

# Cabinet



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

---

Tuesday, 13 May 2025 at 2.00 pm  
Council Chamber - South Kesteven House, St. Peter's Hill,  
Grantham. NG31 6PZ

---

**Committee** Councillor Ashley Baxter, Leader of the Council (Chairman)

**Members:** Councillor Paul Stokes, Deputy Leader of the Council (Vice-Chairman)

Councillor Rhys Baker, Councillor Richard Cleaver, Councillor Phil Dilks, Councillor Philip Knowles and Councillor Virginia Moran

---

## Agenda

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

**1. Public Open Forum**

The Cabinet welcomes engagement from members of the public. To speak at this meeting please register no later than one working day prior to the date of the meeting via [democracy@southkesteven.gov.uk](mailto:democracy@southkesteven.gov.uk)

**2. Apologies for absence**

**3. Disclosure of Interests**

**4. Minutes of the previous meeting** (Pages 3 - 5)  
Minutes of the meeting held on 1 April 2025.

**Matters Referred to Cabinet by the Council or Overview and Scrutiny Committees**

**5. Decant Policy** (Pages 7 - 30)  
To seek approval from Cabinet for the adoption of the Decant Policy which was recommended by the Housing Overview and Scrutiny Committee meeting of 20th January 2025.

6. **Contract Award for Warm Homes Social Housing Fund works** (Pages 31 - 36)  
To seek approval to enter a contract with Equans Buildings Ltd. for a programme of works to upgrade Council owned properties with energy efficiency and low carbon heating measures, in line with the of *Warm Homes: Social Housing Fund* grant funding allocation.

**Items for information**

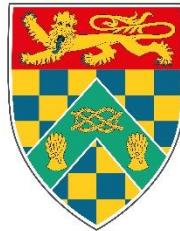
7. **Cabinet Forward Plan** (Pages 37 - 46)  
This report highlights matters on the Cabinet's Forward Plan.

8. **Open Questions from Councillors**

# Minutes

Cabinet

Tuesday, 1 April 2025



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

**Date of publication - 3 April 2025.**

**Call in will expire 10 April 2025 –  
decisions can be implemented on 11  
April 2025 if no call in.**

---

**The Leader:** Councillor Ashley Baxter (Chairman)

**The Deputy Leader:** Councillor Paul Stokes (Vice Chairman)

## Cabinet Members present

Councillor Rhys Baker, Cabinet Member for Environment and Waste

Councillor Richard Cleaver, Cabinet Member for Property and Public Engagement

Councillor Phil Dilks, Cabinet Member for Planning

Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing

Councillor Virginia Moran, Cabinet Member for Housing

## Non-Cabinet Members present

Councillor Tim Harrison

## Officers

Karen Bradford,	Chief Executive
Richard Wyles,	Deputy Chief Executive and Section 151 Officer
Graham Watts,	Assistant Director (Governance and Public Protection) and Monitoring Officer
Karen Whitfield,	Assistant Director – Leisure, Culture and Place
Chris Prime,	Communications Manager
James Welbourn,	Democratic Services Manager (Deputy Monitoring Officer)
Rhys Page,	Waste and Recycling Operations Manager
Phoebe Potter,	Communications Officer

## 130. Public Open Forum

No members of the public had registered to speak.

## 131. Apologies for absence

There were no apologies for absence.

## **132. Disclosure of Interests**

There were no declarations of interests.

## **133. Minutes of the previous meeting**

The minutes of the previous meeting held on 4 March 2025 were agreed as an accurate record.

## **134. Award of Contract - Wheeled Bins**

### Purpose of the report

To consider awarding the contract for the supply of wheeled bins for the next three years.

### Decision

**That Cabinet approves the award of the wheeled bin contract to IPL Plastics for a period of three years.**

### Alternative options considered and rejected

No other options were considered due to the statutory requirement to provide the receptacles (bins) under the Environmental Protection Act (EPA) 1990.

### Reasons for the decision

The Council had a statutory duty under the EPA 1990 to provide suitable receptacles (bins) to residents. This contract allowed the Council to fulfil this requirement. A failure to provide bins would mean the Council was in breach of its statutory duties under the EPA 1990.

South Kesteven District Council (SKDC) provided two bins to each household. This included a black bin for residual waste and a silver bin for dry mixed recycling. Should the resident participate in the garden waste collection service, then a green bin was also provided. Purple lidded paper and card bins were currently supplied by Lincolnshire County Council.

In addition to the statutory requirements to supply the bins, the Council had a duty of care to employees and residents to provide a service which was compliant with Health and Safety regulations. The bins provided by the Council were of a high quality and could withstand the bin emptying process. To ensure the Council complies with the requirements of the EPA 1990, it delivers bins to the residents of the district as required.

To ensure a good stock of bins, there were regular deliveries of bins throughout the year. A tender exercise had been undertaken to secure a supplier with the ability to meet the demands of the Waste Service. The contract specification required that high quality bins could be delivered within the agreed timescales in the desired quantities.

A total of four tenders were received and evaluated on a 60% price and 40% quality split. Following evaluation and moderation, IPL Plastics were the successful tenderer.

**135. Key and Non-Key Decisions taken under Delegated Powers**

The decision was noted.

**136. Cabinet Forward Plan**

Cabinet's Forward Plan was noted.

Cabinet Members were reminded that the next meeting of Cabinet had been rescheduled to 13 May 2025.

**137. Open Questions from Councillors**

There were no questions from Councillors.

The meeting closed at 2:09pm.

This page is intentionally left blank



## Decant Policy

### Report Author

Sarah McQueen, Head of Service (Housing)

 [sarah.mcqueen@southkesteven.gov.uk](mailto:sarah.mcqueen@southkesteven.gov.uk)

### Purpose of Report

To seek approval from Cabinet for the adoption of the Decant Policy which was recommended by the Housing Overview and Scrutiny Committee meeting of 20<sup>th</sup> January 2025.

### Recommendations

#### Cabinet is recommended to:

1. Approve the adoption of the Decant Policy.
2. Delegate authority to the Director of Housing and Projects to make minor alterations and amendments to the Policy post adoption as required by changes to regulations and expectations by the Regulator for Social Housing.

### Decision Information

Is this a Key Decision? No

Does the report contain any exempt or confidential information not for publication? No

What are the relevant corporate priorities? Housing

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 but there are budgets in place with the Housing Revenue Accounts budgets to deal with property decants and the associated repairs.

*Completed by: David Scott – Assistant Director of Finance (deputy s151 officer)*

### ***Legal and Governance***

- 1.2 There are no legal or governance implications that are not already outlined within the body of the report

*Completed by: James Welbourn, Democratic Services Manager*

### ***Health and Safety***

- 1.3 Section 3 of the Health and Safety at Work Act 1974 requires the Council to ensure that persons, not in their employment, are not exposed to health or safety risks. As outlined in the policy some works, for example those concerning substances, could create an additional risk and it is right that decant is considered where the existing mitigations will not be sufficient to completely remove the risk of injury or ill health.

*Completed by: Phil Swinton Health, Safety and Emergency Planning Manager*

### ***Equalities, Diversity and Inclusion***

- 1.4 A full Equality Impact Assessment has been completed and attached with this report

*Completed by: Sarah McQueen, Head of Service (Housing)*

## **2. Background to the Report**

- 2.1. The Housing Ombudsman states that: 'landlords should have a clear and accessible policy for decant procedures, outlining the circumstances a decant may be considered'.
- 2.2. South Kesteven District Council, as a landlord, is obliged under the terms of its tenancy agreements to keep the structure and exterior of its properties (including communal areas) in good repair.
- 2.3. Improvement works and major repairs will normally be carried out whilst the tenant remains in their home. However, there will be certain situations, such as those when the health and safety of the tenant would be at risk or the works are extensive, when works cannot be carried out with the tenant in the property.
- 2.4. Where this is the case, the Council will arrange to move the tenant and their household. This will either be done on a temporary or permanent basis, depending on the nature of the works and the tenant will normally be given this option.
- 2.5. This policy shows the practical steps the Council will take to facilitate this process. Background information and introduction to the report is available including 'How did we get here?' and 'Legal context or obligation'.

