

# Cabinet



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

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Tuesday, 8 July 2025 at 2.00 pm  
Council Chamber - South Kesteven House, St. Peter's Hill,  
Grantham. NG31 6PZ

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**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

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## 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 - 11)  
Minutes of the meeting held on 3 June 2025.

**Items for Cabinet Decision: Key**

**5. Wharf Road Multi-Storey Car Park Grantham Phase 1** (Pages 13 - 31)  
**Maintenance Works**

To obtain authority to enter in to a contract of works for remedial works at Wharf Road Multi Storey Car Park in Grantham

**6. Contract award for Structural Surveying & Associated works** (Pages 33 - 46)  
To seek approval to enter into a contract with Millward Partnership for the provision structural surveys and associated works to Council owned dwellings for South Kesteven District Council.

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01476 406080

**Karen Bradford, Chief Executive**  
[www.southkesteven.gov.uk](http://www.southkesteven.gov.uk)

7. **Contract award for Gas and Electrical Auditing** (Pages 47 - 60)  
To seek approval to enter into a contract with Morgan Lambert for the provision of carrying out gas and electrical auditing to Council owned dwellings for South Kesteven District Council.

8. **Local Government Reorganisation (LGR) Update** (Pages 61 - 87)  
An update on the latest position with LGR in light of the Interim Proposal Feedback letter

**Items for Cabinet Decision: Non-Key**

9. **Appointment of the Member Responsible for Housing Complaints** (Pages 89 - 91)  
To approve the appointment of the Member Responsible for Housing Complaints

10. **Number of Dogs on Leads- PSPO Consultation** (Pages 93 - 121)  
To give due consideration to consultation responses received in November/ December 2024, which invited local people, animal welfare organisations and businesses (which provide services for dog owners), for their opinions on whether there is need for a Public Spaces Protection Order (PSPO) which would limit the number of dogs on leads that one person can walk at the same time.

11. **Provisional Outturn 2024/25 - Budget Carry Forwards** (To Follow)  
This report seeks a delegation to enable budget carry forwards to be approved from the financial year 2024/25 to the financial year 2025/26.

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

12. **Use of Pesticides on Council Land** (Pages 123 - 129)  
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.

**Items for information**

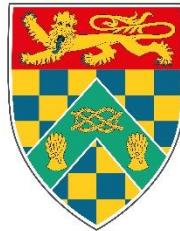
13. **Cabinet Forward Plan** (Pages 131 - 142)  
This report highlights matters on the Cabinet's Forward Plan.

14. **Open Questions from Councillors**

# Minutes

Cabinet

Tuesday, 3 June 2025



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

**Date of publication:** 19 June 2025

**Call in expiry:** 26 June 2025 – decisions can be implemented on 27 June 2025 (if no call-in)

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**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 Matthew Bailey (part of the meeting)  
Councillor Tim Harrison  
Councillor Gloria Johnson (part of the meeting)  
Councillor Nikki Manterfield (part of the meeting)  
Councillor Rhea Rayside  
Councillor Ian Selby

## Officers

Karen Bradford, Chief Executive  
Richard Wyles, Deputy Chief Executive and Section 151 Officer  
Alison Hall-Wright, Director of Housing and Projects  
David Scott, Assistant Director of Finance and Deputy Section 151 Officer  
Karen Whitfield, Assistant Director – Leisure, Culture and Place  
Emma Whittaker, Assistant Director (Planning & Growth)  
Debbie Roberts, Head of Corporate Projects, Policy and Performance  
James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)  
Shaza Brannon, Planning Policy Manager  
Sam Fitt, Senior HR/Corporate Project Officer  
Charles James, Policy Officer

## **1. Public Open Forum**

A question was received from Mrs Jill Groutage relating to the Local Plan.

Mrs Groutage noted the previous Regulation 18 Local Plan consultation had proposed an allocation of 86 houses in Baston village. The revised consultation had increased this figure to 283. She asked Members to consider the effect that such an increase would have on the residents and nature of Baston. She also noted that the developer's website proposed to build only 250 houses rather than 283.

