

# Renovation Grants Law CD

Sources and Commentary



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## **What do I need to run the Renovation Grants Law CD?**

To be run, the Renovation Grants Law (RGL) CD requires an IBM PC compatible machine running a currently supported version of Windows. It will run on a Mac using PC emulator software (please contact Ferret if you wish to do so).

The standard installation onto a standalone PC (where the data is stored on a local hard drive) requires about 50 megabytes of hard disk space.

The RGL CD may be installed to a network server. Any kind of network server will do - including Unix or Netware servers. This requires about 50 megabytes of hard disk space on the server. If installed to a server, the individual workstation(s) using the product must be running a currently supported version of Windows. For further information on this contact Ferret and ask for "Notes for Network Managers".

If you have a machine which can run Windows successfully you should have no problems with the performance of the RGL CD.

## **How do I install/uninstall the RGL CD?**

Insert the CD in the CD ROM drive. Wait for about five seconds. The installation may start automatically. If it does, the AutoPlay facility is enabled for your CD-ROM drive. If AutoPlay is not enabled, you will need to access that drive and run "setup.exe".

The default installation installs all files required to the hard disk.

If you are on a network the installation routine detects this and asks if you want the standard installation, or to install the whole contents of the CD to a mapped drive on a fileserver. For further information on this contact Ferret and ask for "Notes for Network Managers".

To start the RGL use the Desktop shortcut or Start Menu entry.

The program may default to installing itself into a directory called "Ferret Publications", with the default location "\Program Files\Ferret Publications", however the first part of the path can be changed - e.g. to "\Fred\Good stuff\Ferret Publications".

**Please do not attempt to remove the RGL by just deleting files.** To uninstall the product go to:

Start -> settings -> control panel -> add/remove programs -> Ferret Renovation Grants Law (remove).

The program uninstalls itself completely cleanly, not leaving any files behind.

## Using the RGL CD

The Ferret RGL CD is a very powerful tool, enabling quick and effective access to a huge amount of information relating to Renovation Grants Legislation, Precedent, Guidance and Commentary from just one source. Previously this information has only been available on paper in various publications, taking up space because of the bulk of the volumes, and time because of the need to continually, and clerically, amend these volumes. You now have accurate, complete and up to date access via your PC to:

**Legislation** - Housing Grants from 1996

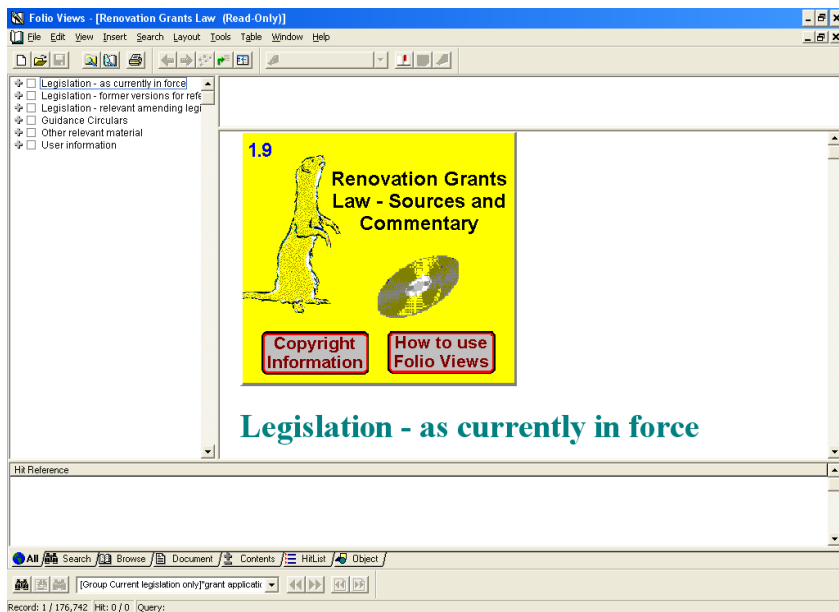
**Precedent** - Relevant case law.

**Guidance** - DETR Circulars 17/96 onwards.

**Commentary** - Ferret Annotations

Negotiating the operating system is relatively straightforward but can appear daunting at first. To help you to find your way around the RGL CD information we have detailed below a few examples of how to locate information you may require. They have been prepared using the RGL CD in its standard interface. Some items are repositioned or removed completely when the simpler interface is in use. A later section contains details of how to install the Simpler Interface and highlights some of the differences.

## Basic Screen Layout



When you enter the program you will be presented with the main Folio Views screen (see above). This is a standard Windows screen with drop down menus under the headings File, Edit, View etc.

