

OFFICER DELEGATION SCHEME RECORD OF DECISION

Date: 30.06.26		Ref No: 2367
Responsible Officer: Fauve Syers – Principal OT / AHP Lead – Intermediate Tier & Adult Social Care Ahmed Ajmi – Integrated Strategic Lead		
Title/Subject matter: Commissioning Foundations to develop a Housing Assistance Policy for Bury		
Budget/Strategy/Policy/Compliance:		
(i) Is the decision within an Approved Budget?	No (funding route to be agreed (DFG / BCF or operational budgets))	
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No	
(iii) Does the decision amend existing or raise new policy issues?	Yes (links to development of revised Housing Assistance Policy and DFG approach)	
Is publication still required? (see guidance)	Yes (subject to final value)	
Is there any implications with 3 rd party spend?	Yes If yes, please contact procurement via CorporateProcurement@bury.gov.uk	
Is there any IT implications i.e. Additional hardware, new software, changes to systems	No If yes, please contact IT via servdesk@bury.gov.uk	
Item for Decision: Following the recent review of Bury's Disabled Facilities Grant arrangements, approval is sought to commission Foundations to develop a Housing Assistance Policy at a cost of £9,800 plus VAT (£11,760 total). This will support the next stage of improvement across the Council's Housing Assistance and Disabled Facilities Grant services.		

This reflects a negotiated reduction from the original quoted cost (£12,240), achieving a cost saving through negotiation and ensuring compliance with Contract Procedure Rules.

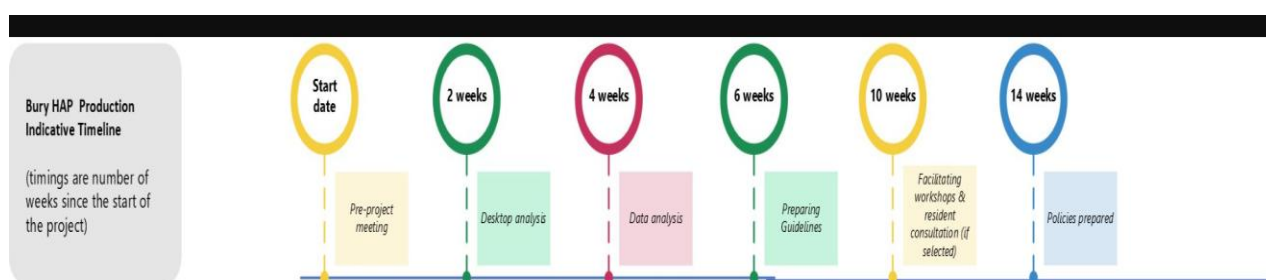
Proposal

The Housing Assistance Policy sets out the range of financial assistance available to enable people to live safely and as independently as possible in their own homes. All local authorities must provide DFG grants to all people who are eligible. These grants can be used to provide adaptations to enable independent living, including ramps, stair lifts, level access showers and door widening etc.

The council is also able to offer a wider range of discretionary financial assistance for disabled adaptation and to help homeowners whose homes are falling into disrepair but cannot afford to make the repairs themselves. To provide this discretionary assistance, local authorities must have a Housing Assistance Policy.

To support the review and redevelopment of Bury's Housing Assistance Policy, the proposal is that Foundations are commissioned to undertake this work on the Council's behalf. Foundations is the national body for Disabled Facilities Grants, Home Improvement Agencies and housing adaptations, with significant experience in supporting local authorities to develop Housing Assistance Policies and redesign DFG services in line with national best practice.

Foundations recently completed an independent review of Bury's DFG arrangements and therefore already has a detailed understanding of current processes, challenges and opportunities. As the national body for DFG and housing adaptations, Foundations are uniquely placed to support the development of a Housing Assistance Policy aligned to national best practice whilst building on the findings of the recent review. This approach avoids duplication, accelerates delivery and provides access to specialist expertise that is not readily available within existing resources.



This commissioned policy will additionally:

- Improve pathways and reduce delays
- Strengthen integration across Adult Social Care, Housing and Home Improvement Agency
- Support earlier intervention and prevention
- Reduce pressure on Adult Social Care through avoidance of higher-cost care packages

- Support hospital discharge and reduce avoidable admissions
- Provide a more consistent and defensible policy framework.

