

Council



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Thursday, 28 September 2023 at 2.00 pm
Council Chamber - Council Offices, St. Peter's Hill,
Grantham. NG31 6PZ

Members: Councillor Gloria Johnson, Chairman of the Council
Councillor Paul Fellows, Vice-Chairman of the Council

Councillor Emma Baker
Councillor Rhys Baker
Councillor Ashley Baxter
Councillor David Bellamy
Councillor Harrish Bisnauthsing
Councillor Pam Bosworth
Councillor Pam Byrd
Councillor Richard Cleaver
Councillor Helen Crawford
Councillor Steven Cunningham
Councillor James Denniston
Councillor Phil Dilks
Councillor Richard Dixon-
Warren
Councillor Barry Dobson
Councillor Patsy Ellis
Councillor Phil Gadd
Councillor Ben Green
Councillor Tim Harrison

Councillor Graham Jeal
Councillor Anna Kelly
Councillor Jane Kingman
Councillor Gareth Knight
Councillor Philip Knowles
Councillor Zoe Lane
Councillor Robert Leadenham
Councillor Bridget Ley
Councillor Nikki Manterfield
Councillor Paul Martin
Councillor Penny Milnes
Councillor Virginia Moran
Councillor Charmaine Morgan
Councillor Chris Noon
Councillor Habibur Rahman
Councillor Rhea Rayside
Councillor Nick Robins
Councillor Penny Robins

Councillor Susan Sandall
Councillor Max Sawyer
Councillor Ian Selby
Councillor Rob Shorrock
Councillor Vanessa Smith
Councillor Peter Stephens
Councillor Lee Steptoe
Councillor Ian Stokes
Councillor Paul Stokes
Councillor Elvis Stooke
Councillor Rosemary Trollope-
Bellew
Councillor Sarah Trotter
Councillor Murray Turner
Councillor Mark Whittington
Councillor Jane Wood
Councillor Paul Wood
Councillor Sue Woolley

Agenda

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☎ 01476 406080

Karen Bradford, Chief Executive

www.southkesteven.gov.uk

This meeting can be watched as a live stream, or at a later date, [via the SKDC Public-I Channel](#)

For those Councillors who wish to attend, prayers will be held at 1:55pm before the commencement of the meeting. Please be seated by 1:50pm.

1. Public Open Forum

The public open forum will commence at **2.00 p.m.** and the following formal business of the Council will commence at **2.30 p.m.** or whenever the public open forum ends, if earlier.

2. Apologies for absence

3. Disclosure of Interests

Members are asked to disclose any interests in matters for consideration at the meeting.

4. Minutes of the meeting held on 20 July 2023

(Pages 7 - 20)

5. Communications (including Chairman's Announcements)

(Page 21)

6. Report of the Council's Independent Remuneration Panel

(Pages 23 - 33)

To consider the content of a report of the Independent Remuneration Panel following the undertaking of a mini-review into the Council's Members' Allowances Scheme.

7. Designation of Monitoring Officer

(Pages 35 - 38)

To provide Full Council with an opportunity to designate an officer to the statutory position of Monitoring Officer.

8. Housing Revenue Account Acquisitions Capital Budget

(Pages 39 - 42)

To seek support and approval from Council to amend the 2023/24 Housing Revenue Account (HRA) capital allocation of Housing Development Investment by an additional £1m to be able to respond promptly to opportunities to purchase properties to increase the Council's housing stock. The report was recommended by Cabinet at its meeting held on 11 September 2023.

9. Proposals for the upgrading of District Council street lights to LED units

(Pages 43 - 51)

This report provides an overview regarding South Kesteven District Council's potential to upgrade District Council operated streetlights to energy efficient LED (Light Emitting Diode) units. The report was recommended by Cabinet at its meeting held on 11 September 2023.

10. Proposed Replacement Depot Turnpike Close, Grantham

(Pages 53 - 99)

Full Council is asked to consider the proposals and agree next steps to enable the development of a new depot at Turnpike Close in Grantham, following a recommendation from Cabinet held on 11 September 2023.

11. Amendment to Constitution - Procedure for Dealing with Complaints Against Councillors

(Pages 101 - 118)

To provide Full Council with notification of a recommendation by the Standards Committee to include the revised procedure for dealing with complaints against Councillors as part of the Constitution.

12. Appointments to Committees and Outside Bodies

(Pages 119 - 122)

To consider appointments to committees, and also to the Rural Services Network and Grantham Almshouses Outside Bodies.

13. Members' Open Questions

A 45-minute period in which members may ask questions of the Leader, Cabinet Members, the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees and opposition group leaders excluding the Chairman and Vice-Chairman of the Planning Committee, Licensing and Alcohol, Entertainment and Late Night Refreshment Licensing Committees and Governance and Audit Committee.

14. Notices of Motion

a) Councillor Lee Steptoe

Full Council notes that:

1. *The pressure on organisations to pay their fair share of tax has never been stronger.*
2. *Polling from the Institute for Business Ethics finds that "corporate tax avoidance" has, since 2013, been the clear number one concern of the British public when it comes to business conduct.*
3. *Almost two thirds of people (64%) agree that the Government and local councils should consider a company's ethics and how they pay their tax, as well as value for money and quality of service provided, when awarding contracts to companies.*
4. *Around 17.5% of public contracts in the UK have been won by companies with links to tax havens.*
5. *It has been conservatively estimated that losses from multinational profit-shifting (just one form of tax avoidance) could be costing the UK some £17bn per annum in lost corporation tax revenues.*
6. *The Fair Tax Mark offers a means for business to demonstrate good tax conduct, and has been secured by a wide range of businesses across the UK, including FTSE-listed PLCs, co-operatives, social enterprises and large private businesses.*

Full Council believes that:

1. *Paying tax is often presented as a burden, but it shouldn't be.*
2. *Tax enables us to provide services from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies.*
3. *As recipients of significant public funding, local authorities should take the lead in the promotion of exemplary tax conduct; be that by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying land and property.*
4. *Where councils hold substantive stakes in private enterprises, influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned.*
5. *More action is needed, however, as current and proposed new*

UK procurement law significantly restricts councils' ability to either penalise poor tax conduct (as exclusion grounds are rarely triggered) or reward good tax conduct, when buying goods or services.

6. *UK cities, counties and towns can and should stand up for responsible tax conduct - doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.*

Full Council resolves to:

1. *Approve the Councils for Fair Tax Declaration.*
2. *Lead by example and demonstrate good practice in our tax conduct, right across our activities.*
3. *Ensure IR35 is implemented robustly and contract workers pay a fair share of employment taxes.*
4. *Not use offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.*
5. *Undertake due diligence to ensure that not-for-profit structures are not being used inappropriately by suppliers as an artificial device to reduce the payment of tax and business rates.*
6. *Demand clarity on the ultimate beneficial ownership of suppliers UK and overseas and their consolidated profit & loss position, given lack of clarity could be strong indicators of poor financial probity and weak financial standing.*
7. *Promote Fair Tax Mark certification especially for any business in which we have a significant stake and where corporation tax is due.*
8. *Support Fair Tax Week events in the area, and celebrate the tax contribution made by responsible businesses are proud to promote responsible tax conduct and pay their fair share of corporation tax.*
9. *Support calls for urgent reform of UK procurement law to enable local authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies.*

Further information can be found at <https://fairtaxmark.net/wp-content/uploads/2023/07/Councils-for-Fair-Tax-Declaration-ENG-CYM.pdf>

b) Councillor Sue Woolley

This Council calls for an urgent full review of the resources and processes in waste services to be reported to the Finance and Economic Overview Scrutiny Committee, and the Environment Scrutiny Committee.

Our residents expect to receive a first-class refuse collection service and that's exactly what they got throughout the Covid period. SKDC waste operatives worked tirelessly and

professionally during this time, ensuring residents' bins were emptied.

Unfortunately there is increasing evidence of failures in bin collections that urgently need to be investigated.

Council notes that bin collections are being missed, resulting in repeat visits around the District by refuse vehicles. This costs the Council time, money and labour, as well as unnecessarily increasing the carbon footprint of our District. In August alone, 536 missed bin collections were reported.

An urgent review should look into but not be limited to:

- the need for more vehicles and operatives to complete the collections;*
- the need for more management resources;*
- failures in cabinet oversight;*
- failures in contingency planning;*
- failures in communication with members about the extent of issues in waste services.*

The review will need to draw up an improved business plan, and make operational recommendations, since we recognise that as South Kesteven grows issues may get worse.

c) Councillor Penny Milnes

This council recognises the important responsibilities and duties it has to provide local authority housing in South Kesteven - including to those designated as refugees. Whilst all Members recognise this important work, this council is concerned that the discharge of this duty can have adverse relations with communities, parish councils and other representatives across the district.

This council believes that recent approval and subsequent purchase of properties in Langtoft by our housing service without consulting local representatives, the community and without consideration for the section 106 requirements damaged the reputation of the council and relations with residents, parish councillors and ward members.

This council agrees, in order to learn lessons moving forward, to undertake an urgent review of HRA purchasing activities to be reported to the Housing Overview and Scrutiny Committee including but not limited to:

- the scope of consultation surrounding future purchases of social housing by the SKDC HRA*
- the communication process for cabinet oversight of consultation around the HRA*
- failures in communication with members about the acquisition activities of the HRA*

- consideration of location in the context of the need, sustainability and facilities.

- transparency in the use of S106 variations in implementing changes to proportionate tenures following original planning approval.

15. Close of meeting

MINUTES

COUNCIL

THURSDAY, 20 JULY 2023

1.00 PM



SOUTH
KESTEVEN
DISTRICT
COUNCIL

PRESENT

Councillor Gloria Johnson Chairman
Councillor Paul Fellows Vice-Chairman

Councillor Emma Baker
Councillor Rhys Baker
Councillor Ashley Baxter
Councillor David Bellamy
Councillor Harrish Bisnauthsing
Councillor Pam Byrd
Councillor Richard Cleaver
Councillor Helen Crawford
Councillor James Denniston
Councillor Phil Dilks
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Councillor Tim Harrison
Councillor Graham Jeal
Councillor Anna Kelly
Councillor Jane Kingman
Councillor Gareth Knight
Councillor Philip Knowles
Councillor Zoe Lane
Councillor Robert Leadenham

Councillor Bridget Ley
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Councillor Ian Selby
Councillor Vanessa Smith
Councillor Peter Stephens
Councillor Lee Steptoe
Councillor Ian Stokes
Councillor Paul Stokes
Councillor Elvis Stooke
Councillor Rosemary Trollope-Bellew
Councillor Sarah Trotter
Councillor Murray Turner
Councillor Mark Whittington
Councillor Jane Wood
Councillor Paul Wood
Councillor Ray Wootten

OFFICERS

Karen Bradford, Chief Executive
Richard Wyles, Chief Finance Officer and Deputy Chief Executive (Section 151 Officer)
Nicola McCoy-Brown, Director of Growth and Culture (Deputy Monitoring Officer)
Craig Spence, Acting Director of Housing
Graham Watts, Assistant Director of Governance (Monitoring Officer)

Gary Andrew, IT Services Manager
Jodie Archer, Head of Housing Services
Chris Prime, Communications Manager
James Welbourn, Democratic Services Manager
Molly-Mae Taylor, Communications Officer

17. Public Open Forum

No members of the public had registered to speak as part of the Public Open Forum.

18. Apologies for absence

Apologies for absence were received from:

Councillor Pam Bosworth
Councillor Steve Cunnington
Councillor Nikki Manterfield
Councillor Chris Noon
Councillor Susan Sandall
Councillor Rob Shorrocks
Councillor Sue Woolley

19. Disclosure of Interests

No interests were disclosed.

20. Minutes of the meeting held on 18 May 2023

The minutes of the annual meeting held on 18 May 2023 were proposed, seconded and agreed as a correct record.

21. Communications (including Chairman's Announcements)

The Council noted the Chairman's engagements.

The Chairman announced that her charities for 2023/2024 would be Military vs Cancer, and Place2Bee for men. It was also announced that there would be a Macmillan Coffee Morning prior to Full Council on 28 September 2023.

The Leader of the Council reported the following:

- There was a Cabinet Members drop-in session for members of the public at the Community Room at Essex Road, Stamford on 26 July from 1-2pm
- Talks were ongoing for a devolution deal for Lincolnshire
- Residents were encouraged to nominate community heroes in a range of categories as part of the South Kesteven Community Awards, including Inspirational Young Person, Business and the Community, Lifetime Community Champion and the Urban Space Award

22. Amendments to the Constitution - referred item

Members considered a report that had been referred from previous meetings of Full Council, presenting recommendations from Constitution Committee meetings held in October and December 2022.

Whilst the Constitution Committee no longer existed, its recommendations still required consideration.

Having been proposed and seconded, upon being put to the vote the motion was **AGREED**:

DECISION:

That the Council:

1. Approves the inclusion of the following wording as part of Paragraph 5 (Public Speaking) of the Planning Procedure Rules as set out in Part 4 (Rules of Procedure) of the Constitution:

“The relevant Ward Councillor is defined as Councillors representing those wards in which a planning application falls or adjacent wards.”

2. Approves the inclusion of the following paragraph in the Planning Scheme of Delegation set out in Part 3 (Responsibility for Functions) of the Constitution:

“(2) Any application at the discretion of the Chairman and Vice-Chairman of the Planning Committee in accordance with the Local Code of Good Practice.”

23. Amendments to the Constitution

Members considered proposed amendments to the Council's Constitution, recommended by the Governance and Audit Committee meeting held on 14 June 2023.

The amendments related to supplementary questions from members of the public at committee meetings and the speaking rights for non-members of committees were highlighted.

Having been proposed and seconded and upon being put to the vote, the following amendments to the Constitution were **AGREED**.

DECISION:

That Full Council approves:

1. The inclusion of an additional paragraph to the Officer Scheme of Delegation under Paragraph 26(f) of Part 3(c) (Responsibility for Functions) in respect of lettings of land and property to read:

“To arrange lettings (in excess of seven years) of land and property not immediately required for other purposes at rent/license fees fixed by the Section 151 Officer, providing that the total cost of the lease in its entirety does not exceed £100,000”.

2. The amendment of paragraph 14.14 of Contract Procedure Rules under Part 4 (Rules of Procedure) in respect of the common seal of the Council to reflect that this should only be used for those contracts where the total cost exceeds a value of £500,000.
3. The amendment of Council Procedure Rules and Overview and Scrutiny Committee Procedure Rules to reflect that members of the public be entitled to ask a supplementary question without notice when having registered to speak.
4. The amendment of Procedure Rules for all meetings of the Council to entitle any Member of the Council to speak at meetings without requiring the discretion of the person presiding the meeting.

24. Cabinet and Overview & Scrutiny Protocol

Members considered the formal adoption of the Cabinet and Overview & Scrutiny Protocol as part of the Council's Constitution, as recommended by the Governance and Audit Committee held on 14 June 2023.

Having been proposed and seconded and upon being put to the vote, the following amendments to the Constitution were **AGREED**.

DECISION:

That Full Council approves the adoption of the Cabinet and Overview & Scrutiny Protocol as part of the Council's Constitution under Part 5 (Codes of Protocols).

25. Appointment to Outside Body

Members considered the appointment of one Councillor to the PATROL Adjudication Joint Committee.

Following the Annual Meeting of Full Council held on 18 May 2023, officers had been made aware that South Kesteven District Council was required to appoint one elected representative to the Joint Committee.

Having been proposed and seconded and upon being put to the vote, the following appointment to the PATROL Adjudication Joint Committee was **AGREED**.

DECISION:

That Full Council approves Councillor Charmaine Morgan as their representative on the PATROL Joint Adjudication Committee.

26. UK Shared Prosperity Fund and Rural England Prosperity Fund Programme Board - Terms of Reference

Members considered a report proposing amendments to the Terms of Reference of South Kesteven District Council's UK Shared Prosperity Fund (UKSPF) and Rural Prosperity Fund Programme Board.

In 2022/2023, the Council was invited to oversee and distribute over £3.5 million of funding to the District, within the parameters of the UKSPF set by the government, with the support of officers.

The existing membership of the Board contained a mixture of Cabinet Members, Scrutiny Chairmen and Group Leaders.

The results of the May 2023 elections impacted on the size of the Board due to the increased amount of Group Leaders on the Council compared to the previous electoral cycle.

An amendment to the printed recommendation 2, that had previously been moved and seconded, was proposed and duly seconded. The amendment read:

"Any applications for funding from the South Kesteven Prosperity Fund with a value of £5,000 and under not requiring consideration by the Board, unless, by exception, the Chairman of the Board agrees that an application should be considered by the Board prior to a decision being taken."

Members raised the following points during debate on the amendment:

- In all the meetings of the UKSPF Board so far, all applications received by the Council had been considered; the value of some smaller applications was around £250.
- In order to not delay applications, a financial threshold for consideration by the Board of £10,000 had been proposed in the report. Lowering the threshold to £5,000 would lead to a higher number of applications being considered by the Board.
- There were several applications that required consideration as soon as possible.
- Officers were considered more than capable of deciding on applications of up to £10,000 in value.

Having previously been moved and seconded, and following a vote, it was **AGREED** to amend recommendation 2. This became the substantive motion. The substantive motion was moved, seconded, and following a final vote it was **AGREED**.

DECISION:

That Full Council approves amendments to the Terms of Reference for the UK Shared Prosperity Fund and Rural England Prosperity Fund Programme Board to reflect the following:

1. Membership of the Board to consist of:

- **Cabinet Member responsible for Economic Development**
- **Representative from each Political Group (to be appointed by each Political Group Leader)**
- **An additional representative from the South Kesteven Coalition Group (to be appointed by the Leader of the South Kesteven Coalition Group)**
- **Chairman of the Finance and Economic Overview and Scrutiny Committee**
- **Chairman of the Rural and Communities Overview and Scrutiny Committee**

2. Any applications for funding from the South Kesteven Prosperity Fund with a value of £5,000 and under not requiring consideration by the Board, unless, by exception, the Chairman of the Board agrees that an application should be considered by the Board prior to a decision being taken.

27. Migration Funding Awards

Members considered a report seeking approval for a grant from the Home Office for the Afghan relocation funding award, in addition to a grant from the Department of Levelling Up, Housing and Communities (DLUHC) to aid the sourcing of sustainable accommodation for Ukrainian families.

The grant funding totalled £1,595,982.

There were a number of families and individuals who had no certainty on where they would be living in the future; accepting this money could alleviate some of these concerns. There were currently 21 families (or 151 individuals) who were residing at the Urban Hotel in Grantham.

Having been proposed and seconded and upon being put to the vote, the following motions were **AGREED**.

DECISION:

That Full Council:

- 1. Approves receipt of the first tranche and subsequent future tranches of Afghan relocations and funding award grant. The first grant award for the period April 2022 to January 2023 is for £1,372,502.**
- 2. Approves receipt of the Homelessness Prevention award in relation to sourcing Ukraine families sustainable accommodation of £223,480.**
- 3. Delegates to the Acting Director of Housing in consultation with the Cabinet Member for Housing and Property, the authority to conclude contractual and grant agreement arrangements with the Home Office in relation to all tranches of funding related to Afghan relocations.**
- 4. Delegates to the Acting Director of Housing in consultation with the Cabinet Member for Housing and Property, the authority to conclude contractual and grant agreement arrangements with the Department of Levelling up Housing and Communities for the Homelessness Prevention award in relation to sourcing Ukraine families sustainable accommodation.**
- 5. Delegates to the Council's Deputy Chief Executive (Section 151 Officer) in consultation with the Cabinet Member for Housing and Planning to allocate this and all future tranches of Afghan relocation funding between the necessary partners.**
- 6. Delegates to the Council's Deputy Chief Executive (Section 151 Officer) in consultation with the Cabinet Member for Housing and Planning to allocate the Homelessness Prevention award in relation to sourcing Ukraine families sustainable accommodation between the necessary partners.**

28. Local Authority Housing Fund (LAHF) Round 2

Members considered a report seeking approval for a grant of £953,600 from the Local Authority Housing Fund (LAHF) Round 2 which had been made available from DLUHC to purchase 8 new homes for Ukrainian and Afghan families.

A report on Round 1 of the funding had been considered by Full Council at its meeting on 1 March 2023. Round 2 of the funding enabled the purchase of 8 more housing units. The housing would revert to Council stock on the expiration of visas in approximately 3-5 years' time.

A review of the housing register would take place in the near future, as there were some residents that had been on this for a number of years; however the point was raised that the register was not a waiting list, and it did not always follow that those that had been on the register the longest period of time needed to be housed first.

Having been proposed and seconded and upon being put to the vote, the following motions were **AGREED**.

DECISION:

That Full Council:

- 1. Approves receipt of the Local Authority Housing Fund (LAHF) grant of £953,600 to provide accommodation to Ukraine and Afghan families and agrees approval of the memorandum of understanding with the Department for Levelling Up, Housing and Communities (DLUHC).**
- 2. Delegates to the Acting Director of Housing in consultation with the Cabinet Member for Housing and Property, the authority to conclude contractual and grant agreement arrangements with the Department for Levelling Up, Housing and Communities.**
- 3. Delegates authority to the Council's Deputy Chief Executive (Section 151 Officer) in consultation with the Cabinet member for Housing and Planning to acquire properties utilising the allocated LAHF grant funding and in accordance with the grant agreement arrangements.**
- 4. Delegates authority to the Council's Deputy Chief Executive (Section 151 Officer) in consultation with the Assistant Director of Planning to use available Section 106 funds held by the Council to be used to supplement the LAHF grant funding.**

29. Pay Policy Statement (2023/24) Amendment

Members considered a report detailing an amendment to the Pay Policy Statement regarding the definition of Chief Officers at South Kesteven District Council. The amendment would include Assistant Directors as being within the definition of Chief Officers.

This amendment had been recommended by the Employment Committee meeting held on 29 June 2023.

Having been proposed and seconded and upon being put to the vote, the motion was **AGREED**.

DECISION:

That Full Council approves an amendment of the Pay Policy Statement 2023/2024 for clause 3.3 and 5.1 to include 'Assistant Directors' in the definition of Chief Officers.

30. Members' Open Questions

Question 1 – Councillor Charmaine Morgan to the Cabinet Member for Environment and Waste (this role was a jobshare, and the question was answered by Councillor Rhys Baker)

Councillor Charmaine Morgan asked the Cabinet Member how householders would be expected to accommodate planned new recycling bins for paper and card if they had limited, or no additional space at their property.

The Cabinet Member acknowledged that there were issues for some residents in accommodating new bins, with a particular issue for houses of multiple occupancy (HMOs). A team was in place to deal with the concerns of residents. Alongside this, the Council could learn from those Districts in Lincolnshire who had already distributed additional bins as to what their issues had been. It was stressed that whilst the Cabinet Member was in support of the policy of separating paper and card recycling, overall the initiative was led by Lincolnshire County Council.

Every household in the District would receive a letter, outlining guidance on waste disposal, with the aim of raising recycling rates, and reducing the contamination of recycle.

Question 2 – Councillor Max Sawyer to the Deputy Leader of the Council

Councillor Max Sawyer asked the Deputy Leader of the Council for the procedure that was followed in allowing the previous Leader of the Council to pay for a Future Leader's course held in the USA.

