



**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

**INDIVIDUAL CABINET MEMBER AND OFFICER DELEGATED DECISIONS**

**MONDAY, 12 FEBRUARY 2024**

Please find enclosed Decision Notice in connection with the following:

**ICMD21 PROVISION OF DISABLED ADAPTATIONS TO COUNCIL OWNED DWELLINGS  
(Pages 2 - 5)**

Please note that this is subject to call-in.

**Queries regarding these documents**

Please contact Liz Bateson, Democratic Support - email [ebateson@lancaster.gov.uk](mailto:ebateson@lancaster.gov.uk).

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**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER  
NOTICE OF DECISION**

<b>TITLE OF DECISION: PROVISION OF DISABLED ADAPTATIONS TO COUNCIL OWNED DWELLINGS</b>			
<b>NAME OF DECISION TAKER:</b>		CLLR C JACKSON	
<b>POSITION AND RESPONSIBILITY HELD:</b>		PORTFOLIO HOLDER FOR HOUSING	
<b>CONTACT OFFICER:</b>		TOM GREENWOOD	
<b>TELEPHONE:</b>		01524 582458	
<b>E-MAIL:</b>		tgreenwood@lancaster.gov.uk	
<b>Details of Decision:</b> Approval is requested to enable a virement of £120,000 from the current financial year HRA Capital Programme (External Refurbishment – H8152) to (Disabled Adaptation – H8400/EC603).			
<b>Reasons for the decision:</b> The request for approval of a virement to undertake further disabled adaptation works to various properties as requested by Occupational Therapy. There have been a considerable increased number of disabled adaptation requests from Occupational Therapy compared to the same time period on previous years. The increased number of referrals coupled with the increase in material and build costs over recent years has meant the £300k budget will be exhausted prior to the end of the current 2023/24 financial year.  Although the decision is not 'urgent' in respect of waiving the call-in period, amongst other works, we need to progress as soon as possible with an extension to aid a family with a disabled child and the contract cannot be awarded without funds in place that the virement request will provide.			
<b>IS THE DECISION URGENT</b> No			
I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.			
<b>SIGNATURE OF DECISION TAKER:</b>		Cllr Caroline Jackson	
<b>DATE:</b>		9/2/24	
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			<b>REF NO.</b> ICMD21
<b>DATE DECISION TAKEN:</b>	9/2/24	<b>DATE RECEIVED BY DEMOCRATIC SERVICES:</b>	9/2/24
<b>DATE DECISION PUBLISHED:</b>	12/2/24	<b>IMPLEMENTATION DATE ( publication day + 5 working days):</b>	20/2/24



## PROVISION OF DISABLED ADAPTATIONS TO COUNCIL OWNED DWELLINGS

### Report of Technical Manager

<b>PURPOSE OF REPORT</b>				
To request ICMD approval for the virement of existing funding within the 2023/2024 HRA Capital Programme from External Refurbishments to Disabled Adaptations budget				
<b>Key Decision</b>		<b>Non-Key Decision</b>	<b>X</b>	<b>Referral from Cabinet Member</b>
<b>Date of notice of forthcoming key decision</b>				
<b>This report is public</b>				

#### RECOMMENDATIONS

- (1) That approval is given to enable a virement of £120,000 from the current financial year HRA Capital Programme (External Refurbishment – H8152) to (Disabled Adaptation – H8400/EC603).

#### 1.0 Introduction

- 1.1 The request for approval of a virement to undertake further disabled adaptation works to various properties as requested by Occupational Therapy.
- 1.2 There have been a considerable increased number of disabled adaptation requests from Occupational Therapy compared to the same time period on previous years.
- 1.3 The increased number of referrals coupled with the increase in material and build costs over recent years has meant the £300k budget will be exhausted prior to the end of the current 2023/24 financial year.

#### 2.0 Proposal Details

- 2.1 To ensure Disabled Adaptations that have been requested by Occupational Therapists are continued to be provided to Lancaster City Council’s tenants during 2023/24, additional funds are required.

**3.0 Details of Consultation**

3.1 Not applicable

**4.0 Options and Options Analysis (including risk assessment)**

	<b>Option 1:</b> Approve the proposed funding mechanism and award the contract	<b>Option 2:</b> Do not approve the proposed funding mechanism and do not award the contract
Advantages	To continue adapting properties during 2023/24 in line with Occupational Therapists recommendations. Making improvements to disabled tenant's lifestyle	Reduced spend
Disadvantages	Increased spend	Unable to undertake requests from OT to adapt properties for disabled tenants
Risks	None	Injury to tenant if works not undertaken which could have been prevented

**5.0 Officer Preferred Option (and comments)**

5.1 The officer preferred option, is option 1. Undertaking these works will ensure the safety of residents and improve disabled tenants' lifestyle.

**6.0 Conclusion**

6.1 The report requests that the Portfolio Holder approves the recommendation above.

**RELATIONSHIP TO POLICY FRAMEWORK**

This decision supports delivery of the Council Housing Service Improvement Plan

**CONCLUSION OF IMPACT ASSESSMENT**

**(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)**

No formal impact assessment carried out, however, to not undertake these works would impact safety of residents with a negative impact on the Councils' reputation.

Section 9 of the Housing Act 1985 provides the Council, as a council housing authority, with the power to alter, enlarge, repair or improve an existing council housing dwelling. When exercising its powers/functions the Council should be mindful of its duties under the Equality Act 2010 and in particular should consider its specific duties under s149 of the Act.

The Council has a Housing Adaptations policy which provides that it will arrange for the provision of appropriate adaptations following assessments and recommendations by qualified Occupational Therapist.

The Council should follow its policy on Housing Adaptations unless it has good reasons for departure. Failure to follow the policy without reasonable grounds for departure could be ultra vires and could lead to a public law challenge.

**FINANCIAL IMPLICATIONS**

The HRA Capital Programme for 2023/24 includes £300K for disabled adaptations within Council owned dwellings. Following routine financial monitoring, it is apparent that this figure will not be sufficient to undertake all referred works during 2023/24.

As External Refurbishment works scheduled to be undertaken in 2023/24 have been reprioritised and deferred to future periods, funds are available to support the increased demand for Adaptations. This virement will have no net financial impact on the Housing Revenue Account, the financing of the capital programme or the minimum level of Unallocated Balances, as both categories of works are funded from the Major Repairs Reserve.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

n/a

**Information Services:**

n/a

**Property:**

n/a

**Open Spaces:**

**SECTION 151 OFFICER'S COMMENTS**

At its meeting 22<sup>nd</sup> February 2023 Council confirmed that with the agreement of the s151 Officer, Chief Officers (or their nominated representatives) may approve virements in budgets under their control, between cost centres up to a limit of £10K. Proposals such as this which are above this limit but below the key decision threshold (£250K) must be considered by the relevant Cabinet Members. Virements exceeding the key decision threshold require approval by Cabinet.

As the proposed virement has no substantive impact on the delivery of the HRA capital programme and conforms with the required governance the s151 Officer is in agreement.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no further comments to add.

**BACKGROUND PAPERS**

None

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**Ref:**