Below the drop down menus are a number of icons most of which we will not use in the examples.

Below the icons is the main screen – this is where the information on the RGL CD is displayed, the various panes have different functions, and present different data to aid you in navigating the information held. We are looking at the default view (All).

The **Document Pane** (currently containing the Ferret) displays the body of the infobase — the text, objects, links, and other data.

The **Contents Pane** (top left) displays a table of contents.

The **Hit List Pane** (bottom) displays search results after a query is performed.

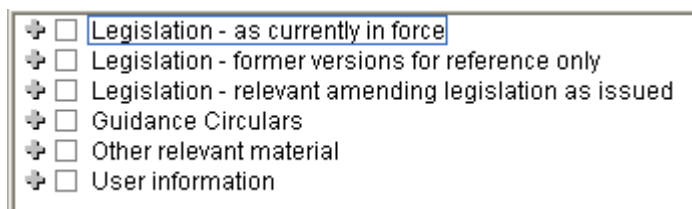
The **Reference Pane** (top right) is always connected to the top of the Document Pane — it displays the path to the current information.

You can amend the layout of the screen by use of the “tabs” towards the bottom of the screen, these functions are **all, search, browse, document, contents, hitlist and object**. We are currently working in **all**, the other views will contain less information and are useful for different functions. You may like to take a quick look at each of them by clicking on each tab in turn.

For ease of use we will use the default setting (**All**), with the four panes displayed on the main screen. When you start up the program only two panes will display information – the **Contents Pane** (top left) showing the headings under which you can navigate the information files, and the **Document Pane** which will display the main body of the text. Information will be displayed in the other two panes as we use the program.

## Finding specific information using the contents pane

If you know the specific item or passage of text you are looking for, you can locate it by using the **Contents Pane**. This process is very similar to selecting a book or volume and opening it at the correct chapter.



The **Contents Pane** (above) contains six main headings. You could “double click” on any of these headings and the document screen would display the start of that section. But, this would only take you to the start of each main section, to find a particular item would mean scrolling through everything in it - not a very practical approach.

If you are looking for a specific volume, book or chapter, you can access it by using the “+” to the side of each heading.

Let’s say you are looking for information regarding the current legislation on “**income treated as capital**” in respect of a current application. This will be, as you probably know, in the **Legislation** so:

Click once on “+” to the side of “**Legislation - as currently in force**”. This gives you a series of sub-headings. (A minus sign “-” now replaces the “+”)

Click once on “+” to the side of “**Housing Renewal Grants Regulations (England)**” (You can change the size of the contents frame by clicking on the vertical border and dragging it across - as we have, in the same way that you can change object size within Windows.)

This will reveal another + sign with “**Housing Renewal Grants Regulations 1996 (1996 No 2890)**” alongside it. (Yes, these are the current regulations because that was the last time they were completely reissued. They have been updated by various amendments over the years and these amendments have been included.)

Click on the “+” next to “**Housing Renewal Grants Regulations 1996 (1996 No 2890)**” and you will see the following information:

- ☐ Legislation - as currently in force
  - ☐ The Housing Grants, Construction and Regeneration Act
  - ☐ The Home Repair Assistance Regulations 1996 (1996 No. 2887)
  - ☐ The Housing Grants (Additional Purposes) (England) Order 2000
  - ☐ The Housing Grants (Additional Purposes) (Wales) Order 2001
  - ☐ Housing Renewal Grants Regulations (England)
    - ☐ The Housing Renewal Grants Regulations 1996 (1996 No. 2890)
      - ☐ PART I GENERAL
      - ☐ PART II MEANS TEST FOR OWNER-OCCUPIER'S AND TENANT'S APPLICATIONS
      - ☐ SCHEDULES
      - ☐ EXPLANATORY NOTE
  - ☐ Housing Renewal Grants Regulations (Wales)
  - ☐ The Housing Renewal Grants (Services and Charges) Order 1996
  - ☐ Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008 (England)
  - ☐ Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008 (Wales)
  - ☐ The Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008
  - ☐ The Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (Wales) Order 2008
  - ☐ The Disabled Facilities Grants and Home Repair Assistance (Maximum Amounts)
  - ☐ The Relocation Grants Regulations 1997
  - ☐ The Relocation Grants Prescribed Forms Regulations
  - ☐ The Regulatory Reform Order 2002
- ☐ Legislation - former versions for reference only
- ☐ Legislation - relevant amending legislation as issued
- ☐ Guidance Circulars
- ☐ Other relevant material
- ☐ User information

As you are probably aware, information about “**Income treated as capital**” is contained in “**PART II MEANS TEST FOR OWNER OCCUPIERS AND TENANT APPLICATIONS.**” Click on the “+” next to it and you will see a list of Chapters revealed.

