



Democratic Services

Location: Phase II
CMD Ref: 2026/1698

To: COUNCILLOR IAN EDWARDS
LEADER OF THE COUNCIL

COUNCILLOR EDDIE LAVERY
CABINET MEMBER FOR FINANCE &
TRANSFORMATION

COUNCILLOR JONATHAN BIANCO
CABINET MEMBER FOR CORPORATE SERVICES
& PROPERTY

c.c. Chair of the Corporate Resources & Infrastructure
Select Committee

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

c.c. Alan Galloway, Residents Services

Date: 12 May 2026

Special Urgency Non-Key Decision request Form F
Permission to seek an immediate decision & waive scrutiny call-in requested

CAPITAL RELEASE REPORT (MAY 2026/27)
DEPARTMENT: HOUSING GRANTS & ADAPTATIONS
SERVICE AREA / PROGRAMME: RESIDENTS SERVICES
RELEASE NO: 1

Attached is a special urgency 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.

Reason for special urgency

The reason for urgency, is to enable the prompt release of funds so that essential adaptations can be delivered without delay, reducing risks to disabled tenants and supporting independent living.

A request to waive the scrutiny call-in on this item has also been given to the Chair of the Corporate Resources & Infrastructure Select Committee.

You can therefore sign this decision from today and your decision will take immediate effect, subject to call-in being waived

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 (MAY 2026/27)

DEPARTMENT: HOUSING GRANTS & ADAPTATIONS
SERVICE AREA / PROGRAMME: RESIDENTS SERVICES
RELEASE NO: 1

Decision made:

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

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

Permission to seek to waive any scrutiny call-in: Yes / No (please indicate)

SignedDate.....

Leader of the Council / Cabinet Member for Finance & Transformation / Cabinet Member for Corporate Services & Property

CAPITAL RELEASE REPORT (MAY 2026/27)

DEPARTMENT: HOUSING GRANTS & ADAPTATIONS

SERVICE AREA / PROGRAMME: RESIDENTS SERVICES

RELEASE NO: 1

Cabinet Member & Portfolio	Councillor Ian Edwards, Leader of the Council 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 Delivering on the Council Strategy 2022-2026	This report supports our ambition for residents / the Council of: Stay living independently for as long as they are able This report supports our commitments to residents of: Thriving, Healthy Households Housing Assistance (Adaptations) Policy
Financial Cost	This report seeks the release of £1,100,000 from the Housing Revenue Account Major Adaptations to Property 2026/27 budget for adaptations to Council-owned properties for disabled tenants. The project manager is Alan Galloway. The works will commence upon release of the funds and are due for completion by March 2027.
Relevant Select Committee	Corporate Resources & Infrastructure Select Committee.
Relevant Ward(s)	All Wards

RECOMMENDATIONS

That the Leader of the Council, in conjunction with the Cabinet Member for Finance & Transformation and the Cabinet Member for Corporate Services & Property:

1. **Agree to the following capital release request of £1,100,000 from the Housing Revenue Account Major Adaptations to Property 2026/27 programme budget (Appendix A) to fund initial works.**
2. **Agree, in order to deliver the remainder of the HRA Major Adaptations capital budget of £3.0m, to delegate authority to the Corporate Director of Residents Services, in consultation with the Corporate Director of Finance & S151 officer and relevant Cabinet portfolio holders to:**
 - a. **Release project specific capital funds for the HRA adaptations works programme, and strictly within approved budgets and subject to any internal spend control requirements;**
 - b. **Approve any procurement of individual projects and works set out;**
 - c. **Make any other operational decisions required to implement the programme and works.**

Reasons for recommendation

The requested budget approval represents approximately a quarter of the 2026/27 annual budget, amounting to £1,100,000. This sum is intended to cover major adaptation works for tenants in Council-owned properties. The funding release will enable the team to manage service delivery effectively and ensure they meet the required timescales.

This report is deemed urgent to enable the prompt release of funds so that essential adaptations can be delivered without delay, reducing risks to disabled tenants and supporting independent living.

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 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.

Several hundred applications are submitted (across all tenures, including Council-owned properties). Each case may involve multiple elements, such as a ramp, stairlift, and level access shower.

Officers are requesting budget approval of £1,100,000. This funding will cover major adaptation works for tenants in Council-owned properties. This will enable 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.

Project / Programme Cost plan	£'000
<i>Works - Q1 2026/27</i>	<i>1,100M</i>
Total	1,100M

Financial Implications

HRA Major Adaptations Budget 2026-27 £4.1M, Previously Released £0k, Capital Release Requested £1.1M – Appendix A

The 2026/27 capital programme as approved by Cabinet and Council in February 2026 included a budget of £4,100k for the HRA Major Adaptations.

This report is requesting capital release of £1.1m 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).

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 2026-27 HRA capital budget for Major Adaptations to Property.

Legal

The Borough Solicitor confirms 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 is entered into must comply with the Council's Procurement and Contract 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.

APPENDIX A

Appendix A – Housing Revenue Account Major Adaptations to Property 2026/27 Release No.1

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Multiple	Major Adaptations	Major adaptation works to Council-owned dwellings	1,100k			
Total seeking release			1,100			
Previously released			0			
Budget			1,100			
Remaining budget			3,000			