



Democratic Services

Location: Phase II

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**To: COUNCILLOR EDDIE LAVERY
CABINET MEMBER FOR FINANCE &
TRANSFORMATION**

**COUNCILLOR JONATHAN BIANCO
CABINET MEMBER FOR CORPORATE SERVICES
& PROPERTY**

c.c. All Members of the Corporate Resources &
Infrastructure Select Committee

c.c. Dan Kennedy – Corporate Director for Residents
Services

c.c. Alan Galloway – Resident Services Directorate

Date: 27 November 2025

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT NOVEMBER 2025 DEPARTMENT: HOUSING GRANTS & ADAPTATIONS SERVICE AREA/ PROGRAMME: RESIDENTS SERVICES RELEASE NO: 4

Dear Cabinet Members,

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Friday 05 December 2025** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Ryan Dell
Democratic Services

Title of Report: Capital Release Report November 2025. Department: Housing Grants & Adaptations. Service Area/ Programme: Residents Services. Release No: 4

Decision made:

Reasons for your decision: (e.g. as stated in report)

Alternatives considered and rejected: (e.g. as stated in report)

Signed Date.....

Cabinet Member for Finance & Transformation / Cabinet Member for Corporate Services & Property

CAPITAL RELEASE REPORT NOVEMBER 2025

DEPARTMENT: HOUSING GRANTS & ADAPTATIONS

SERVICE AREA/ PROGRAMME: RESIDENTS SERVICES

RELEASE NO: 4

Cabinet Member & Portfolio

Councillor Eddie Lavery, Cabinet Member for Finance & Transformation
Councillor Jonathan Bianco, Cabinet Member for Corporate Services & Property

Responsible Officer

Daniel Kennedy, Residents Services

Report Author & Directorate

Alan Galloway, Residents Services

Papers with report

Appendix A – Capital release request for approval

HEADLINES

Summary

To seek Cabinet Member approval for the release of capital funds.

Putting our Residents First

This report supports our ambition for residents/ the Council of: Stay living independently for as long as they are able

Delivering on the Council Strategy 2022-2026

This report supports our commitments to residents of: Thriving, Healthy Households

Financial Cost

This report seeks the release of £770,000 from the Housing Revenue Account Major Adaptations to Property 2025/26 budget for adaptations to Council-owned properties for disabled tenants. The works will commence upon release of the funds as and when needed.

Relevant Select Committee

Corporate Resources & Infrastructure Select Committee.

Relevant Ward

All wards

RECOMMENDATION

That the Cabinet Member for Finance & Transformation and the Cabinet Member for Corporate Services & Property agree to the following capital release requests of £770,000 from the Housing Revenue Account Major Adaptations to Property 2025/26 programme budget (Appendix A).

Reasons for recommendation

The requested grant funding represents a quarter of the 2025/26 annual budget, amounting to £770,000. This sum is intended to cover major adaptation works for tenants in Council-owned properties. The budget includes team fees of 17% and a 10% contingency. This funding release will enable the team to manage service delivery effectively and ensure they meet the required timescales.

Alternative options considered

An alternative approach would be to request capital release for each property after receiving quotes for multiple workstreams. However, this method was previously used and found to delay urgent or reactive works due to waiting for funding approval. The goal is to implement major adaptations swiftly to minimise risks to residents and help them maintain independence in their homes.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

The Council commissions major adaptations to its properties to help disabled tenants adapt and improve their homes, enabling them to live independently.

An Occupational Therapist assesses each resident and recommends major adaptations based on their needs. A grant surveyor then visits the property to determine if the recommendations are reasonable and practical. Common adaptations include level access showers and stairlifts.

These adaptations significantly enhance the well-being of vulnerable residents by reducing the risk of hospitalisation and lowering health service and social care costs from falls and other accidents. This aligns with the policy of prevention and support, allowing individuals to live safely in their homes rather than moving to long-term residential care.

In 2023/24, 639 grant applications were submitted (across all tenures, including Council-owned properties). In 2023/24, 383 grants were approved and 302 completed. Of these, 36 grants were for disabled residents aged 17 or younger, 137 for those aged 18 to 65, and 129 for those aged 66 and over. Each case may involve multiple elements, such as a ramp, stairlift, and level access shower.

Officers are requesting grant funding of £770,000, which represents a quarter of the 2025/26 annual budget. This funding will cover major adaptation works for tenants in Council-owned properties. The budget includes team fees of 17% and a 10% contingency, enabling the team to manage service delivery effectively and ensure they meet the required timescales. The works will be completed by framework contractors who have gone through the procurement process, unless the works are specialist, in which case quotes will be requested in line with procurement policy.

The cost plan below provides the breakdown of the capital release requested:

Description	Amount (£)
Major Adaptations Works	606,299
Internal Fees	103,071
Contingency	60,630
Total	£770,000

Financial Implications

HRA Major Adaptations Budget 2025-26 £3,229k, Previously Released £1,788k, Capital Release Requested £770k – Appendix A

The 2025/26 capital programme as approved by Cabinet and Council in February 2025 included a budget of £3,080k for the HRA Major Adaptations. In July 2025 Cabinet approved £149k of rephased HRA Major Adaptations budget from 2024/25 into 2025/26, giving a total revised budget of £3,229k for 2025/26. The full £149k rephased budget has been previously released in 2024/25.

This report is requesting capital release of £770k for adaptations at various Council-owned properties for elderly and disabled tenants. This release includes the cost of works based on the National Housing Federation Schedule of Rates (NATFED Version 7), a project contingency of 10% and internal project management fees at 17% of the programme cost.

The remaining £671k of the HRA Major Adaptations 2025/26 budget is subject to the capital release process.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities

The works will address the needs of vulnerable residents by adapting and improving their homes, enabling them to maintain as much independence as possible.

Consultation carried out or required

None required.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance have reviewed the report and concur with the financial implications set out above, noting the recommendation for capital release to fund adaptation work from the approved 2025-26 HRA capital budget for Major Adaptations to Property.

Legal

Legal Services confirm that the Council is responsible for carrying out this function pursuant to sections 8-10 of the Housing Act 1985 and section 3 of the Chronically Sick and Disabled Persons Act 1970. Thus, there are no legal impediments to the capital release being authorised, although

any contract that the Council enters into must comply with the Council's Procurement Standing Orders.

Infrastructure/ Asset Management

Asset management are the authors of the report.

Capital Release Protocol

The release of all capital funds, and certain revenue funds, held by the Council is to be made by a formal democratic decision. No expenditure can be placed or committed by officers until this formal approval is given by Democratic Services. Release of funds must be for identified projects only and strictly not for the general release of funds for projects to be identified at a later date. No block releases of capital or funding will be allowed, except if authorised by the Leader of the Council in advance to Corporate Finance. The release of funds will only be made if previous Council, Cabinet or Cabinet Member agreement has been given to the project and only if there is an approved budget.

BACKGROUND PAPERS

NIL.

APPENDICES

Appendix A – Housing Revenue Account Major Adaptations to Property 2025/26 Release No. 4

APPENDIX A

Housing Revenue Account Major Adaptations to Property 2025/26 Release No. 4

Location	Project / Expenditure Title	Information	Funds Release Sought	Approve	Hold	More Information Required
Multiple	Major Adaptations	Major adaptation works to Council- owned dwellings	Major Adaptation Works: £606,299 Team Fees (17% of Works): £103,071 Contingency (10% of Works): £60,630			
Total seeking release			£770,000			
Previously released			£1,788,214			
Budget			£3,229,154			
Remaining budget			£670,940			