You will see that **Chapter IX** is **Capital**. Click on the “+” next to it and you will reveal a list of **Sections 33-40**, which are in Chapter IX.

Section 35 is **Income treated as capital**. (Note that the list of sections do not have “+” signs next to them. This means there is no further breakdown available using the “click” method.)



- ✚ ☐ CHAPTER VII: SELF-EMPLOYED EARNERS
- ✚ ☐ CHAPTER VIII: OTHER INCOME
- ☰ ☐ CHAPTER IX: CAPITAL
  - ☐ 33.Determination of capital
  - ☐ [34.Disregard of capital of child or young person]
  - ☒ 35.Income treated as capital
  - ☐ 36.Determination of capital in the United Kingdom
  - ☐ 37.Determination of capital outside the United Kingdom
  - ☐ 38.Notional capital
  - ☐ 39.Capital jointly held
  - ☐ 40.Determination of tariff income from capital

Point your mouse at **Income treated as capital** and double click on it - you're there! In the **Document Pane** you will have the start of the section dealing with **Income treated as capital**.

If your Document Pane is very small, you can change the size of it by clicking on the border and dragging it to the left so that the text is more easily viewed.

You can now scroll through the Contents Pane using the Up/Down screen arrows to find the particular information you require.

The **Reference Pane** which is located above the document pane now has details of where you are in the information base. It enables you to keep a clear idea of which part of the RGL CD you are looking at when you are scrolling through the text.

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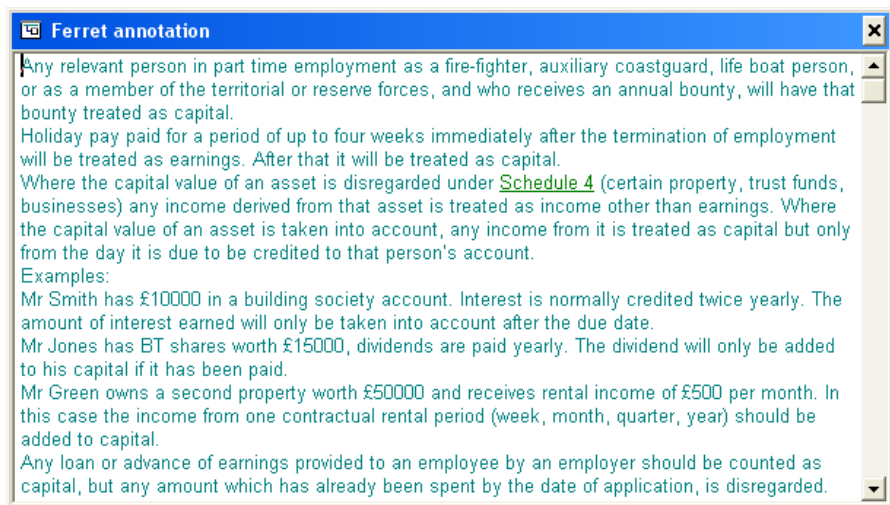
The Housing Renewal Grants Regulations 1996 (1996 No. 2890)  
 PART II MEANS TEST FOR OWNER-OCCUPIER'S AND TENANT'S APPLICATIONS  
 CHAPTER IX: CAPITAL  
 35.Income treated as capital

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You will notice that alongside the Section Heading is a Red Flag symbol which denotes a **Ferret Annotation** pane.

## 35.Income treated as capital

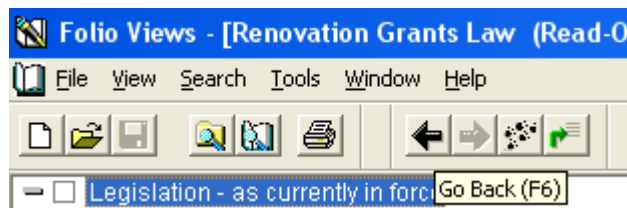
This gives further information relevant to the subject. Click once on the **Ferret Annotation** symbol, to reveal the annotation.



To close the Ferret Annotation and return to the original pane or section simply click on the "X" in the top right corner of the Ferret Annotation pane. But, just a moment before you do.




On the sixth line of the annotation you will see that Schedule 4 is shown in green and is underlined. This denotes a **hypertext link**, which will lead you to information related to the topic and enables you to quickly "jump" to the reference highlighted. A single mouse click on the word (or phrase in some instances) will take you to it. There are many hypertext links throughout the CD both in the text and in Ferret Annotations.