## **3. Key Considerations**

- 3.1. Decanting tenants from their properties is something that the Council is already in the practice of doing as in some cases, this is the only practical way to ensure that works are completed safely and effectively.
- 3.2. However, the Council has no formal policy in place for this process. Adopting this policy will effectively manage tenants' expectations and provide clear guidance for officers when dealing with such cases.
- 3.3. During the creation of this policy, other existing policies were researched. As such, the policy presented is largely based on Ashfield District Council and Tendring District Council's Decant Policies which are examples of good practice. In addition, officers have cross referenced against the Housing Ombudsman decant expectations detailed here: [Decant expectations - Housing Ombudsman](#)

## **4. Other Options Considered**

- 4.1. The other option considered is to not produce a Decant Policy. However, this would mean that there is no policy in place and therefore no clear guidance in dealing with such cases.

## **5. Reasons for the Recommendations**

- 5.1. If this policy is adopted, officers can ensure that they are compliant with the Housing Ombudsman's landlord expectations when dealing with decants.
- 5.2. Adopting this policy will ensure a consistent and transparent approach for dealing with such cases.

## **6. Consultation**

- 6.1. The draft Decant Policy was presented to the Housing Scrutiny and Overview Committee on 20<sup>th</sup> January 2025.
- 6.2. An online consultation was sent directly to tenants who had responded to the Tenant Satisfaction Measures Survey and have agreed to be contacted about housing issues and to tenants who had been decanted as part of the Earlesfield Project. Residents were also able to respond to the consultation via the Council's website.
- 6.3. Tenants who responded to the consultation were supportive that the Decant Policy:
  - Sets out when a move (decant) might be required
  - Explains the different types of decant
  - Explains the support that is available to tenants before and during the decant process
  - Explains tenant's responsibilities during the period they are not living in their home
  - Sets out the Council's responsibilities

And they:

- Agree with the aims of the Council's Decant Policy
- Agree with the approach of the Decant Policy

## **7. Appendices**

- 7.1. Appendix 1 - Decant Policy
- 7.2. Appendix 2 - Equality Impact Assessment

## Decant Policy

### 1. Introduction

South Kesteven District Council, as a landlord, is obliged under the terms of its tenancy agreements to keep the structure and exterior of your home (including communal areas) in good repair.

Improvement works and major repairs will normally be carried out whilst the tenant remains in their home. However, there will be certain situations, such as those when the health and safety of the tenant would be at risk or the works are extensive, when works cannot be carried out with the tenant in the property.

Where this is the case, the Council will arrange to move the tenant and their household. This will either be done on a temporary or permanent basis, depending on the nature of the works and the tenant will normally be given this option.

### 2. Purpose of policy

The purpose of this policy is to explain the approach that South Kesteven District Council will take when moving tenants from their property to enable work to be carried out and where it is not safe or possible for the tenant (s) and their household to remain. This process is referred to as decanting and this will be done on either be on a temporary or permanent basis.

Rehousing owner-occupiers will only be considered in very limited and exceptional circumstances where the Council acquires the property using compulsory purchase powers, for example the Acquisition of Land Act 1981 and the Land Compensation Act 1973.

### 3. Aims of policy

The aims of this policy are:

- To ensure decants operate in a fair, equitable and reasonable manner.
- To deliver simple but effective consultation and feedback with tenants that need to be decanted at the earliest opportunity and throughout the process.
- To enable decants to be carried out with the minimal disturbance to tenants.
- To outline the support, both financial and practical, provided to tenants who are required to decant.
- To minimise rent loss to the Council and to ensure that the best use is made of the Council's resources.

### 4. Scope of policy

In line with the legislation and existing best practice, assistance and rehousing, where appropriate, will be offered to tenants, their family members, partners, spouses and children.

## Appendix 1

The Council will not rehouse unauthorised occupants, sub-tenants, lodgers, licensees and other non-secure occupants.

Owner-occupiers and leaseholders may be given assistance to find alternative accommodation in exceptional circumstances and the options available to them will depend on their individual circumstances and the equity available to them.

### 5. Legal context

The key legislation that relates to decants is as follows:

➤ Housing Act 1985

If a decant is necessary, the Council has a legal obligation under Section 105 of the Housing Act 1985 to consult with tenants when they are substantially affected. Consultation must be at a time when proposals are still at an early stage and the Council will consult with all affected persons.

The Council retains the legal right under Ground 10 or 10a of Schedule 2 of the Housing Act 1985 to commence possession proceedings as a last resort to obtain possession of a property in order to carry out major works or refurbishments. This action will only be taken once all other alternatives have been explored and reasonable offers of rehousing rejected. Possession would only be granted by a Court with the provision of suitable alternative accommodation.

➤ Housing Act 1988

Schedule 2, Part III of the Housing Act 1988 provides a definition of suitable alternative accommodation. This should provide the tenant with equivalent security of tenure and be similar in regards to rent, size and situation.

➤ Land Compensation Act 1973

Section 30 of the Land Compensation Act 1973 sets out the provisions for the statutory Home Loss Payments to be made to compensate tenants for having to permanently move out of their home, subject to certain eligibility criteria. This mandatory lump sum payment is reviewed annually and confirmed in the Home Loss Payments (Prescribed Amounts) England Regulations.

The Land Compensation Act 1973 Act also sets out guidance relating to the payment of Disturbance Allowances aimed at compensating tenants for the actual cost of moving from their home.

➤ Town and Country Planning Act 1990

If the Council decides to pursue compulsory purchase owner occupied property, then it will comply with current legislation covering the use of Compulsory Purchase Orders under the Town and Country Planning Act 1990 or the Housing Act 1985 (as amended by the Planning and Compulsory Purchase Act 2004).

## 6. Establishing if a decant is necessary

In respect of all planned decants, the Technical Services surveyor will complete a Decant Form giving details of the works of the works that are required, the reasons why a decant is considered necessary, together with the anticipated timescale for completing the works.

When considering whether a decant is necessary for major planned works, at least one of the following will be applicable:

- One or more of the following cannot be restored at the end of the normal working day – water supply, toilet facilities, electricity
- Works involve use of hazardous substances or those controlled by Control of substances Hazardous to Health (two or more rooms affected)
- Works will involve tenants losing significant proportion of habitable living space and works cannot be sequenced to avoid this
- Work needed means that the property is likely to be insecure during all or part of the works
- Work needed is likely to pose a health and safety risk to the tenants or members of their family
- Tenants or members of their household have medical needs or conditions which suggest that the works could have a detrimental impact on their wellbeing. This should be supported by medical evidence.
- Any request for a decant will need to be authorised by the Repairs Manager before the request is passed to the Tenancy Services Manager for progressing.

## 7. Types of decant

Decants will generally fall into one of the following categories:

- A. Emergency
- B. Planned (temporary)
- C. Planned (permanent)

A temporary decant is when a resident is moved out to enable work or redevelopment of the property to be carried out with the intention of returning them to it at the earliest opportunity.

A permanent decant is when a resident is moved out of their home and there is no intention to return them to it.

### A. Emergency Decant

An emergency decant is usually required when an unexpected event has caused the property to be uninhabitable such as a fire or flood and arrangements need to be made quickly to provide alternative accommodation. In these situations, SKDC will assist the tenant in finding alternative accommodation. This may include but is not limited to:

- Encouraging them to stay with friends or family
- Sourcing Bed and breakfast / hotel type accommodation (board only)
- Sourcing alternative SKDC accommodation
- Sourcing private rental accommodation

## Appendix 1

In any emergency the priority will be to secure alternative accommodation for the tenant affected. Once this has been resolved, a full assessment of the work required at the property and the future housing requirements of the tenant will be conducted.

Each case will be reviewed on an individual basis, to ensure appropriate steps have been taken to address the tenant's needs and that suitable alternative accommodation has been found. Whilst SKDC will consider factors such as schools, place of employment etc, there cannot be a guarantee that the emergency accommodation provided will meet all requirements. Similarly, SKDC will do as much as possible to meet the needs of disabled tenants and those in need of an adapted home, but compromise may be required on the grounds of urgency.