This will also support independence and reduce the likelihood of avoidable escalation to higher levels of care and support.

The cost of the proposed Foundations commission is **£9,800 + VAT (£11,760 total)**, reflecting a negotiated reduction from the original cost of £12,240.

This reduction reflects Foundations' prior completion of the DFG review and established understanding of Bury's context, avoiding duplication and securing value for money. The agreed price also includes production of an easy-read version of the policy, increasing the value delivered within the overall cost.

Procurement Considerations

The total contract value is £9,800 (excluding VAT), which falls below the £10,000 threshold within the Council's Contract Procedure Rules. As such, only one quotation is required.

Foundations have already completed a comprehensive review of Bury's DFG arrangements and are uniquely positioned to undertake this work without duplication.

This approach demonstrates value for money and cost avoidance through negotiation, and compliance with procurement requirements. Procurement advice has been sought.

Funding options considered

A range of funding approaches have been explored to support this work:

- **Option 1 – DFG / Better Care Fund (preferred)**
Use DFG / BCF funding to support the Foundations commission, subject to agreement via financial governance processes, including the Section 151 Officer.
 - Enables access to specialist national expertise
 - Supports faster delivery and implementation
 - Requires confirmation of alignment with DFG / BCF priorities and funding conditions
- **Option 2 – Operational funding (ASC, Housing, Public Protection)**
Shared funding across services reflecting the cross-system benefits of the work.
 - More straightforward funding route
 - Reflects shared benefit across services

- Subject to availability of budgets across services

- **Option 3 – Develop in-house**

Develop the Housing Assistance Policy using existing staff resource across ASC, Housing and Public Protection.

Benefits:

- No additional financial cost
- Retains full internal ownership

Limitations:

- Slower pace of delivery
- Limited capacity within existing teams
- Missed opportunity to use specialist external expertise
- Risk to quality, consistency and benchmarking against national practice
- Would need significant officer time and may impact delivery of existing service priorities

- **Option 4 – Do nothing / delay**

Do not progress the work at this stage.

- Maintains current position
- Prolongs existing delays and inefficiencies
- Increases pressure on Adult Social Care and discharge pathways

Recommendations

- Approve the commissioning of Foundations at a cost of £9,800 + VAT (£11,760 total), reflecting a negotiated reduction from the original quoted cost
- Note the contract value is below £10,000 (excluding VAT) and compliant with the Council's Contract Procedure Rules
- Approve a direct award to Foundations based on their specialist expertise and prior involvement in the DFG review
- Approve Option 1 (DFG / Better Care Fund) as the preferred funding route, subject to agreement with Finance and the Section 151 Officer
- If Option 1 is not supported, approve Option 2 (operational funding across services) as the alternative

Risk of not progressing

Not progressing this commission would:

- Prolong current inefficiencies and delays within the DFG service
- Limit the Council's ability to respond to increasing demand for adaptations
- Increase pressure on Adult Social Care and hospital discharge pathways

- Delay development of a clear and defensible Housing Assistance Policy
- Result in a missed opportunity to secure external expertise at a reduced cost and delay implementation of improvement actions identified through the Foundations review.

This would impact both resident outcomes and system sustainability.

Approval to recruit to newly created vacancies NB: Chief Officer graded roles require AD HR and AD Finance approval	Not Applicable	
Decision made by:	Signature:	Date:
Director of Adult Social Services and Community Commissioning:		17 August 2026
Lead Member (for noting)		20 August 2026
Advised by HR Business Partner	NA	
Advised by Finance Business Partner	NA	
Chief Officer graded roles: Assistant Director of HR	NA	
Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant	NA	
Member Consulted (only if applicable) [see note 4 below]		

Notes

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

EXPENDITURE APPROVAL TABLE

Approval Limit	Approval By
Over £500,000	Cabinet
Over £250,000 to £500,000	Chief Executive
Over £100,000 to £250,000	Executive Director
Over £50,000 to £100,000	Director/Assistant Director
Over £10,000 to £50,000	Head of Service
Up to £10,000	Service Lead

For Chief Officer Graded Roles:

Assistant Director HR Approval

Assistant Director Finance / Chief Accountant Approval