The Deputy Leader had discovered prior to the May 2023 election, via the publicly available register of expenditure an entry for £5,500 attributed to member training. Around the same time, a freedom of information request was received by the Council on this subject.

The previous Leader advised the Chief Executive that he wished to attend some leadership training, which partly took place in the UK, and partly in the USA. He was advised that he should seek support from Cabinet members due to the cost, and it was reported that this support had been secured, along with a bursary to support the cost of the training. The course was passed for payment.

The previous Cabinet had been approached by the now Deputy Leader and asked why they had approved payment for the course; it became clear that those members were not aware they had approved payment, and in some cases made it clear that it was not their role to approve payment.

The Monitoring Officer investigated this freedom of information request and confirmed that Cabinet approval was not required for this training request. The Monitoring Officer reported that one of the difficulties with the complaint was that there was no record of the discussions that had taken place for this training request,

as it occurred during a meeting of informal Cabinet, under 'any other business'. There was no formal agenda or minutes in existence for this meeting.

The Deputy Leader highlighted that there were lessons to be learned from this episode, namely that all Councillors should be aware of the proper procedure for approving expenditure.

Question 3 - Councillor Robert Leadenham to the Leader of the Council

Councillor Robert Leadenham asked the Leader of the Council for clarity on his YouTube video highlighting the subject of litter on the verges of the A1 road.

The Leader, in response, stated that in making his video on the subject of littering he had made no judgment on whether there was an issue or not, he was highlighting what he had seen himself whilst looking at a nine mile stretch of the road.

Officers of the Council collected and emptied bins on this road every day, and on the Leader's visit, every layby was immaculately clean. However, it was possible there was an issue with littering on the A1 within South Kesteven, and the Environment Overview and Scrutiny Committee would consider the issue in due course.

Question 4 - Councillor Paul Wood to the Chairman of the Housing Overview and Scrutiny Committee

Councillor Paul Wood asked the Chairman of the Housing Overview and Scrutiny Committee whether the time it took to put unoccupied properties, or 'voids' back into use was unacceptable.

The Chairman of the Housing Overview and Scrutiny Committee outlined that as agreed at the above Committee, a workshop was in the process of being organised for all members of the Council and the Acting Director of Housing to look into this issue and give their views on how to tackle wait times.

Question 5 - Councillor Rosemary Trollope-Bellew to the Leader of the Council

Councillor Rosemary Trollope-Bellew asked the Leader whether he supported Lincolnshire County Council's stance of demolishing the Deepings Leisure Centre if a buyer could not be found, and whether financial assistance from South Kesteven District Council would be forthcoming.

The Leader made clear that he had not stated that South Kesteven District Council would not give financial assistance to the Deepings Leisure Centre in the future, and that consideration would be given to any requests for such support as required.

Question 6 - Councillor Mark Whittington to the Cabinet Member for Corporate Governance and Licensing

Councillor Mark Whittington was concerned around the progress of the internal auditors for this year, and asked whether the Cabinet Member could engage with internal auditors in order to progress key audits.

The Cabinet Member stated that the Governance and Audit Committee set their own programme; however, he had discussed the issues with internal audit with the Leader. The Cabinet Member would keep abreast of these issues and speak to the Governance and Audit Chairman regarding progress.

Question 7 - Councillor Ian Selby to the Leader of the Council

Councillor Ian Selby asked the Leader whether he was able to attend the 'grand weigh-in' for the Grantham Childrens' Fund, taking place at Harrowby United FC.

The Leader would make every effort to attend.

Question 8 - Councillor Zoe Lane to Cabinet Member for Environment and Waste (this role was a jobshare, and the question was answered by Councillor Patsy Ellis)

Councillor Zoe Lane asked the Cabinet Member whether the public had been consulted regarding the roll out of purple lidded bins for the collection of paper and card, and what their reaction had been to the news.

The Cabinet Member informed members that the rollout of the bins had been inherited from the previous administration, and that she would investigate what consultation with the public had taken place. The Cabinet Member reiterated that the scheme was being administered by Lincolnshire County Council and that there was no cost to South Kesteven District Council.

31. Notices of Motion

(a) Notice of Motion by Councillor Ben Green

Councillor Ben Green proposed the following motion:

Implementing Rushcliffe Borough Council's Battery Collection Policy in South Kesteven

Objective: *The objective of this motion is to propose the adoption of Rushcliffe Borough Council's battery collection policy, which involves collection of batteries in a bag left with any domestic waste bin collected by that council, by South Kesteven District Council. By implementing this policy over the next year, we aim to prevent costly refuse vehicle fires, promote responsible battery disposal, and increase recycling rates in our region.*

It is proposed the Council:

- a. Adopt Rushcliffe Borough Council's battery collection policy as a pilot programme in South Kesteven over the next year.*
- b. Provide residents with battery collection bags and clear instructions on how to use them for recycling purposes, emphasising the importance of not overfilling the bags.*
- c. Conduct public awareness campaigns and educational initiatives to promote the benefits of battery recycling and encourage active participation from residents.*
- d. Establish a reporting mechanism to monitor the progress and outcomes of the pilot programme, collecting data on the quantity of batteries recycled, costs saved, and any associated reduction in dust cart fires.*
- e. Explore partnerships with recycling facilities or third-party organisations to ensure the proper recycling and disposal of collected batteries.*

By adopting Rushcliffe Borough Council's successful battery collection policy, South Kesteven District Council will take a significant step towards fostering a sustainable and responsible waste management system that protects the environment, reduces costs, and enhances safety.

In introducing the motion, Councillor Green referenced a public information campaign on battery disposal that had been attempted with residents and questioned whether this had been successful.

Battery disposal could be an issue for rural communities, and those for whom travel was difficult. The Council visited residents' homes every week to collect their bins, and therefore there was an opportunity to explore whether batteries could be collected at the same time.

The motion was duly seconded.

The following points were raised during debate:

- Rechargeable batteries could make a better long-term investment rather than using disposable batteries.
- South Kesteven residents, in a straw poll conducted by one Councillor also favoured clothing and food waste recycling.
- The scheme would benefit from being costed before being rolled out. The refuse vehicles currently in use were expensive and could not easily be adapted to take batteries.
- The fire at Ingoldsby Woods had been caused by disposable vapes, rather than batteries. Disposable vapes were not easy to dismantle for disposal. Every year several tonnes of lithium was disposed of by virtue of being contained within vapes.

- Retailers have a legal requirement to collect batteries. Recycling was important for this precious resource, as the chemicals released by lithium-ion batteries in landfill was dangerous.
- Aside from costly lorry fires, there were several fires a week at recycling centres due to the inappropriate disposal of batteries.
- A review of single-use vapes should be considered by the Council, and brought to the attention on central government.

An amendment to the substantive motion was proposed by the Leader of the Council:

*This council **notes**:*

- *The safety issues around the disposal of batteries*
- *The desirability of ensuring that batteries are not placed in mixed recycling bins but recycled separately*
- *The existing legal requirement for retailers of batteries to provide collection points for the disposal of used batteries ([Battery waste: retailer and distributor responsibilities - GOV.UK](#))*
- *The battery collection policy of Rushcliffe Borough Council*
- *That many other councils also have separate battery collection schemes in operation*
- *That any separate collection organised by the council will come at a cost*

*This council **considers** this issue to merit further consideration, and thus **resolves** to:*

- *ask officers to investigate and prepare a report giving costed options taking the points noted above into account;*
- *request the Environment Overview and Scrutiny Committee considers this report and recommends options to be considered by Full Council at the November meeting”*

The amendment was seconded by the Leader of the Opposition.

The following comments were made when debating the amendment:

- The costings for the collection of batteries should not only include the costs to adapt lorries but should also include the cost of repairs to the Council’s housing stock, caused by batteries in small toys.
- The Chairman and Vice-Chairman of the Environment Overview and Scrutiny were happy to take this issue forward to the most appropriate meeting of their Committee.

The proposer and seconder of the original motion accepted the amendment.

Upon being put to the vote the substantive motion was **AGREED**.

DECISION:

This council notes:

- The safety issues around the disposal of batteries
- The desirability of ensuring that batteries are not placed in mixed recycling bins but recycled separately
- The existing legal requirement for retailers of batteries to provide collection points for the disposal of used batteries ([Battery waste: retailer and distributor responsibilities - GOV.UK](#))
- The battery collection policy of Rushcliffe Borough Council
- That many other councils also have separate battery collection schemes in operation
- That any separate collection organised by the council will come at a cost

This council considers this issue to merit further consideration, and thus resolves to:

- ask officers to investigate and prepare a report giving costed options taking the points noted above into account
- request the Environment Overview and Scrutiny Committee considers this report and recommends options to be considered by Full Council at the November meeting”.

32. Close of meeting

The meeting closed at 2:58pm.

List of Chairman's Engagements

21st July 2023 to 19th September 2023

Event Date	SKDC Ref	Organisation and Event	Location
02-Sep-23	GJ0006	Mayor's Proms in the Park	Walled Garden, Hall Park, Rushden
07-Sep-23	GJ0011	Heritage Lincolnshire Fundraising Dinner	Harlaxton Manor, Harlaxton, Grantham
10-Sep-23	GJ0008	LCC Chairman, Civic Service	Lincoln Cathedral, Lincoln
15-Sep-23	GJ0017	Stamford Mercury Business Awards	Rutland Hall Hotel,
16-Sep-23	GJ0007	Citizens Advice South Lincolnshire Dinner & Dance	Bourne Corn Exchange, Bourne
17-Sep-23	CIVIC01	SKDC Chairman's Civic Service	Stamford
17-Sep-23	GJ0012	Stamford Battle of Britain Parade	Stamford Town Council

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Council

28 September 2023

Report of Karen Bradford, Chief Executive

Report of the Council's Independent Remuneration Panel

Report Author

Graham Watts, Assistant Director of Governance and Monitoring Officer

 Graham.watts@southkesteven.gov.uk

Purpose of Report

To consider the content of a report of the Independent Remuneration Panel following the undertaking of a mini-review into the Council's Members' Allowances Scheme.

Recommendations

That Full Council:

- 1) Notes the content of the report.
- 2) Approves the rate of £2,865 per annum for the position of Chairman of the Standards Committee as a Special Responsibility Allowance and that this be reflected in the Members' Allowances Scheme.
- 3) Approves the rate of £945 per annum for the position of Vice-Chairman of the Standards Committee as a Special Responsibility Allowance and that this be reflected in the Members' Allowances Scheme.
- 4) Instructs the Monitoring Officer to allocate the Opposition Group Leaders' Special Responsibility Allowance to the Leader of the South Kesteven Coalition Group, backdated to 18 May 2023 as the date of the Annual Meeting of the Council.

Decision Information	
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 Full Council agreed a temporary Special Responsibility Allowance for the Chairman and Vice-Chairman of the Standards Committee at its meeting on 18 May 2023 to reflect the rate paid to the same positions associated with the former Constitution Committee. Any deviation from these amounts can be met from within the existing budget for Members' allowances.
- 1.2 The Special Responsibility Allowance associated with Opposition Group Leaders has been frozen until confirmation is received from Council as to how this should be distributed. This amount has been budgeted for and so there are no additional financial implications arising from consideration of this matter.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.3 Full Council is required to take into account considerations and recommendations of the Council's Independent Remuneration Panel before taking any decisions in respect of the Members' Allowances Scheme.
- 1.4 All Members of the Council have a dispensation associated with approving the Members' Allowances Scheme, meaning that there is no requirement to declare an interest and enabling them to participate fully in the debate and vote. Special Responsibility Allowances are set for positions of additional responsibility on the Council and should not be attributable to individuals when approving the Members'

Allowances Scheme. Any individual Member could still opt to remove themselves from the debate and vote should they deem it appropriate and necessary to do so.

Completed by: Graham Watts, Assistant Director of Governance and Monitoring Officer

2. Background to the Report

- 2.1 At the Annual Meeting of the Council the Standards Committee was introduced to the Council's decision-making and governance structure. A temporary Special Responsibility Allowance was set for the Chairman and Vice-Chairman of the Standards Committee, subject to consideration of the Special Responsibility Allowance for these positions by the Independent Remuneration Panel.
- 2.2 The political makeup of the Council changed following local elections in May 2023 to a position of no overall political control. A new Leader of the Council was elected from a minority political group which raised questions as to how the Opposition Group Leaders' Special Responsibility Allowance should be distributed given that there were multiple political groups on the Council who were not officially aligned to form an administration. The Independent Remuneration Panel was requested to consider this issue as part of its mini-review.

3. Key Considerations

- 3.1 The Independent Remuneration Panel commenced its review on 10 July 2023 by holding evidence gathering sessions whereby certain Members of the Council were invited to meet with the Panel or submit written representations on the scope of the review, as set out in paragraphs 2.1 and 2.2 above. Those Members invited included:
- Leader of the Council
 - Deputy Leader of the Council
 - All Political Group Leaders
 - Chairman of the Standards Committee
 - Vice-Chairman of the Standards Committee
 - The Chief Executive
- 3.2 Further to this invitation, representations were received from Councillors Ashley Baxter, Harrish Bisnauthsing, Richard Cleaver, Patsy Ellis, Graham Jeal, Vanessa Smith, Lee Steptoe and Sarah Trotter either in person or via written correspondence. The Chief Executive also met with the Panel.
- 3.3 Taking into account background information supplied by the Council's Assistant Director of Governance and evidence collated as part of the evidence gathering session or written representations, the Independent Remuneration Panel reached the following conclusions:

Special Responsibility Allowances for the Chairman and Vice-Chairman of the Standards Committee

- 3.4 An interim Special Responsibility Allowance for the Chairman and Vice-Chairman of the Standards Committee, in consultation with the Chairman of the Independent Remuneration Panel, was set by Full Council at its Annual Meeting on 18 May 2023 when the Standards Committee was established as part of the authority's committee structure. This was based on the Special Responsibility Allowances associated with the former Constitution Committee which was removed from the Council's committee structure at the same meeting.
- 3.5 Given that the Standards Committee is new and its workload is unknown at this stage, the Independent Remuneration Panel was satisfied that the Special Responsibility Allowances set by Full Council on 18 May 2023 for the positions of Chairman and Vice-Chairman of the Committee should be retained. It was noted, however, that this could be re-visited at any time should it become apparent that the workload of the Committee was more significant than that of the former Constitution Committee in terms of activity levels.

Opposition Group Leaders' Special Responsibility Allowance

- 3.6 The results of the local elections and subsequent Annual Meeting of the Council in May 2023 saw a significant change in the Council's political proportionality and administration of the Council. The South Kesteven Coalition Group, consisting of 24 Conservative Councillors and three Independent Councillors, established a political group called the South Kesteven Coalition Group. Representatives of the remaining minority political groups on the Council voted in favour of Councillor Richard Cleaver (Democratic Independent Group) who was elected as Leader of the Council at the Annual Meeting.
- 3.7 Councillor Cleaver formed a Cabinet consisting of Members from minority groups on the Council, forming a new administration. It should be noted, however, that the minority political groups on the Council are not formally aligned and are separate, individual political groups in their own right.
- 3.8 The Constitution is silent on the designation of the Leader of the Opposition. Traditionally at South Kesteven District Council, the Leader of the largest political group is elected as the Leader of the Council with other political group leaders acknowledged as 'Opposition Group Leaders', with the leader of the largest opposition group being designated as 'Leader of the Opposition'. The Special Responsibility Allowance would therefore be allocated on a pro-rata basis to all Opposition Group Leaders.
- 3.9 Given that Cabinet Members are appointed as individuals and no official coalition has been established between the respective minority groups, the Monitoring Officer cannot make an assumption that all minority groups by default are

considered as 'the administration'. The Labour and Co-operative Group as a minority group, for example, do not have any representatives on Cabinet. Confirmation was therefore sought as to how the Opposition Group Leaders' Special Responsibility Allowance should be distributed in these unprecedented circumstances.

- 3.10 The Independent Remuneration Panel addressed this issue by considering how the administration was formed. It concluded that the administration was formed by all Councillors in minority political groups voting in favour of Councillor Richard Cleaver as Leader of the Council. It is therefore the recommendation of the Independent Remuneration Panel that the Leader of the South Kesteven Coalition Group should receive the full Opposition Group Leaders' Special Responsibility Allowance.
- 3.11 The Independent Remuneration Panel's full report is attached at **Appendix A**. Mr John Cade, Chairman of the Independent Remuneration Panel, will be in attendance at the meeting of Full Council on 28 September 2023 to present the Panel's report.
- 3.12 Full Council must give due regard to the recommendations of the Independent Remuneration Panel's report prior to taking any decisions on the Council's Members' Allowances Scheme.
- 3.13 Full Council can only make amendments to the Members' Allowances Scheme at this meeting on those matters which were the subject of the Independent Remuneration Panel's mini-review.

4. Other Options Considered

- 4.1 To maintain the rates in the current Members' Allowances Scheme.
- 4.2 To make amendments to the Special Responsibility Allowances associated with the Chairman and Vice-Chairman of the Standards Committee.
- 4.3 To agree an alternative approach to the distribution of the Opposition Group Leaders' Special Responsibility Allowance.

5. Reasons for the Recommendations

- 5.1 To ensure that the Members' Allowances Scheme is fit for purpose and that Full Council gives full consideration to recommendations of the Independent Remuneration Panel.

6. Consultation

- 6.1 All Members of the Council were invited to meet with the Independent Remuneration Panel as part of the mini-review of the Members' Allowances Scheme. Full details of their participation are set out in the Independent Remuneration Panel report.

7. Appendices

- 7.1 Appendix A – Report of the Independent Remuneration Panel.

The Welland Partnership Members Remuneration Panel

Report to South Kesteven District Council Meeting

1. Purpose of Report

- 1.1 This Report has been prepared by the Independent Panel set up to make recommendations and provide guidance to the Council in respect of its scheme for Members' allowances.
- 1.2 The Report sets out the Panel's recommendations for the Council's consideration.

2. Framework

- 2.1 The Local Government (Members' Allowances) 2003 Regulations put in place a consolidated and simplified framework for allowances that covers Principal Councils and Parish and Town Councils.
- 2.2 Part 4 of the Regulations makes provision for the establishment of an Independent Panel to make recommendations concerning allowances, travel and subsistence and carers' provision. The Welland Remuneration Panel, comprising John Cade (Chairman), John Greenwood, Ian Davis and Gordon Wells, is compliant with the necessary arrangements. John Cade, Ian Davis and Gordon Wells undertook this review.
- 2.3 A Council is unable to revoke or amend its scheme of allowances without first considering the recommendations of an Independent Panel. Whilst the Council is not bound by the recommendations of the Panel, there is a duty placed upon it to consider the recommendations, publish the Panel's recommendations and publish its Scheme.

3. Context

- 3.1 We were advised that two matters had arisen since we undertook your last 4 yearly review in 2022. The first related to a review of your Committee structure undertaken prior to this May's local elections; the second a consequence of that electoral outcome.
- 3.2 We have, therefore, undertaken what we term a 'mini-review' of these two matters.
- 3.3 The first matter required us to consider an appropriate Special Responsibility Allowance (SRA) for the Chairman and Vice-Chairman of the Standards Committee.
- 3.4 The second matter was to consider the Special Responsibility Allowance (SRA) for the Opposition Leader(s).
- 3.5 We invited the Leader of the Council, Deputy Leader, all Political Group Leaders, the Chairman and Vice-Chairman of the Standards Committee and the Chief Executive to give evidence.
- 3.6 At our evidence giving session on 10th July 2023 we met with the Leader of the Council, Deputy Leader, Vice-Chairman of the Standards Committee and the Co-Convenor of the Green Party Group.
- 3.7 Written representations were also received from the Leader of the South Kesteven Coalition Group, Leader of the Labour and Cooperative Group, Leader of the Liberal Democratic Group and the Co-Convenor of the Green Party Group.
- 3.8 Throughout our work we received excellent support from your Assistant Director of Governance and Monitoring Officer.

4. Findings

4.1 SRA for Chairman and Vice-Chairman of Standards Committee

- 4.1.1. Prior to your Annual General Meeting (AGM) your Assistant Director of Governance and Monitoring Officer contacted me to say that a new Standards Committee had been established and it would be helpful to have an indication of the relevant allowances.
- 4.1.2. I explained that there was no provision for a 'Chairman's action' but that I could provide an indication of what I thought would be appropriate, subject to it being subsequently looked at by the Panel.
- 4.1.3. We settled on proposing SRAs at the same level as those for the Constitution Committee which are: 0.45 of the Basic Allowance for the Chairman and 0.33 of this SRA for the Vice-Chairman.
- 4.1.4. When we discussed this at our evidence giving session there was a common reflection that whilst this was undoubtedly an important Committee it was impossible to gauge its workload at this time.
- 4.1.5. We have, therefore, taken the view that the SRAs should remain at their current level, but with the understanding that these can be revisited if the activity level merits it.

4.2 SRA for Opposition Leader(s)

- 4.2.1. The political make-up of your Council changed significantly at your all-out local elections held on 4th May 2023. Our understanding is that the political balance of the Council is now as follows:

South Kesteven Coalition Group	(24 Cons., 3 Ind.)	27
Grantham Independent Group		7
Democratic Independent Group		7
Independent Group		5
Green Party Group		4
Liberal Democrat Group		4
Labour and Cooperative Group		2

- 4.2.2. At your AGM on 18th May 2023, Councillor Cleaver of the Democratic Independent Group was elected Leader of the Council. He subsequently appointed a Cabinet which includes representatives from all political groups except for the South Kesteven Coalition Group and the Labour and Cooperative Group.
- 4.2.3. The question which is asked of us in this scenario is who comprises the Opposition.
- 4.2.4. The Government's 2003 Regulation states:
- “Where one political group is in control and where an Authority has decided to pay special responsibility allowances, the Authority MUST make provision for the payment of a special responsibility allowance to at least one member of a minority group.”
- 4.2.5. Your Constitution allows for this but is silent on the definition of an Opposition or the role of ‘Leader of the Opposition’.
- 4.2.6. We have addressed this matter by asking the question “How was the current ruling Administration formed?”. Our understanding is that at the AGM it received votes from all of the Groups, apart from South Kesteven Coalition Group.
- 4.2.7. So, whilst the Labour and Cooperative Group do not have places on the Cabinet that Cabinet only exists in its current form because it received their 2 votes.
- 4.2.8 Clearly, the Labour and Cooperative Group cannot be a contributor to the formation of the current Cabinet and hence the decision making body of the Council and also be part of the Opposition at the same time.
- 4.2.9. This means that the Opposition Allowance should go to the South Kesteven Coalition Group.

4.2.10. This stance is also taken by the Liberal Democrat and Green Groups. As expressed by the Co-Convenor of the Green Group in her written evidence:

“Although not formally affiliated, we, the Greens, give our support to Councillor Cleaver and would therefore not consider ourselves to be in opposition. We have not spoken to Councillor Jeal about this, but from our perspective, we would be happy for you to allocate the Opposition Group Leader’s SRA to him and would not expect any portion of this to go to us.”

4.2.11 Before concluding, however, we do need to report that in our evidence giving meeting views were expressed that Group Leaders should receive an allowance to recognise the work associated with such a rainbow coalition as now exists. We understood the point made and the Council could certainly consider this new framework although we do believe there are non-pecuniary risks involved. If you were to go down this path we could advise on appropriate allowances.

