



# London Borough of Brent Charging Guidance (Financial Assessment)

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## 1. Background

- 1.1. The Care Act 2014 gives local authorities discretionary powers to charge adult recipients for services provided. The detail of how to charge varies depending on whether someone is receiving care in a care home or in their own home or in another setting. However, they share some common elements
- 1.2. s14 of the Care Act 2014 states that a local authority may make a charge for meeting needs, and must follow the Care and Support (Charging and Assessment of Resources) regulations if it chooses to charge. s17 Care Act 2014 states that having determined that it will charge, the local authority must carry out a financial assessment to determine how much an individual should pay towards their care
- 1.3. This guidance was written to comply with the requirements as set out in section 8 of the Care Act 2014 Statutory Guidance which is issued by the Department of Health

## 2. Guiding principles

- 2.1. There are five principles that support this guidance, namely to make sure that the Council:
  - a. Recovers contributions from service users for care services based on the service user's ability to pay. It is intended that no one would be put in a position of financial hardship as a result of the Care Act 2014 Statutory Guidance, since the maximum contribution will be set at either the full cost of the services provided or at a level that affords the service user at least a basic living allowance
  - b. Has a clear and transparent charging policy which is easy to understand and is consistently applied to all service users, taking into account their individual circumstances and needs
  - c. Provides an early notification to service users of their contribution to care costs
  - d. Ensures that service users have an opportunity to maximise welfare benefits thus maximising their ability to contribute to their care costs. Any reference to Housing Benefit, Council Tax Benefit or DWP welfare benefits includes any successor to those payments (e.g. universal credit)
  - e. Ensures administrative efficiency and convenience for service users (including netting of service user contributions at the point of resource allocation for personal budget)

## 3. What support is covered (scope and exclusions)

- 3.1. This guidance applies to the following:
  - a. Residential / Nursing / short term respite care
  - b. Home and domiciliary care services (including extra care)
  - c. Day services including transport, if provided

- d. Any care packages through Personal Budgets or Direct Payments
  - e. Telecare/assistive technology
  - f. One-off services: e.g., intensive house cleaning
  - g. Telephone line rental and TV licences. However, this would be charged at cost unless exceptional hardship could be demonstrated
- 3.2. This guidance does not apply to the following:
- a. Meals on Wheels which will attract a flat charge which the Service User will add to the funds the Council provides and then settle the invoices directly with the supplier
  - b. Funerals provided under the duty set out under the s46 Public Health (Control of Disease) Act 1984 as this will be charged in accordance with the relevant protocol
  - c. The provision of day services or additional Adult Social Care services provided to those also accommodated by the Council in residential placements
  - d. Reasonable costs incurred by the Council for providing protection of property
  - e. The costs incurred by the Council or any of its officers in connection with an application to the Court of Protection for deputyship or any expenses incurred in the exercise of his functions, save as where these are recoverable from an alternative source.

## 4. What support is not covered

- 4.1. There are a number of circumstances in which service users will not be asked to contribute towards their care or support cost. These include those being provided with care or support:
- a. Under s117 of the Mental Health Act 1983 (after care services)
  - b. Who have any form of Creutzfeldt-Jakob Disease (CJD)
  - c. Paid for in full by a Primary Care NHS trust
  - d. In an intermediate care setting, to enable re-ablement support for up to six weeks or as part of short-term rehabilitation or extended residential stay (for example, following a stay in hospital) up to a period of four weeks
  - e. Where the council is satisfied that any contribution would lead to exceptional hardship it reserves its discretion not to require a contribution (in full or in part)
  - f. Services provided to relevant and former relevant children under the Children Act 1989 are not required to contribute towards the cost of any provision under this guidance
  - g. Basic aids and adaptations equipment, where necessary and where another agency is not responsible for the provision, will be provided free of charge