To return from the hypertext link to the original pane, (not the Ferret Annotation) click once on the **Back** icon (see below).




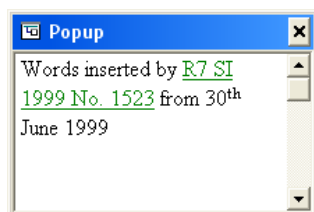
## Pop Ups

You should now be back at the start of Section 35. Income Treated as Capital. Scroll down the page to paragraph (7) in Section 35 to the following text.

[(7) There shall be treated as capital the gross receipts of any commercial activity carried on by a person in respect of which assistance is received under [the self-employment route] , but only in so far as those receipts were payable into a special account (as defined for the purposes of Chapter IV.A of Part VIII of [the Jobseeker's Allowance Regulations]  ) during the period in which that person was receiving such assistance.]



You will notice the paragraph (7) contains three of the yellow/green ring symbols,  denoting a **Pop Up** pane which gives details of legislation relevant to the subject. Click once on the **Pop Up** symbol at the very end of the paragraph.



This pop-up pane refers you to words which have been inserted and the instruction to do so. The information in green and underlined denotes a **hypertext link** and you can click on it to view that information if you wish. You have seen earlier how to return to the original topic after viewing information using a hypertext link. Pop-ups occur on a variety of topics throughout the CD.

That concludes this example. Let's close down the various parts of the CD we have opened and go back to the **Contents Pane** again. Scroll up the **Contents Pane** and click on the "-" next to Legislation, which will remove unnecessary headings, and close down all the parts we opened. (The information which was being viewed will remain in the Document pane.)

This method of navigation gives you quick and straightforward access to the entire contents of the RGL CD when you know what you are looking for and where to look for it. For more information on this function – see the Help file at the top of the main screen and page.

## **Finding non- specific information using the advanced search facility.**

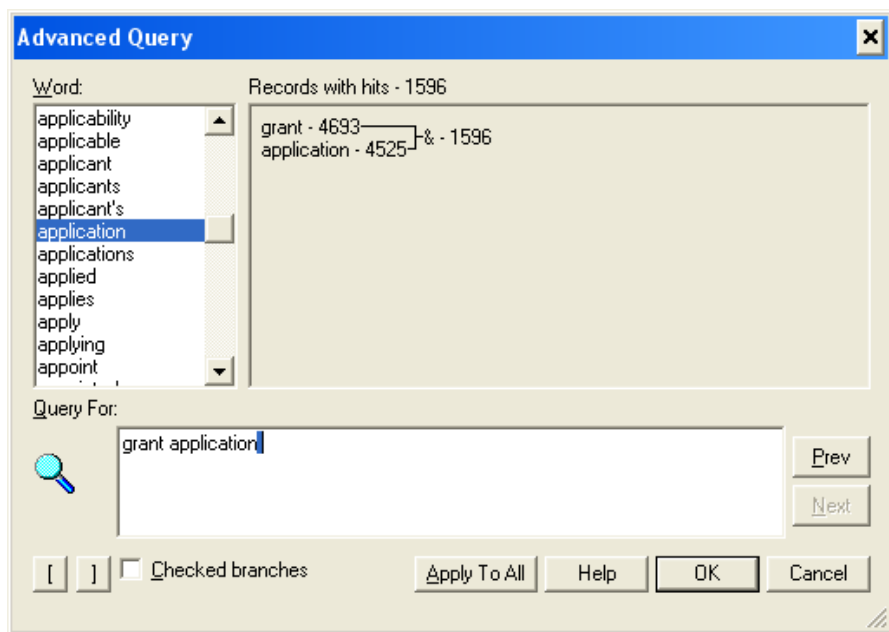
When you are not sure of what precisely you are looking for, or if you want to ensure you have all of the relevant material on a subject, there is a word based search facility.

To use this – click on the binoculars icon at the bottom left corner of the screen.



You now have the “**Advanced Query**” pane on your screen. This enables you to input a word, words or phrase on which a search will be conducted. As you do so it will tell you how many times the word(s) occur on the infobase.

As an example – type in the words **grant application** - as you are putting in the words the indicator tells you how often each word appears – **grant 4693 times, and application 4525 times**. These two words appear in the same record (paragraph), although **not necessarily together**, and in **either order**, a total of **1596 times**.