5. Recommendations

- 5.1 That the Special Responsibility Allowances for the Chairman and Vice-Chairman of the Standards Committee remain at their current levels of 0.45 of the Basic Allowance for the Chairman and 0.33 of this SRA for the Vice-Chairman.
- 5.2 That the Special Responsibility Allowance for the Opposition Group Leader(s) be allocated to the South Kesteven Coalition Group.

John Cade,
Chairman, Welland Partnership Members Remuneration Panel

July 2023

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Full Council

28 September 2023

Report of Councillor Philip Knowles,
Cabinet Member for Corporate
Governance and Licensing

Designation of Monitoring Officer

Report Author

Karen Bradford, Chief Executive



Karen.bradford@southkesteven.gov.uk

Purpose of Report

To provide Full Council with an opportunity to designate an officer to the statutory position of Monitoring Officer.

Recommendations

That Graham Watts, Assistant Director of Governance, be designated as South Kesteven District Council's Monitoring Officer with immediate effect.

Decision Information

Does the report contain any exempt or confidential information not for publication?

No

What are the relevant corporate priorities?

High performing Council

Which wards are impacted?

All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 A £5,000 per annum honorarium is paid to the Monitoring Officer as a special responsibility payment attributed to Statutory Officers.

Completed by: Richard Wyles, Chief Finance Officer

Legal and Governance

- 1.2 Legal and governance implications are set out in the body of the report.

Completed by: Mandy Braithwaite, Legal Executive

2. Background to the Report

- 2.1 Section 5 (1) of the Local Government and Housing Act 1989 requires the Council to designate an officer as the Council's Monitoring Officer. The Monitoring Officer may not be the Council's Chief Finance (Section 151) Officer nor the Head of Paid Service (Chief Executive).
- 2.2 The Monitoring Officer has statutory duties and responsibilities relating to the Council's constitution and its arrangements for effective governance. These duties include:
- Maintenance of the Constitution
 - To ensure the lawfulness of decision making
 - Responsibility for matters relating to Councillor Conduct
 - The registration of Members' interests
- 2.3 The Council's former Monitoring Officer, who also held the position of Deputy Chief Executive, was on sick leave from the end of December 2022 and has since left the authority having retired through ill-health.
- 2.4 Another vacancy has arisen on the Council following the departure of the Assistant Director of Operations and Public Protection.

- 2.5 Taking into account these two significant vacancies, the Chief Executive has taken the opportunity to review her management structure to ensure that it is fit for purpose and meets the needs of the organisation. This restructure is in the process of a six-week consultation.
- 2.6 Given the statutory nature of the Monitoring Officer designation, the Chief Executive considers it appropriate for the Council to appoint a permanent Monitoring Officer now as opposed to waiting for her management re-structure to reach its conclusion.
- 2.7 The officer designated as Monitoring Officer will be expected to attend weekly meetings of the Council's Corporate Management Team and will report directly to the Chief Executive.
- 2.8 At its meeting on 26 January 2023, Full Council appointed Graham Watts as the Council's Monitoring Officer on an interim basis until further notice.
- 2.9 The above duties and responsibilities, set out in paragraph 2.2, have therefore been carried out by Graham Watts, Assistant Director of Governance, in the interim.
- 2.10 The Employment Committee met on 6 September 2023 and recommended that Graham Watts, Assistant Director of Governance, be designated as the Council's Monitoring Officer on a permanent basis.

3. Key Considerations

- 3.1 Graham Watts, Assistant Director of Governance, has 23 years' experience in local government governance and has acted as the Council's Deputy Monitoring Officer since his employment with the Council in May 2021 until January 2023 when he was appointed Monitoring Officer on an interim basis. His previous authorities include East Lindsey District Council, Boston Borough Council, the City of Lincoln Council, Lincolnshire County Council and South Cambridgeshire District Council where he played a key role in providing constitutional and legislative advice relating to Council meeting procedures and decision-making, as well as providing advice in respect of the Councillor Code of Conduct and registration and declaration of interests by Councillors. He was previously Deputy Monitoring Officer at South Cambridgeshire District Council and provided specific constitutional support relating to Council meeting procedure rules and the Councillor Code of Conduct to the Monitoring Officer at the City of Lincoln Council.
- 3.2 In his time as Deputy Monitoring Officer for South Kesteven District Council, Mr Watts has played a fundamental part in the comprehensive review of the Council's Constitution and consistently provides clear and sound constitutional and procedural advice to Councillors and Officers, whether directly or at the Council's public meetings. He assisted in the implementation of the Council's new Councillor

Code of Conduct and associated training for Councillors and has led assessments and investigations into alleged breaches of the Code.

- 3.3 As interim Monitoring Officer, Mr Watts has continued to provide essential support and advice to the Chief Executive, Corporate Management Team, senior officers and elected members. He has responsibility in his Assistant Director role for the Council's Legal Services Team and is the client lead for the Council in respect of its involvement with the Legal Services Lincolnshire Partnership.
- 3.4 Taking the above into account, it is considered that Graham Watts has demonstrated he has the required knowledge and experience to undertake the role of Monitoring Officer for South Kesteven District Council.

4. Other Options Considered

- 4.1 Option 1 – That Graham Watts, Assistant Director of Governance, be recommended for designation as the Council's Monitoring Officer.
- 4.2 Option 2 – That another officer of the Council be recommended for designation as the Council's Monitoring Officer.
- 4.3 Option 3 – That Legal Services Lincolnshire be commissioned to provide this service for South Kesteven District Council.
- 4.4 Option 4 – That another third-party appointment be sought to provide this service for South Kesteven District Council.

5. Reasons for the Recommendations

- 5.1 To ensure that the Council is compliant with the requirements of the Local Government and Housing Act 1989 to designate an officer as the Council's Monitoring Officer

6. Consultation

- 6.1 The Employment Committee is required to consider making a recommendation to Council on the designation of the Council's Monitoring Officer. It undertook this requirement at its meeting on 6 September 2023.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Council

28 September 2023

Report of: Councillor Phil Dilks, Cabinet
Member for Housing and Planning

Housing Revenue Account Acquisitions Capital Budget

Report Author

Debbie Roberts, Head of Corporate Projects, Policy and Performance

 Debbie.roberts@southkesteven.gov.uk

Purpose of Report

To seek support and approval from Council to amend the 2023/24 Housing Revenue Account (HRA) capital allocation of Housing Development Investment by an additional £1m to be able to respond promptly to opportunities to purchase properties to increase the Council's housing stock.

Recommendations

For Council to approve the budget amendment of the Housing Revenue Account 2023/24 Capital Programme Housing Development Investment by an additional £1m.

Decision Information	
Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Housing that meets the needs of all residents
Which wards are impacted?	All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 The proposal to increase the approved £3m to the HRA Capital Programme 'Housing Development Investment' by a further £1m is to ensure financial resources are made available in order to respond to opportunities that arise in order to purchase properties to include in the HRA housing stock.
- 1.2 The currently approved £3m has been fully committed to provide funding for new build schemes at Swinegate Grantham and Elizabeth Road Stamford. Therefore, there is a requirement to allocate further funding to avoid stock acquisition opportunities being missed.
- 1.3 The financing of this proposal would be sourced from the HRA reserves and therefore there would be no requirement to undertake borrowing.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer.

Legal and Governance

- 1.4 In accordance with the Council's Financial Regulations, only Full Council is able to take the decision proposed in the recommendation of this report. Cabinet has considered this item and supported the recommendation to Full Council.

Completed by: Graham Watts, Assistant Director of Governance and Monitoring Officer

2. Background to the Report

- 2.1 The Council has a clear commitment in its Corporate Plan 2020-2023 to provide *“Housing that meets the needs of all residents”*.
- 2.2 The Council can obtain housing either from buying back former properties lost through the Right to Buy scheme, by building its own affordable units on Council HRA owned land or by purchasing units from developers or on the open market to meet the specific needs of the District.
- 2.3 A proposed Housing Revenue Account Asset Acquisition and Disposal Policy 2023 has been developed for consideration by the Housing Overview and Scrutiny Committee on the 21st of September 2023 and this will provide the framework in which this proposed £1m allocation will be utilised.
- 2.4 The Council's Housing Revenue Account Asset Acquisition and Disposal Policy applies to the Council's acquisition and disposal of land, development sites, residential properties, former council properties, current housing stock and empty homes acquired using Right to Buy receipts, Section 106 affordable homes funding or HRA reserves to increase the supply of affordable homes and to bring more empty homes back into use.
- 2.5 The Council has been approached directly by landowners/property owners offering to sell vacant, recently developed housing sites or individual private properties. It is proposed that residential sites offered to the Council for sale directly or that become available on the open market are assessed to determine if they meet the Council's strategic priorities and a defined local social housing need.
- 2.6 The decision to purchase sites will be dependent on a business case and considered on a site-by-site basis which would be determined by the following factors:
- Due to the financial costs and resources required by the Council to purchase land/properties, larger sites will be prioritised over individual properties if resources are limited at any time.
 - The viability of the purchase, new build/refurbishment and borrowing costs will be assessed against rent levels as set out in the Council's rent policy to ensure that all development/developed sites/private properties deliver value for money for the HRA. The Council will undertake land valuations when considering any purchase of land sites.
- 2.7 Having a capital allocation for these ad-hoc purchases will mean that the Council can act swiftly when approached to reduce the risk of the Council not being able to secure them to bolster the housing stock and those that are lost from the Right to Buy process and supports the pipeline of acquiring/building new homes.

3. Key Considerations

- 3.1 The Council is now being approached on some larger development schemes (of which there are a proportionate number of affordable housing units) to acquire the affordable units due to some registered providers not being able to secure funding due to the current financial uncertainty. The Council is in a strong position to acquire them given the HRA balances and the amount of receipts/S106 funding that can be used.
- 3.2 Cabinet considered this report on the 11th September 2023 and unanimously supported the recommendation to seek to acquire more houses to meet the needs of our residents.

4. Other Options Considered

- 4.1 The Council could decide not to purchase any additional properties. This would not meet the housing needs priority of the Corporate Plan and not support the pipeline of delivering new housing in the District.

5. Reasons for the Recommendations

- 5.1 To be able to increase the housing stock to meet the needs of our residents.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Council

28 September 2023

Report of Councillor Ashley Baxter,
Deputy Leader and Councillors Patsy
Ellis and Rhys Baker Cabinet Members
for Environment and Waste

Proposals for the upgrading of District Council street lights to LED units

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

 Richard.wyles@southkesteven.gov.uk

Purpose of Report

This report provides an overview regarding South Kesteven District Council's potential to upgrade District Council operated streetlights to energy efficient LED (Light Emitting Diode) units.

Recommendations

Council is asked:

1. To approve the allocation of funding of £1 million to accelerate the replacement of the Council operated streetlights with LED energy efficiency lamps. The scheme to be funded as follows:
 - £500k Invest to Save Reserve
 - £250k Budget Stabilisation Reserve
 - £250k Local Priorities Reserve
2. To request Environment Overview and Scrutiny Committee review the current Street Lighting Policy with regard to further reducing energy costs at specific times and locations.

Decision Information	
Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Clean and sustainable environment
Which wards are impacted?	All wards

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 The financial implications, should there be a faster paced rollout of energy efficient units, will incur a significant financial outlay. However, the ongoing revenue savings will also be a significant contribution towards reducing the Council's operating expenditure. The funding of any accelerated replacement programme will be required to be funded from reserves as no budget allocation in this financial year has been made. Following an analysis of the reserves and the anticipated use during the current financial year, the proposal is to provide the funding from the following: £500k Invest to Save reserve, £250k Budget Stabilisation Reserve and £250k Local Priorities Reserve.

Completed by: Richard Wyles, Chief Finance Officer (s151 Officer)

Legal and Governance

- 1.2 Councils do not have a duty to provide streetlighting, however once provided, the local authority does have a duty to maintain the system in a safe condition.
- 1.3 Regarding considerations to continue to upgrade lamps to LED any further changes to the project to allocate further funding would need to comply with the Council's Financial Regulations and Contract Procedure Rules.

Completed by: Graham Watts, Assistant Director of Governance and Monitoring Officer

Climate Change

- 1.4 The energy reduction potential of upgrading the Council's stock of lamps to LED is significant, with streetlighting being the single largest area of electricity consumption for the Council. Annual carbon savings are modelled within the report which will contribute towards the Council's carbon reduction target.

Completed by: Serena Brown, Sustainability and Climate Change Officer

2. Background to the Report and Reasons for Recommendations

- 2.1 South Kesteven District Council is responsible for 3893 streetlights within the district which are all funded from the Council's General Fund.
- 2.2 The majority of lights operated by the Council are 35W (or 36W) low pressure sodium lamps and are responsible for just over 4% of the Council's total carbon emissions – a significant contribution.
- 2.3 Several different options have been considered in the past regarding the most efficient management of the Council's stock of streetlights. Following a recommendation by Environment Overview and Scrutiny Committee, Cabinet on the [12th July 2018](#) considered and approved a policy, attached at Appendix A, addressing how the Council's streetlights shall be managed.
- 2.4 The policy at Appendix A includes the objective: "To ensure South Kesteven District Council streetlights provide illumination during the hours of darkness". This is a different approach compared to Lincolnshire County Council, where lamps are dark between the hours of midnight to 6am in order to maximise energy savings and achieve cost savings.
- 2.5 Following a decision at Cabinet on the [11th June 2019](#), a project was initiated to accelerate upgrade of the Council's stock of streetlights to LED lamps, replacing the existing policy to upgrade only failed lamps. This allocated £100,000 from the Council's Invest to Save reserve as part of a 12-year overall programme. Benefits noted from the upgrades included a reduction in electricity use and associated costs, with a consequent reduction in carbon emissions.
- 2.6 In tandem with project development work required for the main LED upgrades, repair and maintenance arrangements for existing lamps have also been reviewed. Current arrangements are for ongoing reactive maintenance of non-LED lamps where feasible, and where lamps are beyond repair these are now being updated to LEDs. Currently, there is no budget to replace every failed unit with an LED upgrade.
- 2.7 The main contract for the upgrade of streetlights to LED was subsequently awarded, effective from August 2021. The below table is provided regarding the current number of streetlights upgraded to LED:

	August 2021	May 2023
Standard streetlights	3438	2894
LED streetlights	152	296
LED streetlights with dimming profile	-	403
TOTAL LED units	152	699

- 2.8 Through upgrading existing units to LED (with capability for dimming), the energy reduction achieved in the latest month, across the whole stock of lights, is 12%.
- 2.9 Since agreement of the Invest to Save budget, South Kesteven District Council, like many other organisations, has seen vastly escalating utility costs. The electricity budget for streetlighting for 2022/23 was set at £171k and the total spend for 2022/23 was £221k.
- 2.10 Therefore, the original expectations of reinvesting savings from reduced electricity use can no longer be met, as the increased cost of energy has outpaced the savings made through reduction. Currently there is no agreed standalone budget for upgrading the streetlights to LED, beyond an existing fund for reactive maintenance of broken lights.
- 2.11 As a result of the sharp escalation in energy costs, the business case for an accelerated programme of upgrades to LED across the whole stock of streetlights has become stronger. Prices for wholesale electricity and gas appear to have 'spiked' this winter. Nevertheless, current costs remain at a historic high and, given the volatility of energy markets and potential for further disruption next winter, it is reasonable to expect continuing high prices for both gas and electricity.
- 2.12 Reducing energy consumption from streetlighting also will contribute to the Council's declared carbon reduction target of at least 30% by 2030.
- 2.13 Four options have been explored to fulfil our obligations to provide lighting in the most cost and environmentally effective way. It is recognised several other options could be considered but these will depend upon the scope and scale of any replacement programme.
- 2.14 The Finance and Economic Overview and Scrutiny Committee met on 22nd June 2023 to review the four options, with particular regard to the financial, environment and service level implications. They agreed to pursue the full upgrade programme of Option 1 or 2, with the recommendation to allocate funding from Council reserves.

2.15 The Cabinet also considered this item on the 11th September 2023 and fully supported the acceleration programme and the recommendations for Council above.

2.15.1 Option 1: Accelerate programme to upgrade all existing lights to LED.

Indicative costs have been obtained to upgrade all possible streetlight units to LED within a year of contract commencement. This includes an allocation for potential upgrade of obsolete street light columns where required, estimated at 5% of the total stock of lights. A dimming schedule between midnight and 6am is assumed, where lights are dimmed to 50% of full illumination, in line with current policy. An overall energy saving by upgrading to LED with 6 hours of dimming of 63% is assumed based on supplier projections.

2.15.2 Option 2: Accelerate programme to upgrade all existing lights to LED and implement policy to switch off lighting between midnight to 6am. This option uses the same assumptions as Option 1, but rather than using the existing dimming profile assumes streetlights will be dark between midnight and 6am, with an assumed energy saving of 75%.

2.15.3 Option 3: Review provision of streetlighting with the aim to upgrade every other unit to LED and decommission remaining units. The potential to reduce the overall stock of streetlights which the Council are responsible to illuminate has also been explored.

2.15.4 Regarding option 3, consideration would need to be made on the placement of individual lamps to ensure the remaining provision of lighting is adequate around decommissioned columns. Once agreed, the Council would need to remove fuses from streetlights to be decommissioned at a cost per lamp. The lamps would remain liable for a standing charge for electricity when not in use. Once the light is declared as obsolete, the Council is obliged by National Grid to potentially disconnect and remove lighting columns after a 2 year period, at a further cost. The Council also has a duty of care to ensure the obsolete lighting column is inspected annually to ensure they remain safe. Finally, adequate signage would need to be added to every lighting column decommissioned, to help minimise the number of reports to the Council of faulty lights. Given the number of impediments to decommissioning and removing lamps, detailed costs have not been provided here.

2.15.5 Option 4: The Council could choose not to pursue a proactive programme of LED upgrades. This would require no upfront investment and lamps would only be replaced by LED when a streetlight has failed. This would mean a significantly longer programme of replacement and would need to consider a potential scarcity of replacement parts for existing lamps.

- 2.16 Simple payback has been calculated for Options 1 and 2 in the below table. This is based on the most up to date present and expected future costs for electricity. However, given ongoing utilities market volatility, costs may change as the programme develops. Therefore, the following calculations need to be viewed in that context.

	Option 1	Option 2
Estimated replacement cost	£1,003,765	£1,003,765
Energy saving cost estimated 63%*	£232,660	-
Energy saving cost estimated 75%*	-	£266,273
Annual carbon reduction (tonnes)	156	179
Pay back	5.3 years	4.5 years

*Less a deduction for a statutory safety check every two years

- 2.17 A compliant procurement route is under review in order to accelerate upgrades of remaining streetlights to LED.

3. Key Considerations

- 3.1 As included at Appendix A, a policy exists for South Kesteven District Council to ensure streetlights provide illumination during hours of darkness. In order to consider amending the current Street Lighting Policy in place, a consultation exercise would need to take place if the Committee is minded to support pursuing Option 2 or Option 3.
- 3.2 This would seek to engage, at a minimum, with statutory bodies including Lincolnshire County Council (as Highways Authority) to consider any potential areas of poor illumination as a result of the lamps not in use between midnight and 6am, as well as consultation with the police to consider any anti-social behaviour implications.

4. Other Options Considered

- 4.1 The four available options are listed above at section 2 of the report.

5. Consultation

- 5.1 Following the discussion at Finance and Economic Overview and Scrutiny Committee on 22 June 2023, the Committee noted their support for the development of an accelerated replacement scheme.
- 5.2 The Environment Overview and Scrutiny Committee, at their meeting on 11 June 2023, agreed to proceed with the strategy set out to upgrade all existing Council streetlights to LED lamps.
- 5.3 Cabinet met on the 11 September 2023 and supported the upgrade to LED lights and that the Environment Overview and Scrutiny Committee review the Street Lighting Policy at a future meeting. The Chairman of the Environment Overview and Scrutiny committee was present at the Cabinet meeting and supported this recommendation, noting that it would be added to the committee's work programme.
- 5.4 No formal consultation has taken place on the Council's approach to provision of streetlights to date. If Option 2 is pursued, to switch off streetlights during hours of darkness, further consultation with other statutory bodies would need to take place to understand the wider impacts.

6. Background Papers

- 6.1 Cabinet 12th July 2018 - [South Kesteven District Council - Agenda for Cabinet on Thursday, 12th July, 2018, 2.00 pm](#)

<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MId=3624&Ver=4>
- 6.2 Cabinet 19th June 2019 - [2019-6-11 - Cabinet Street Lighting Report.pdf \(southkesteven.gov.uk\)](#)

<http://moderngov.southkesteven.gov.uk/documents/s22933/2019-6-11%20-%20Cabinet%20Street%20Lighting%20Report.pdf>
- 6.3 Environment Overview and Scrutiny Committee 15th December 2020 - [Street Light Upgrade to LED.pdf \(southkesteven.gov.uk\)](#)

<http://moderngov.southkesteven.gov.uk/documents/s28582/Street%20Light%20Upgrade%20to%20LED.pdf>
- 6.4 Finance and Economic Overview and Scrutiny Committee 22nd June 2023 - [Streetlights report.pdf \(southkesteven.gov.uk\)](#)

<http://moderngov.southkesteven.gov.uk/documents/s38106/Streetlights%20report.pdf>
- 6.5 Cabinet 11th September 2023

7. Appendices

- 7.1 Appendix A SKDC Street Lighting Policy [approved by Cabinet June 2018]

STREET LIGHTING POLICY

June 2018



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Overview

The purpose of this policy is to ensure effective management of South Kesteven District Council's street lighting stock in order that the lighting is:

- Providing illumination when and where required;
- Safe
- Energy efficient
- Well maintained.

Objectives

- Ensure existing lighting stock is maintained in accordance with current electrical regulations to ensure it meets legal, health and safety requirements.
- To follow good practice guidance, in order to further reduce risk to council staff, contractors and the public.
- To ensure South Kesteven District Council street lights provide illumination during the hours of darkness.

Strategy

- To maintain and update a register of street lights including location, purpose, condition and lamp type.
- To ensure street lights are properly maintained.
- To replace street lights with more energy efficient units (eg LEDS) when existing lamps cease to function and/or when budget becomes available.
- To identify any SKDC street lights which might be considered redundant and consider their removal.
- To maintain the councils portfolio of street lighting via appropriate contract(s).

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Council

28 September 2023

Report of Councillor Richard Cleaver,
Leader of the Council and Councillor
Ashley Baxter, Deputy Leader of the
Council

Proposed Replacement Depot Turnpike Close Grantham

Report Author

Debbie Roberts, Head of Corporate Projects, Policy and Performance

 Debbie.roberts@southkesteven.gov.uk

Purpose of Report

Council is asked to consider the proposals and approve the budget to enable the development of a new depot at Turnpike Close in Grantham.

Recommendations

Council is asked:

1. To approve an allocation of £8m be included in the General Fund Capital Programme to provide funding to construct a new depot at Turnpike Close, Grantham.
2. To delegate authority to the Council's s151 Officer, in consultation with the Leader and Deputy Leader of the Council, to allocate further funding if required due to unforeseen costs during the project.
3. To request that the Finance and Economic Overview and Scrutiny Committee adds the replacement depot to its work programme and establishes a working group to receive regular updates and monitor the project.