- h. It is currently permissible to require a contribution for services provided directly to carers (under s2 Carers and Disabled Children's Act 2000) to support them in their caring role. Where housing related support is offered to carers outside the social care system, different eligible and charging arrangements may apply
- 4.2. Examples (not an exhaustive list) of exempt support are stated below
  - a. Provision of information, advice, and guidance about the availability of service
  - b. Provision of assessment, including assessment of care needs

## 5. Application of this guidance

- 5.1. This guidance applies to all service users accessing the support listed in 3.1 above
- 5.2. Representatives: Where the service user lacks capacity to manage their financial and / or property affairs, as assessed by an officer of the council or somebody duly appointed by them, the local authority will consult with their agent (i.e. a person lawfully authorised to act on their behalf under the following:
  - a. Registered Enduring Power of Attorney ['EPA']
  - b. Registered Lasting Power of Attorney ['LPA'] or
  - c. Deputyship
- 5.3. Where the service user's only income is from the Department of Works and Pension and the service user has no other financial assets, then the local authority will work with an Appointee authorised by the DWP
- 5.4. If there is no one willing to undertake the role of representative, the Council will appoint an officer or a duly vetted and qualified agency or solicitor's firm to undertake the role of representative as described above to support the service user
- 5.5. The local authority will, in the first instance pursue the service users for any unpaid liabilities owed to the Council. However it reserves the right to pursue the agent personally, both jointly and severally, where it appears the agent may have acted in breach of their duties.

## 6. Financial assessment

- 6.1. The Council will positively seek to complete a financial assessment for all service users as soon as possible unless they
  - a. Are exempt as described under section 4 of this guidance
- b. Choose not to be financially assessed. Please note that service users who choose not to be financially assessed will be required to pay the full costs of support provided unless the Council is fully aware that their financial situation is such that they cannot pay the full cost. In such a case, the Council will charge what it deems fair in the circumstances

- 6.2. There are three routes into Adult Social Services, and a financial assessment will be undertaken at different times dependent on the route:
- a. Reablement: a financial assessment will be undertaken as close as possible to the three week review or earlier if deemed appropriate by the social worker / care manager
  - b. Non-Reablement: as soon as the supported self-assessment has been carried out, a financial assessment will be undertaken. The financial assessment may be done on the same day as the supported self-assessment where possible
  - c. Annual Review: at the start of the new financial year, a new financial assessment will be mailed to all service users. The onus is upon the service users to validate the information provided or to provide correct financial information. The Council may interpret a failure to return a fully completed and signed financial assessment as a refusal to provide information which may have the result set out in 6.1.b
- 6.3. The Financial Assessment team may offer a face to face meeting to complete the financial assessment form and undertake a full benefits check, advice and practical support to apply for benefits they might be entitled to claim
- 6.4. Where a face to face assessment is neither necessary nor required, the Service User will be supported to complete a financial assessment form which needs to be returned to the Council
- 6.5. During the needs assessment process, the practitioner or support worker will also advise that they may have to pay a contribution towards the costs of their care and support, subject to a financial assessment
- 6.6. Where the service user opts for the direct payment element instead of a commissioned service, any payments towards care and support costs will be made net of client contributions
- 6.7. Any assessed contribution will not exceed the full cost of care and support or reduce the service user's income below the minimum income guarantee (MIG) which currently is equivalent to Income Support plus a buffer of 25%
- 6.8. Where a service user chooses to have social care support commissioned by the London Borough of Brent, this will result in an invoice being issued. The service user will receive one itemised invoice for all support received. For example if a users receives homecare and daycare they will receive one invoice for both services

## 7. How the contribution is calculated

- 7.1. When the council assesses a service user's ability to pay a contribution towards the cost of their support, it ensures that each individual maintains a portion of their income that is at least the level of basic living allowance