If you were to click on the “OK” button, the document pane would show the first occurrence of these words, and you could go to each “**hit**” one by one - clearly not a practical approach with so many hits. And remember the 1596 “hits” refers to the number of times these two words occur *in either order*.

To search for the exact phrase, put the words “**grant application**” in inverted commas

You should now get an indicator which shows that the phrase occurs 80 times.

Although this method will reduce the number of hits, it can still in some instances, produce a huge number of hits to trawl through. If it is practical for what you are doing you can limit the areas that you look and consequently reduce the number of hits.

Let's try it with **"grant application"**, but a little tip, click on OK to leave the Advanced Query box rather than Cancel - you will see why later.

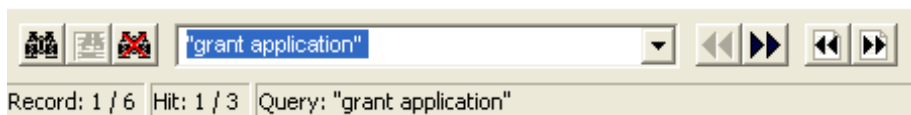
For instance – let's assume that you can restrict your interest in **"grant application"** to **Legislation - as currently in force**.

Go to the **Contents Pane** and click on the box next to **Legislation - as currently in force**, this will insert a tick in it.

Open the **Advanced Query** pane and click on the **Prev** (previous) button to reinsert

**"grant application"**, (that is the reason we used OK earlier, if we had used Cancel we would have had to retype the information).

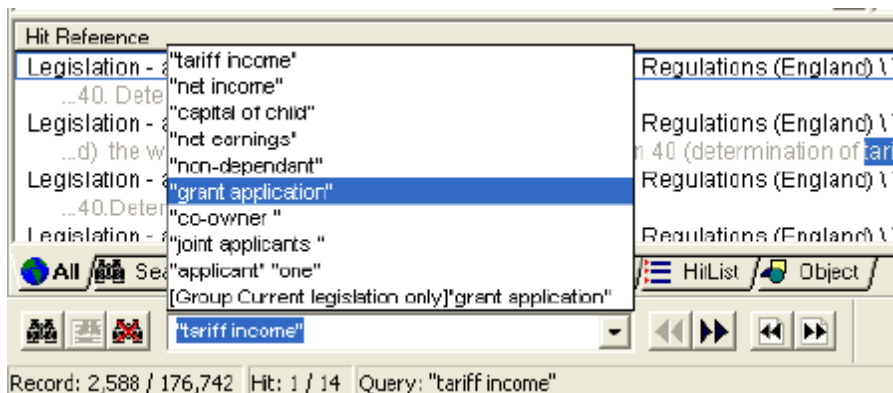
This should now show 3 hits, which are easy to trawl through to find exactly what you are looking for.



The arrows at the bottom of the screen (see above) allow you to move from hit to hit. The right hand arrow takes you forward, the left one back. The hits appear one by one in the **Contents Pane**.

## Returning to previously viewed advanced queries

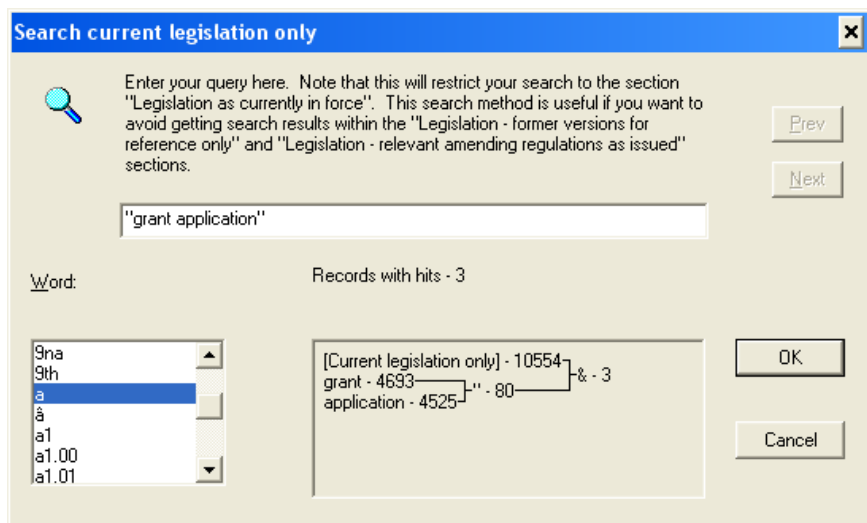
You may wish to return to view an advanced query you have looked at previously. To avoid the necessity to repeat the Advanced Query process it is possible to return to your previous 24 queries directly. This is done by clicking on the Query arrow button located at the bottom centre of the screen (see below), to expand the box (the most recent entry is at the top). A single click on the item required will then display in the **Document Pane** the first hit for that item. You can then view the hits as required.