Decision Information	
Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Clean and sustainable environment
Which wards are impacted?	All wards

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 This proposal is a significant capital outlay for the Council and demonstrates the Council's commitment to provide a new modern fit for purpose depot that will serve the District in the medium to long term. The combined cost for the capital is approximately £10m and the Council will be required to provide a minimum revenue provision (MRP) over a 50-year period which is the expected life of the asset. The MRP is calculated at £200k per annum (the actual calculation will be based on the final spend level) for 50 years and is a new budgeted cost the Council will incur once the asset becomes operational. Therefore, the Council's Medium Term Financial Plan will be required to incorporate this new cost and therefore this will be a necessity to identify the financial headroom in the budget setting proposals.
- 1.2 The suggested financial strategy will be to undertake internal borrowing as a short-term solution as this will enable the Council to avoid undertaking external borrowing and therefore not incurring Public Works Loan Board (PWLB) interest costs. Whilst this will not avoid incurring the annual MRP cost it will enable the Council to minimise the annual financial impact of the new depot scheme. Based on current interest rates of 5.34%, this would be a further £550k per annum for 50 years in addition to the annual MRP cost. It is expected there will be only a marginal change to the operational costs of the new depot when compared to the current location as the larger size of the depot will be offset by the energy efficiency initiatives that will be incorporated into the new depot design.

- 1.3 The financial strategy also underway is to generate capital receipts from the disposal of surplus assets and utilise those receipts to offset the amount of borrowing (internal and external) that will be necessary. The amount of receipts that will be available at the time of borrowing is not possible to anticipate at this time but will be kept under review.
- 1.4 The proposed budget is based on accurate projected costs provided by external cost consultants. In the unlikely event that the projected costs exceed the proposed budget allocation, then the Council can utilise the reserves to respond to any cost volatility.

Completed by: Richard Wyles, Chief Finance Officer

Legal and Governance

- 1.5 This report seeks approval from Full Council for an allocation of £8m in the General Fund Capital Programme. This decision has to be taken by Full Council.
- 1.6 There will be significant legal and governance implications in respect of planning and procurement, as set out in the body of the report, which will require due consideration at the appropriate time of the proposed scheme.

Completed by: Graham Watts, Assistant Director of Governance and Monitoring Officer

Risk and Mitigation

- 1.7 The site is currently demolished and is the responsibility of the Council and insured for public liability. If the Council appoints a contractor to commence the construction, it is the contractor's responsibility for the duration of the build to insure and secure the site until completion.
- 1.8 There will be provision of a generator at the new depot which will provide the new location with back-up power in the event of a power outage (the Council has no provision of this currently). Therefore, the new depot will contain provision to be the business continuity site should the Council require it.

Health and Safety

- 1.9 The Health and Safety Plan will be part of the documentation provided at the construction stage of the contract to build the new depot and will be the contractors responsibility.

Completed by: Phil Swinton, Emergency Planning and Health & Safety Lead

Climate Change

- 1.10 It is essential that every opportunity is taken to ensure that the new Depot site operates efficiently and contributes towards the Council's agreed carbon reduction targets of at least 30% by 2030.
- 1.11 It is expected that the new site as outlined in this report will maximise renewable energy generation on site, with the buildings being heated using low-carbon energy and will have PV panels on the roof.
- 1.12 Provision of electric vehicle charge points will also be made available on the new site for several of the Council's pool car vehicles available for staff. The site offers significant potential for future provision of additional electric vehicle charging facilities, enabling the transition towards an electric fleet.

Completed by: Serena Brown, Sustainability and Climate Change Officer

2. Background to the Report

2.1 The Existing Depot

South Kesteven District Council's current depot at Alexandra Road, Grantham was built in the 1970's and is now at the end of its operational life. It is no longer fit for purpose, does not allow for service expansion and no longer supports the Council's current and future operational needs.

- 2.2 The existing depot is facing increasing maintenance costs and significant levels of investment if it is to remain an operational facility that is able to respond to the projected growth in the District as identified in the Local Plan 2011-2036.



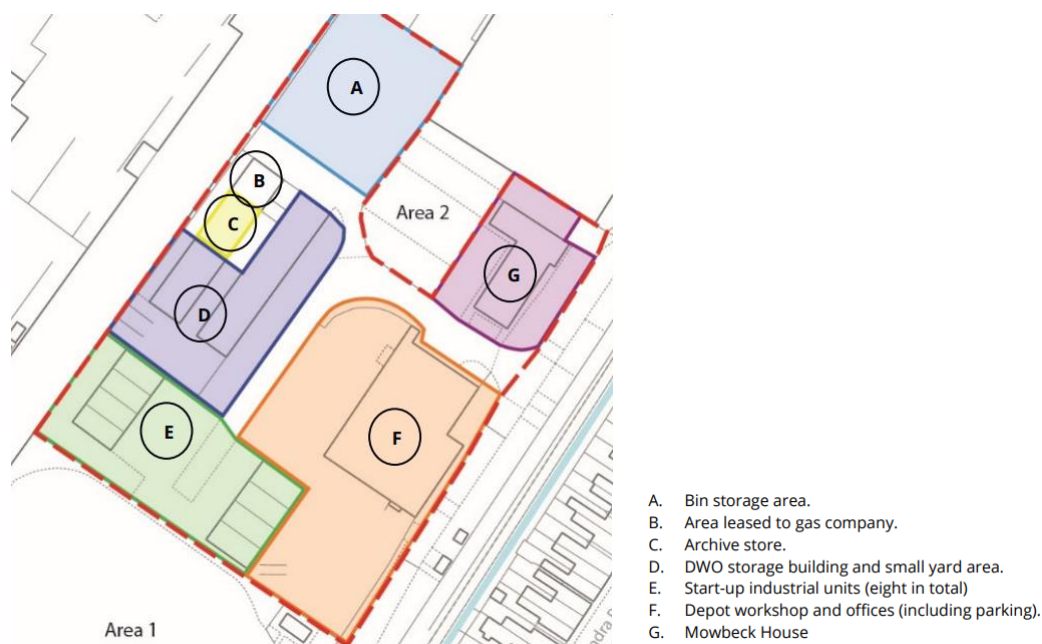
View of the workshop building and office from Mowbeck Way.



View of Mowbeck House and staff parking.

- 2.3 There are a number of operational concerns with the existing site which impacts on the services that are currently delivered from the location including site access (proximity to a residential area), health and safety concerns with respect to the movement of vehicles, poor welfare standards and limited growth opportunities of the site due to boundary constraints.
- 2.4 The site is not large enough to accommodate any additional operational vehicles, and currently does not have enough workforce parking. There are over 280 staff that work from Alexandra Road, there are also 8 industrial units that are occupied by SMEs, our CCTV unit within Mowbeck House and the Lincolnshire County Council's Household Waste Recycling Centre (which will continue to operate at the site) meaning that there is significant traffic movement on a constrained site.

- 2.5 An increase in vehicle numbers over a certain number requires an application to be made to the Traffic Commissioners for an increase in the number allowed to be operated from the site which is specified in our Operator's Licence (O-Licence). Due to the location of the site, there is the potential that such applications could attract objections, and that an application for increased vehicle numbers may be refused.
- 2.6 An outline plan showing Alexandra Rd, Grantham usage (the land identified as Area 2 is not in SKDC's ownership) is shown below:



2.7 Turnpike Close Site

Alternative suitable depot locations have proven problematic to identify in the Grantham area but in 2020 an opportunity to acquire the land at Turnpike Close (Appendix 1 – Site Plan) and to progress the relocation of the depot site in Grantham was approved with the budget agreed to purchase the site on the 26th November 2020 Council and subsequent reports on the 1st December 2020 to Cabinet and 16th March 2021 Cabinet. The Council officially acquired the site in April 2021 for £2m.

The acquisition of land in South Kesteven report can be found here:

<https://moderngov.southkesteven.gov.uk/documents/s28444/Strategic%20Land%20Acquisition%20in%20South%20Kesteven.pdf>

- 2.8 As part of the report to acquire the site a Business Case was completed by Avison Young in 2021 (Appendix 2 – Business Case). In summary the key components supporting the development of the site are:

- It has good accessibility and no conflict with neighbouring uses meaning the risk of restrictions or the revoking of the licence is mitigated.

- There are no planning risks, and the principle of a depot should be supported by the Local Planning Authority.
 - The site is fully serviced and benefits from all the main utilities.
 - There are no major technical constraints or risks that would prevent the Council from developing a new depot.
 - The site is large enough for the Council's new depot.
 - The site offers flexibility for future expansion.
 - It will bring back into productive use a site that has been vacant for a significant period.
- 2.9 The primary element of the business case for the relocation of the depot is based on a single location in Grantham with close proximity to the main trunk roads on the edge of town (A1, A52, A607). This was due to a number of key considerations:
- Close proximity to the waste transfer station at Gonerby Moor, Grantham.
 - The avoidance of duplicate depots sites that would require management, fuel, workshop and other supporting infrastructure.
 - The acquisition of a site in the south of the District.
 - The mobilisation of the workforce to 2 locations.
- 2.10 The priority for a replacement depot was identified in the Corporate Plan 2020-2023 with a key action for its delivery under the corporate priority of 'Building a fit for purpose depot'.
- 2.11 When Cabinet approved the Turnpike Close acquisition at a meeting on 16 March 2021 the following delegation was approved:
- 'Upon the completion of the acquisition to delegate authority to the Chief Executive in consultation with the Cabinet Member for Commercial and Operations to reprioritise and draw down the required funds from the remaining balance of the Council approved funding and authorise expenditure in order to continue to progress the project and to meet the costs of site planning, maintenance and other preparatory works'.*
- 2.12 In July 2021 an Officer Delegated Decision report enacted decision 3 as set out above to proceed with the site planning after a procurement process to appoint Gleeds Advisory Limited as the Lead Consultant and progress the project into the design stage.
- 2.13 Gleeds Advisory Limited have been acting as Lead Consultant and a full design team appointed to work on detailed drawings for the replacement depot, the associated budget and seek approval now to proceed prior to submitting a planning application to the Local Planning Authority.
- 2.14 The design team are currently at RIBA (Royal Institute of British Architects) Stage 3 – Spatial coordination, this stage involves the production of spatially coordinated

designs to support a Planning Application. This design has taken a longer than anticipated period to conclude as there was a pause whilst linked work regarding fleet procurement was undertaken. The Council has an agreed way forward on how it will maintain its vehicles which could have impacted on the design of the replacement depot as it includes workshop bays for fulfilling this function.

- 2.15 The scope of the design has also changed significantly during the development of the drawings as the new depot now includes waste, street scene (including grounds maintenance), the direct works organisation (repairs) and a workshop for in-house fleet repairs and servicing.
- 2.16 Since acquisition, enabling works to have been undertaken at the site in order to prepare it for the commencement of the depot construction. These works have now been completed at a cost of £251,000. The works that were required were the removal of slab, foundations, and hard standings within the boundary of the site plan in Appendix 1 and the crushing of demolition arisings to be stockpiled and retained on site for future development.
- 2.17 The design team has had pre-application discussions with the Local Planning Authority and had two design pad meetings, one taking place on the 19 July 2023 and the second one on the 7 September 2023. All questions raised as part of the pre-application process have been addressed as part of the application and the LPA are content for a formal application to be submitted. The timeline for submitting the full planning application would be after a decision is made regarding the budget for the construction (early October 2023). An indicative drawing of the site layout is in Appendix 3 to this report.
- 2.18 It is worth noting that the original business case identified that the Turnpike Close site was large enough for the Council to give consideration to either selling or developing an area that was surplus after the design elements had been completed. During the design phase the scope of the works has increased and therefore the design now includes a space identified as 'potential development' and 'future parking', but it is not recommended to proceed with selling or committing these areas for other uses until the implications of the changes to the Environment Act are fully understood. As an example of the possible future expansion requirements, should the Council be required to undertake food waste separately under changes in the Act this would require additional vehicles utilising the future parking spaces.

2.19 **Outline Programme and Key Milestones**

A draft programme with milestones is below.

Budget approval timetable

- Council 28th September 2023 (Council approval for budget)

Planning

- Submission of Planning Application early October 2023
- Planning Application determination (13 weeks major application) Feb 2024

Procurement

- Prepare documents for Expressions of Interest via a framework October 2023
- Evaluate Expressions of Interest November 2023
- Tender on design and build contract December 2023 – February 2024
- Approval of contractor March 2024
- Award Contractor April 2024

Construction Process

- Mobilisation on site May – June 2024
- Construction programme (estimated 36 weeks) June 2024 – March 2025
- Handover and operational from 1st April 2025

Costs and Procurement

- 2.20 As part of RIBA Stage 3, a cost consultant has been working with the design team to provide an initial estimate of what the scheme may cost when the full project is procured. It is worth noting that until the scheme is fully tendered these costs are indicative hence the approval for a budget ceiling of £8m. The cost estimate of £7.9m includes all the fees to complete the site based on a 36-week built out timeline on a design and build contract.
- 2.21 A copy of the cost estimate is appendix 4 to the report. There was discussion at the Joint Overview and Scrutiny meeting regarding the inflation figure included in cost estimate. The inflation included is based on BCIS All In Tender Price Indices. At the time of drafting in July, this was calculating as 4.2%. Whilst construction inflation was incredibly volatile throughout 2022 and early 2023, we have seen a marked reduction in volatility in recent months which has reflected in BCIS' current forecasts.
- 2.22 With regards to ensuring best value for delivering the scheme the Council has asked all contractors on the Pagabo framework to submit an Expression of Interest for this scheme rather than directly appointing one of the contractors on it. Five contractors on the Pagabo framework registered their interest for undertaking the construction works within the budget envelope to be agreed by Council. The preferred framework (Pagabo) has been identified in order to ensure there are a number of competitive bids from reputational and financial robust companies that are able to meet the requirements of the construction specification.

Alexandra Road Options

- 2.23 The existing site at Alexandra Road will need to remain operational until the new depot is built and handed over (no earlier than April 2025).
- 2.24 The original business case gave some high-level suggestions with respect to alternative uses for the site once the site has been cleared.

- 2.25 Given that the high-level options appraisal was completed in 2021 it is recommended that a full options appraisal is undertaken on exploring the full range of alternative uses for the site and a presentation of the options is provided at a future meeting.

3. Key Considerations

- 3.1 The Council does need to find an alternative provision for delivering its statutory function of this service. The site at Alexandra Road is geographically constrained and therefore cannot accommodate any further service growth to meet future operational needs as identified in the Local Plan.
- 3.2 The site is extremely constrained with poor facilities such as a workshop with multiple entrances and restricted parking.
- 3.3 The welfare facilities do not meet modern standards for our workforce. With a new facility it will provide drying areas, new locker provisions as well as canteen and training facilities. The training room could be used by officers and Members providing a multipurpose space.
- 3.4 The Council does not have a back-up generator in the event of power failures (it was previously in the St Peters Hill offices). Should this occur, the new depot would be the hub for officers to work from should an emergency be declared. An alternative location would need to be agreed (and budget agreed for a generator) should the construction of the new depot not proceed.
- 3.5 Ability to maximise sustainable systems so that the operational cost of the facility is much less showing the Council is being progressive in its approach and as such, working towards its carbon reduction target of 30% by 2030 and zero carbon by 2050.

4. Other Options Considered

- 4.1 Option 1 - To do nothing, not approve the budget for the construction of a new depot and remain at Alexandra Road. This has been discounted due to the growth of the District as identified in the Local Plan and subsequent inability in the existing site to meet the demands on the growth.
- 4.2 Option 2 – See if Alexandra Road that is in the ownership of SKDC can be re-modelled to reconfigure the site.
- 4.3 Option 3 – Sell Turnpike Close site and look for another site to purchase.

5. Reasons for the Recommendations

- 5.1 The need for a replacement depot has been included above and, in the options considered. The site was chosen and purchased as the ideal situation for a replacement depot. The costs for the scheme are volatile but the need of building the site is priority due to potential changes in the Environment Act.

6. Consultation

- 6.1 A joint overview and scrutiny meeting took place on the 25th July 2023 to consider this item. The minutes of the meeting are available here:-

[Printed minutes 25th-Jul-2023 12.00 Joint Meeting of the Finance Economic Environment Overview.pdf](#)

<http://gra-app-003/documents/g4537/Printed%20minutes%2025th-Jul-2023%2012.00%20Joint%20Meeting%20of%20the%20Finance%20Economic%20Environment%20Overview.pdf?T=1>

- 6.2 The Joint Overview and Scrutiny Committee discussed the scheme with great emphasis on the budget and the level of contingency that is included in the draft cost estimate.
- 6.3 The Joint Overview and Scrutiny Committee requested that Officers review the contingency calculation, considering an increase from 4.8% to 15% and the potential impact of that increase on corresponding calculations. It can be confirmed that following the meeting, officers have re-engaged with the external cost consultants and assurance has been provided that the level of contingency (as well as the inflation) is deemed to be sufficient. However, to alleviate any further concerns regarding any further spending pressures a delegation has been recommended to be able to respond to any unforeseen costs that could arise. This is recommendation 2 above but it is worth noting that this recommendation would not be acted upon without discussion and engagement with the working group.
- 6.4 Members at the Joint Overview and Scrutiny Committee supported the replacement depot and were clear that there is a need for new, fit for purpose facilities to meet the needs of our growing population recommending this to Cabinet to consider.
- 6.5 Cabinet considered this report on the 11 September 2023 and unanimously agreed to support a replacement depot and all three of the recommendations above to Full Council to approve the budget allocation of £8m.
- 6.6 The Leader and the Deputy Leader have discussed recommendation 3 in the report regarding the formation of a working group, the Chairman of the OSC Committee has supported this approach and confirmed this at the Cabinet meeting on the 11 September 2023.
- 6.7 There has been initial consultation regarding the pre- planning application via a design pad meeting in July with a second planned for September to incorporate any questions or points raised.
- 6.8 There will be formal consultation as part of the planning process.

7. Background Papers

- 7.1 26 November 2020 Council report
[South Kesteven District Council - Choose agenda document pack - Council 26 November 2020](#)
<https://moderngov.southkesteven.gov.uk/mgChooseDocPack.aspx?ID=4041>
- 7.2 1 December 2020 Cabinet report
[South Kesteven District Council - Agenda for Cabinet on Tuesday, 1st December, 2020, 2.00 pm](#)
<https://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MId=3983>
- 7.3 16 March 2021 Cabinet report
[South Kesteven District Council - Agenda for Cabinet on Tuesday, 16th March, 2021, 2.00 pm](#)
<https://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MId=3987>
- 7.4 Cawardens budget and contract award 12 July 2022
[South Kesteven District Council - Agenda for Cabinet on Tuesday, 12th July 2022, 2.00 pm](#)
<https://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MId=4270&Ver=4>
- 7.5 Joint Overview and Scrutiny Committee 25 July 2023

[\(Public Pack\)Agenda Document for Joint Meeting of the Finance & Economic & Environment Overview and Scrutiny Committee, 25/07/2023 12:00 \(southkesteven.gov.uk\)](#)
- 7.6 11 September 2023 Cabinet report

[\(Public Pack\)Proposed Replacement Depot Turnpike Close Grantham Agenda Supplement for Cabinet, 11/09/2023 14:00 \(southkesteven.gov.uk\)](#)

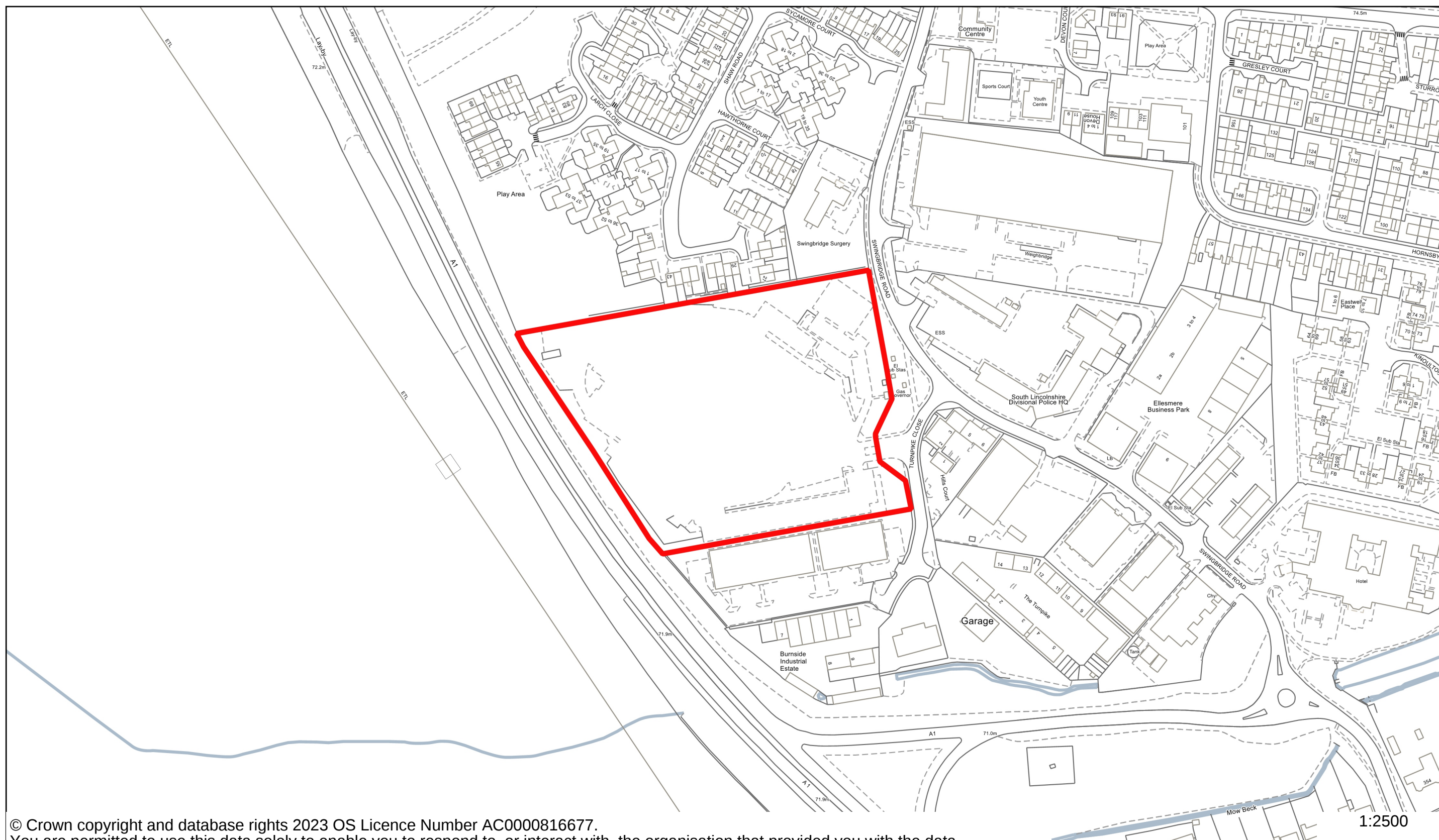
8. Appendices

- 8.1 Appendix 1 – Site plan
Appendix 2 – Business case
Appendix 3 – Proposed site plan
Appendix 4 – Cost plan

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Turnpike Close, Grantham



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Grantham Depot Relocation

Outline Feasibility / Business Case

March 2021

Confidential

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Appendices

Appendix I	Site Plan
Appendix II	Detailed Space Requirements
Appendix III	Economic Development Assessment
Appendix IV	Illustrative Concept Plan

Prepared By: Dale Robinson

Date: March 2021

For and on behalf of Avison Young (UK) Limited in association with Alan Baxter Associates

1. Background and Context

1.1 The Council's existing depot site on Alexandra Road extends to an area of approximately 1.08ha (2.66 acres). The site is currently accessed from Mowbeck Way via Alexandra Road and has been used as a depot and industrial site for more than 40 years. The site comprises:

- Depot workshop, yard area and ancillary offices.
- Repairs / DWO storage building and small yard area.
- Bin storage area.
- Eight start-up industrial units.
- Workforce parking (although limited).
- Mow Beck House (which includes CCTV).