- 7.2. The maximum contribution per week is calculated using financial information received from service users and other information available to the council. The calculation will take account of relevant income and capital
- 7.3. The income that will be taken into account includes all the benefits received by the service user (except those listed in paragraph 7.4 and 7.6 below), state pension and occupational pensions; any other income; and capital, including notional income and capital
- 7.4. Savings between the lower threshold and the upper threshold will attract a surcharge of £1 per week for each £250 (or part of £250). For example, if a service user has savings of £17,250 the notional income would be £12 per week being £17,250 less £14,250 (= £3,000) divided by £250 (= £12)
- 7.5. Capital includes (not an exhaustive list) any savings in bank or building society accounts; National Savings bank accounts; PEP, ISA or TESSA accounts; SAYE (Save as You Earn) schemes; cash; Premium Bonds or National Savings Certificates; stocks, shares, trust funds and investments; invested in property, building and land (rental income will be included); or where someone else is holding any of these on behalf of service user
- 7.6. If there are joint savings with a spouse or partner, 50% of the total amount will be taken into account unless it can be proved that the holding percentages are different
- 7.7. When calculating the maximum contribution for non-residential care, the value of the main residence occupied by the service user will be ignored (if the property is subsequently sold, the proceeds of sale will be subject to financial assessment). However, if the service user owns a second property, 100% of the beneficial value will be taken into account. The maximum contribution, subject to paragraph 7.10, will be the full cost of care
- 7.8. When calculating the maximum contribution for Residential Care, the service user's beneficial interest in all property will be taken into consideration for the purposes of a Financial Assessment. However, the main dwelling will be disregarded only if one or more of the following are resident in that property and has been continuously occupied by them since before the service user went into residential care:
- a. a person's current or , former partner or civil partner except where they are estranged
  - b. a lone parent who is the service user's estranged or divorced partner
  - c. the service user's children under 18 years of age
  - d. an immediate relative aged 60 or over
  - e. a relative who is incapacitated

- 7.9. Service users will be assessed in their own right, and the income of their carer, parent, partner, or spouse will not be taken into account
- 7.10. There are some forms of income which are partly or wholly disregarded and do not form part of the financial assessment. These include but are not limited to:
- a. The mobility component of Disability Living Allowance;
  - b. £10 of a war pension or war widow's pension;
  - c. Survivors Guaranteed Income Payments (GIPs) made under the Armed Forces Compensation Scheme (AFCS)
  - d. Payments from the Independent Living Fund (ILF) - the Department of Health issued a draft guidance document in 2000 in which it stated that service users receiving financial support from the ILF should have their contribution to the ILF considered as a disability related expense within the assessed charge for non-residential services
  - e. Child benefit and child tax credit
  - f. The part of Attendance Allowance (AA), Disability Living Allowance (care component) (DLA), Constant Attendance Allowance (CAA) and Exceptional Severe Disability Allowance (ESDA) that covers care at night where the council purchases no element of night care
  - g. Working tax credit
  - h. Savings credit disregard
  - i. Ex gratia payments made to former Far Eastern prisoners of war
  - j. Payments made under the Vaccine Damage Payment
  - k. Compensation from personal injuries awards are disregarded for assessment purposes for a period of 52 weeks, with the exception of any part of the award provided to meet care costs. There are specific circumstances under which these compensation payments are fully disregarded for assessment purposes and it will not always be possible to ask recipients of these awards to make a contribution. Where service users are in receipt of compensation for personal injuries, their contribution will be considered on a 'case by case' basis. But where an individual is unwilling to disclose the terms of any compensation payment then they will be assessed at full cost
- 7.11. All costs incurred by the Service User receiving care at home directly for their housing costs, mortgage, rent or Council Tax (net of related benefits) will be deducted from the relevant income, as stated in paragraph 7.4 above, before calculating the maximum contribution. Service Users in Residential Care with a property which has been taken into account for assessment purposes will be expected to pay for the mortgage, insurance, maintenance and upkeep of the property from their personal allowance. Anyone living in the property will be expected to contribute their share. Further consideration will be given to



assessments where the Service User in residential care was the sole or main breadwinner.