## Finding non- specific information in current regulations only

We have examined ways to search for information and how to reduce the number of hits by restricting the area of the CD in which we search. There is another method of doing so, and this involves searching only current regulations. There is no icon to use in this type of search so we must use the drop down menu from the toolbar.

On the main toolbar, take your mouse to **Search**, click on it once to obtain the drop down menu, then click on the bottom item **Search current legislation only**. (Remember to take the ticks out of the Contents Pane boxes first.)



Your search word or phrase is entered in this facility in the same way as in the Advanced Search. Let's enter "**grant application**". You will see now that we have the 3 hits as expected. You can now click on OK and view them one by one until you find your required information just as we did before.

The Prev button can also be used here just as you did in the Advanced Search.

Note that your search phrase is also included in your list of queries.

We hope you will find the above examples and information a useful grounding on the use of the RGL CD ROM. Using this knowledge as a basis we suggest you look at the different views (*Browse, Document Hit list etc*) and try a little experimentation. You will soon evolve a way of working which best suits your needs and knowledge.

## Printing from RGL

In the vast majority of cases any printing requirements will relate to printing a document or part of a document, which would, of course, appear in the Document Pane. In preparing this guide to printing we have restricted information to that printing requirement. There are ways of printing the Content or Hit List information and instructions on how to do so can be obtained from Help/How Do I?/Print and Export Information.

Printing from the Document Pane can be achieved in 3 ways.

Let's assume you wish to print the section on "**Income treated as capital**" we looked at on page 9 when we went through the process of Finding Specific Information Using the Contents Pane. You may recall we followed this step by step process which we will need to again for this example.

Click once on "+" to the side of "**Legislation - as currently in force**".

Click once on "+" to the side of "**Housing Renewal Grants Regulations (England)**"

This reveals another + sign with "**Housing Renewal Grants Regulations 1996 (1996 No 2890)**" alongside it.

Click on the "+" next to "**Housing Renewal Grants Regulations 1996 (1996 No 2890)**" and you will see "**PART II MEANS TEST FOR OWNER OCCUPIER'S AND TENANT APPLICATIONS.**"

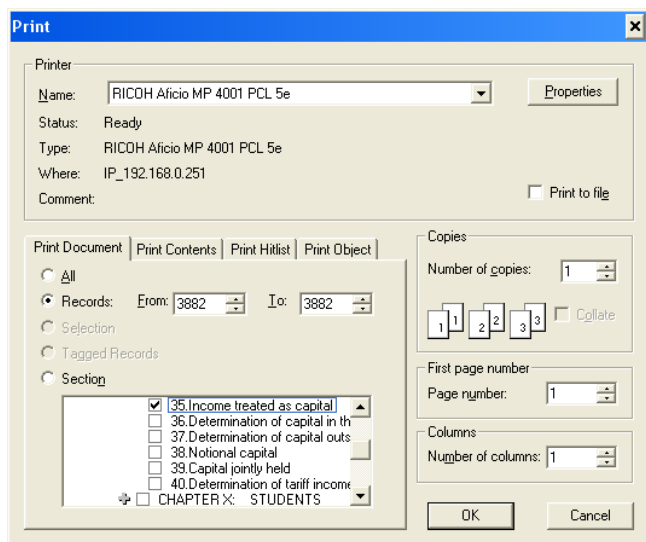
Click on the "+" next to it and you will see a list of Chapters in which, **Chapter IX is Capital**. Click on the "+" next to it and you will **Sections 33-40**.

Section 35 is **Income treated as capital**. Click on the box next to it, which will insert a tick in that box and each box above it where you have clicked on a "+" sign and replaced it with a "-" sign