1.2 A plan showing the configuration of the existing site is presented in Figure 1.

1.3 There are also two separate landowners who access the site via the Council's access road:

- Lincolnshire County Council (LCC) who operate their Household Waste Recycling Centre (Area 1).
- Mr John James Ferguson who owns a cleared site to the North West of Mowbeck House (Area 2).

1.4 In addition the tenants from the eight industrial units also access their premises via the Council's access road.

1.5 The Council's ownership extends beyond the depot site and incorporates an area of informal open space to the south west of LCC's Household Waste Recycling Centre.

1.6 The extent of the Council's full land ownership is presented in Figure 2. All the Council's land at Alexandra Road, as well as Areas 1 and 2, are within a locally important employment site (EMP G16) which will be protected to ensure continued provision of locally important employment opportunities.



View of the workshop building and office from Mowbeck Way.



View of the workshop building from inside the depot.



View of Mowbeck House and staff parking.



View of start-up industrial units (north).



View of workshop building and start-up industrial units (south).



View looking towards the DWO building (left).

Figure 1 – Alexandra Road configuration



- A. Bin storage area.
- B. Area leased to gas company.
- C. Archive store.
- D. DWO storage building and small yard area.
- E. Start-up industrial units (eight in total)
- F. Depot workshop and offices (including parking).
- G. Mowbeck House

Figure 2 – Full extent of Council's ownership



- Area 1. Land owned by Lincolnshire County Council (Household Waste Recycling Centre).
- Area 2. Land owned by Mr John James Ferguson.

Main Issues and Constraints with the Alexandra Road Depot

- 1.7 The current depot at Alexandra Road has been operational for more than forty years and as Grantham and other settlements have continued to grow the depot has now reached a point where it is at capacity, which presents multiple operational challenges. The main issues include:
- Challenges with the layout, particularly around the waste waggons accessing the site, parking and these waggons being appropriately serviced and maintained in a safe way.
 - Given the lack of physical space at the depot the movement of vehicles presents a greater risk than it should, both in terms of damage due to collisions with other vehicles and the risk to operatives on site.
 - Existing security and health and safety concerns mainly linked to the site being shared by multiple users.
 - Not meeting current welfare standards for the workforce.
 - Ageing depot which will face increasing repairs and maintenance costs.
 - The buildings are not energy efficient.
- 1.8 Looking forward, services will need to expand to keep pace with the housing growth set out within the adopted South Kesteven Local Plan, of which Grantham is the focus. In responding to this growth, refuse collection services will need to grow with as many as 45 HGV's¹ and additional depot space needed to deliver these operational services in an efficient, safe and effective manner.
- 1.9 There is no scope to expand the Alexandra Road depot due to its location and in particular the residential nature of the surrounding area, which presents significant operational and legislative risks. The biggest area of concern is the increased HGV traffic through local residential streets and the impact this has on the local environment. This issue alone means there is a significant risk that a traffic commissioner may restrict the operating licence, thereby reducing the overall number of vehicles allowed to operate at the site or in a worst case scenario revoking the operating licence altogether.

- 1.10 There are currently no alternative sites across the Council's estate, out of which it could operate should any restriction occur. Therefore, any restriction on the use of the existing site would directly impact on the delivery of refuse collection services, as Grantham and other settlements in the District continue to grow.
- 1.11 If the Council is to continue to deliver safe, efficient, and reliable refuse collection services to residents it is essential to identify a new and suitably located site on which to relocate the depot services.
- 1.12 It is for these reasons that the relocation of the existing depot is identified as a key priority in the Council's newly approved Corporate Plan.

The Opportunity

A site search of the area has found that the only site available, in terms of cost, geography, accessibility and size is the former Fenland Food site at Turnpike Close. It has been agreed between Officers that Turnpike Close is the best site and in view of there being no suitable alternative sites it is matter of urgency that the Council move now to acquire this site to ensure they are able to progress the relocation of the depot².

This will ensure the Council is able to future proof its refuse collection service, in a way that means they are spending public money as wisely as possible and delivering excellent value for money for the residents of South Kesteven for the foreseeable future.

¹ There are currently 38 HGV's operating from Alexandra Road

² Other sites considered included a) *Gonerby Moor, north of Grantham*. The site is owned by Lincolnshire County Council who decided to hold the land for their own future operational purposes. b) *Tego Metall (adjacent to Gonerby Moor site), north of Grantham*. There is a large 5,574sq.m (60,000sq.ft) shed on the site which pushed up the land value. The existing building was to a higher spec than required for the Council's requirements and would have been expensive to convert. There was an undeveloped part of the site that could have been purchased separately. The Council commissioned a

valuation of the land which supported a market value of £250,000 per acre. Whilst the landowner is willing to sell off market no formal offer was ever put forward as the vendor had previously rejected a higher offer than the market value. c) *Barrowby*. The site is owned by Lincolnshire County Council who decided to hold the land for their own future operational purposes.

2. The Turnpike Close Site

The Turnpike Close site is an ideal location for the new depot because:

- a) It has good accessibility and no conflict with neighbouring uses meaning the risk of restrictions or the revoking of the licence is mitigated.
- b) There are no planning risks and the principle of a depot should be supported by the Local Planning Authority.
- c) The site is fully serviced and benefits from all the main utilities.
- d) There are no major technical constraints or risks that would prevent the Council from developing a new depot.
- e) The site is large enough for the Council's new depot.
- f) The site offers flexibility for future expansion and opportunities for additional economic development.
- g) Heads of Terms have been agreed including a price, which is below the asking price³
- h) It will bring back into productive use a site that has been vacant for more than seven years.

Consequently, there are no significant issues / risks associated with acquiring this site.

- 2.1 The site is the former Fenland Foods manufacturing facility, which has been closed for more than seven years. A plan showing the extent of the site is included at Appendix I.
- 2.2 Multiple warehouses, offices, and hardstanding remain on the site, but all buildings are currently in the process of being demolished.
- 2.3 The site is located to the west of Grantham in an established industrial/commercial location. Surrounding occupiers include Gardner Douglas Sports

Cars, 2 Recycling Limited, Amari Plastics, the Urban Leisure Hotel, Micronclean Clothes Shop and Barkston Refinishing.

- 2.4 The site is currently accessed from Turnpike Close and is adjacent to the A1M. Therefore, the site has very good road communications, with Swingbridge Road joining the A1, approximately 200 metres to the south of the property.

Figure 3 – Location Plan



- 2.5 The site extends to approximately 3.2 Ha (7.91 acres). As outlined in the next section the new depot will require an area of approximately 2.06ha (5.14 acres) meaning there is circa 1.14ha (2.77 acres) of residual land available for future expansion and other economic development opportunities.

Utilities

- 2.6 The site benefits from all the main utilities.

³ The asking price was £2,250,000 (two million two hundred and fifty thousand pounds) but a price of £2,000,000 (two million pounds only) has been agreed.

Electricity

- 2.7 The current electricity supply to the site is being terminated as part of the demolition works. However, Western Power has provided a budget cost for reconnecting the electricity supply. In the meantime, Western Power has agreed to provide a temporary low voltage supply /connection to the site. This will be a domestic scale connection rated at 60kVA but would be more than adequate for the Council's appointed contractor during the construction works. The costs of these works (circa £100,000) is reflected in the agreed purchase price which is £250,000 lower than the asking price.

Gas

- 2.8 The site has an existing 15,112 kwh gas supply at medium pressure, which is likely to be more than the Council would need. The demolition works will not interfere with the gas apparatus meaning connecting the supply to the new depot will be straight forward.

Water

- 2.9 The water supply is being retained throughout the demolition contract and the current owners of the site are not requesting a permanent disconnection. The supply will be protected throughout the demolition contract to prevent contamination of Anglian Water's network. Therefore, connecting the supply to the new depot will also be straight forward.

BT/Openreach

- 2.10 BT / Openreach will be removing their apparatus as part of the demolition works but providing a new supply to the depot will, again, be straightforward.

Planning

- 2.11 To ensure there are no planning risks associated with the redevelopment of the site Avison Young has undertaken a planning appraisal. The main conclusion is that there are no major planning risks and the principle of a depot should be supported by the Local Planning Authority.
- 2.12 The main area of risk relates to the impact of the proposals on the local and / or strategic highway network. The Council has set up an enquiry and consulted with the highway authority and is currently awaiting an in-principle opinion on the acceptability of the proposals. In view of the sites previous use as a food manufacturing facility, with its associated vehicle movements, the Council is

confident that the redevelopment of the site, for a new depot, will have less of an impact on the local /strategic highway network than the previous use and the proposals will, therefore, be acceptable.

Technical Reports

- 2.13 Technical reports that the vendor has available have been provided to the Council and no significant / major areas of concern have been identified that would prevent the Council from developing a new depot. The Council will commission its own Phase 2 intrusive ground investigation prior to completion of the acquisition.

Legal Due Diligence

- 2.14 The land is filed at the Land Registry under Title Number LL280697.
- 2.15 There are no onerous title restrictions albeit there are several restrictive covenants across the site in favour of the Council. The Council's covenants prevent specific uses or development without the Council's consent. However, these would fall away if the Council were to acquire the site.
- 2.16 There are no occupational leases affecting the property that would prevent the Council from obtaining vacant possession on completion of the purchase.
- 2.17 Part of the adopted highway is within the boundary of the site. The implications of this are being considered but it is not considered to be a major concern.
- 2.18 Western Power Distribution have an access easement across the north east corner of the site in relation to existing 11kv underground cable. The quote from Western Power Distribution to reconnect the electricity supply to the site includes the diversion of this cable.

3. Space Requirements for the New Depot

- 3.1 Whilst the scheme that eventually gets built is not yet fully defined an exercise has been undertaken, with Council Officers⁴, to define the space requirements for the new depot. These are summarised in Table 1 and set out in more detail at Appendix II.

Table 1 – Space requirements for the new depot

Main Building	
Office	269sq.m (2,900sq.ft), split between two floors. Ground floor 135sq.m (1,450sq.ft); first floor 135sq.m (1,450sq.ft).
Training	100sq.m (1,076sq.ft). First floor, assumed above storage.
Storage	100sq.m (1,076sq.ft)
Depot (workshop, MOT)	1,779sq.m (19,148sq ft).
DWO/Repairs	186sq.m (2,000s.ft). Separate access to the front and no access to secure yard at the rear.
Secure Yard Area	
Refuelling area	514.5sq.m (5,538sq.ft). Area includes underground fuel tank, Adblue tank and 2 fuel pumps
Wash down	269.5sq.m (2,900sq.ft).
Bin Store	1,812sq.m (19,500sq.ft)
Bag Storage	330sq.m (3,550sq.ft)
Parking	
Parking	Parking for depot and DWO/repairs, including: - Depot: Parking for 45 HGVs, 23 LGV's and 15 food waste vehicles. - DWO/Repairs: Parking for 2 HGVs and 5 LGV's (2 x lorry, 1 x pickup 2 x spare van)

- 3.2 The new depot will cover an area of approximately 2.06ha (5.14 acres) meaning there is circa 1.14ha (2.77 acres) of residual land available for future expansion and other economic development opportunities.
- 3.3 Research undertaken by Avison Young⁵ concludes that the focus of the economic development opportunities should be the provision of industrial start-up units and appropriately sized grow on space, which would address significant gaps in the property supply chain and capitalise on strong levels of latent demand. In turn this will create new job opportunities and help retain existing businesses in the District, thereby protecting existing jobs.
- 3.4 A concept plan illustrating how the depot and other economic development opportunities could be accommodated on the site at Turnpike Close is included at Appendix IV.
- 3.5 The final layout will be determined through detailed design and will consider flexibility for future expansion and opportunities to maximise economic development opportunities.
- 3.6 Through detailed design the Council will also focus on heating, lighting, energy, water, and waste requirements to ensure the depot is energy efficient, thereby having a direct and positive impact on the Council's carbon reduction target in response to its climate emergency declaration.

The Turnpike Close site is large enough to accommodate the Council's requirements for the new depot and provides the opportunity / flexibility for future expansion and additional economic development opportunities.

⁴Discussions have been held with Blake Hutchinson, Clova Townhill, Chris Pike and Debbie Roberts

⁵ Refer to Appendix III.

4. Financial Considerations

- 4.1 The total capital costs to deliver the depot relocation are in the region of £8,100,000. The costs are split £2,150,000 for acquisition (which is in line with the Cabinet and Full Council reports) and £5,950,000 construction costs, which is in line with the Council's expectations.
- 4.2 Annual revenue costs of £75,000 (thereabouts) are also anticipated, which is a projected saving of circa £15,000 per annum on current costs.
- 4.3 A summary of the project costs is set out in Table 2.

Table 2– Project Costs

Costs	Cost £	Notes
Turnpike Close Acquisition	£2,000,000	1
Purchaser's costs (including stamp duty, legal and agents' fees and valuation fees)	£121,000	2
Site Surveys/Ground Investigation	£29,000	3
Total Acquisition Costs	£2,150,000	
Construction Costs	£5,000,000	4
Electricity Supply and Diversion Costs	£100,000	5
Contingency	£750,000	6
Mobilisation Costs	£100,000	7
Total Construction Costs	£5,950,000	
Total Capital Costs	£8,100,000	
Annual Revenue Costs	£75,000	8

- 4.4 The Council will need to consider and review its strategy for financing the scheme, both acquisition and construction. Therefore, the costs in Table 2 do not include the necessary financing costs associated with this proposal. However, the Council will need to carefully consider the full financial implication as part of its wider Medium Term Financial Plan.

Notes

- 1) A Red Book Valuation, prepared by Avison Young, confirms that the agreed price is a true reflection of Market Value. VAT is not payable on the purchase. It is also envisaged that there will be a simultaneous exchange and completion meaning a deposit is unlikely.
- 2) Stamp Duty based on the current HMRC rates, agents' fees agreed at 0.85% of the purchase price (i.e. £17,000), legal fees budgeted at £10,000, Land Registry fees budgeted at £455 and valuation fees agreed as a fixed fee of £4,000. Total costs circa £121,000
- 3) The Council has received a quote from Lithos for a Stage 2 report.
- 4) Costs have been benchmarked against the new depot currently being delivered by West Lindsey District Council near Caenby Corner. The scheme has many similarities with the proposals for Turnpike Close comprising a new operational services depot to facilitate waste services in the region, including an operations office and staff welfare building, external yard for storage and maintenance of the vehicle fleet, storage facility, staff and visitor parking and site landscaping. The total site area of WLDC's new depot is 2.08hectare (5.14 acres). This is also almost identical to the proposed size of depot at Turnpike Close (i.e. 2.06ha/5.09 acres). In view of the similarities between the schemes this is an excellent scheme on which to benchmark the costs. WLDC has confirmed that the contract value has been agreed at £5m (Henry Boot has been appointed as the contractor) and works started on site in December 2020.
- 5) Western Power has provided a budget cost for providing a temporary connection, reconnecting the electricity supply and diverting the existing 11kv cable in the north east corner of the site. The total cost of the works is c£100,000, subject to any additional costs that may be required for network reinforcement.
- 6) A contingency has been added to the cost estimate to compensate for possible cost estimate inaccuracies caused by uncertainties in the project definition. Examples of uncertainties in the current project definition include a) Possible reinforcement works to the electricity supply, b) foundation solutions c) the extent to which sustainability factors will form part of the design requirements. At this stage (i.e. preliminary business planning stage) the allowance for contingencies will be higher than at the point of awarding the contract where a typical contingency might be 5%. Recognising that the Council is only at the early stages of project definition and the project uncertainties which still need to be resolved a higher contingency of 15% has been included. This equates to £750,000. As the project definition / scope is worked up in more detail and project uncertainties are resolved specific budgets can be identified for these items meaning the contingency allowance can be reduced.
- 7) It is anticipated that the depot team will be relocated over the course of a weekend, ideally managed and arranged by staff themselves. The fuel will also put into the new site a few weeks before handover. This will limit the period of

transition ideally to no more than one week meaning the Council will have limited exposure to incurring running costs on both sites. At this stage a provisional allowance of £100,000 has been included for mobilisation costs.

- 8) It is expected through modern design and the introduction of other sustainable measures, that the running / operational costs of the new depot will be lower than the cost of running the current depot site at Alexandra Road. It can also be assumed that any maintenance liabilities would be negated over say the first 5 years as the building would be under warranty from the D&B contract for the first year and thereafter the amount of maintenance required is likely to be limited due to the building being new. It is also anticipated that there will be utility savings due to the building being of modern energy efficient design. However, the cost of Business Rates is likely to increase due to the depot and its associated buildings being larger than those at Alexandra Road. Taking these matters into consideration it is provisionally estimated that the annual running costs will be circa £75,000 per annum equating to an annual saving of around £15,000 on the 2020/21 running costs for Alexandra Road.

Options for Offsetting / Recovering Project Costs

- 4.5 The depot is required infrastructure for statutory services and is not expected to achieve a profit or pay for itself. However, there are opportunities available to the Council to offset /recover some of the project costs.
- 4.6 Relocating the depot will release the existing site and other Council land at Alexandra Road for development. The sale of this land will generate a capital receipt, which could then be offset against the capital costs of this project. Subject to the land sale option Avison Young estimate that the capital receipts could range between £320,000 and circa £1,470,000⁶.
- 4.7 The HRA could have potential interest in the Alexandra Road site for town centre housing. Two layouts have been drawn up by the HRA one based on an apartment scheme and the other based on a mixed housing and apartment

scheme. Any progression of this would be subject to planning, ground investigation etc and the HRA will need to satisfy themselves on these matters before making a formal offer for the land.

Table 3 – Value extracted from Alexandra Road Land Sale

Options	Value (£) ⁷
Option 1: Residential (all of Council land)	£425,000
Option 2: Residential (all of Council land including synergistic value associated with third-party land)	£670,000
Option 3: Industrial (all of Council land)	£800,000
Option 4: Industrial (Council depot only)	£320,000
Option 5: Industrial (all of Council land on assumption of a Special Purchaser)	£1,470,000

- 4.8 Value to offset the capital costs of the project can also be extracted from the ancillary economic development opportunities at Turnpike Close. There several options available ranging from direct land sale, retaining any units to generate a direct income stream through to onward sale to a third party/JV etc but these are subject to further analysis and change.

Table 4 – Value extracted from economic development opportunities at Turnpike Close

Options	Value (£)
Option 1 – One off capital receipt from selling the land	£597,500 ⁸
Option 2 – One off return for direct delivery and investment sale	£990,000 ⁹
Option 3 – Direct delivery and retention of annual rental income	£238,500 ¹⁰
Option 4 – Lease wrapper and retention of annual ‘profit rent’.	£59,625 ¹¹

⁶ In considering the land sale options for Alexandra Road there are several existing occupiers / Council tenants within the industrial units on Mowbeck Way that will need to be relocated or have their leases terminated. Lawyers will need to be involved and compensation may need to be paid, the costs of which would need to be deducted from the capital receipt.

⁷ It should be recognised that the Council's land at Alexandra Road is within a locally important employment site (EMP G16) which will be protected to ensure continued provision of locally important employment opportunities. For this reason, the land values associated with disposal options for residential use have been adjusted to reflect the planning and market risks.

⁸ The illustrative plan included at Appendix IV shows the employment area is 2.39 acres which results in a land value of £597,500 at a market value of £250,000 per acre (confirmed within the Avison Young valuation).

⁹ Based on the rental value in Option 3 if the Council were to then sell the investment the capitalised rent generates a value of circa £3,400,000 which after deducting the estimated capital costs (£2,410,000) generates a net surplus of £990,000.

¹⁰ The Council could undertake direct delivery and rent the industrial units, which would generate a gross rental income of around £238,500 per annum (based on the scheme layout shown in the concept plan at Appendix IV).

¹¹ The Council could consider an option whereby they commit to a long lease (say 20 years) with a developer / investor who will then finance and deliver the scheme. The Council's passing rent would be less than market rent (typically 75%) enabling the Council to sublet at a higher rent meaning they retain the difference. Assuming a market rent of £238,500 per annum (as set out in Option 3) the Council could potentially earn £59,625 per annum. This is the difference between the market rent (£238,500) and the Council's rent at 75% of market rent (i.e. £178,875).

5. Risk Assessment

5.1 There are no significant /major risks associated with this project. The following table categorises the project risks, based on the following risk rating.