- 7.12. Disability Related Expenses (DRE) – this will be considered when the extra cost is needed to meet a service user's specific need due to a condition or disability where the service user has little or no choice other than to incur the expenditure, in order to maintain independence or quality of life. Examples of types of examples which should be considered are included in Appendix B: Disability-Related Expenditure, however it is to be noted that this list is not exhaustive. The Council will disregard these costs from any income where it is satisfied that the cost has been incurred by the service user as a result of their disability, and it is not reasonable for a lower cost alternative item or service to be used. Receipts may be requested. DRE will be assessed on a case by case basis
- 7.13. In addition to the above, if a service user's expenditure related to night care exceeds the level of the night care element of AA, DLA, CCA or ESDA, any such excess amount must be taken into account when assessing the service user's DRE
- 7.14. Non-disability related expenses – the calculation of the maximum contribution will take into account such expenses as referred to in the Care Act 2014 Statutory Guidance. Some expenses – for example, household content insurances, water rates, etc. – are deemed to be afforded by the service user from their prescribed protected income. Brent Council will seek to allow additional costs, together with other essential expenses, such as service charges and ground rent that owner occupiers incur if they are not receiving related benefits to cover those costs. Essential expenses may include home maintenance (where this is not provided by a third party e.g. landlord or council and required for the health and safety of the service user (e.g. electrical, heating system repairs, home accessibility) and payments under court order (e.g. child maintenance)
- 7.15. Dependants: The calculation of the maximum contribution will take into account the financial implications for service users who have dependent children up to 18 years of age or for whom they provide maintenance payments, (and dependant adults in exceptional circumstances) e.g. those in full time education post 18 who remain resident at the service users home including those who may reside temporarily elsewhere during term-term, though in such circumstances the service user will be required to evidence financial support provided and that the dependant relative has utilised all alternative funding support
- 7.16. The assessable income is worked out by:
  - a. Adding together all identified weekly income and then subtracting;
    - 7.16.a.1. any appropriate housing costs;

- 7.16.a.2. any income that must be disregarded in accordance with the Care Act 2014 Statutory Guidance;
  - 7.16.a.3. any disability-related expenditure; and
  - 7.16.a.4. the minimum income guarantee (MIG)
- 7.17. The result is the assessable income. The maximum that a service user could be asked to contribute each week will be the lower of the assessable income and the full cost of the support being received. A breakdown of how the contribution has been calculated will be provided to the service user

## 8. Financial assessment of couples

- 8.1. In the event of shared capital, benefits, or other forms of income, the financial assessment will seek to identify such shared sums and they will be apportioned between all relevant parties
- 8.2. Whilst all circumstances will be taken into account when calculating the maximum charge, to ensure the outcome does not financially disadvantage either party (whether or not they are a service user). It is the responsibility of the service user or anyone acting on their behalf to notify the local authority of those circumstances.
- 8.3. The financial assessment would only be applied on the basis of joint assets if it were considered advisable that a couple could possibly benefit from being jointly financially assessed. A couple is defined as two people who are married or in civil partnership or are living together as a couple

## 9. Earned income

- 9.1. Any income earned by the service user's spouse, partner, or family member residing in the same address will be fully disregarded
- 9.2. Any disability related expenditure will also be taken into consideration as set out above. This should eliminate any "poverty trap" effects or work disincentives

## 10. Decline to provide financial details

- 10.1. Service users have the right to choose not to provide their financial details to the council. In such cases, the council is unable to undertake a financial assessment, and the service user will be charged for the full cost of support they receive

## 11. Delays in completing the financial assessment

- 11.1. Subject to any extenuating circumstances, if a service user unreasonably delays completing the financial assessment they will be required to pay the full cost of the support provided, until a financial assessment is completed. If a financial assessment results in a lower charge any re-imbursement to the service user will be at the discretion of the council and will require the service user to demonstrate exceptional hardship. Where the service user or representative prefers

to complete the financial circumstances statement by post, then it is expected that this will be returned to the council within two weeks