Rent and service charges on the permanent tenanted home needs to continue to be paid as SKDC is still providing accommodation. If the tenant does not pay the rent and service charges, SKDC may take tenancy action on the grounds of non-payment of rent. Rent will not be due on the decant property whilst there is an intention for the tenant to return to their tenanted home.

Similarly, the tenant will continue to be liable for other charges, such as water, gas, electricity, broadband, etc, at their permanent tenanted home. SKDC will cover reasonable additional costs in the decant property.

In exceptional circumstances, such as when repairs are likely to take a longer time to complete than anticipated and the property is an appropriate accommodation match, consideration may be given to allowing the tenant to remain in the decant property on a permanent basis. This would be a voluntary arrangement, at the request of the tenant and with the approval of the Director of Housing and Projects.

### **B. Planned (Temporary) Decant**

It may be necessary to move tenants temporarily whilst works are being carried out. An example of works include:

- Extensive works to multiple rooms
- Severe flood damage
- Repairs to structurally unsafe property or unable to live in the property safely whilst works are being carried out.

Where planned repair work is required that cannot be carried out with the tenant in situ, but does not require them to leave immediately, temporary alternative accommodation will be arranged prior to the work being undertaken. In determining the type of accommodation to be used, consideration will be given to the likely time to complete the repair, the availability of suitable accommodation and the relative cost of each option.

Consideration will be given to the tenant's needs and factors such as schools and places of employment etc. however, SKDC cannot guarantee that the accommodation provided will meet all requirements.

Options that will be considered for temporary accommodation will include:

## Appendix 1

- Encouraging tenants to stay with friends or family
- Sourcing Bed and breakfast / hotel type accommodation (board only)
- Sourcing alternative SKDC accommodation
- Sourcing private rental accommodation

The move will only last as long as it takes to complete the repair works to bring the property back to a habitable standard.

Where required, SKDC will assist in respect of the relocation, including helping to move essential items and making minor adaptations to make the decant property suitable, such as installing grab rails or a temporary ramp.

Rent and service charges on the permanent tenanted home needs to continue to be paid as SKDC is still providing accommodation. If the tenant does not pay the rent and service charges, SKDC may take tenancy action on the grounds of non-payment of rent. Rent will not be due on the decant property whilst there is an intention for the tenant to return to their permanent home.

Similarly, the tenant will continue to be liable for other charges, such as water, gas, electricity, broadband, etc, at their permanent tenanted home. SKDC will cover reasonable additional costs in the decant property.

In exceptional circumstances, such as when repairs are likely to take a longer time to complete than anticipated and the property is an appropriate accommodation match, consideration may be given to allowing the tenant to remain in the decant property on a permanent basis. This would be a voluntary arrangement, at the request of the tenant and with the approval of appropriate SKDC Director.

### **C. Permanent Decant**

A permanent decant may be necessary where it is planned to dispose of, demolish, remodel or redevelop the property and therefore it would not be possible for the tenant to return to the property once works are carried out

In these circumstances, SKDC will carry out consultation and work closely with affected tenants and residents at all stages to support them through the process and help find suitable alternative accommodation.

For these decants, the following principles apply:

- Tenants will be given urgent priority through the lettings process.
- Existing tenants will normally be offered a new tenancy on a like for like basis. If the tenant is under occupying their current home, consideration will be given offering them a property suitable for their needs. SKDC will match tenants to voids that become available and will make up to two offers of suitable alternative accommodation. See section 11 for further information

## Appendix 1

- If the decant is for the purpose of enabling new housing development on the site, SKDC will discuss with the tenant the option of being rehoused in the new scheme if the planned accommodation is suitable for their needs.
- SKDC will provide a package of support tailored to meet each household's needs.

Where SKDC has already started possession proceedings against a tenant, prior to the decant, legal action to end the tenancy will be considered.

The tenant will be responsible for maintaining rent and service charge payments on their permanent tenanted property until the move is finalised and the tenant formally terminates their tenancy, when they will become responsible for rent and service charge payments on their new home.

Where required, SKDC will assist in respect of the relocation, including helping to move essential items and making minor adaptations to make the decant property suitable, such as installing grab rails or a temporary ramp.

Other costs/assistance are as outlined in the Financial Support section.

### 8. The Council's responsibilities

If a decant is necessary, the Council has a legal obligation under Section 105 of the Housing Act 1985 to consult with tenants when they are substantially affected. For planned decants, consultation must be at a time when proposals are still at an early stage and the Council will consult with all affected persons

Every tenant identified as requiring a decant will be visited by a Housing Officer at the start of the process to discuss:

- What the proposed project is and why it is being undertaken.
- When the work will be done.
- The decant policy and process.
- What choices there are and how these can be made.
- What we will do to help tenants prepare for any work and support whilst this work is being carried out.
- Whether there are any requirements for aids and adaptations to support the move.
- Any specific support that the tenant requires for the move.
- Named contact officer for the duration of the programme.
- Assessment of any support need

A property inspection will also be carried out at this time.

All communication and consultation will be carried out by the Housing Officer who will be the main point of contact for residents

The tenant will be given a copy of the surveyors report, and it will be agreed how often the Housing Officer will be in contact with the tenant or their representative. We will also discuss if the decant is to be on a permanent or temporary basis.

We will discuss the practicalities around moving and be clear on how the council can help with this process, such as the provision of a removal service.

## Appendix 1

We recognise that certain groups of tenants are likely to need extra support and reassurance including older tenants, lone parents, non English-speaking households and tenants with mental health issues or physical disabilities

We will take into account the extent of the tenant's vulnerability or other exceptional circumstances when we plan the decant process with the tenant. Our aim is to be entirely flexible in managing this process and ensuring all of the tenant's needs are met.

Our priority is to keep our tenants safe so therefore during a temporary decant, we may feel it necessary to change the locks on the property. Tenants will be informed of this prior to them vacating. This does not mean that the tenant cannot access their property, just that they will need to arrange access with their housing officer so that they do not risk entering when it is not safe to do so.

We will ensure access for contractors to complete the works whilst the property is empty. Before the tenant returns to their main residence, a thorough inspection and health and safety check will be completed to ensure the property is fit for habitation. Any snagging issues will be communicated to the tenant along with a clear plan of action and timelines for resolution.

### **9. The tenant's responsibilities**

Where a tenant is being decanted permanently, they will be expected to pack up their own belongings unless there is a valid reason they are unable to do so, in which case a packing service will be arranged. Tenants must ensure that they have taken steps to ensure that their fridges and freezers are cleaned, having been emptied and defrosted, if necessary, before the removal company is due to arrive.

If it is a permanent decant, they will be responsible for clearing all of their belongings from the property and for giving vacant possession of that property. Any items left behind will be cleared and there will not be any opportunity to reclaim them, or to claim compensation to the value of them. The cost of clearance and disposal of any such items will also be recharged to the tenant.

If a temporary decant is required, due to the risk of damage to personal effects, it is preferred that all belongings are removed from the property. However, each case is unique and will be considered on its own merit. If any belongings are to remain, a full inventory is required with photos.

Any belongings that become damaged because of works being carried out will be replaced by the Council on a like for like basis.

The tenant is expected to make other members of their household aware of the decant arrangements and to move on the agreed date. In addition, they must make appropriate arrangements for any pets and ensure that they are not abandoned in the property after they have moved out.

If the household has home contents or other insurance, the tenant is advised to notify their insurance company/ies about the change of address.

To support the move, the Housing Officer will visit to help resolve any minor issues which may arise. Contact will also be maintained, at agreed intervals, whilst the tenant lives in the decant property.

## **10. Suitable Alternative Accommodation**

Suitable alternative accommodation refers to accommodation which provides the tenant with equivalent security of tenure and is similar in regard to rent, size, situation etc. as required under Schedule 2, Part III of the Housing Act 1988 and meets the tenants' needs.

Where the tenant is currently under occupying, they will normally be offered a smaller property that meets their current needs. Where a tenant is overcrowded in their current property and requires a temporary decant, only a like for like property will be offered that is not larger than their current home. If the decant is permanent, a housing register application must be completed and a full assessment taken in order to establish the correct bedroom need.