- ☒ Legislation - as currently in force
  - ☐ The Housing Grants, Construction and Regeneration Act
  - ☐ The Home Repair Assistance Regulations 1996 (1996 No. 2887)
  - ☐ The Housing Grants (Additional Purposes) (England) Order 2000
  - ☐ The Housing Grants (Additional Purposes) (Wales) Order 2001
  - ☒ Housing Renewal Grants Regulations (England)
    - ☒ The Housing Renewal Grants Regulations 1996 (1996 No. 2890)
      - ☐ PART I: GENERAL
      - ☒ PART II: MEANS TEST FOR OWNER-OCCUPIER'S AND TENANT'S APPLICATIONS
        - ☐ CHAPTER I: GENERAL
        - ☐ CHAPTER II: REDUCTION IN AMOUNT OF GRANT
        - ☐ CHAPTER III: APPLICABLE AMOUNTS
        - ☐ CHAPTER IV: INCOME AND CAPITAL: GENERAL
        - ☐ CHAPTER V: INCOME
        - ☐ CHAPTER VI: EMPLOYED EARNERS
        - ☐ CHAPTER VII: SELF-EMPLOYED EARNERS
        - ☐ CHAPTER VIII: OTHER INCOME
        - ☒ CHAPTER IX: CAPITAL
          - ☐ 33.Determination of capital
          - ☐ 34.Disregard of capital of child or young person]
          - ☒ 35.Income treated as capital

Click on “File” on the Menu bar then select “Print” from the drop down menu. The Print screen will then appear.

The Print Document tab will probably be shown, but if it is not select it. Click on the Section button, the section on “Income treated as capital” you wish to print will be highlighted in the window within the Print box and the tick you inserted will be seen alongside it.



Click the “section” button, and OK and the whole of that section will be printed.



There is an alternative method of printing and we will use the same section to demonstrate it.

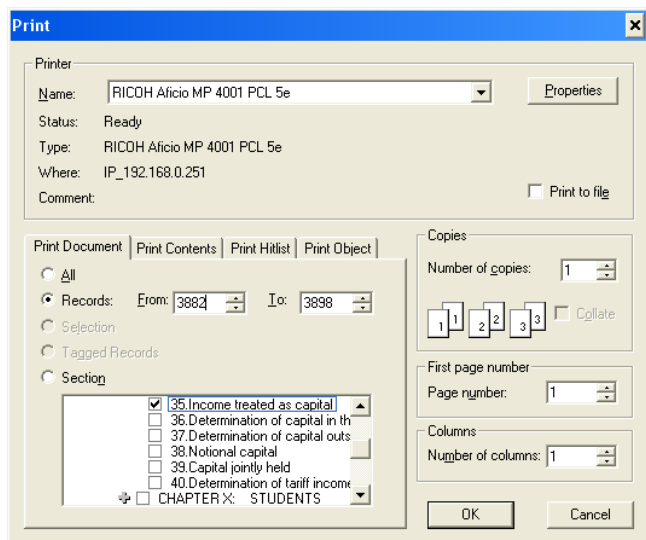
Follow the procedure described in the previous paragraph to get to the information but instead of putting the tick in the box as the last step, double click on the words “Income treated as capital”. The beginning of that section will then be shown in the Document Pane, with your cursor alongside the heading.

Make a note of the record number, 3,882 shown in the very bottom left of your screen. (The 176,742 is the total number of records).



Scroll through to the end of the section and place your cursor after the Pop-up symbol at the end of paragraph 8. (Note that the record number has changed.)

Click on “File” on the Menu bar then select “Print” from the drop down menu. The Print screen will then appear.



The “Records” button will probably be selected, if not, select it. Both “To” and “From” will show record number 3898, which is the end record. Select the “To” record and change it to the number you noted as the start point, 3882.

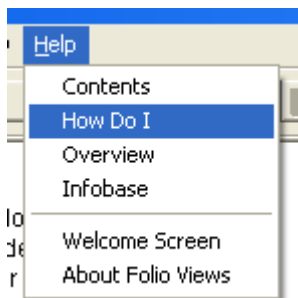
Click on OK and the information between those two points will be printed.

Using either of the methods described above, if there are any Popups or hypertext links contained in the printed information, they will appear in the printout and will be listed separately at the end.

The third method printing is the simple cut and paste method of highlighting what you wish to copy, pressing Control+C, and placing it into say a Word document, or Notepad using Control+V. However, a word of warning. If this method is used Popups and hypertext links will not be shown and the typeface may well be changed.

## Help Facility

The **help** facility drop down menu is to the far right of the menu bar. The **help** is extensive, and gives details of “contents”, “how do I”, and “overview”. (At first sight it looks a lot of information but much of it refers to the construction of the Infobase rather than information you might need.) You can use this help function at any time when using the RGL CD.



## Help - Entering Your Own Notes

Entering your own notes for future reference is possible. We will use obtaining Help information on this topic as an example of how the Help system works.

Click on **Help**.

Click on **How Do I** from the drop down menu.

Click on **Annotate Infobases**.

Click on **Add Notes or Comments**.