- 11.2. If further information is required for the financial assessment then it is expected that the service user will provide this within two weeks of the date it was requested
- 11.3. The council aims to complete financial assessment within 14 days of a request for assessment
- 11.4. Where the financial assessment is likely to exceed the 14 days due to the complexity of the assessment then the Council will, by agreement with the service user or their representative, agree an interim level of contribution based on the information available at that time. Where, on completion of the assessment, the service user is assessed to pay a lower contribution than the interim figure the Council will reimburse the full amount owed. In the alternative, if the service user is assessed as requiring to pay a larger contribution than the interim figure the Council will charge for the difference

## 12. 'Light Touch' Assessments

- 12.1. The Care Act 2014 Statutory Guidance states that in some circumstances a local authority may choose to treat a person as if a financial assessment had been carried out. In order to do so, the local authority must be satisfied on the basis of evidence provided by the person that they can afford, and will continue to be able to afford, any charges due. This is known as a 'light-touch' financial assessment. It allows Councils where possible, to undertake financial assessments by accessing Department for Work and Pensions information or through telephone discussion rather than visiting to verify financial information or by implementing low flat rate charges
- 12.2. The main circumstances in which councils are permitted to consider carrying out a light touch financial assessment include:
  - a. Where a person has significant income and savings and capital and does not wish to undergo a full financial assessment for personal reasons, but wishes nonetheless to access support from the Council in meeting their needs. In these situations the Council may accept other evidence instead of carrying out the financial assessment and consider the person to have income and savings and capital above the upper limit
  - b. Where the Council charges a small amount for a particular service which the customer is clearly able to afford and carrying out a financial assessment would cost more for the Council to perform than the cost of the service
  - c. When an individual is in receipt of benefits which confirm that they would not be able to contribute towards their care and support costs, such as Jobseekers Allowance
- 12.3. The introduction of light touch assessment using DWP information further supported by Housing Benefit and Council tax systems collection will form the basis of undertaking such financial assessments

- 12.4. Where it has not been possible to undertake a light touch assessment through the DWP, Housing Benefits or Council Tax system, or information exists which suggests a full assessment is necessary a visit to the service user will be undertaken to verify contribution. In all circumstances, the Council at its discretion can insist on a full financial assessment or to charge full cost. The service user receiving services up until the financial assessment has been completed will be charged an average of £29.07 or higher if information exists to suggest a higher charge is suitable. This figure will be adjusted to reflect the accurate contribution once the financial assessment has been completed and the customer has been informed of the charges for their service

### 13. Effective point of charging

- 13.1. All service users will be informed of their assessed maximum contribution within five working days of being financially assessed. The service users will be expected to contribute towards the cost of the services received from the date that the Council advises them of their assessed contribution. If this is done verbally, then this will be confirmed in writing within seven days
- 13.2. It is the responsibility of the service user or their representative to advise the council of any change in their financial circumstances as this may prompt a review of their contribution
- 13.3. Any increase in contributions due to an award or benefit increase or increase in other income or amount of capital held will take effect from the date of change in circumstances
- 13.4. In the event of a reduction of income or benefit received, any amendment to the assessed contribution will take effect from the date of the change in circumstances, provided the council is advised of the change in circumstances within two weeks
- 13.5. Billing for assessed contribution will be at monthly intervals
- 13.6. Where a client has been admitted to hospital either from the community or residential care they will not be charged for that period
- 13.7. Any deviation from the timings above, whatever the reason, shall not invalidate the contribution due but will be taken into account if there is a dispute and/or arrears on the account.

### 14. Deprivation of Capital

- 14.1. Where the council believes that a service user has deprived themselves of a capital asset in order to reduce their contribution, the council will treat the service user as still possessing the asset. The council would decide from available evidence whether the service user owned the capital
- 14.2. It is up to the service user to prove that they no longer have a resource. Failure to do so will result in the council treating the service user as if they still possess the actual capital. Examples of acceptable evidence

