

Subject:	Revised delivery of home improvement agency services	Status:	For Publication
Report to:	Cabinet	Date:	6 th August 2025
Report of:	Head of Housing and Regeneration	Lead Member:	Housing
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input checked="" type="checkbox"/>	Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	No	Attached: N/A
Biodiversity Impact Assessment:	Required:	No	Attached: N/A
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1. RECOMMENDATIONS

- 1.1 To accept all relevant external funding from Lancashire County Council (LCC) to enable the Council to deliver Minor Adaptations in Rossendale from 26th August 2025 (or later, subject to LCC) to 31st December 2026.
- 1.2 To Delegate Authority to the Head of Legal Services to enter into any relevant agreements, including the S101 Delegation with Lancashire County Council and any contractual arrangements.
- 1.3 To Delegate Authority to the Director of Economic Development in conjunction with the Lead Member for Housing, Head of Legal Services and Director of Resources, to procure and appoint a contractor to deliver home improvement and agency services in Rossendale and to agree the terms of this arrangement under the Procurement Act 2023 regulations.

2. EXECUTIVE SUMMARY

- 2.1 In July 2025, LCC informed the districts of Lancashire that they would be requesting a Section 101 Delegation from their cabinet to pass Minor Adaptations work, and accompanying funding to districts.
- 2.2 Minor Adaptations include grab rails, stair rails, door re-hanging, fixed floor toilet rails and shower seats. Historically, LCC procured this service in the Rossendale area.
- 2.3 In 24/25 there were 264 minor adaptations (excluding grab rails) completed in Rossendale and it is expected that demand will rise. The maximum amount on a minor adaptation is £1k, however most, are on average £142.39.
- 2.4 Funding is allocated to local authorities on a demographic basis and for the term of this agreement is likely to be in the region of £141k, however, it is possible for LCC to pass on more than this amount if they receive more, centrally.
- 2.5 This report seeks to accept the funding from LCC and enter into appropriate agreements to allow this to take place from the 26th August 2025 or later (this date is subject to change).
- 2.6 Approval is also sought to procure an appropriate contractor to deliver Home Improvement Services and Minor adaptations in place for April 2026.

3. BACKGROUND

- 3.1 Minor Adaptations have been procured in Rossendale by LCC as a statutory duty of the County Council. These adaptations are kept separate from The Council's duty under the Disabled Facilities Grant (DFG).
- 3.2 In July 2025, LCC confirmed that they would be requesting a delegation from their Cabinet, to pass Minor Adaptations to the district authorities via a Section 101 agreement from the 26th August 2025. Please note, this date is subject to change and awaiting LCC confirmation.
- 3.3 There are 4 district authorities in Lancashire who have their own inhouse home Improvement Agencies (HIA) to deliver minor adaptations. There are also two other partners who work across Lancashire, one of which currently delivers the service in Rossendale.
- 3.4 The Council has had no involvement to date in Minor Adaptations and as a result is unclear on the resource implications to the Housing Renewal Department of LCC's request to delegate this duty. However, the department does understand there were 264 referrals last year, which is circa 5 per week and circa 1000 grab rails in Rossendale. It is expected that delivery numbers will rise in line with demand.
- 3.5 Some Minor Adaptations must be delivered within a very short timescale due to enable timely patient discharge from hospital. Delivery partners are given KPI's to meet these requirements to ensure critical requirements are met.
- 3.6 As the Council does not have its own in-house delivery mechanism for delivering minor adaptations, it is proposed to add this to our existing contract for Home Improvements so that the incumbent provider will continue to provide the works up until 31st March 2026. This will mean residents are not directly affected by any changes.
- 3.7 As the Council will be managing referrals from the Occupational Therapists within LCC and contract managing the contractor, management costs will be factored into the arrangement. This will become critical if demand levels rise. It is expected that management costs will be circa 15% of the value of each minor adaptation.
- 3.8 Should there be an oversubscription of the minor adaptations service, alternative funding sources must be identified. It is expected that LCC will work closely with the district in this scenario. The Council will not be expected to fund any shortfall from its budgets.

4. Details

4.1 Legal Agreement

Under the Local Government Act, the Section 101 delegation allows LCC to discharge their Minor Adaptation function to the Council.

- 4.2 LCC delegates to the District its functions under s.18 Care Act 2014 (Duty to meet needs for care and support) in respect of services to be provided under Reg 3(2)(a) of The Care and Support (Charging and Assessment of Resources) Regulations 2014.

This includes the provision of community equipment (aids and minor adaptations): meaning an aid, or a minor adaptation to property, for the purpose of assisting with nursing at home or aiding daily living for which the cost of the aid or adaptation is £1,000 or less.

- 4.3 The Council will be required to enter into a Delegation Agreement with LCC for 16-18 months (dates will be subject to change based on LCCs confirmation) unless it is ended by either party giving a minimum of 6 months written notice or in the event of material breach by LCC.

- 4.4 The agreement will identify The Council's requirements, which will include:
- Managing a pipeline of Occupation Therapist referrals
 - Managing a partner to deliver the works including day to day enquiries as well as setting KPI's
 - Managing the spend and accompanying budget
 - Keeping an audit trail and record management
 - Quarterly reporting to LCC

4.5 **Procurement**

Procurement will be carried out prior to the end of the existing contract and will be in compliance with the constitution and with the Procurement Act 2023 provisions.

The service will be procured as part of the tender for the Home Improvement contractor delivering alongside our Housing Assistance Policy.

5. Risk

- 5.1 The service may exceed the allocated funding (>£106k annually) due to rising demand or increased individual requirement costs, forcing service suspension until additional funding is secured.
- 5.2 The Council has no prior experience managing Minor Adaptations, creating uncertainty about resource implications and ability to meet KPIs, particularly for urgent hospital discharge cases. Working closely with an experienced provider who has a track record, along with performance monitoring should ensure that this is managed appropriately.
- 5.3 If the Council does not enter into legal agreements and procure in a timely manner, residents could be at risk of disruption. Close work will take place with the County to manage the transitional phase and preparation will be underway imminently to embed the new delivery.

6. Finance

- 6.1 There are no further financial implications not already included in the report.

7. LEGAL

- 7.1 There are no further legal comments arising.

8. POLICY AND EQUALITIES IMPLICATIONS

- 8.1 There are no policy or equalities implications arising from this report.

9. REASON FOR DECISION

- 9.1 To note and accept the funding from LCC and authorise officers to procure a contractor at the end of the current contract period.

Background Papers	
Document	Place of Inspection
Section 101 agreement	Council office