

Fee Policy Statement

Under the Housing Financial Assistance Policy the following fees and charges will be charged to the capital funding in order to facilitate the provision of financial assistance to residents. Fees and charges may be included in a grant award or directly charged to capital depending on the fee type. All fees are based on the Housing Renewal Grants (Services and Charges) Order 1996 which are extended to local forms of assistance provided under the powers of the Regulatory Reform (Housing Assistance) Order 2002. The fees policy follows advice in the guidance document from the Department for Levelling Up, Homes and Communities, the Department of Health and Social Care published in 2022: Disabled Facilities Grant (DFG) delivery: guidance for local authorities in England.

The assessment fees charged directly to capital in section A will be determined by the HEART Board at budget setting and aim to recover the cost of the non-statutory assessments and surveys.

A: Fees Charged to Capital

Disabled Facilities Grant (DFG) delivery: guidance for local authorities in England states:				
3.4 Assistance can also be given to pay for any associated fees and charges, including in cases where the work does not in the end proceed , as long as the authority is satisfied those fees fall within the terms of their local Housing Assistance Policy.				
3.22 Within their policies, local authorities should state what associated preliminary or ancillary fees and charges will be paid. This might include fees charged by agency services, private architects and surveyors, and could include either in-house or outsourced loan administration costs.				
Fee Type				
HEART Screening Assessment Fee (Standalone charge not reflected in grant award)				
	Total Hourly Rate Duty Officer (23/24)	Inclusive time (hrs) of enquiry processing assessment, write up, analysis and progression	Employees Cost per Assessment	
Example calculation based on estimates	£20	1.5 hrs	£30	
	Additional Service Unit Costs	Estimated Number of assessments	SU cost per assessment	
	£50,000	4000	£12.50	
		SU Cost	Staff Cost	Screening Assessment Charge
		£12.50	£30	£42.50

HEART Home Environment Assessment Charge (HEAC) (Stand-alone cost charged directly to capital)				
	Hourly Rate of HAO (2023/24)	Average Inclusive time (hrs) of assessment, write up, analysis and consideration	Cost per Assessment	
	£26.56	2.5	£66.40	
			Number of assessments expected per year	
			2500	£166,000

B: The Housing Renewal Grants (Services and Charges) Order 1996

The Order specifies the types of fees and charges that can be considered for grant assistance through a DFG application:

Under the Regulatory Reform (Housing Assistance) Order 2002 (RRO) powers the statutory fees and charges are extended to other forms of financial assistance provided locally.

The following fees will be charged to the award of financial assistance for individual applicants however they will not form part of any repayable element and will be in addition to the grant maximums.

15% of works cost for support fees - Charged by HEART	a) confirmation, if sought by the local authority, that the applicant has an owner's interest,
For all capital funded financial assistance:	b) preparation of schedules of relevant works,
	c) assistance in completing forms,
	d) advice on financing the costs of the relevant works which are not met by grant;
	e) obtaining of estimates, (part of HEARTs contractor management)
	f) advice on contracts, (part of HEARTs contractor management)
	g) consideration of tenders, (part of HEARTs contractor management)
	h) supervision of the relevant works, (part of HEARTs contractor management)
	i) payment of contractors. (part of HEARTs contractor management)
	j) N/A
	k) design and preparation of plans and drawings,

Additional external fees if required	l) technical and structural surveys (e.g. structural engineers)
Costs specified by provider or via procurement route	m) design and preparation of plans and drawings, (e.g. architect)
	n) applications for building regulations approval (including application fee and preparation of related documents),
	o) applications for planning permission (including application fee and preparation of related documents),
	p) applications for listed building consent (including application fee and preparation of related documents),
	q) applications for conservation area consent (including application fee and preparation of related documents),
	r) disconnection and reconnection of electricity, gas, water or drainage utilities where this is necessitated by the relevant works, and
	s) private occupational therapist assessment – separate to WCC of HEART assessments.
	t) other fees relevant to the adaptation or improvement works.

C: Cost not included in Fees but funded by partner Authorities by General Fund contributions to the service

Consideration and approval / rejection of grant application	No charge - statutory service
Care Act Assessment by WCC Occupational Therapists	No charge - statutory service
Provision of Social Care Equipment	No charge - statutory service
Consultation with social care	No charge - statutory service
Management of Service	No charge – funded by general fund contributions by partners.

Funding Overview