			Impact				
			1	2	3	4	5
			Negligible	Low	Medium	High	Severe
Likelihood	5	Almost certain	5	10	15	20	25
	4	Likely	4	8	12	16	20
	3	Possible	3	6	9	12	15
	2	Unlikely	2	4	6	8	10
	1	Very unlikely	1	2	3	4	5

	Risk	Impact	Likelihood	Score	Mitigation	Revised impact	Revised likelihood	Score
1	Electricity reinforcement works. The current electricity supply to the site is being terminated as part of the demolition works. Western Power has provided a budget cost for reconnecting the electricity supply. The total cost of the works is £96,233.44, subject to any additional costs that may be required for network reinforcement.	3	2	6	The Council has instructed Avison Young to make enquiry's with Weston Power and enter an in-principle contract, on behalf of the Council, with Western Power to secure /reserve the supply to the site. Once the power has been secured / reserved it is unlikely that any network reinforcement works will be needed. A contingency has been included to mitigate possible uncertainties in the project definition which includes the potential requirement for network reinforcements. In the likely event that reinforcement works are not necessary the contingency allowance can be reduced.	2	2	4
2	Ground Conditions / Contamination. •The Council will commission a Phase 2 Ground Investigation, and this may identify issues that have an impact on the delivery of the project.	3	3	9	Given the site has been previously developed there is not thought to be any issues that would restrict the redevelopment of the site. If the investigation identifies contamination linked to the sites previous use, then an appropriate remediation strategy will need to be put in place. The costs associated with cleaning up any previous contamination, if linked to the sites previous use, will be paid for by the vendor.	2	2	4

	Risk	Impact	Likelihood	Score	Mitigation	Revised impact	Revised likelihood	Score
3	Planning not being granted for the new depot meaning the Council would be unable to relocate the depot having already purchased the site.	3	2	6	To ensure there are no planning risks Avison Young has undertaken a planning appraisal. The main conclusions are there are no planning risks and the principle of a depot should be supported by the Local Planning Authority. The only area of planning risk relates to a technical issue, which is the impact of the proposals on the local and / or strategic highway network (see risk 4).	2	1	3
4	Access and Transport is the main area of planning risk (see risk 3). If there is deemed to be an unacceptable impact on highways safety or the cumulative impacts on the road network would be severe it is possible that any planning application would be refused.	3	2	6	The Council has set up an enquiry and consulted with the highway authority and is currently awaiting an in-principle opinion on the acceptability of the proposals. In view of the sites previous use as a food manufacturing facility and associated vehicle movements the Council is confident that the redevelopment of the site, for a new depot, will have less of an impact on the local /strategic highway network than the previous use and the proposals will therefore be acceptable.	2	2	4
5	Cost Overruns. It is possible that the construction costs may be higher than the provisional estimates meaning the overall project becomes unaffordable.	3	3	9	Costs are based on similar comparable scheme and a contingency has been included to compensate for possible cost estimate inaccuracies due to the early preliminary feasibility stage of the project and possible uncertainties in the project definition. As the project definition / scope is worked up in more detail and project uncertainties are resolved the contingency allowance can be reduced. At the point of contract award, the Council will seek to mitigate cost over runs by seeking a fixed price contract.	2	2	4

	Risk	Impact	Likelihood	Score	Mitigation	Revised impact	Revised likelihood	Score
6	Vendor pulls out of sale. If the vendor pulls out of the sale there are no alternative suitable sites meaning there could be restrictions placed on the use of the existing site, or revocation of the licence to operate. This would directly, and immediately, affect the delivery of refuse collection services.	4	2	8	Heads of Terms have been agreed and the Council are moving at pace to acquire the site including a simultaneous exchange and completion. There are also several restrictive covenants across the site in favour of the Council. The Council's covenants prevent specific uses or development without the Council's consent. In view of these covenants it would be surprising if the vendor were to pull out of the sale.	2	2	4
7	The Council decides not to proceed with the depot relocation following purchase of the Turnpike Close Site.	3	2	6	It is essential, if the Council is to continue to deliver safe, efficient, and reliable refuse collection services to relocate the depot services to Turnpike Close. It is highly unlikely, therefore, that the Council would decide not to proceed with the depot relocation. In the unlikely event the Council were unable to proceed with the relocation they would either sell the site or consider a range of other economic development opportunities.	2	2	4

6. Scheme and Economic Development Benefits

6.1 The project will deliver the following beneficial outputs and outcomes:

- The Council will have a site that is in the optimum location to meet the needs of its future service requirements. This will enable improvements to the depot operation and safety.
- The Turnpike Close site has good accessibility and no conflict with neighbouring uses meaning the risk of restrictions or the revoking of the licence is mitigated.
- A more efficient and pleasant environment for staff.
- The new depot will segregate operational areas from the office areas so that parking and lorry movements are streamlined, and office users have a dedicated car parking area.
- Not only will a new depot improve the workplace for the Council's staff/workforce it will also help the Council to deliver an outstanding service, in a way that means they are spending public money as wisely as possible, delivering excellent value for money for the residents of South Kesteven for the foreseeable future.
- The new depot will allow the Council to adapt to changing waste management needs and means they will be able to make any necessary changes to deliver sustainable waste management required by national and local waste strategies.
- Providing a modern energy efficient depot will have a positive impact on the Council's carbon reduction target, in response to its climate emergency declaration. The new depot's carbon footprint will rely on factoring in sustainability as a core part of the design process. This will need to focus on the building design, heating, lighting, energy, water, and waste requirements. The sustainability team will offer guidance throughout this part of the process when required.
- The new depot will mitigate all the health and safety concerns regarding movement of vehicles and risks to operatives on the Alexandra Road depot.
- Business continuity of current services is maintained during the construction works and relocation to the new depot.
- Reduction in annual running costs.

- The new depot has the potential to enhance the local economy because employment opportunities will arise for residents due to the natural turnover of staff and new job opportunities arising because of the growth in the service requirements.
- The Turnpike Close site also provides an opportunity for the Council to deliver wider economic development opportunities through industrial space particularly targeted at small start-up and expanding firms. This will provide an opportunity for the Council to create new job opportunities for residents. The industrial space will also help retain existing business in the District (who are currently being forced to locate outside of the District due to a lack of supply of suitable grow on space) and protect existing jobs.

7. Critical Path and Next Steps

7.1 The next steps / critical path are set out below.

Acquisition

7.2 The Council are working towards a simultaneous exchange and completion of contracts in April 2021.

Construction

7.3 The recommended contractor route is Design and Build. This is a term describing a procurement route in which the main contractor is appointed to design and construct the works as opposed to a traditional contract where the Council would appoint consultants to design the scheme and then a contractor to construct the project. The contractor will be responsible for the design, planning, organisation, control, and construction of the works to the Council's requirements.

7.4 If the Council wants a greater influence over the design a concept design and outline specification can be prepared on behalf of the Council. The contractor would then be appointed to complete the design and carry out the construction.

7.5 The Council will need to provide interested parties with their requirements and the contractors will then respond with their proposals including the tender price for the works.

7.6 Design and Build contracts can be awarded on a fixed price, lump sum basis, but price certainty is then dependent on not making any subsequent changes as these could prove to be expensive (as prices charged by the contractor for those changes will not be subject to competition).

7.7 The advantages of a Design and Build contract include:

- Single point of responsibility for design and construction.

- Earlier commencement on site as you can overlap the design and construction.
- Early price certainty.
- Benefit of contractor's experience harnessed during design.
- Minimised risk as no responsibility for design.

7.8 The disadvantage of the Design and Build contract include.

- The Council will have to commit to a concept design early.
- Variations from the original brief can be difficult to arrange and be expensive.
- Harder to compare tenders and determine if they offer value for money.

7.9 Due to the contract value the Council will need to appoint directly via one of the OJUE procurement routes or appoint a contractor from one of the many public sector frameworks for construction projects.

7.10 An indicative timeline for the design and construction of the depot is set out below.

1	Prepare detailed requirements /specification for new depot	Spring/Summer 2021
2	Consider procurement route	Spring /Summer 2021
3	Prepare draft D&B contract documents	Summer / Autumn 2021
4	Design and Build proposals including agreement on project timelines	Autumn 2021
5	Run selection process	TBA
6	Appoint D&B Contractor	TBA
7	Design and Build Period (18 months)	TBA
8	Hand depot over	TBA

	Contractor Procurement
	Design and Build Period
	Completion

8. Conclusions and Recommendations

8.1 The current depot at Alexandra Road has been operational for more than forty years. However, as Grantham and other settlements have continued to grow the depot has now reached a point where it is at capacity, which presents multiple operational challenges. The main issues include:

- Challenges with the layout, particularly around the waste waggons accessing the site, parking and these waggons being appropriately serviced and maintained in a safe way.
- Given the lack of physical space at the depot the movement of vehicles presents a greater risk than it should, both in terms of damage due to collisions with other vehicles and the risk to operatives on site.
- Existing security and health and safety concerns mainly linked to the site being shared by multiple users.
- Not meeting current welfare standards for the workforce.
- Ageing depot which will face increasing repairs and maintenance costs.
- The buildings are not energy efficient.

8.2 Looking forward, services will need to expand to keep pace with the housing growth set out within the adopted South Kesteven Local Plan, of which Grantham is the focus. In responding to housing growth refuse collection services will need to expand with as many as 45 HGVs¹² and additional depot space needed to deliver these operational services in an efficient and effective manner.

8.3 There is no scope to expand the Alexandra Road depot due to its location and in particular the residential nature of the surrounding area, which presents significant operational and legislative risks. The biggest area of concern is the increased HGV traffic through local residential streets and the impact this has on the local environment. This issue alone means there is a significant risk that a traffic commissioner may restrict the operating licence, thereby reducing the overall number of vehicles allowed to operate at the site or, in a worst case scenario, revoking the operating licence altogether.

8.4 There are currently no alternative sites across the Council estate, out of which it could operate should any restriction occur. Therefore, any restriction on the use of the existing site would directly impact on the delivery of refuse collection services as Grantham and other settlements in the District continue to grow.

8.5 It is for these reasons that the relocation of the existing depot is identified as a key priority in the Council's newly approved Corporate Plan.

8.6 A site search of the area has found that the only site available, in terms of cost, geography, accessibility and size is the former Fenland Food site at Turnpike Close. It has been agreed between Officers that Turnpike Close is the best site and in view of there being no suitable alternative sites it is matter of urgency that the Council move now to acquire this site to ensure they are able to progress the relocation of the depot.

8.7 This will ensure the Council is able to future proof its refuse collection service, in a way that means they are spending public money as wisely as possible and delivering excellent value for money for the residents of South Kesteven for the foreseeable future.

8.8 The Turnpike Close site is an ideal site for the new depot because:

- a) It has good accessibility and no conflict with neighbouring uses meaning the risk of restrictions or the revoking of the licence is mitigated.
- b) There are no planning risks and the principle of a depot should be supported by the Local Planning Authority.
- c) The site is fully serviced and benefits from all the main utilities.
- d) There are no major technical constraints or risks that would prevent the Council from developing a new depot.
- e) The site is large enough for the Council's new depot.
- f) The site offers flexibility for future expansion and opportunities for additional economic development.
- g) Heads of Terms have been agreed including a price, which is below the asking price¹³

¹² There are currently 38 HGV's operating from Alexandra Road

¹³ The asking price was £2,150,000 (two million one hundred and fifty thousand pounds) but a price of £2,000,000 (two million pounds only) has been agreed.

- h) It will bring back into productive use a site that has been vacant for more than seven years.
- 8.9 The total capital costs to deliver the depot relocation are in the region of £8,100,000. The costs are split £2,150,000 for acquisition (which is in line with the Cabinet and Full Council reports) and £5,950,000 construction costs, which is in line with the Council's expectations.
- 8.10 Annual revenue costs of £75,000 (thereabouts) are also anticipated, which is a projected saving of circa £15,000 per annum on current costs.
- 8.11 Whilst the depot is required infrastructure for statutory services and is not expected to achieve a profit or pay for itself, there are opportunities available to the Council to offset /recover some of the project costs.
- 8.12 Relocating the depot will release the existing site and other Council land at Alexandra Road for housing or industrial development thereby generating a capital receipt, which could then be offset against the capital costs of the project. Subject to the land sale option, receipts could range between £320,000 and £1,470,000.
- 8.13 The HRA could have potential interest in the Alexandra Road site for town centre housing. Two layouts have been drawn up by the HRA one based on an apartment scheme and the other based on a mixed housing and apartment scheme. Any progression of this would be subject to planning, ground investigation etc and the HRA will need to satisfy themselves on these matters before making a formal offer for the land.
- 8.14 Value to offset the capital costs of the project can also be extracted from the ancillary economic development opportunities at Turnpike Close. There are several options ranging from direct land sale, retaining any units to generate a direct income stream through to onward sale to a third party/JV etc but these are subject to further analysis and change. One off receipts range between £597,500 and £990,000 and options for annual revenue range between £59,625 and £238,500.
- 8.15 The project will deliver a significant number of beneficial outputs and outcomes, including:

- The Council will have a site that is in the optimum location to meet the needs of its future service requirements. This will enable improvements to the depot operation and safety.
- The site has good accessibility and no conflict with neighbouring uses meaning the risk of restrictions or the revoking of the licence is mitigated.
- A more efficient and pleasant environment for staff.
- The new depot will segregate operational areas from the office areas so that parking and lorry movements are streamlined, and office users have a dedicated car parking area.
- Not only will a new depot improve the workplace for the Council's staff/workforce it will also help the Council to deliver an outstanding service, in a way that means they are spending public money as wisely as possible, delivering excellent value for money for the residents of South Kesteven for the foreseeable future.
- The new depot will allow the Council to adapt to changing waste management needs and means they will be able to make any necessary changes to deliver sustainable waste management required by national and local waste strategies.
- Providing a modern energy efficient depot will have a positive impact on the Council's carbon reduction target, in response to its climate emergency declaration. The new depot's carbon footprint will rely on factoring in sustainability as a core part of the design process. This will need to focus on the building design, heating, lighting, energy, water, and waste requirements. The sustainability team will offer guidance throughout this part of the process when required.
- The new depot will mitigate all the health and safety concerns regarding movement of vehicles and risks to operatives on the Alexandra Road depot.
- Business continuity of current services is maintained during the construction works and relocation to the new depot.
- Reduction in annual running costs.
- The new depot has the potential to enhance the local economy because employment opportunities will arise for residents due to the natural turnover of staff and new job opportunities arising because of the growth in the service requirements.

- The Turnpike Close site also provides an opportunity for the Council to deliver wider economic development opportunities through industrial space particularly targeted at small start-up and expanding firms. This will provide an opportunity for the Council to create new job opportunities for residents. The industrial space will also help retain existing business in the District (who are currently being forced to locate outside of the District due to a lack of supply of suitable grown on space) and protect existing jobs.

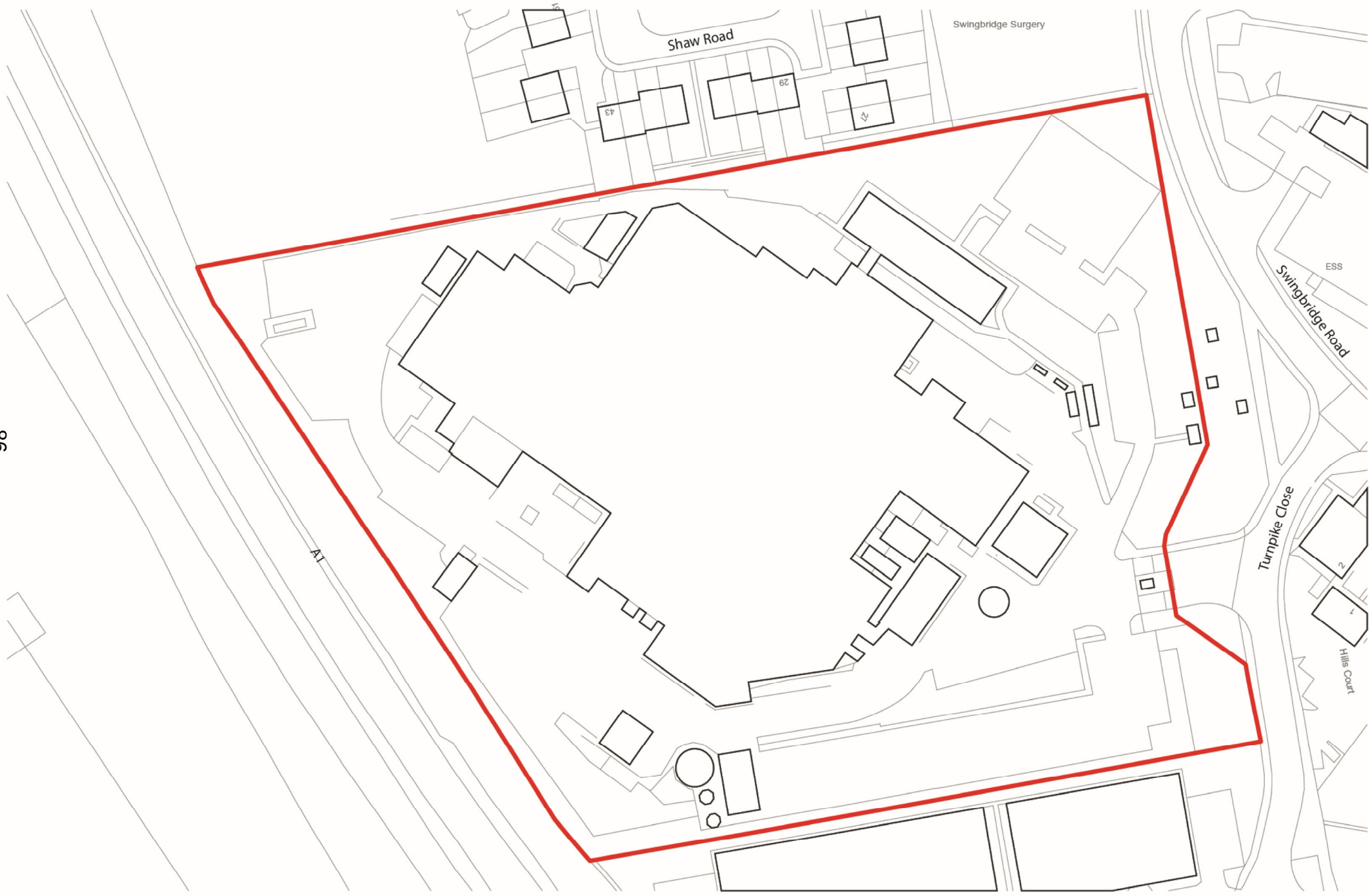
Recommendation

The only viable way for the Council to future proof its refuse collection service is to acquire and develop a new depot at Turnpike Close. In view of there being no other suitable alternative sites it is matter of urgency that the Council move now to acquire this site to ensure they can progress the relocation of the depot.

The recommended route for the construction of the project is to progress relocation of the depot as a design and build contract.

Appendix I

Site Plan



Appendix II

Space Requirements

South Kesteven District Council Depot – Space Requirements

Buildings

- New vehicle repair/maintenance workshop with a rear / open area that all the vehicle fleet can drive into (including DWO fleet). Refuse Collection Vehicles (RCV's) are the main maintenance demand. The building needs to provide several dedicated bays with associated areas to ensure safe working. The building also needs to include a MOT test lane and HGV Brake roller. The brake roller could provide a source of income as other private commercial operators could use the facility for a fee. Therefore, consideration is required on where the brake rollers/drive through building is located as this will also need to be accessible for large HGV's that are privately owned so preferably needs to be near the yard entrance.
- The workshop also needs to include a storage and training centre (for up to 30 people) as well as an office /amenities block. There is scope to include these uses at a mezzanine level or additional accommodation (joined or separate to industrial building). Storage to be located close to offices.
- The training room could be rented out for uses so the building would need to be positioned on the site so that public access could be facilitated, without entering the working depot.

Yard Area

The following requirements need to be accommodated within the yard area of the new depot.

Re-fuelling area

- A fuel tank with capacity for 50,000 litres. An area equivalent to 4/5 parking spaces (i.e. ~ 5m x 12.5m) is needed for the tank or this could be undergrounded. A pump will also be required but this can be separate from the tank.
- An area equivalent to one car parking space is also required for bulk Adblue tank. This can be separate from the pumps.

- Two-sided access to fuel pumps required. Consideration given to a fuel pump which is located away from the main tank, albeit it is accepted that it is more cost effective to have the fuel pumps near to the main tank.
- 2 fuel pumps also required for DWO and Environment SK vehicles.
- Locate the refuelling near entrance to depot.

Bin Store

- Bin store of circa 1,812sq.m (19,500sq.ft¹⁴). The area will be used for the storage of skips and sweeper vehicles etc. The area will also include a wheelie bin store.
- Area needs to accommodate HGV vehicles so sufficient space for unloading and manoeuvring required.

Bag Storage Area

- A covered bag storage area also needs to be provided. Forklift trucks need to be able to access this area.

Wash Area

- 4 bays required plus pump house.
- Water tank needs to be located next to wash area. The existing gravity tank from Alexandra Road can be relocated. Approx. size of van parking space required for the water tank.

Oil Drums

- Storage for oil drums – these could be stored within the workshop building.

Parking

- HGV (including refuse collection vehicles) total requirement for 45 spaces with circulation space for maintenance.
- Smaller fleet vehicles (transit van, caged vehicles and 7.5 tonne): total requirement for 23 spaces.
- Food waste vehicles: assume additional 15 spaces may be required in future.
- Several parking bays also need to adjacent to the workshop.

¹⁴ ¹⁴. The current bin store on the Alexandra Road depot is circa 1,208sq.m (13,000sq.ft) and it has been agreed that the new store need to be 50% bigger.

- The parking then needs careful consideration with the higher vehicles at the rear to improve site visibility.
- Car parking: 100 staff car parking spaces .

General

- Requires an obvious one-way system.
- Vehicles come into the site then 1) refuel and blue 2) get washed and 3) park up or go into the workshop or in one of the workshop parking bays (if required).
- Advantageous to have an unbroken view of the entire yard from the offices / workshop with no “blind spots”.
- Whilst a single site access is acceptable the depot needs to be securely separated from other uses on the site. The entrance/exit to the main yard of the depot needs to be restricted to employees and visitors only.

Repairs / DWO Building

Buildings

- A new storage building with footprint of circa 186sq.m (2,000sq.ft) is required.

Yard Area

- Preferably have its own wash down area and pump house but could also share the facilities within the depot yard area.
- Preferably have its own refuelling area and pump but could also share the facilities within the depot yard area.

Parking

- Parking is required for:
 - 3 transit van spaces, to be parked at the depot.
 - 7.5 tonne vehicles: 2 (these legally must be parked at depot).
 - 22 car parking spaces (20 staff and 2 visitor spaces).

Appendix III

Economic Development Assessment

The new depot will cover an area of approximately 2.06ha (5.15 acres) meaning there is circa 0.97ha (2.39 acres) of residual land available for future expansion and other economic development opportunities. Within this note we provide a market overview of demand for industrial space.

Market Overview

Within the table below we have summarised the market activity within the industrial sector over the past 5 years.

Table 1 – Market transactions (lettings) - past 5 years

Year	Total Lettings	Total Sq.ft	Average Sized Unit (sq.ft)	Average Rent £psf
2020	6	10,713sq.ft	1,786sq.ft	£6.47psf
2019	2	4,102sq.ft	2,051sq.ft	£4.34psf
2018	10	25,793sq.ft	2,579sq.ft	£5.68psf
2017	20	81,100sq.ft	4,055sq.ft	£4.95psf
2016	14	35,063sq.ft	2,576sq.ft	£4.40psf

- In terms of achieved lettings there were six transactions within Grantham throughout the course of last year. A total of 995sq.m (10,713sq.ft) of space was let equating to an average unit size of 166sq.m (1,786sq.ft). Five of the lettings were on 3-year leases with details of the 6th letting undisclosed. The average rental value achieved was circa £70psm (£6.47psf).
- In 2019 there were only two known lettings. A total of 381sq.m (4,102sq.ft) was let over the two units with an average unit size of 190sq.m (2,051sq.ft). One unit was let by way of a 5-year lease, but the terms of the other transaction are undisclosed. The average rent achieved across both units was £46.72psm (£4.34psf).
- There were ten lettings in 2018 and a total of 2,396sq.m (25,793sq.ft) was taken up across these transactions equating to an average unit size of 240sq.m (2,579sq.ft). Based on the information we have obtained, two of the transactions were based on a 1 year lease, three were based on 3 year leases, one was based on a 5 year lease and the remaining transactions have not disclosed the lease terms. The average rent achieved was £61.14psm (£5.68psf).

¹⁵ discussions were held with Jon Hinde

- The highest number of transactions occurred in 2017 when there was a total of twenty transactions. A total of 7,534sq.m (81,100sq.ft) was let equating to an average unit size of 377sq.m (4,055sq.ft). Typical lease terms ranged between 1 and 3 years. The average rent achieved was circa £53.22psm (£4.95psf).
- In 2016 there were 14 transactions / lettings. A total of 3,257sq.m (35,063sq.ft) was let equating to an average unit size of 239sq.m (2,576sq.ft). Once again typical lease terms were on average 3 years. The average rent achieved was £47.34psm (£4.40psf).