We will also have regard to the tenants' stated preferences in terms of location and proximity to relatives or schools, but alternative accommodation will be deemed as suitable if it is of the appropriate size and the Council considers it a reasonable travel distance to the tenant and occupant's place of work.

Where the tenant has adult children permanently living with them who have expressed a wish to live independently and we are unable to find a large enough property, separate alternative accommodation may be offered to the adult child or children by agreement and subject to availability.

## **11. Refusal of offers of accommodation**

SKDC will use their best endeavours to find alternative accommodation that is suitable for the tenant. In view of the limited number of SKDC properties, it may not be able to find a property that meets all the tenant's requirements.

Tenants have the right to refuse offers of accommodation. However, after two reasonable offers of accommodation have been made, SKDC will make a final offer, and this will be the first available property that meets the household's bedroom and disability needs and is as close to their areas of preference as possible.

Where a tenant refuses to move or has refused the offers of other suitable alternative accommodation and other options are not feasible, SKDC has the legal right to seek possession of the property for decanting purposes.

## **12. Disturbance costs**

Disturbance costs will be considered in line with our Housing Compensation Policy.

To provide further clarity on this, below are examples of costs that may be covered where a tenant is decanted from their property on a permanent or temporary basis. Please note that each case is assessed on its own merits.

### ***Removal and storage costs***

The Council will normally arrange the removal or storage with a company directly and will, where required, arrange for boxes to be provided to help with packing. Where the tenant wishes to make these arrangements themselves and a request is made to reimburse costs, the Council will require two quotes to be obtained.

### ***Deposits***

We will provide any necessary deposit if required for any temporary accommodation we have agreed to until permanent accommodation is available. However, the occupier will incur the cost if the deposit is not returned in full due to a fault of the occupier. This will be deducted from any other compensation payments due to the tenant.

### ***Disconnection and reconnection of washing machines and other plumbing***

Where applicable we will arrange for the disconnection and reconnection cost of a washing machine and other plumbing e.g. dishwasher.

### ***Telephone, Satellite/Cable TV and internet connections***

We will reimburse any costs for reconnections at the decant property.

### ***Disconnection and reconnection of cooker***

Where required, we will arrange for this to be done by our contractors or we will cover the cost of disconnection and reconnection work carried out by a registered Gas Safe fitter.

Where the decant is from a property with a gas supply to a property with an electric-only supply or vice versa, the Council will provide a new cooker up to an agreed maximum value.

### ***Redirection of mail***

If the tenant arranges re-direction of mail, we will reimburse the cost for all household members for up to 6 months.

### ***New school uniforms***

Where decanting results in the need for a child to change schools, we will assist with the cost of one new uniform per child where the school requires a uniform to be worn. We will require confirmation from the school on the uniform requirements.

### ***Replacement of security locks and alarms:***

We will remove and refit security locks and alarms or reimburse any costs incurred if the tenant has to employ a contractor. Installations must be by an approved locksmith and compliant with current building regulations.

### ***Rehoming for pets:***

In the event of a tenant being unable to take a pet to their new home due to restrictions placed on the property, we will reimburse reasonable rehoming costs. Only households that have requested permission to keep a pet as per the Council's tenancy agreement and are keeping the pet in line with the tenant obligations will be eligible.

### ***Adaptations within the home:***

We will cover the cost of the removal and refitting of adaptations approved by an Occupational Therapist (OT) and undertaken by an approved contractor.

### ***Carpets and floor coverings:***

## Appendix 1

Where possible, households are expected to reuse the floor covering in their homes. We will arrange for the uplift and refitting of carpets, underlay and/or laminate flooring. If this is not possible or partially not possible, the Council will arrange for a replacement floor covering to be fitted in the decant property.

### ***Curtains and window covering:***

Households are expected to re-use their current window covering and make any alterations to the length and width. We will arrange for curtain rails to be removed, altered and refitted. Where this is not possible, we will cover reasonable costs of replacement window coverings, up to a maximum value per window.

### ***Light fittings:***

Existing light fittings will be transferred and refitted. Where additional fittings are required in the new home we will only cover the cost of basic lampshades.

### ***Compensation for Improvements:***

Any improvements the tenant has made to the property, such as a new bathroom, will be compensated for if the tenant had received our prior written permission and the improvement will not be able to remain in situ for a temporary decant. This will be in line with the Right to Compensation for Tenants Improvements scheme and criteria.

### ***Decorating costs:***

Where there is evidence of disrepair e.g. damp, filling holes or covering uneven surfaces we will redecorate the affected area. If we are not able to redecorate we will cover any reasonable costs to do the work.

### ***Loss of wages:***

We will reimburse the tenant for loss of wages or income where time off is unavoidable due to displacement. We will require written confirmation from the tenant's employer/and or proof of any loss of wages/income where the tenant is self-employed.

### ***Home contents insurance:***

We will consider meeting any reasonable additional home insurance costs that the tenant is subject to and is associated with a decant.

Payment will not be made where items are covered by a tenant's own home contents insurance and we will only consider covering the costs only for the time a tenant is in the decant property.

However, the Council may not make discretionary payments where the need for a 'decant' has arisen due to wilful or negligent actions of the tenant or a member of their household e.g. where they have caused a fire.

### ***Home Loss Payments***

Where the Council requires a tenant to move permanently due to demolition, improvement (which includes alteration or enlargement) or redevelopment (which includes a change of use), there may be entitled to claim a statutory Home Loss Payment, to compensate them

## Appendix 1

for the personal upset and distress of losing their home. Home Loss Payments are not available for temporary decants, nor decants arising as a result of an intended sale of the property.

Section 30 of the Land Compensation Act 1973 sets out the provisions for the statutory Home Loss Payments to be made to compensate tenants for having to permanently move out of their home, subject to certain eligibility criteria. This mandatory lump sum payment is reviewed annually and confirmed in the Home Loss Payments (Prescribed Amounts) England Regulations ([The Home Loss Payments \(Prescribed Amounts\) \(England\) Regulations 2023](#))

To qualify for the Home Loss Payment the recipient must:

- be the tenant (but see below regarding spouses and civil partners);
- have occupied the property as their sole or main home for a minimum of 12 months at the date of displacement (irrespective of whether they were the tenant throughout e.g. where they are a successor); and
- be moving as a result of the proposed works.

A spouse or civil partner of a tenant may claim Home Loss Payment if it can be shown that there is a matrimonial home right. The spouse/civil partner who remains in occupation is treated as occupying by virtue of his or her spouse's interest under the tenancy. A spouse who has moved out of the property will not be able to claim as he or she will not be able to satisfy the occupation condition.

Tenants who have not occupied their property for 12 months will not be eligible for a Home Loss Payment.

Tenants who have been given formal notice of the need to be permanently decanted and take their own steps to find new accommodation, rather than waiting for the formal decant offer, will remain eligible for a Home Loss Payment. This includes those who transfer or move into the market rented, shared ownership or private sale sectors.

More than one person cannot be entitled to a Home Loss Payment. In these circumstances the payment is shared equally between those entitled, meaning that there will only be one Home Loss Payment per household.

If a household has to move to temporary accommodation before moving into new permanent accommodation, the household will still receive one Home Loss Payment unless all the conditions for the payment are again met.

Where a tenant is decanted temporarily but requests to remain permanently in the decant property, they are not entitled to the statutory Home Loss Payment, although disturbance costs will have been met as part of the decant process.

If tenants are evicted prior to being decanted, they will not receive a Home Loss Payment.

### **13. Support for tenants**

As well as financial support, practical assistance will also be offered to tenants required to decant and this will include the following:

## Appendix 1

- General advice regarding the Council's services, including housing allocations and benefits
- General advice and assistance on how to move home;
- Assistance to view the property offered to them;
- Clearance of unwanted items;
- Additional support for vulnerable residents.

The above list is not exhaustive and during each decant there will be the flexibility to decide what practical support is offered to affected residents.

Not all circumstances can easily be covered in this policy and discretion will be applied in making any further offers of accommodation or assistance where exceptional circumstances warrant it.

