



## Democratic Services

**Location:** Phase II

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**CMD No:** 1568

**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 – Residents 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: 5**

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.

Liz Penny  
Democratic Services

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**Title of Report:** Capital Release Report November 2025. Department: Housing Grants & Adaptations. Service Area/ Programme: Residents Services. Release No: 5

**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: 5

<b>Cabinet Member &amp; Portfolio</b>	Councillor Eddie Lavery, Cabinet Member for Finance & Transformation Councillor Jonathan Bianco, Cabinet Member for Corporate Services & Property
<b>Responsible Officer</b>	Gary Penticost, Director of Operational Assets
<b>Report Author &amp; Directorate</b>	Alan Galloway, Housing Grants & Adaptations Team Manager
<b>Papers with report</b>	Appendix A – Capital release request for approval

## HEADLINES

<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds.
<b>Putting our Residents First</b>	This report supports our ambition for residents/ the Council of: Stay living independently for as long as they are able
<b>Delivering on the Council Strategy 2022-2026</b>	This report supports our commitments to residents of: Thriving, Healthy Households
<b>Financial Cost</b>	This report seeks the release of <b>£536,500</b> from the Disabled Facilities Grant Major Adaptations to Property 2025/26 budget for adaptations to non-Council properties for disabled tenants. The works will commence upon release of the funds as and when needed.
<b>Relevant Select Committee</b>	Corporate Resources & Infrastructure Select Committee.
<b>Relevant Ward(s)</b>	All wards

## RECOMMENDATIONS

That the Cabinet Member for Finance & Transformation, in consultation with the Cabinet Member for Corporate Services & Property agree to the following capital release requests of £536,500 from the Disabled Facilities Grant Major Adaptations to Property 2025/26 budget (Appendix A).

## Reasons for recommendation

The grant funding requested constitutes 25% of the 2025/26 annual budget, totalling **£536,500**. This amount is designated for significant adaptation projects for eligible owners, owner-occupiers, and private tenants under the Disabled Facilities Grant. The budget allocation includes 17% for team fees and a 10% contingency. This funding release will allow the team to manage service delivery efficiently and meet the necessary deadlines.

## 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 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 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. The properties where the works are carried out will be detailed in an Appendix of the next capital release request.

We are requesting grant funding of **£536,500**, 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:

Description	Amount (£)
Major Adaptations Works	422,441
Internal Fees	71,815
Contingency	42,244
<b>Total</b>	<b>£536,500</b>

## Financial Implications

### Disabled Facilities Grant 2025/26 (Budget £5,582k, Previously Released / Pending Release £1,894k Capital Release Requested £537k) – Appendix A

The 2025/26 capital programme approved by Cabinet and Council in February 2025 included a budget of £2,146k for the Disabled Facilities Grant (DFG) for major adaptations to private properties for elderly and disabled residents to live independently. In July 2024 Cabinet approved £3,436k of rephased DFG budget from 2024/25 into 2025/26 giving a total revised DFG budget of £5,582k for 2025/26. From the £3,346k rephased budget £71k has had previous release.

The report seeks the release of £537k for major adaptation works. This release includes the cost of works based on 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 DFG adaptations budget is fully grant funded from the Disabled Facilities Grant. There is no recourse to the Council with carrying out these works.

The remaining £3,151k of the Disabled Facilities Grant 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 has reviewed this report and concurs with the financial implications set out above, noting that the proposed DFG works are fully funded by external grant provision provided by the DLUHC Ministry of Housing, Communities and Local Government (MHCLG) capital grant within the Better Care Fund to support the Council's wider programme of reablement, and reducing the reliance on residential care placements in the delivery of Social Care.

## **Legal**

Legal Services confirms that the Council is responsible for carrying out this function pursuant to the disabled facilities grant scheme governed by sections 19 to 24 of the Housing Grants, Construction and Regeneration Act 1996. Section 23 sets out the purposes for which grants must or may be given.

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 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

### Disabled Facilities Grant 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 for those eligible for the Disabled Facilities Grant (DFG)	Major Adaptation Works: £422,441  Team Fees (17% of Works): £71,815  Contingency (10% of Works): £42,244			
<b>Total seeking release</b>			<b>£536,500</b>			
<b>Previously released</b>			<b>£1,894,060</b>			
<b>Budget</b>			<b>£5,581,899</b>			
<b>Remaining budget</b>			<b>£3,151,339</b>			