Whilst there has been a gradual decline in the number of lettings over the past 5 years rents have continued to rise from an average achieved rent of £4.40psf in 2016 to an average rent of £6.47psf in 2020.

This is evidence that there is demand but supply is limited meaning the number of transactions falls (lack of supply) but demand pushes up rents for the supply that is available.

Soft Market Testing

We have supplemented this research through dialogue with Invest SK¹⁵. The feedback confirms that there is demand for small / starter units of circa 93sq.m (1,000sq.ft) on a rental / leasehold basis. Another area of demand is grow on space between 93sq.m (1,000sq.ft) and 232sq.m (2,500sq.ft). This grow on space is in particularly short supply meaning occupiers of start-up units are unable to grow, thereby blocking the units for other small/start-up companies. Ultimately, when firms do grow on from these smaller units they are forced to look outside of the District for suitable grow on space. Therefore, the grow on space is just as important in the supply chain so it can release existing starter units but also allow existing small business to grow without them having to relocate outside of the District.

We are also aware that Brackley Property Developments only very recently drew up proposals for the Turnpike Close site which included a 465sq.m (5,000sq.ft) and 697sq.m (7,500sq.ft) unit both of which were specifically aimed towards two known /bespoke requirements, albeit these were freehold requirements from companies currently renting in Grantham. As part of their proposals Brackley Property Developments were also going to build twelve 93sq.m (1,000sq.ft) starter units.

Current Supply / Availability

At the time of writing this report there are ten industrial units known to be available for rent. Nine of the units' range in size from 73sq.m (789sq.ft) to 67sq.m (7,232sq.ft). The average size being circa 261sq.m (2,800sq.ft). Asking rents range between £38.85psm (3.61psf) and £78.79psm (£7.32psf) with the average asking rent being around £59psm (£5.50psf).

The current supply provides a total of 2,183sq.m (23,501sq.ft) of floorspace which based on the average take up over the past five years¹⁶ provides less than one year's supply.

Pipeline

In terms of pipeline schemes King 31 has planning consent for 3 high quality industrial /distribution facilities ranging from 7,693sq.m (82,806sq.ft) to 87,409sq.m (940,853sq.ft). The scheme benefits from a new dedicated junction onto the A1M and is clearly targeting inward investment from national logistics operators rather than small start-up and growing local companies.

Buckminster Estates have also recently been granted planning permission for up to 110,000sq.m (1,184,000sq.ft) of employment space within use classes B1, B2 and B8 to the south of Grantham on land adjacent to the B1174. Once again, this scheme is targeting inward investment from the big shed occupiers rather than growing and start up local companies.

There is demand for small start-up and grow on space but the existing and pipeline supply of opportunities to satisfy this demand is extremely limited. The provision of smaller start-up units of circa 93sq.m (1,000sq.ft) and appropriately sized grow on space up to 232sq.m (2,500sq.ft) at Turnpike Close would address the supply chain gaps and capitalise on inherent latent demand.

The Council also options to develop their existing Alexandra Road depot potentially for industrial uses. Whilst the depth of demand is thought to be strong enough to support schemes on both sites the product could be differentiated such as providing grow on space at Turnpike Close and starter units at Alexandra Road.

¹⁶ The average take up over the past 5 years is 2,912sq.m (31,354sq.ft).

¹⁷ Refer to Appendix IV.

Quantum of Development

The concept plan at Appendix 5 shows approximately 2,973sq.m (32,000sq.ft) of industrial floorspace space being accommodated on the site. The space is configured in five units / buildings, but this plan is only indicative. The ultimate development and layout of the site will respond to market demand when the site is brought forward and may need to be phased rather than being brought forward as one single scheme.

Estimated Revenue /Rental Value

Industrial rental values have continued to rise in Grantham from an average achieved rent of £47.36psm (£4.40psf) in 2016 to an average rent of £69.64psm (£6.47psf) in 2020. The Council also has eight light industrial/ start-up units on Mowbeck Way (within the Alexandra Road depot). Rents range between £43psm (£4.00psf) and £95psm (£8.85psf). The average passing rent is £68.35psm (£6.35psf). The most recent letting was unit 5 which was let on 8th January 2020 for a three-year term at an annual rent of £4,758 per annum, which equates to £95psm (£8.85psf). This letting is a useful barometer for where market rents are currently for small start-up units.

For grow on space an average rental value of £70psm (£6.50psf) has been applied.

Based on this evidence the industrial floorspace, shown in the Concept Plan¹⁷ could generate a gross rental income of £238,500 per annum¹⁸, as summarised in Table 2.

¹⁸ It should be noted that the complete redevelopment of the existing depot at Alexandra Way, will mean that the Council will lose annual income of £28,000 from the units at Mowbeck Way.

Table 2 – Industrial rent

Space Type	Sq.m (Sq.ft)	No. Units	Rent	Gross Annual Rent
Start-up units	1,208sq.m (13,000sq.ft)	13	£95psm (£8.85psf)	£115,000
Grow on space	1,765sq.m (19,000sq.ft)	8 ¹⁹	£70psm £6.50psf	£123,500
Total	2,973sq.m (32,000sq.ft)	21		£238,500

Estimated Capital Value

In order to derive the capital value an All Risk Yield (ARY) is often used by valuers to capitalise the income, which provides an indication of the likely capital value of a particular investment. The all-risks yield reflects income over asset value, where all risks (current and future) associated with the asset are intrinsically priced into the yield. These risks can include tenant covenant strength, market conditions, voids, future costs, investment purchaser's costs, capital expenditure etc. In this instance the annual income outlined in Table 11 has been capitalised based on an All Risk Yield of 7%²⁰. This generates a **capital value £3,407,143 (say £3,400,000)**.

Capital Costs

The estimated capital costs associated with developing the industrial scheme are estimated to be in the region of £2,410,000. Please refer to Table 3.

If the Council were to sell the investment, they are likely to generate a net surplus of circa £990,000. .

¹⁹ Assumes two units of 186sq.m (2,000sq.ft) and 6 units of 232sq.m (2,500sq.ft).

²⁰ AY's investment agents confirm that investor demand for new build multi let industrial units would be strong.

²¹ Based on cost data from BCIS rebased to South Kesteven for the first Quarter 2021. A cost of £567psm (£53psf) has been applied which is based on the lower quartile rates.

Table 3 – Estimated capital costs of industrial scheme

Cost Item	£
Construction costs	£1,696,000 ²¹
External works (at 10% of construction costs)	£169,600
Project fees (at 8% of construction costs and external works)	£247,680
Contingency (at 15% of construction costs and external works)	£279,840
Lettings agents' fees (based on 7.5% of 1st year's rent)	£15,600
Profit	£0 ²²
Total Costs	£2,408,720 (Say £2,410,000)

Other Ways of Extracting Value from the Economic Development Opportunities include:

- **Land Sale.** A market value of £250,000 per acre is appropriate for industrial land in this location. The total site area which is potentially available for economic development is 2.39 acres which results in a land value of £597,500.
- **Lease Wrapper.** The Council could consider an option whereby they commit to a long lease (say 20 years) with a developer / investor who will then finance and deliver the scheme. The Council's rent would be fixed but subject to an annual indexed linked increase. The Council's passing rent would be less than market rent (typically 75%) enabling the Council to sublet at a higher rent meaning they retain the difference. Assuming a market rent of £238,500 per annum the Council could potentially earn £59,625 per annum. This is the difference between the market rent (£238,500) and the Council's rent at 75% of market rent (i.e. £178,875). Capitalised at 7% this would generate a capital value of £851,786 (say £850,000). At the end of the term the Council would also have the option to acquire the building for £1.

²² No profit assumed as the scheme is being delivered by the Council for the income potential not for profit. However, note that the capital value of the asset (£3,400,000) is £622,812 higher than the estimated capital costs meaning the council could potentially receive a net profit of circa £600,000 if they were to sell the assets.

Appendix IV

Turnpike Close Illustrative Concept Plan



95



- Site boundary
- Depot site boundary (2.14 Ha)
- Employment site (0.74 Ha)
- DWO site (0.22 Ha)

GRANTHAM DEPOT RELOCATION	
TURNPIKE CLOSE DEPOT SITE LAYOUT	
12/11/170	1:1000 @ A3
JANUARY 2021	Alan Baxter



Contact Details

Enquiries

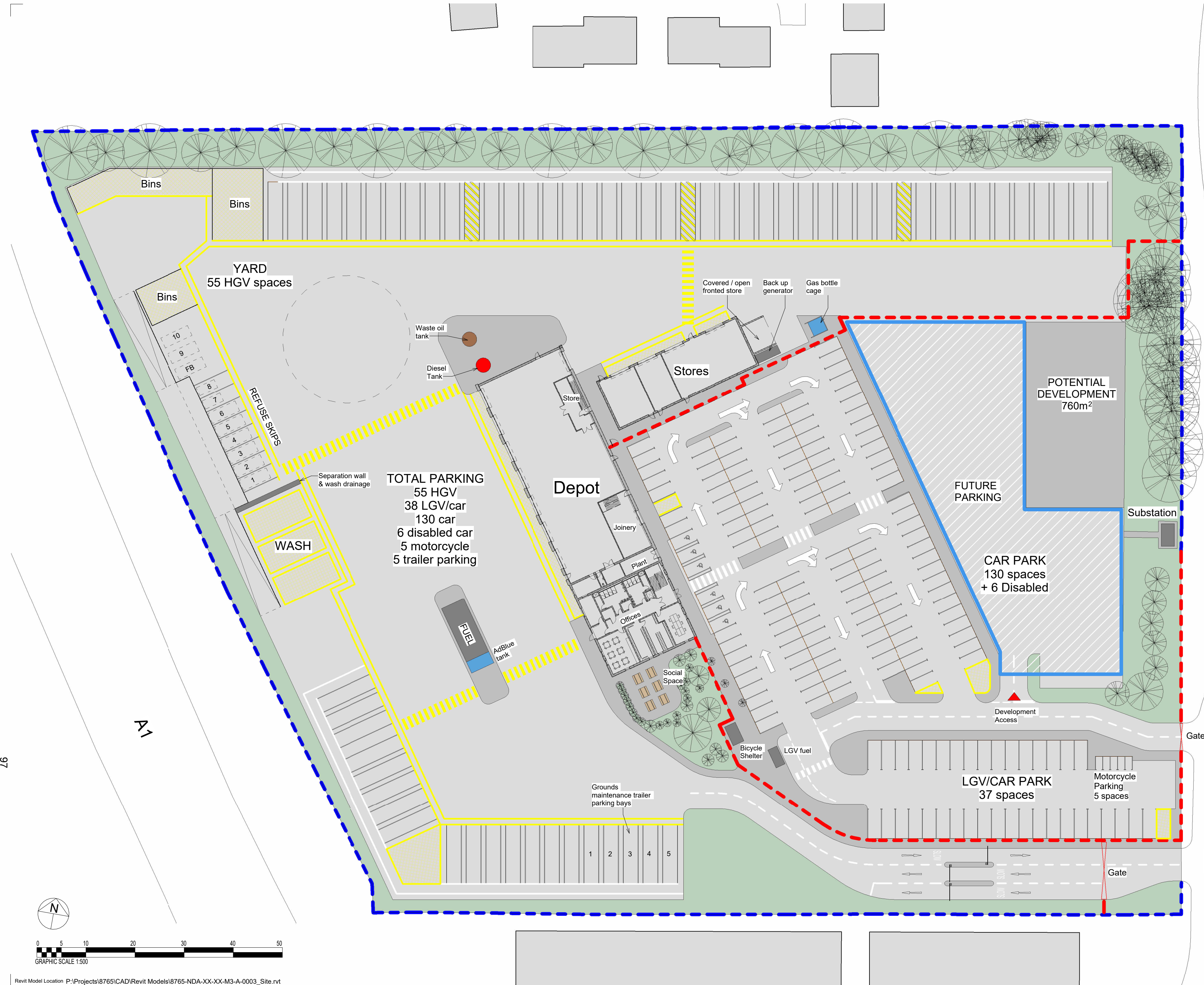
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- Print Date and Time: 06/07/2023 12:00:14
- General Notes:**
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 2. This drawing is to be read in conjunction with all other relevant Architects, Engineers and specialists drawings, details and specifications.
 3. Conflicting information shown on the NDA drawings or discrepancies between the information given by NDA and that provided by others must be referred to NDA before work proceeds.
 4. Dimensions must not be scaled from this drawing.
 5. Dimensions marked 'dimension to be site checked' are subject to confirmation by site measurement before construction proceeds.
 6. Subcontractor surveys, such as for the purposes of steelwork installation, take precedence over 'site dimension' indicated on this drawing. All surveys should ensure an accurate fit of components.
 7. Temporary works associated with the construction of the project shall be the responsibility of the Principal Contractor.
 8. Where any temporary works or scaffolding are required the Principal Contractor shall appoint a competent and suitably experienced Temporary Works Coordinator (TWC). Refer to BS 5975 for guidance on temporary works and the role of a TWC.
 9. Calculations and drawings of all Contractor designed structural items associated with NDA's design responsibilities shall be submitted to the Engineer for comment at least 10 days prior to manufacture. Any comments made by NDA do not absolve the Contractor of his design responsibilities.

KEY

- Existing 2.3m high metal fence
- Proposed metal security fence

P15	06.07.23	Fire separation added to HGV parking. Gas bottle store relocated and adjustments made to the car park	MM	TD
P14	27.06.23	Trailer parking & fuel tanks added. Store extended and now includes open fronted store	MM	TD
P13	21.06.23	Layout revised to option 5.	DH	TD
P12	09.05.23	Layout revised.	DH	TD
P11	04.07.22	Fuel Tank moved to North of Main Building. LGV fuel tank size reduced.	MJG	PS
P10	29.06.22	Fuel Area moved. Bin Store moved. Social space adjusted.	MJG	PS
P9	06.06.22	Parking revised.	DH	PS
P8	10.02.22	Revised to DTM comments.	DH	TD
P7	22.12.21	Gates added.	DH	PS
P6	14.12.21	Layout revised as DTM.	DH	PS
P5	07.12.21	Emergency Generator & Substation added.	DH	PS
P4	01.12.21	Parking revised as DTM.	DH	PS
P3	01.12.21	Revised as DTM discussion.	DH	PS
P2	11.11.21	Updates to DTM comments.	DH	TD
P1	10.11.21	First Issue.	DH	TD
REV	DATE	AMENDMENT	BY	CHK



PROJECT

South Kesteven Council Depot
Turnpike Close
Grantham

DRAWING TITLE

Proposed Site Plan

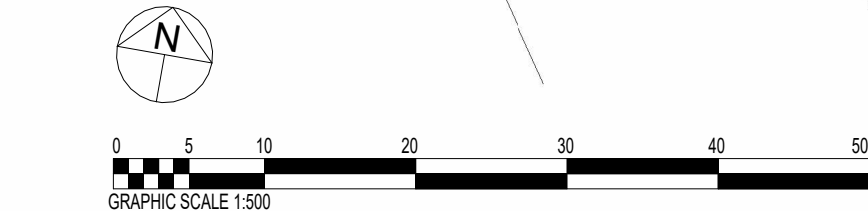


Beech Lawn, Green Lane, Belper, Derby DE56 1BY
Tel: 01773 824414
E-mail: enquiries@norder.co.uk

SCALE 1 : 500 SHEET SIZE A2 NDA REF 8765

SUITABILITY
S3 - Review & Comment

DRAWING NO. 8765-NDA-ST-XX-DR-A-1001 P15



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Project Cost Summary

2,282 m² 24,563 ft²

Construction Costs		Total Cost	£/m ² (GIFA)	£/ft ² (GIFA)	%
1	Substructure	£175,020	£76.70	£7.13	2.21%
2	Superstructure	£1,105,208	£484.32	£44.99	13.98%
3	Internal Finishes	£111,081	£48.68	£4.52	1.40%
4	Fittings & Furnishings	£256,900	£112.58	£10.46	3.25%
5	Services	£1,037,943	£454.84	£42.26	13.13%
6	Complete Buildings & Building Units	£0	£0.00	£0.00	0.00%
7	Work To Existing Buildings	£0	£0.00	£0.00	0.00%
8	External Works	£2,733,340	£1,197.78	£111.28	34.57%
9	Facilitating Works	£0	£0.00	£0.00	0.00%
10	Main Contractors Preliminaries	£805,510	£352.98	£32.79	10.19%
11	Main Contractors OHP	£435,750	£190.95	£17.74	5.51%
14	Risk (Construction)				0.00%
14.1	Design Development Risks	£166,519	£72.97	£6.78	2.11%
14.2	Construction Risks	£166,519	£72.97	£6.78	2.11%
Total Construction Cost		£6,993,790	£3,064.76	£284.73	88.46%
12	Professional Fees				
12.1	Consultants' Fees	£234,002	£102.54	£9.53	2.96%
12.2	Main Contractors Pre-Construction Fees	£0	£0.00	£0.00	0.00%
12.3	Main Contractors Design Fees	5% £349,690	£153.24	£14.24	4.42%
		£583,692	£255.78	£23.76	7.38%
13	Other development/project costs				
13.1	Other Development / Project Costs	0.5% £34,969	£15.32	£1.42	0.44%
		£34,969	£15.32	£1.42	0.44%
14	Risk (Employer)				
14.3	Employer Change Risks	£0	£0.00	£0.00	0.00%
14.4	Employer Other Risks	£0	£0.00	£0.00	0.00%
		£0	£0.00	£0.00	0.00%
15	Inflation				
15.1	Tender Inflation	4.2% £293,739	£128.72	£11.96	3.72%
15.2	Construction Inflation	incl. £0	£0.00	£0.00	0.00%
		£293,739	£128.72	£11.96	3.72%
Total Project Cost (Excl. VAT)		£7,906,190	£3,464.59	£321.87	100.00%

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Full Council

28 September 2023

Report of Councillor Sarah Trotter,
Vice-Chairman of the Standards
Committee

Amendment to Constitution – Procedure for Dealing with Complaints Against Councillors

Report Author

Graham Watts, Assistant Director of Governance and Monitoring Officer



Graham.watts@southkesteven.gov.uk

Purpose of Report

To provide Full Council with notification of a recommendation by the Standards Committee to include the revised procedure for dealing with complaints against Councillors as part of the Constitution.

Recommendations

That Full Council approves the inclusion of the revised procedure for dealing with complaints against Councillors as part of the Constitution under Part 5 (Codes and Protocols).

Decision Information	
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

1.1 There are no financial implications arising from this report.

Completed by: Richard Wyles, Section 151 Officer

Legal and Governance

1.2 There are no significant legal or governance implications associated with this report.

Completed by: Graham Watts, Assistant Director of Governance and Monitoring Officer

2. Background to the Report

2.1 The Standards Committee at its meeting held on 6 September 2023 agreed to adopt a revised procedure for dealing with complaints against Councillors. Having adopted the revised procedure, the Committee recommended that this be included as part of the Council's Constitution.

3. Key Considerations

3.1 One of the roles and functions of the Standards Committee is to 'approve procedures for the conduct of hearings into complaints against Members'.

3.2 The Standards Committee exercised this function at its meeting on 6 September 2023 and approved a revised procedure for dealing with complaints against Councillors, as attached at **Appendix A** to the report.

- 3.3 In approving this revised procedure, the Committee recommended to Full Council that this should form part of the Constitution to demonstrate greater openness and transparency as to how complaints are processed, considered and determined.
- 3.4 Full Council is asked to consider including and publishing the procedure as part of the Council's Constitution. It is recommended that this be placed under Part 5 (Codes and Protocols).
- 3.5 Full Council is not required to give consideration to the content of the procedure as this falls within the remit of the Standards Committee which adopted the procedure as appended on 6 September 2023.

4. Other Options Considered

- 4.1 Not to include this procedure as part of the Constitution.

5. Reasons for the Recommendations

- 5.1 The inclusion and publication of this procedure as part of the Council's Constitution provides greater notice, openness and transparency as to how complaints submitted against the conduct of Councillors are handled, assessed and determined.

6. Background Papers

- 6.1 [Guidance on Member Model Code of Conduct Complaints Handling | Local Government Association](#)

7. Appendices

- 7.1 Appendix A – procedure for dealing with complaints against Councillors.

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Procedure for dealing with complaints against Councillors who are alleged to have breached the Councillor Code of Conduct

1. The Code of Conduct

- 1.1 The Localism Act 2011 requires all Local Authorities to adopt a Code of Conduct setting out the standards of behaviour expected from their Councillors.
- 1.2 South Kesteven District Council has adopted a Code of Conduct for its Councillors, which is available on the Council's website and on request from the Monitoring Officer. This Code of Conduct reflects the Model Councillor Code of Conduct for Councillors as recommended by the Local Government Association.
- 1.3 Each of the Parish/Town Councils within South Kesteven may adopt their own Code of Conduct and a copy of their Code of Conduct should be available on the relevant Parish/Town Council website.
- 1.4 The Localism Act 2011 also requires Local Authorities to have in place "arrangements" under which allegations that an elected or co-opted member of the District or Parish/Town Council has failed to comply with the relevant Code of Conduct can be investigated and decisions made on such allegations.
- 1.5 These arrangements set out:
 - a) How to make a complaint about the conduct of an elected or co-opted member of South Kesteven District Council or of any Parish/Town Councils
 - b) How the Council will deal with such complaints
- 1.6 This document sets out the Council's arrangements for this purpose.

2. Making a complaint

- 2.1 Complaints must be submitted in writing to the Council's Monitoring Officer and can be submitted electronically or by post using the link, email address or postal address shown below:

Online e-form: <https://www.southkesteven.gov.uk/?service=COCOFO>

By email: legal@southkesteven.gov.uk

By post: Monitoring Officer, South Kesteven District Council, Council Offices, The Picture House, St Catherine's Road, Grantham, Lincolnshire, NG31 6TT

2.2 The following information will be required from anyone wishing to make a formal complaint against the conduct of a Councillor:

- name, address and other contact details (email address or telephone number)
- in which capacity they are complaining (member of the public, Councillor, Officer or any other capacity)
- name of the Councillor the complaint is about and the authority or authorities they belong to
- details of the alleged misconduct including, where possible, dates, witness details and other supporting information
- which aspect of the Councillor Code of Conduct the Councillor is alleged to have breached

2.3 The Monitoring Officer will not normally consider a complaint unless it is in writing. This is to ensure that all of the relevant information is provided and, where necessary, consent to share information has been obtained so that the complaint can be processed.

2.4 If you do not have access to the internet or have difficulty completing the form, please contact (01476 406080) for assistance.

2.5 Where a complaint is made against more than one Councillor, it must be clear in your complaint which aspects of the alleged breach of the Code of Conduct relate to each individual Councillor. Otherwise, it may be necessary to submit separate complaints.

2.6 If you are making the complaint on behalf of a number of individuals, please nominate one person as the single point of contact to whom all correspondence will be addressed.

2.7 Requests from complainants for the Monitoring Officer to withhold their identity, so that they remain anonymous to the Subject Councillor, are not ordinarily granted. The Monitoring Officer has to balance the right of the Subject Councillor to properly understand the complaint against them and respond to it, with the rights of the complainant. This normally means that the Subject Councillor will need to be told who is making the complaint.