### **14. Rent and Rent Arrears**

While the tenant is decanted, they will pay the rent due for their permanent home. If the tenant receives benefits, this will be paid at their permanent home.

If a temporary decant occurs at the time of an annual rent review, the rent on the permanent home will still be reviewed and changed and the relevant rent change notices served.

Unless the decant is needed for health and safety reasons or a prolonged delay might result in a deterioration to the condition of the property, the tenant will be expected to clear any rent arrears on their rent account prior to being decanted.

If the decant cannot be delayed for health and safety reasons, an arrangement will be made for the tenant to repay the arrears as part of the decant process. If there is already a repayment arrangement in place, this will continue.

For permanent decants, the tenant will continue to pay rent until their tenancy ends at their permanent home.

If the tenant has arrears of rent or service charges, or other debt owed to the Council, these will be deducted from any Home Loss Payments due, with the repayment of any remaining arrears being subject to a former tenant arrears agreement.

### **15. Council Tax**

During the decant period, tenants are to continue to pay their normal council tax charge for their permanent home. Tenants are not liable for council tax in their temporary home

### **16. Utilities and bills**

Tenants will be expected to continue to pay all utilities and bills for their permanent home. Tenants not liable for any bills in their temporary decant accommodation.

## **17. Security of tenure**

The tenant will retain security of tenure on their permanent home. In respect of the temporary decant property, the tenant may be asked to sign an agreement regarding their stay and will be afforded most of the same rights as they hold in their permanent home.

## **18. Returning once works are completed**

When the Council makes the original home available on completion of the work, if the resident at that time wish to remain in the alternative accommodation and this of a suitable size this may be agreed. In other circumstances, the Council will take legal action to enforce a return to the original accommodation. This action will be taken under Ground 8 of Schedule 2 of the 1985 Housing Act which states that:

*“The Dwelling-house was made available for occupation by the tenant (or a predecessor in title of his) while works were carried out on the dwelling-house which he occupied as his only or principle home and –*

- a) The tenant (or predecessor) was a secure tenant of the other dwelling-house at the time when he ceased to occupy it as his home,*
- b) The tenant (or predecessor) accepted the tenancy of the dwelling-house of which possession is sought on the understanding that he would give up occupation when, on completion of the work, the other dwelling-house was again available for occupation by him under a secure tenancy: and*
- c) The works have been completed and the other dwelling-house is so available.*

## **19. Customer satisfaction**

We will measure the satisfaction of tenants that have been decanted to ensure that improvements can be made to the way we manage the processes.

For tenants' who have been decanted, satisfaction will be measured at the start of the decant process (after the initial officer's visit) as well as after the works have been completed.

## **20. Complaints**

Any customer who is aggrieved by any of the aspects covered by the policy (decision to decant / decision to agree / not agree to not go back / decision on the amount of payment) can request that the decision is reviewed by registering a formal complaint with the Council. This will be investigated with in accordance with the procedure and timescales set out in the Housing Customer Feedback Policy.

## **21. Equality and Diversity**

This policy aims to show that all tenants' and owners' differing needs and preferences are taken into account. Central to this is the personal visit to carry out a needs assessment at the beginning of the process, which allows the Council to:-

- Identify those who may need more support
- Ensure tenants are kept informed in the way most appropriate to them.
- Make suitable rehousing offers, with full consideration made of adaptations required.

## Appendix 1

Where it is necessary to decant a resident, we will consider the needs of each individual and household – having particular regard to their protected characteristics – and where required, a Support Plan will be agreed for the decant process. This will include details of any additional assistance that the Council has agreed to provide.

If a disabled or vulnerable tenant is unable to move to temporary decant accommodation because we have been unable to find accommodation that meets their ability or other needs, we will work with them to assist them to vacate the rooms we need to work in while they remain in the property.

Where tenants with high care needs outside of that which the Council can provide and who require supported accommodation have to be decanted, the housing team will liaise with the commissioning body and the support provider to identify suitable alternative accommodation.

### **22. Measuring performance**

Performance in relation to the implementation of this policy will be monitored through the following performance indicators:

- Number of customers decanted
- Customer satisfaction with decants
- Total spend on decants, broken down by disturbance payments and Home Loss Payments.
- Number of complaints received and upheld or partially upheld complaints

### **23. Review of this policy**

The policy will be reviewed every three years in consultation with tenant representatives, staff and other stakeholders unless there are any reasons, such as legislative changes, requiring that it be reviewed earlier.

## Alternative formats and languages

To ensure all residents of South Kesteven have access to our information material, our information is available in a range of different languages and formats, including large print, Braille, audio tape and computer disc.

To request a document in a specific language or format, you can ring us or email us on:

**01476 40 60 80**

**pr@southkesteven.gov.uk**

**This information can be made available in large print, Braille, or audio. If you, or someone you know, might benefit from this service, please contact us.**

### **Polski / Polish:**

Skontaktuj się z nami, korzystając z powyższych danych, jeśli potrzebujesz przetłumaczyć ten dokument na swój język

### **Lietuviškai / Lithuanian:**

Susisiekite su nami naudodami aukščiau pateiktą informaciją, jei jums reikia šio dokumento, išversto į jūsų kalbą

### **Português / Portuguese:**

Entre em contato conosco usando os detalhes acima se precisar deste documento traduzido para o seu idioma

### **Română / Romanian:**

Vă rugăm să ne contactați folosind detaliile de mai sus dacă aveți nevoie de traducerea acestui document în limba dvs

### **Magyar / Hungarian:**

Kérjük, vegye fel velünk a kapcsolatot a fenti elérhetőségeken, ha szüksége van erre a dokumentumra az Ön nyelvére lefordítva

### **Latviski / Latvian:**

Lūdzu, sazinieties ar mums, izmantojot iepriekš norādīto informāciju, ja jums ir nepieciešams šis dokuments jūsu valodā

### **русский / Russian:**

Пожалуйста, свяжитесь с нами, используя приведенную выше информацию, если вам нужен перевод этого документа на ваш язык.

### **தமிழ் / Tamil**

இந்த ஆவணத்தை உங்கள் மொழியில் மொழிபெயர்க்க வேண்டும் என்றால், மேலே உள்ள விவரங்களைப் பயன்படுத்தி எங்களைத் தொடர்பு கொள்ளவும்

### **Español/ Spanish**

## Appendix 1

Póngase en contacto con nosotros utilizando los detalles anteriores si necesita que este documento se traduzca a su idioma.

### **Nepali / Nepalese:**

यदि तपाइँलाई यो कागजात तपाइँको भाषामा अनुवाद गर्न आवश्यक छ भने कृपया माथिको विवरणहरू प्रयोग गरेर हामीलाई सम्पर्क गर्नुहोस्



### Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Decant Policy 2025
2. Summary of aims and objectives of the policy/funding activity/event	To ensure decants operate in a fair, equitable and reasonable manner. The term decant refers to the process explains the approach that will be followed when requiring tenants to be moved from their home temporarily in order for repair work to be carried out.
3. Who is affected by the policy/funding activity/event?	South Kesteven District Council tenants
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	A decant policy is required in order to be compliant with The Housing Ombudsman recommendations. Therefore there is requirement for consultation
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	Performance in relation to the implementation of this policy will be monitored through the following performance indicators: <ul style="list-style-type: none"> <li>• Number of customers decanted</li> <li>• Customer satisfaction with decants</li> <li>• Total spend on decants, broken down by disturbance payments and Home Loss Payments.</li> <li>• Number of complaints received and upheld or partially upheld complaint</li> </ul> The policy will be reviewed every three years in consultation with tenant representatives, staff and other stakeholders unless there are any reasons, such as legislative changes, requiring that it be reviewed earlier.

Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy <small>(The Action Log below should be completed to provide further detail)</small>
Age	Positive	Any age related vulnerabilities will be considered as part of any action that is possible in line with the policy. This is detailed in section 13 of the policy, Support for tenants	n/a
Disability	Positive	Any vulnerabilities due to disabilities will be considered as part of any action that is possible in line with the policy. This is	n/a



		<p>detailed in section 13 of the policy, Support for tenants</p> <p>The policy is available in large print and braille on request.</p>	
Gender Reassignment	Neutral	<p>No negative impacts have been identified in relation to this protected characteristic. If, once the policy is implemented, such an impact is identified, mitigating action will be taken to ensure the needs of the tenant are met.</p>	n/a
Marriage and Civil Partnership	Neutral	Applicable only to employment legislation	n/a
Pregnancy and Maternity	Positive	<p>Any vulnerabilities will be considered as part of any action that is possible in line with the policy. This is detailed in section 13 of the policy, Support for tenants</p>	n/a
Race	Positive	<p>No negative impacts have been identified in relation to this protected characteristic. We are, however, mindful of the potential need for information to be provided in alternative languages to meet the needs of tenants whose first language is not English. In such instances, the Council will make information available in another language on request.</p>	n/a
Religion or Belief	Neutral	<p>No negative impacts have been identified in relation to this protected characteristic. If, once the policy is implemented, such an impact is identified, mitigating action will be taken to ensure the needs of the tenant are met.</p>	n/a
Sex	Neutral	<p>No negative impacts have been identified in relation to this protected characteristic.</p>	n/a
Sexual Orientation	Neutral		n/a



		No negative impacts have been identified in relation to this protected characteristic.	
<b>Other Factors requiring consideration</b>			
Socio-Economic Impacts	Neutral	The council will ensure that no tenant is negatively impacted by this policy	n/a
Carers (those who provide unpaid care to a family member, friend or partner)	Neutral	Any vulnerabilities will be considered as part of any action that is possible in line with the policy. Where required, a Support Plan will be agreed for the decant process	n/a

## Consultation

Negative impacts identified will require the responsible officer to consult with the affected group/s to determine all practicable and proportionate mitigations. Add more rows as required.
<b>Group/Organisation</b>
n/a

## Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.
<b>Negative Impact</b>
n/a

## Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.	
<b>Question</b>	<b>Explanation / justification</b>
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	No risk identified based on the above assessment.
<b>Final Decision</b>	<b>Tick</b> <b>Include any explanation/justification required</b>



1. <b>No barriers</b> identified, therefore activity will proceed	x	
2. <b>Stop</b> the policy or practice because the data shows bias towards one or more groups		
3. <b>Adapt or change</b> the policy in a way that will eliminate the bias		
4. <b>Barriers and impact identified</b> , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to <b>proceed with caution</b> with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

**Did you consult with an Equality Ally prior to carrying out this assessment?**

#### Sign off

Name and job title of person completing this EIA	Sarah McQueen, Head of Housing
Officer Responsible for implementing the policy/function etc	Sarah McQueen, Head of Housing
Date Completed	7 <sup>th</sup> January 2025
Line Manager	Alison Hall Wright
Date Agreed (by line manager)	30 <sup>th</sup> April 2025
Date of Review (if required)	April 2026

Completed EIAs should be included as an appendix to the relevant report going to a Cabinet, Committee or Council meeting and a copy sent to [equalities@southkesteven.gov.uk](mailto:equalities@southkesteven.gov.uk).

Completed EIAs will be published along with the relevant report through Modern.Gov before any decision is made and also on the Council's website.



## Contract Award for Warm Homes Social Housing Fund works

### Report Author

Serena Brown, Sustainability and Climate Change Manager  
Mark Rogers, Head of Service (Technical Services)

[serena.brown@southkesteven.gov.uk](mailto:serena.brown@southkesteven.gov.uk)  
✉ mark.rogers@southkesteven.gov.uk

### Purpose of Report

To seek approval to enter into a contract with Equans Buildings Ltd. for a programme of works to upgrade Council owned properties with energy efficiency and low carbon heating measures, in line with the of *Warm Homes: Social Housing Fund* grant funding allocation.

### Recommendations

**That Cabinet approves the award of a contract to Equans Buildings Ltd for a period of 3 years with an estimated value of £7.81 million for energy efficiency and low carbon heating measures in Council owned properties.**

### 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?	Sustainable South Kesteven Housing
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 Council approved the allocation at the meeting on the 27<sup>th</sup> February 2025 for a total of £6 million to comprise the co-funding contribution towards the delivery of a programme of upgrades. This was in support of an original programme to be delivered over three years with an expected contract value of £12 million, in the event of a successful bid to the *Warm Homes: Social Housing Fund*.
- 1.2 Since that date, the Department for Energy Security and Net Zero have provided an adjusted grant funding offer, as due to the volume and scale of applications received the fund was oversubscribed. The estimated contract value with Equans Buildings Ltd. for the delivery of a programme of upgrades in line with funding conditions is £7.81 million.

*Completed by: David Scott – Assistant Director of Finance (deputy s151 officer)*

### ***Procurement***

- 1.3 It is confirmed that a fully compliant procurement process has been completed and the Council's Procurement Lead has been consulted throughout the process.

*Completed by: Helen Baldwin, Procurement Lead*

### ***Legal and Governance***

- 1.4 The necessary processes have been followed in accordance with the Council's Contract Procedure Rules. There are no further significant legal, or governance implications not already highlighted within the body of the report.

*Completed by: James Welbourn, Democratic Services Manager*

## **Climate Change**

- 1.5 The *Warm Homes: Social Housing Fund* (WH SHF) will be a significant project for the Council to directly reduce energy use and therefore carbon emissions associated with its housing stock. Investment in these properties via grant funding and allocated Housing Revenue Account (HRA) funding will also help to reduce running costs for tenants, address risk of fuel poverty and promote warm and efficient homes.

*Completed by: Serena Brown, Sustainability and Climate Change Manager*

## **2. Background to the Report**

- 2.1. The Council has a clear commitment in its Corporate Plan 2024 – 2027 to ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations which this project will contribute towards achieving.
- 2.2. The Council is responsible for around 6,000 properties which are let to tenants. The average Energy Performance Certificate (EPC) for the Council's housing stock is an EPC D. There is a requirement for the Council to achieve an average of at least EPC C across the portfolio by 2030 to mitigate fuel poverty for our tenants, as well as to contribute to wider decarbonisation of the district of South Kesteven. This will require a significant programme of targeted energy efficiency upgrades.
- 2.3. The energy shocks of recent years have shown the urgent need to upgrade homes to protect billpayers, reduce fuel poverty, and contribute to national and local targets to meet net zero carbon targets. Following on from the ongoing delivery of a programme of upgrades through Wave 2.1 of the Social Housing Decarbonisation Fund, the Council identified the opportunity to submit a bid into the following round of funding: the *Warm Homes: Social Housing Fund* (WH:SHF). The bid window opened on 30 September 2024.
- 2.4. The Government's WH:SHF programme seeks to raise the energy performance of as many homes as possible of the 1.2m social homes below EPC band C up to that level, as part of the journey for the social housing stock towards Net Zero 2050. WH:SHF Wave 3 will increase the provision of low carbon heating incentives with these targets in mind.
- 2.5. The Council conducted a procurement exercise to select an experienced partner to support with bid development and submission to give the Council the best possible chance of securing government funding for this project. The preferred procurement route identified was a direct award via a framework, to meet the delivery timeframe dictated by the key dates of the WH:SHF scheme. The Council

completed a three-stage process to appoint a successful supplier and ensure value for money.

2.6. The Council firstly published a Request for Information (RFI) to potential delivery partners. The Council received 27 RFI's from potential delivery partners for the next round of funding. The RFI's were reviewed and scored with 4 potential delivery partners shortlisted. These suppliers were interviewed to assess their proposals for delivery experience, programme management approach and support with bid submissions. The following table provides the scores for the 4 delivery partners interviewed:

<b>Supplier</b>	<b>Total score (%)</b>
Equans	90
Supplier 2	80
Supplier 3	80
Supplier 4	79

2.7. Procurement routes for delivery of the project, in the event of a successful bid, were reviewed ahead of submission of the final proposal. Frameworks were reviewed for: compliance with project scope, eligibility for local authority use, commission rates, and level of support provided by framework providers. A value for money exercise was then conducted on the top performing supplier, to benchmark costs and review procurement routes for delivery of the project from three eligible frameworks. The EEM Framework was selected as the preferred framework as it demonstrated best value for money.

