommend to the provider suitable applicants
- Review refusal and make a decision of future offers

The final decision to offer extra care housing to an individual(s) lies with the extra care housing provider.

The Panel does not have authority to approve extra care housing allocation decisions or the funding of these.

#### **Escalation and dispute resolution**

Where a recommendation cannot be agreed an appeal can be actioned to review the decision.

#### **Quorum**

The quorum for the meeting will be 3 and this must be the Chair, representatives from the housing and/or care providers and the Housing Services.

#### **Meeting arrangements**

The Isle of Wight Council will provide administrative support to ensure the Panel meetings are quorate and ensure that minutes taken.

#### **Frequency of Meetings**

The Panel will be set up to review applications for Extra Care Housing as required.

The agenda and papers will be issued 3 working day prior to in advance.

Minutes of the meeting will be distributed within 5 working days.