3. The complaint process

3.1 A complaint against a Councillor will progress through the following stages:

- acknowledgement of the complaint
- reporting of complaint to Subject Councillor
- assessment of complaint by the Monitoring Officer, in liaison with Independent Person
- assessment decision by the Monitoring Officer
- if necessary, formal investigation of the complaint

- consideration of complaint and final decision of outcome by the Standards Committee, a Hearing Review Panel or a meeting of Full Council

3.2 Upon receipt of a complaint the Monitoring Officer will:

- Acknowledge the complaint within five working days
- Inform the Subject Councillor that a complaint has been received against them within five working days and invite their comments, unless there is justification for not doing so

3.3 The Monitoring Officer is entitled to dismiss the complaint at the outset if:

- The Subject Councillor is no longer a Councillor or is seriously ill
- The complaint is made anonymously, unless there are exceptional circumstances which the Monitoring Officer agrees are legitimate
- The same, or substantially the same, issue has been the subject of a previous Code of Conduct allegation against an individual Councillor and there is nothing further to be gained
- The complaint is essentially against the action of the Council as a whole and cannot properly be directed against an individual Councillor(s)
- The complaint does not relate to the conduct of a Councillor and is a service complaint or other matter
- The complaint is against an Officer of the Council
- The complaint relates to an incident that occurred over six months prior to the date of the complaint and, in the opinion of the Monitoring Officer, (in consultation with the Independent Person) is not serious enough to justify formal consideration

3.4 If the complaint identifies criminal conduct (including a failure to register Disclosable Pecuniary Interests) or breach of other regulations by any person, the Monitoring Officer will refer the complaint to the Police or other regulatory agencies. No further action will be taken in relation to such complaints until any related criminal/regulatory investigation, proceedings or processes have been concluded.

3.5 All parties are encouraged to respond promptly to any correspondence in relation to the complaint. All parties will be kept updated as to how the complaint is progressing. If at any stage in the complaint process the complainant fails to respond, the complaint may be treated as withdrawn. If the Subject Councillor fails to respond, the complaint will be determined on the basis of the information available.

4. Assessment of complaint

First Assessment Stage

4.1 The first stage of the assessment process will consist of a jurisdictional test which assesses whether:

- The complaint is against one or more named Councillors of South Kesteven District Council or of a Parish or Town Council the authority is responsible for
- The named Councillor was in office at the time of the alleged conduct
- The complaint relates to matters where the Councillor was acting as a Councillor or representative of the authority and it is not a private matter
- The complaint, if proven, would be a breach of the Code of Conduct under which the Councillor was operating at the time of the alleged misconduct

4.2 If the complaint fails one or more of these tests it cannot be investigated as a breach of the Code of Conduct and no further action will be taken in respect of the complaint.

Second Assessment Stage

4.3 The second stage of the assessment process will review the complaint against the following criteria to establish if there are valid grounds to refer the complaint for formal investigation:

Sufficient Evidence	The Monitoring Officer must be satisfied that there is sufficient evidence to demonstrate a potential breach of the Code
Alternative Action	The Monitoring Officer must be satisfied that there are no alternative, more appropriate, remedies that should be explored first The Monitoring Officer will explore the possibility of an informal resolution between the respective parties and consider whether any offer from the Subject Councillor to settle the complaint informally is reasonable
Robust Political Debate	Where the complaint is by a Councillor against another Councillor, a greater allowance for robust political debate may be given, bearing in mind the right to freedom of speech
Seriousness	The Monitoring Officer will consider whether the complaint is considered malicious, vexatious, politically motivated or 'tit-for-tat'
Public Interest	The Monitoring Officer will consider whether it would be in the public interest to refer the complaint for investigation or other action and whether it is serious enough to warrant any available sanctions

- 4.4 As part of the assessment of the complaint, the Monitoring Officer may request further information from the complainant, the Subject Councillor and any witnesses or obtain information which is readily available. The Monitoring Officer will consult with the Independent Person prior to making their decision.

Assessment Decision

- 4.5 The Monitoring Officer will normally reach an assessment decision within 15 working days of receipt of the complaint, however, in some instances this may take longer if they are reliant on the receipt of further information. The Monitoring Officer will always, however, seek to assess complaints as soon as possible.
- 4.6 A Decision Notice setting out the Monitoring Officers decision will be produced, setting out the following:
- A summary of the complaint
 - The part(s) of the Councillor Code of Conduct alleged to have been breached
 - A summary of any response from the Subject Councillor
 - A summary of any witness statements or additional information relied upon during the assessment
 - A summary of the Independent Person's considerations
 - An overview of the Monitoring Officer's decision
 - A record of any further action required
- 4.7 The Monitoring Officer's decision will either be to:
- Take no further action
 - Agree that the complaint can be resolved through informal resolution
 - Refer the complaint for formal investigation
- 4.8 If the Subject Councillor of a complaint is a Parish or Town Councillor a copy of the Decision Notice will be sent to the Parish or Town Clerk, unless the decision is to take no further action.
- 4.9 If the Monitoring Officer decides not to investigate the complaint, the reasons for the decision will be set out in the Decision Notice. There will be no right of appeal regarding the Monitoring Officer's assessment decision, which will have been made in consultation with the Council's Independent Person.

5. Formal investigation

- 5.1 The Decision Notice from the assessment stage will highlight which aspect(s) of the original complaint will be subject to formal investigation.
- 5.2 Having established the scope of the investigation the Monitoring Officer, or a person appointed as an Investigating Officer, will inform:

- The Subject Councillor
- The complainant
- The Council's Independent Person
- The relevant Town or Parish Council should the Subject Councillor be a Town or Parish Councillor

5.3 The Monitoring Officer/Investigating Officer will undertake the investigation in accordance with the following key principles:

- Proportionality – the investigation will be proportionate to the seriousness or complexity of the matter under investigation
- Fairness – the Subject Councillor should know what they are accused of and have the opportunity to make comments on the investigation
- Transparency – as far as practical and having regard to an individual's right to confidentiality, investigations should be carried out as transparently as possible with all parties being kept up to date with progress on the case
- Impartiality – an investigator should not approach an investigation with pre-conceived ideas and should avoid being involved where they have a conflict of interest

5.4 The formal investigation is a process the Monitoring Officer/Investigating Officer follows to gather as much information about the allegation as possible, which can then be used as evidence. This could be documentary evidence, but it may also be necessary for the Monitoring Officer to conduct interviews with the Subject Councillor, complainant and key witnesses to gain as much evidence as is deemed necessary to inform their investigation.

5.5 During the course of the investigation it may be necessary to reappraise if an investigation remains the right course of action, for example:

- The evidence uncovered suggests a case is less serious than was originally apparent and that a different decision might therefore have been made regarding whether to investigate, or not
- Having examined the matter in greater detail it becomes apparent as part of the investigation that the matter under investigation was not carried out by the Subject Councillor in their capacity as a Councillor or representative of the authority but rather in a private capacity
- Something is uncovered which is potentially more serious and may require referral to the Police
- The Subject Councillor has died, is seriously ill or has resigned from the Council and it is considered inappropriate to continue with the investigation
- The Subject Councillor indicates that they wish to make a formal apology which the Monitoring Officer/Investigating Officer considers should draw a line under the matter

Draft Report

- 5.6 The Monitoring Officer/Investigating Officer will produce a draft report of their findings and share this with the Independent Person so that they can be satisfied that the investigation is of an acceptable standard and meet the scope of the aspects of the complaint under investigation.
- 5.7 The Monitoring Officer/Investigating Officer, once satisfied, will send the draft report to the Subject Councillor and complainant with a deadline for providing any comments as to its content.
- 5.8 The report should be treated as an explanation of all the essential elements of the case and a justification for why the Monitoring Officer/Investigating Officer have concluded there has been a breach, or not. The report will cover:
- Agreed facts
 - Any disputed facts together with the view of the Monitoring Officer/Investigating Officer as to which version is more likely
 - Whether those facts amount to a breach of the Code, or not
 - Reasons for reaching that conclusion
- 5.9 The draft report will be treated as private and confidential by all recipients.
- 5.10 Where criticism is made of a third party, such as a witness, who will not otherwise have the opportunity to comment on the draft report, the Monitoring Officer/Investigating Officer will ensure that the third party has an opportunity to comment on that proposed criticism before the report is published.
- 5.11 The Monitoring Officer/Investigating Officer is under no obligation to accept any comments made but where they do not accept comments they should provide a written explanation as to why. By exception, it may be necessary to issue a second draft of the report if there have been significant changes.

Final Report

- 5.12 The final report will be issued by the Monitoring Officer and must be sent to:
- The Subject Councillor
 - The complainant
 - The relevant Independent Person
 - The relevant Parish or Town Council of which the subject Councillor is a Member
- 5.13 The report must make one of the following findings on a balance of probabilities:

- That there have been one or more failures to comply with the Code of Conduct
- That there has not been a failure to comply with the Code of Conduct

Findings of Investigation

- 5.14 If the Monitoring Officer considers that there has been no breach of the Code of Conduct, that will usually be the end of the matter.
- 5.15 If the Monitoring Officer considers that there has been a breach of the Code of Conduct, they will decide the appropriate course of action to take in consultation with the Independent Person and notify relevant parties. This could include:
- Seeking an informal resolution
 - Taking no further action on the basis of it being a technical breach which would not lead to any sanction
 - Referring the matter to a Hearing

Publication of the Final Report

- 5.16 The Final Report will not be published if the matter has been referred to a Hearing as it will be dealt with as part of the Hearing process.
- 5.17 Where the Monitoring Officer has concluded that there is no breach, that no further action is required or the matter has been resolved in some other way the report will not be published. A statement explaining the outcome and Monitoring Officer's reasoning will be published. A summary of the report will be presented to the Standards Committee, for information purposes only.

6. Formal Hearing

- 6.1 A formal Hearing should, wherever possible, take place within three months of the date on which the Monitoring Officer/Investigating Officer's report was completed. Where that is not possible, the Monitoring Officer will notify the relevant parties of the reason for the delay and provide an estimated timescale.
- 6.2 The Hearing will not take place sooner than 14 days after the investigation report has been issued, unless the Subject Councillor agrees. This is to allow them sufficient time to prepare their defence and consider any witnesses they may wish to call.
- 6.3 The Hearing can be facilitated by the Council's Standards Committee, or a Sub-Committee of the Standards Committee called the Hearing Review Panel. The Monitoring Officer, in consultation with the Independent Person

and Chairman and Vice-Chairman of the Standards Committee, will determine which is most appropriate.

- 6.4 If a Hearing Review Panel is selected for facilitating the Hearing, its membership will be drawn from the Standards Committee on a politically proportionate basis, unless any conflicts of interests or other circumstances prevent this being achieved. The Chairman and Vice-Chairman of the Standards Committee will agree upon the final membership of the Hearing Review Panel.
- 6.5 Once a date has been set for the Hearing, the Monitoring Officer will notify:
- The Subject Councillor
 - The Investigating Officer if the Monitoring Officer themselves did not undertake the investigation
 - The Independent Person
 - The complainant
 - The clerk of any Parish or Town Council if the complaint relates to a Parish or Town Councillor
- 6.6 The Monitoring Officer will also outline the Hearing procedure, the Subject Councillor's rights and they will additionally ask for a written response from the Subject Councillor to confirm whether they:
- Want to be represented at the Hearing by counsel, a solicitor or any other person they wish
 - Disagree with any of the findings of fact in the investigation report, including reasons for any of these disagreements
 - Want to give evidence to the Hearing either verbally or in writing
 - Want to call relevant witnesses to give evidence to the Hearing
 - Want to request any part of the Hearing be held in private
 - Want to request any part of the investigation report or other relevant documents be withheld from the public
- 6.7 The Monitoring Officer will give consideration as to any witnesses they wish to call for the Hearing or, if they did not undertake the investigation themselves, seek confirmation from the Investigating Officer.
- 6.8 Pre-hearings will be held between the Monitoring Officer and Members of the Standards Committee/Hearing Review Panel as and when deemed necessary and appropriate. The pre-meeting will not be held in public and will not be used to debate the merits of the case, but will be used to:
- Consider whether any findings of fact in the investigation report are in dispute and, if so, how relevant they will be to the Hearing
 - Consider any additional evidence considered necessary for the Hearing

- Identify any witnesses that should be invited to the Hearing if not already identified
 - Decide whether witnesses called by the Monitoring Officer/Investigating Officer and the Subject Councillor are relevant
 - Consider whether any parts of the Hearing should be held in private or any parts of the investigation report or other documents should be withheld from the public prior to the Hearing
 - Identify any potential conflicts of interest
- 6.9 The pre-meeting does not necessarily have to be held as a meeting, with some of the information able to be confirmed through correspondence.
- 6.10 The Standards Committee/Hearing Review Panel will comply with Council Procedure Rules, Access to Information Procedure Rules and Articles relating to the Standards Committee for the purpose of facilitating the Hearing as set out in the Council's Constitution.
- 6.11 The Hearing is not a court of law and will not hear evidence under oath, but it will decide factual evidence on the balance of probabilities.
- 6.12 The procedure to be followed at Hearings is set out at **Appendix 1** to this Protocol.

7. Sanctions

- 7.1 The Standards Committee or Hearing Review Panel can impose the following sanctions should a breach of the Code of Conduct have occurred:
- Present a report of its findings in respect of the Subject Councillor's conduct to Full Council (or relevant Parish or Town Council)
 - Issue a formal Censure Notice (or recommend the same action to the relevant Parish or Town Council)
 - Recommend to the Subject Councillor's political group leader, or a recommendation to Full Council, that they be removed from any or all Committees and other bodies to which they are appointed (or recommend the same action to the relevant Parish and Town Council)
 - Recommend to the Subject Councillor's political group leader that they be removed from positions of responsibility (or recommend the same action to the relevant Parish or Town Council)
 - Instruct the Monitoring Officer to arrange training for the Subject Councillor (or recommend that the relevant Parish or Town Council arrange for suitable training to be held for the Subject Councillor)
 - Recommend to Full Council that the Subject Councillor be removed from all outside appointments to which they have been appointed or nominated by the Authority (or recommend the same action to the relevant Parish or Town Council)
 - Recommend to Full Council that facilities provided to the Subject Councillor by the Authority be withdrawn for a specified period, such as a computer/tablet, website, email account, social media account

(or recommend the same action to the relevant Parish or Town Council)

- Recommend to Full Council that the Subject Councillor be excluded from the Authority's Officer or other premises for a specified period, with the exception of meeting rooms as necessary for attending the Council's meetings or other approved duties and/or restricts contact with Officers to named Officers only (or recommend the same action to the relevant Parish or Town Council)
- Recommend to Full Council that the Subject Councillor be removed from their role as Leader of the Council, if relevant
- Recommend to the appropriate official of a political group that the Subject Councillor be removed as Political Group Leader or other position of responsibility within the Political Group, if relevant

7.2 The Council, its Monitoring Officer, the Standards Committee or a Review Panel have no power to suspend or disqualify a Councillor who is found to have breached the Councillor Code of Conduct, or withdraw or suspend allowances. It is only the above sanctions that they are able to impose.

Final Decision of Standards Committee or Hearing Review Panel

7.3 A Decision Notice setting out the Standards Committee/Hearing Review Panel's decision will be produced and published.

7.4 If the Standards Committee or Hearing Review Panel finds that the Subject Councillor did not fail to follow the authority's Councillor Code of Conduct and that there was no breach, the Decision Notice will state this and provide reasons for this finding.

7.5 If the Standards Committee or Hearing Review Panel finds that the Subject Councillor failed to follow the Councillor Code of Conduct and that there was a breach, but no further action is required, the Decision Notice will:

- State that the Councillor failed to follow the authority's Councillor Code of Conduct and that there was a breach but no further action needs to be taken
- Outline what happened
- Provide reasons for the decision not to take any action

7.6 If the Standards Committee or Hearing Review Panel finds that a Councillor failed to follow the Code, there was a breach and a sanction was imposed, the Decision Notice will:

- State that the Councillor failed to follow the authority's Councillor Code of Conduct and that there was a breach
- Outline what happened
- Explain what sanction has been imposed
- Provide reasons for the decision

8. Appeals

- 8.1 There is no right of appeal for the complainant or for the Subject Councillor against a decision of the Monitoring Officer, the Standards Committee or the Hearing Review Panel in relation to any decision they make at the relevant stage of the above process.
- 8.2 Any complaint relating to the incorrect implementation of this procedure should be reported to the Chief Executive in accordance with the Council's Protocol for Relationships between Members and Officers.

9. Local Government Association Guidance

- 9.1 This procedure will be followed in conjunction with the latest guidance published by the Local Government Association in respect of dealing with complaints against Councillors.
- 9.2 In the event that this procedure conflicts with any aspect of the Local Governance Association guidance, the Local Government Association's latest guidance will take precedence.

Procedure to be followed at Formal Hearings

1. Preliminary Procedural Issues

- a) Introductions
- b) Election of Chairman (if Hearing Review Panel)
- c) Declarations of Interests
- d) To consider any requests for the exclusion of the Press and Public

2. Monitoring Officer, Investigating Officer or their representative

- a) Monitoring Officer, Investigating Officer or their representative to present the report and call such witnesses as they consider necessary, and make representations to substantiate their conclusions within the report.
- b) The Standards Committee/Hearing Review Panel to raise any issues or clarify any matters with the Monitoring Officer or Investigating Officer's report and to question and clarify matters with any of the witnesses called (if any).
- c) The Subject Councillor to raise any issues or clarify any matters with the Monitoring Officer or Investigating Officer's report and to question and clarify matters with any of the witnesses called (if any).

3. Subject Councillor or their representative

- a) The Subject Councillor to respond to the investigation report and call such witnesses as they consider necessary (if any) and make representations.
- b) The Monitoring Officer, Investigating Officer or their representative to raise any issues and to question or clarify any matters with the Subject Councillor and to question or clarify any matters with any of the witnesses called (if any).
- c) The Standards Committee/Hearing Review Panel to raise any issues, question or clarify any matters with the Subject Councillor.

4. Independent Person

- a) The Independent Person to provide their views.
- b) The subject Councillor to seek any points of clarification from the Independent Person or ask any questions.
- c) The Monitoring Officer, Investigating Officer or their representative to seek any points of clarification from the Independent Person or ask any questions.
- d) The Standards Committee/Hearing Review Panel to seek any points of clarification from the Independent Person or ask any questions.

5. Standards Committee/Hearing Review Panel Deliberations

- a) The Review Panel to retire, along with the representative from Democratic Services/designated Legal Advisor to the Panel to determine whether there has been a breach of the Code of Conduct.
- b) The Standards Committee/Review Panel to resume the Hearing to report the decision:
 - If further information or clarification is required, this will be reported and a decision taken as to whether an adjournment or postponement is necessary
 - If no breach of the Code of Conduct, the Hearing ends
 - If there has been a breach of the Code of Conduct, the Hearing will continue

6. Breach of the Code of Conduct

- a) Monitoring Officer, Investigating Officer or their representative to outline possible sanctions.
- b) The Subject Councillor to respond with any mitigation.
- c) The Independent Person to provide their views on appropriate sanctions.
- d) The Review Panel determines appropriate sanctions.

7. End of Hearing

A Decision Notice to be produced and published to all parties within 5 working days.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Council

28 September 2023

Karen Bradford, Chief Executive

Appointments to Outside Bodies and Committees

Report Author

James Welbourn, Democratic Services Manager

 james.welbourn@southkesteven.gov.uk

Purpose of Report

To provide Full Council with an opportunity to appoint to two Outside Bodies. There is also a vacancy for the South Kesteven Coalition Group on the Rural and Communities Overview & Scrutiny Committee.

Recommendations

That Council:

1. Approves the appointment of one elected representative, with one reserve to sit on the Rural Services Network outside body.
2. Approves the appointment of one elected representative to sit on the Grantham Almshouse Charity outside body.
3. Approves any appointments or changes to the membership of other Outside Bodies
4. Approves the appointment of the nomination from the South Kesteven Coalition Group for one seat on the Rural and Communities Overview & Scrutiny Committee.
5. Approves any other nominations from Political Groups to make appointments or changes to the membership of Committees.

Decision Information	
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 There are no financial implications arising from this report.

Reviewed by: Alison Hall-Wright, Assistant Director of Finance and Deputy S151 Officer

Legal and Governance

- 1.2 It is understood that neither outside body has any requirement for the Council's appointment to reflect its political balance, and therefore any member of the Council would be eligible for appointment.
- 1.3 The current vacancy on the District Council has no impact on political proportionality or the allocation of seats on the Council's committees.

Reviewed by: James Welbourn, Democratic Services Manager

2. Background to the Report

Rural Services Network

- 2.1 Democratic Services was contacted after the last Full Council meeting held on 20 July 2023 to ask for the name of an elected representative, plus one reserve member from the Council to attend the Rural Services Network.

- 2.2 It does not appear that the Council has previously appointed to this body; the body reported that two South Kesteven Councillors had previously been appointed, but there is no record of this in Council minutes from the previous electoral cycle. The Rural Services Network has not previously sent annual reminders for appointments to the authority.
- 2.3 The Rural Services Network is a membership organisation that exists as a national champion for rural services. They campaign on behalf of their membership for fair funding for rural areas, and also work to share best practice and network across their wide membership.
- 2.4 Nominated Members are requested to attend 4 meetings a year, all held online via zoom. They generally last two hours. Invitations to the meetings are circulated in advance and the Nominated Member can book on through a system called Eventbrite and they will then receive joining instructions and full papers for the event via email. There is no requirement for the representative to be the Leader of the Council, but they do require a reserve member.
- 2.5 Further information on the body is available on the body's own website:

<https://www.rsnonline.org.uk/>

Grantham Almshouse Charity and Rural and Communities OSC

- 2.6 Councillor Ray Wootten of the Grantham St. Wulfram's Ward sadly passed away on 27 August 2023.
- 2.7 Ray Wootten's passing has left a vacancy on the Rural and Communities Overview & Scrutiny Committee and also on the Grantham Almshouse Charity Trustees Outside Body. Ray was formerly the Chair of the Trustees.
- 2.8 The Grantham Almshouse Charity is a provider of low-cost accommodation for those in need in Grantham.¹The Charity, run by Trustees covers the Diocese of Grantham, which includes Great Gonerby, Londonthorpe, Woolsthorpe and Stroxtan.²

3. Key Considerations

- 3.1 One representative from Full Council, plus one reserve representative is required to serve on the Rural Services Network Outside Body.
- 3.2 One representative from Full Council is required to serve on the Grantham Almshouse Charity Outside Body.

¹ <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/224721/charity-overview>

² <https://grantham.nub.news/news/local-news/grantham-almshouses-expand-their-search-area-for-residents>

- 3.3 The South Kesteven Coalition Group is invited to propose one Member to the Rural and Communities Overview & Scrutiny Committee.

4. Other Options Considered

- 4.1 To propose other nominations for appointments to Outside Bodies.
- 4.2 To make any other changes to the membership of Committees.

5. Reasons for the Recommendations

- 5.1 To ensure that the Council has sufficient representation on Committees and Outside Bodies and in other roles deemed necessary or appropriate.