2.8. The EEM Property Improvement and Decarbonisation Works Framework (framework reference EEM0056) was identified as a compliant route to market on a direct award basis, as well as offering low commission rates for the intended project value and representing the lowest overall cost for proposed upgrades to Council properties.

2.9. Equans were selected as the successful provider who supported the Council with producing the bid and a programme of upgrades works and have extensive experience of working with housing providers to deliver decarbonisation programmes which puts SKDC in a strong position for delivery of a programme of energy efficiency upgrades on the Council's housing stock.

2.10. The Council submitted a formal bid in November 2024 for a £12m project to be funded by £6m WH:SHF grant and £6m match funding from the Council to be delivered over a three-year period commencing April 2025. The Department for Energy Security and Net Zero wrote to the Council in late February 2025 with a revised grant allocation letter. This update noted that, due to the volume and scale of applications received the fund was oversubscribed, and all successful applicants are subject to a scaling exercise to reduce the original grant funding allocation requested. It was confirmed that South Kesteven District Council's grant allocation amount is to a maximum of £4.19 million, to be matched by co-funding.

2.11. This brings the project budget to an expected value of £8.38 million, as set out in the table below. It is estimated that 273 properties will be upgraded with energy measures such as solar PV panels, air source heat pump upgrades, and fabric upgrades to improve the thermal performance of the property.

WH:SHF allowable grant funding	£4,191,739
WH:SHF applicant allowable co-funding	£4,191,739
<b>TOTAL</b>	<b>£8,383,478</b>

2.12. The total figure set out above is inclusive of all foreseen project costs the Council is liable for. This includes a provision for a team within the Council to manage and oversee delivery, project reporting and any governance requirements over a three-year period. This brings the expected contract value for a programme of energy efficiency upgrades delivered by Equans to **£7,810,447**

WH:SHF maximum project budget	£8,383,478
Expected SKDC staff costs	£573,031
<b>TOTAL</b>	<b>£7,810,447</b>

2.13. It is noted that the project costs are pre-survey at this stage and therefore subject to change. Following completion of retrofit assessments and a medium-term plan for the properties to be upgraded, firm costs for installation of each energy efficiency measure will be established. The terms of the WH:SHF funding set cost caps for different elements of the scheme, which will need to be adhered to for the project to remain compliant.

2.14. Revised project data was also requested by the Department for Energy Security and Net Zero in line with the revised grant funding allocation, which was submitted in March 2025. At the time of writing this report, the Council is awaiting further communication from the Department for Energy Security and Net Zero to issue the Grant Funding Agreement for the delivery of a *Warm Homes: Social Housing Fund* project. This includes feedback on whether the programme of upgrades will be delivered over a two- or three-year period.

2.15. If Cabinet approve the decision to award the contract, contract mobilisation will commence in June 2025 for the first batch of properties to be upgraded.

### 3. Key Considerations

3.1. The *Warm Homes: Social Housing Fund* allocation is granted to allow social housing providers to upgrade their housing stock to protect billpayers, reduce fuel poverty, and contribute to national and local targets to meet net zero carbon targets. These strategic aims chime with the Council's Corporate Plan ambitions for Housing and Sustainable South Kesteven respectively.

- 3.2. Full Council approved the allocation of co-funding to match WH:SHF funding in the event of a successful bid at its meeting on 27 February 2025. Full Council also agreed to delegate authority to the Chief Executive, S151 Officer and the Cabinet Members for Housing and Property to accept the funding award upon details being finalised.
- 3.3. To date, the Council is awaiting final approval from the Department for Energy Security and Net Zero including provision of a Grant Funding Agreement. Once final confirmation has been provided the Council will look to mobilise the project as swiftly as possible to ensure an efficient programme of upgrades.
- 3.4. The expected contract value with the preferred provider, Equans Buildings Ltd. is for **£7.81m**.

#### **4. Other Options Considered**

- 4.1 The Council could choose not to deliver a programme of energy efficiency projects and return any funding allocation to the Department for Energy Security and Net Zero. This would not make progress towards upgrading the Council's stock of properties to a minimum of EPC C by 2030 and further expose tenants to high and volatile energy prices.

#### **5. Reasons for the Recommendations**

- 5.1 There is a need for a sustained programme of energy efficiency upgrades to be delivered across the majority of the Council's housing stock in order to improve the EPC average to a C by 2030.



13 May 2025

Report of the Chief Executive

## Cabinet Forward Plan

### Report Author

Lucy Bonshor, Democratic Officer

 l.bonshor@southkesteven.gov.uk

### Purpose of Report

This report highlights matters on the Cabinet's Forward Plan.

### Recommendations

#### That Cabinet:

- 1. Notes the content of this report.**

### Decision Information

Is this a Key Decision? No

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

Which wards are impacted? All

## **1. Cabinet's Forward Plan**

- 1.1** The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements for publicity in connection with Key Decisions. The Council meets these legislative requirements through the monthly publication of its Forward Plan.
- 1.2** Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take necessary action. These items are also listed on the Forward Plan.
- 1.3** Non-Key Decisions made by Cabinet are also included within the Forward Plan.

## **2. Appendices**

- 2.1** Appendix 1 – Cabinet's Forward Plan



**CABINET FORWARD PLAN**  
**Notice of decisions to be made by Cabinet**  
**30 April 2025 to 29 April 2026**

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

A Key Decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

### **The Forward Plan**

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those Key Decisions and Non-Key Decisions that are scheduled to be considered by Cabinet during the plan period.