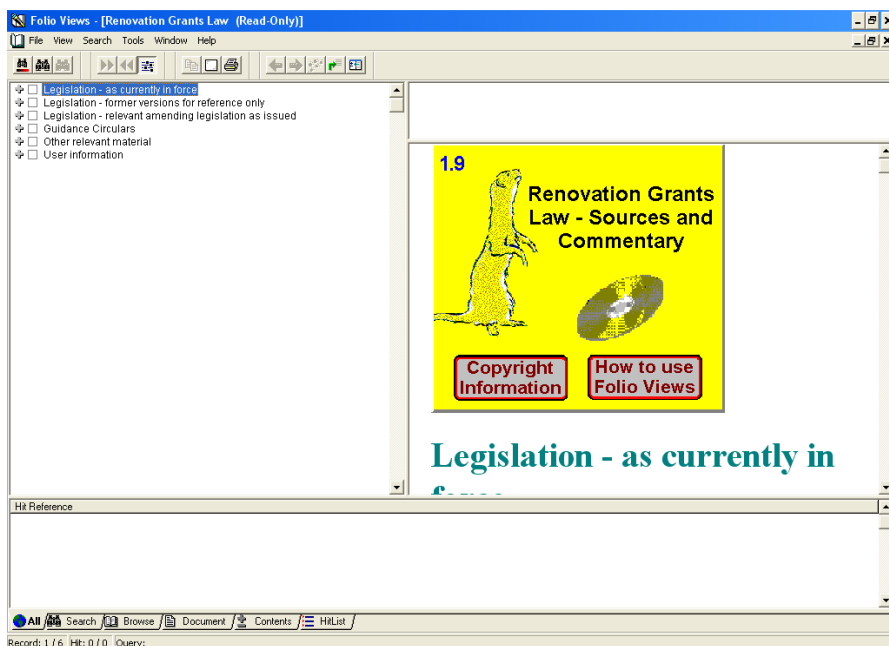
This help file provides information on both **Creating and Editing Notes** and **Reading Notes**. Notes act just as you would use a Post It in a paper manual - we suggest you apply the same principle and do not use too many of them. To return from Help to the main infobase use File from the main menu bar then Exit from the drop down menu or click on the X at the top right of your screen.

## Simpler interface

If you wish to run a simpler interface version of the RGL CD you can do so.

Once you have run the RGL CD for the first time you change the interface. Close your RGL CD down. Go to the main **Start** menu on your computer, move up to **Programs** (assuming you used the default installation directory), go to **Ferret Publications** and use the option “**Switch User Interface,**” following the on screen instructions.

Switchui will offer you the option to change to a simpler interface, which has fewer menus and options enabled. If you don't like the simpler interface, you can change back to the default interface by running Switchui again. An example follows:



You will note that certain items have been removed completely, and others repositioned. For example, there are less items on the drop down menu bar, a number of the icons on the top toolbar have disappeared, the Query box which allowed you to view the previous 24 queries has gone, and the binoculars button used for Advanced searches has been repositioned on the top toolbar.

## **A point for more advanced users to consider**

### **How do I access the “personalisation options”?**

If you wish to access the “personalise” functions such as highlighters, bookmarks, etc, which appear on a greyed out menu on the top middle/right of the standard install, then you can. Note that in order to set up the personalise options for the first time you should **not** be running the simpler interface described above.

When you have the RGL CD open on your desktop, go to the file menu on the top left of the screen. Select “New”. Select the type “shadow file” (.sdw). Give this “shadow file” a name, e.g. fred.sdw. It will then open on top of the existing, open, infobase. This shadow file has all the functionality of the standard infobase, but can also now be personalised. The greyed out menu on the top middle/right of the screen should now be in colour. This process can be repeated, to give fred.sdw, clive.sdw, etc., so that a number of those who use the CD can set up their own notes and bookmarks.

A shortcut to the .sdw file(s) can be easily created on the desktop:

Copy, then paste, the existing shortcut. Amend the target to read “C:\Program Files\Ferret Publications\Fred.sdw”. (Where C: is the hard disk to which you have installed the files for the product and \Program Files\Ferret Publications\ is the directory on that hard disk to which you have installed them.

Note that there is a risk that any shadow file you create may be confused when you run a later, updated, version of the RGL CD. Therefore a proportion of your personalisations may be lost when you start using such an update.

## **Ferret Helpline**

If you have difficulty in using the RGL CD the Ferret Helpline will provide you with any assistance you require and is available on 029 2064 4444.

Future editions are likely to expand the scope and depth of the material on the RGL CD. In order to help us create a still better product, users are invited to send suggestions for improvements, material for inclusion or more general comments to:

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