- of the disposal of capital would include: a trust deed, deed of gift, receipts for expenditure, proof that debts had been repaid
- 14.3. Even if a service user proves they no longer have the asset, as per 14.7 below, the Council may still deem them to have the asset for the purposes of assessment.
  - 14.4. The timing of the disposal will be taken into account when considering the purpose of the disposal
  - 14.5. Where, for the purpose of avoiding or reducing the contribution, capital which would not have been disregarded has been used to acquire personal possessions, the current market value of those possessions should be taken into account as an actual resource. Their market value should not be disregarded
  - 14.6. If the service user, in depriving himself of an actual resource, converted that resource into another actual resource of lesser value, he should be treated as notionally possessing the difference between the value of the new resource and the one which it replaced e.g., if the value of personal possessions acquired is less than the sum spent on them the difference should be treated as a notional resource
  - 14.7. If the council decides that the service user has disposed of capital in order to avoid paying a contribution or to reduce the contribution payable, the council will decide whether to treat the service user as having the capital (notional capital) and assess the contribution payable accordingly; and then whether to:
    - a. recover the assessed contribution from the service user in full; or
    - b. recover an amount equal to the amount disposed of from the recipient of the disposed asset or its value; or
    - c. recover the assessed contribution by instalment; or
    - d. defer payment until a later date; or
    - e. place a charge on any property owned by the service user either with agreement or subsequent to court action; or
    - f. take appropriate action as agreed by either guidance or management

## 15. Appeal / review of financial circumstances

- 15.1. Under the council's appeal procedure, all service users, or someone acting on their behalf have the right to ask the Council for a review of a charge for which they have been assessed if they consider that they cannot pay it or believe that:
  - a. The charge is too high
  - b. Information given may have been misrepresented
  - c. Some information may have been missed
  - d. A change in a service users circumstances
  - e. A mistake may have been made in applying the charging guidance, or
  - f. If the service user is unhappy with how the charging guidance has been applied

g. Calculation is inaccurate and unfair

15.2. The council will consider reviews or appeals within 3 months of the date of charge notification and only accept at its discretion those received outside this timescale

15.3. The appeals procedure is included in Appendix A: Review and appeals procedure

## **16. Service users who are in arrears (non-payment of charges)**

16.1. Where a service user fails and/or neglects and/or refuses to pay their assessed contribution, The council will take steps to recover any amounts owing, including legal action if necessary

16.2. In addition a review of their care needs may be undertaken

16.3.

16.4. The council also allows people to have their exceptional circumstances considered through the appeals procedure (Appendix A: Review and appeals procedure)

## **17. Complaints**

17.1. The council welcomes feedback from service users, and has dedicated officers to manage complaints

17.2. If service users are dissatisfied with the way that they have been treated during the financial assessment process, or the service that they receive, they have the right to make a complaint to the Complaints Officer. The council has a statutory complaints process to ensure that service user' views and concerns are considered and dealt with appropriately and that council holds itself accountable to the highest standards

## **18. Use of financial information and privacy**

The information the council collects and keeps about service users is confidential and can only be seen by authorised staff. This information will only be shared with other relevant people and agencies in accordance with the Data Protection Act 1998 or with the written consent of the service user or their legally appointed representative. This Act also gives people the right to see information that the council keeps about them at any stage

## **19. Equality Impact**

The council has considered the impact this guidance will have on the diverse communities of Brent. As this guidance merely applies the Care Act 2014, the council has assessed that this guidance does not discriminate against groups of service users or present adverse impacts due to any characteristics protected under the Equality Act 2010

## 20. Reviewing the contributions guidance

This guidance document will be reviewed as and when there are amendments or additions to the Care Act 2014, Statutory guidance, and/or Regulations.