Notice of future Cabinet decisions and recommendations to Council

<b>Summary</b>	<b>Date</b>	<b>Action</b>	<b>Contact</b>
<b>Decant Policy – Non Key Decision</b>			
To seek approval from Cabinet for the Decant Policy	Not before 13th May 2025	To consider approving the Policy.	Cabinet Member for Housing (Councillor Virginia Moran)  Sarah McQueen, Head of Service (Housing Options) <b>E-mail:</b> <a href="mailto:sarah.mcqueen@southkesteven.gov.uk">sarah.mcqueen@southkesteven.gov.uk</a>
<b>Contract Award for Warm Homes Social Housing Fund works - Key Decision</b>			
To request approval for the contract award for the Warm Homes Social Housing Fund works	13 May 2025	To consider approving the contract award.	Cabinet Member for Housing (Councillor Virginia Moran)  Mark Rogers, Head of Service (Technical Services) <b>E-mail:</b> <a href="mailto:mark.rogers@southkesteven.gov.uk">mark.rogers@southkesteven.gov.uk</a>
<b>Mobility Vehicle Policy – Non Key Decision</b>			
To present the Mobility Vehicle Policy to Cabinet having been recommended by the Housing Overview and Scrutiny Meeting held on 17 March 2025.	3 Jun 2025	To consider agreeing the Policy.	Cabinet Member for Housing (Councillor Virginia Moran)  Alison Hall-Wright, Director of Housing and Projects <b>E-mail:</b> <a href="mailto:A.Hall-Wright@southkesteven.gov.uk">A.Hall-Wright@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>SKDC - Use of Pesticides - Non Key Decision</b>			
To consider a recommendation from a joint meeting of the Environment and Rural and Communities Overview and Scrutiny Committees following a Motion to Council to eliminate the use of pesticides on Council land.	3 Jun 2025	To consider approving recommendations from the Joint Overview and Scrutiny Committee.	Cabinet Member for Environment and Waste (Councillor Rhys Baker)  Karen Whitfield, Assistant Director – Leisure, Culture and Place <b>E-mail:</b> <a href="mailto:karen.whitfield@southkesteven.gov.uk">karen.whitfield@southkesteven.gov.uk</a>
<b>Procurement for HR/Payroll System - Key Decision</b>			
To award a new contract for the HR and Payroll system	3 Jun 2025	To consider awarding the contract	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)  Sam Fitt, Senior HR/Corporate Project Officer <b>E-mail:</b> <a href="mailto:sam.fitt@southkesteven.gov.uk">sam.fitt@southkesteven.gov.uk</a>
<b>Contract Award for External Decorating - Key Decision</b>			
To seek approval for the contract award for external decorating on Council owned properties	3 Jun 2025	Approve	Cabinet Member for Housing (Councillor Virginia Moran)  Andy Garner, Senior Project Officer <b>E-mail:</b> <a href="mailto:andy.garner@southkesteven.gov.uk">andy.garner@southkesteven.gov.uk</a>
<b>Corporate Plan 2024-27 &amp; Productivity Plan 2024/25 - End of Year Review 2024/25 - Non Key Decision</b>			
To present a review of the Council's performance against the Corporate Plan 2024-27 and Productivity Plan 2024/25.	3 Jun 2025	To note.	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)  Charles James, Policy Officer <b>E-mail:</b> <a href="mailto:charles.james@southkesteven.gov.uk">charles.james@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Regulation 18 Local Plan Consultation - Non Key Decision</b>			
The cabinet report is seeking approval of the Regulation 18 Local Plan consultation focussing on proposed housing land allocations.	3 Jun 2025	Cabinet considers approving publication of the Regulation 18 Local Plan consultation focussing on proposed housing land allocations	Cabinet Member for Planning (Councillor Phil Dilks)  Shaza Brannon, Planning Policy Manager <b>E-mail:</b> shaza.brannon@southkesteven.gov.uk
<b>Vehicle Procurement - Key Decision</b>			
To approve the Capital spend of over £200,000 for 2024/25 for street cleaning, refuse vehicles and vans, and other assorted vehicles.	3 Jun 2025	To approve the spend.	Cabinet Member for Environment and Waste (Councillor Rhys Baker)  Kay Boasman, Head of Waste Management and Market Services <b>E-mail:</b> kayleigh.boasman@southkesteven.gov.uk
<b>Customer Experience Strategy 2025 to 2028 - Key Decision</b>			
To present the Customer Experience Strategy 2025 to 2025 to Cabinet for recommendation to Council	8 Jul 2025	Recommendation to Council	Cabinet Member for People & Communities  Claire Moses, Head of Service (Revenues, Benefits Customer and Community) <b>E-mail:</b> claire.moses@southkesteven.gov.uk
<b>Wharf Road Multi Storey Car Park Remedial Works - Key Decision</b>			
To obtain authority to enter in to a contract of works for remedial works at Wharf Road Multi Storey Car Park in Grantham	8 Jul 2025	Approval to enter in to a contract of works for remedial works at Wharf Road Multi Storey Car Park in Grantham	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver)  Gyles Teasdale, Head of Property and ICT <b>E-mail:</b> <a href="mailto:g.teasdale@southkesteven.gov.uk">g.teasdale@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Provisional Outturn 2024/2025 - Key Decision</b>			
<p>This report provides Cabinet with the details of the Council's provisional outturn position for the financial year 2024/25. The report covers the following areas:</p> <ul style="list-style-type: none"> <li>• General Fund Revenue Budget</li> <li>• Housing Revenue Account Budget</li> <li>• Capital Programmes – General Fund and Housing Revenue Account</li> <li>• Reserves overview – General Fund and Housing Revenue Account</li> </ul>	8 Jul 2025	Cabinet is asked to review and recommend for approval to Governance and Audit Committee the provisional outturn for 2024/25, reserve movements and budget carry forwards.	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>David Scott, Assistant Director of Finance and Deputy Section 151 Officer</p> <p><b>E-mail:</b> <a href="mailto:david.scott@southkesteven.gov.uk">david.scott@southkesteven.gov.uk</a></p>
<b>Lease to Grantham Town Football Club - Non Key Decision</b>			
<p>The granting of a lease and delegation of authority to the Deputy Chief Executive in consultation with the Cabinet Member for Culture and Leisure to enter into it</p>	9 Sep 2025	To agree to enter into the lease.	<p>Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes)</p> <p>Karen Whitfield, Assistant Director – Leisure, Culture and Place</p> <p><b>E-mail:</b> <a href="mailto:karen.whitfield@southkesteven.gov.uk">karen.whitfield@southkesteven.gov.uk</a></p>
<b>Finance Update Report – April to July 2025 - Key Decision</b>			
<p>To present the Council's year end forecast for the financial year 2025/26 as at the end of July. The report covers the General Fund Revenue Budget, the Housing Revenue Account Budget, and the Capital Programmes for the General Fund and Housing Revenue Account</p>	9 Sep 2025	Notes the report	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>David Scott, Assistant Director of Finance and Deputy Section 151 Officer</p> <p><b>E-mail:</b> <a href="mailto:david.scott@southkesteven.gov.uk">david.scott@southkesteven.gov.uk</a></p>

Summary	Date	Action	Contact
<b>Finance Update Report – April to September 2025 - Key Decision</b>			
To present the Council's year end forecast for the financial year 2024/25 as at the end of September. The report covers the General Fund Revenue Budget, the Housing Revenue Account Budget, and the Capital Programmes for the General Fund and Housing Revenue Account	2 Dec 2025	Notes the report	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>David Scott, Assistant Director of Finance and Deputy Section 151 Officer</p> <p><b>E-mail:</b> <a href="mailto:david.scott@southkesteven.gov.uk">david.scott@southkesteven.gov.uk</a></p>
<b>Discretionary Council Tax Payment Policy 2026/27 - Non Key Decision</b>			
To provide an update on Discretionary Council Tax Payment (DCTP) expenditure and requests Cabinet approves the policy for 2026/27.	2 Dec 2025	Approval	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community)</p> <p><b>E-mail:</b> <a href="mailto:claire.moses@southkesteven.gov.uk">claire.moses@southkesteven.gov.uk</a></p>
<b>Discretionary Housing Payment Policy 2026/27 - Non Key Decision</b>			
To provide an update on Discretionary Housing Payment (DHP) expenditure and requests Cabinet to approve the policy for 2026/27.	2 Dec 2025	Approval	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community)</p> <p><b>E-mail:</b> <a href="mailto:claire.moses@southkesteven.gov.uk">claire.moses@southkesteven.gov.uk</a></p>

Summary	Date	Action	Contact
<b>Council Tax Base 2026/27 - Key Decision</b>			
To explain the Council Tax Base for 2025/26 in accordance with relevant statutory requirements	2 Dec 2025	Recommendation to Council	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community)</p> <p><b>E-mail:</b> <a href="mailto:claire.moses@southkesteven.gov.uk">claire.moses@southkesteven.gov.uk</a></p>
<b>Budget Report for 2026/2027 including Indicative Budgets for 2027/2028 and 2028/2029 - Key Decision</b>			
To present the Budget report.	15 Jan 2026  10 Feb 2026	To present the Budget report at a number of committees in the lead up to the Budget Council in February 2026.	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer</p> <p><b>E-mail:</b> <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a></p>
<b>Localised Council Tax Support Scheme 2026/27 - Key Decision</b>			
This report reviews the responses to the public consultation of the Council's Local Council Tax Support Scheme 2026/27, along with the recommendations from the meeting of the Finance and Economic Overview and Scrutiny Committee which took place on 18 November 2025.	15 Jan 2026	Recommendation to Council	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community)</p> <p><b>E-mail:</b> <a href="mailto:claire.moses@southkesteven.gov.uk">claire.moses@southkesteven.gov.uk</a></p>

Summary	Date	Action	Contact
<b>Fees and Charges Proposals 2026/27 - Key Decision</b>			
To set out the Fees and Charges to be introduced for the financial year 2026/27	15 Jan 2026	Cabinet is asked to Recommend to Council the Fees and Charges for 2026/27	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)  David Scott, Assistant Director of Finance and Deputy Section 151 Officer <b>E-mail:</b> david.scott@southkesteven.gov.uk
<b>Finance Update Report – April to December 2025 - Key Decision</b>			
To present the Council's year end forecast for the financial year 2025/26 as at the end of December. The report covers the General Fund Revenue Budget, the Housing Revenue Account Budget, and the Capital Programmes for the General Fund and Housing Revenue Account	10 Feb 2026	Notes the report	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)  David Scott, Assistant Director of Finance and Deputy Section 151 Officer <b>E-mail:</b> david.scott@southkesteven.gov.uk