## Appendix A: Review and appeals procedure

### FRAMEWORK FOR APPEALS AGAINST FEES AND ASC CONTRIBUTIONS

1. All service users of Adult Social Services who are required to contribute towards their care have a right to ask for a review of their contributions if they, or someone acting on their behalf believe that:
  - 1.1 The contribution is too high
  - 1.2 Information given may have been misrepresented
  - 1.3 Some information may have been missed
  - 1.4 A change in a service users circumstances
  - 1.5 A mistake may have been made in applying the contributions guidance, or
  - 1.6 If the service user is unhappy with how the guidance has been applied
  - 1.7 Calculation is inaccurate and unfair
  - 1.8 There are other exceptional circumstances that need to be considered
2. The service user, or someone acting on their behalf, can ask for a review at any time
3. The council will consider reviews or appeals within 3 months of the date of charge notification and only accept at its discretion those received outside this timescale
  - 3.1 The review process

There are two stages to the review process

#### 3.1.1 Stage 1: Informal review

- 3.1.1.1 The service user or person acting on their behalf should write to the department giving details of why they believe the charge may be incorrect
- 3.1.1.2 An officer will review the previous calculation of the charge within 14 working days
- 3.1.1.3 The officer then makes a decision
- 3.1.1.4 If the decision is that the charge needs to be altered or remain the same, the service user will be advised of this outcome within 7 working days
- 3.1.1.5 If the charge is found to be incorrect, this will be explained in writing, with reasons, also within 7 working days
- 3.1.1.6 As part of this review, the officer investigating the case will ask their Manager to look at the original charge and their findings to ensure all facts have been considered
- 3.1.1.7 Overall, this stage should take no longer than 28 days

#### 3.1.2 Stage 2: Contributions review panel

- 3.1.2.1 If the service user or their representative remains unhappy after the charge has been reviewed under Stage 1, the service user or their representative should contact the Departmental Assistant Director of Finance who will



convene a Charges Review Panel to review the process.  
All stakeholders will be invited to give their view

- 3.1.2.2 This panel will be made up of the Assistant Director of Finance and two independent people from outside the finance section
- 3.1.2.3 The panel will make recommendations and the service user will be informed of the outcome and the effect on their charge within 14 days
- 3.1.2.4 If the service user remains unhappy about how the review has been dealt with then they will be invited to take the matter forward under the Council's Complaints Procedures

## Appendix B: Disability-Related Expenditure

1. Expenditure which is the responsibility of another organisation (such as the NHS/PCT) will not be considered as DRE by the Local Authority. Examples of this includes but is not limited to:
  - a. Physiotherapy
  - b. Travel to and from Hospital
2. In assessing disability-related expenditure, the authority should include the following (which costs may need to be evidenced):
  - a. Payment for any community alarm system (net of Housing Benefit or Supporting People Grant)
  - b. Costs of any privately arranged care services provided it is agreed necessary to meet eligible social care needs, including respite care
  - c. Costs of any speciality items occasioned by disability, e.g.:
    - 2.c.1 Specialist washing powders or laundry
    - 2.c.2 Additional costs of special dietary needs due to illness or disability (the user may be asked for permission for us to approach their GP in cases of doubt)
    - 2.c.3 Special clothing or footwear, for example, where this needs to be specially made, or additional wear and tear to clothing and footwear caused by disability
    - 2.c.4 Additional costs of bedding, for example, because of incontinence
    - 2.c.5 Any heating costs or metered costs of water, above the average levels for the area and housing type, occasioned by age, medical condition, or disability
    - 2.c.6 Reasonable costs of basic garden maintenance, cleaning, or domestic help, if necessitated by the individual's disability and not met by social services
    - 2.c.7 Purchase, maintenance, and repair of disability-related equipment, including equipment or transport needed to enter or remain in work, this may include IT costs, where necessitated by the disability; reasonable hire costs of equipment may be included, if due to waiting for supply of equipment from the local council
    - 2.c.8 Personal assistance costs, including any household or other necessary costs arising for the user
    - 2.c.9 Other transport costs necessitated by illness or disability, including costs of transport to day centres, over and above the mobility component of DLA, if in payment and available for these costs. In some cases, it may be reasonable for council not to take account of transport e.g. council-provided transport to day centres is available but has not been used
    - 2.c.10 In other cases, it may be reasonable for Council not to allow for items where a reasonable alternative is available at lesser costs. For example, private purchases of incontinence pads, as these are available from the NHS