The Cabinet Member explained that central government had increased minimum housing targets for South Kesteven. In relation to the Baston site, a developer had offered the additional land as part of the previous Regulation 18 consultation. All potential site allocations needed to meet specific suitability criteria as outlined within the amended Local Plan e.g. appropriate landscaping and infrastructure. The site would only be approved if deemed appropriate by the Planning Inspectorate.

Mrs Groutage raised safety concerns relating to the site allocation proposed to the west of the A15 in Baston. The location was known for accidents and pedestrian infrastructure was inadequate. The Cabinet Member responded that Lincolnshire County Council had confirmed pedestrian links to the village would require improvement.

Mrs Groutage expressed concern that the proposed allocation was only 25 metres from a known flood plain. The Cabinet Member responded that flood risk assessments formed part of the process and any areas susceptible to flooding could be used for open spaces and biodiversity net gain.

A statement was read on behalf of Councillor Vanessa Smith, outlining her concern about the sharp increase in the projected population of the village and the likely consequential increase in traffic flow. The statement also echoed Mrs Groutage's concerns about flooding near the development site.

The Cabinet Member for Planning clarified that an eight-week consultation on the amended Local Plan would begin in early July 2025.

## **2. Apologies for absence**

There were no apologies for absence.

## **3. Disclosure of Interests**

There were no disclosures of interest.

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

The minutes of the meeting held 13 May 2025 were agreed as an accurate record.

## 5. Procurement of Integrated HR and Payroll Hosted System

### Purpose of report

To award a new contract for the HR and Payroll system.

### Decision

**Cabinet awarded a five-year contract to Midland HR (MHR) via Softcat at an annual cost of £67,770.97 for the provision of the iTrent HR and Payroll system.**

### Alternative options considered and rejected

One alternative considered was to tender for new potential bidders. This could have resulted in implementing a new HR and Payroll system that did not integrate with existing systems such as the Recruitment or Learning system as detailed in the report. There would also be significant additional training costs, and potential costs of migrating to another system again after Local Government Re-organisation. Furthermore, there was insufficient time to procure a new system, before the end of the current contract, which would result in increased costs for the Council.

The Council could have done nothing. This would have meant the contract with MHR would expire, leaving the Council at risk of having no HR/Payroll system, losing employee records and details and resulting in employees not being paid.

### Reasons for the decision

The current three year contract with MHR via SoftCat was due to expire at the end of July 2025. There had also been a contract with MHR for a five year terms which had commenced in 2017. The MHR 'iTrent' platform was industry leading and was used by a number of neighbouring authorities.

The iTrent system also supplies modules for recruitment and learning, fully integrated with the new learning management system. The annual cost of the new contract had increased slightly since the previous contract with the supplier, mainly due to inflation and updated modules of benefit to the Council.

Two pricing options have been considered; the 5-year contract provided better value for money and the stability of a longer contract period.

The Council needed to continue to use its current HR/Payroll system for employee details and payment information. The 5-year contract was more cost effective, provided stability, and brought multiple contracts under one term.

Local Government Re-organisation had been a key consideration, but on the basis of cost, and the lower risk due to neighbouring authorities using the same system, a 5-year contract was the preferred option.

## **6. Contract Award for External Decorating**

### Purpose of report

To seek approval to award a contract to Alfred Bagnall & Sons (East Midlands) Limited for the provision of External Refurbishment works to council owned dwellings for South Kesteven District Council. The contract would be awarded for 3 years with an option to extend for a further years (1+1+1+1), giving a potential duration of 7 years

### Decision

**Cabinet approved the award of a contract to Alfred Bagnall & Sons (East Midlands) Limited for the provision of External Refurbishment works at South Kesteven District Council owned dwellings with an annual value of £250k for a period of 3 years with the option to extend annually for up to 4 years.**

### Alternative options considered and rejected

Consideration had been given to the option of carrying out the works “in-house”, but due to current workload and staffing levels this was not a viable option. The Council could have chosen not to carry out external refurbishment works but this was not cost effective as it could lead to further building defects in the longer term, increasing the cost of works.

### Reasons for the decision

The proposed contract award had followed a compliant procurement process in line with the Contract Procedure Rules and provided the Council with the appropriate contracts to enable it to deliver the commitment to ensure that all residents could access housing which was safe, good quality, sustainable and suitable for the needs of themselves and future generations.

This was an essential part of the cyclical maintenance of Council properties, and provided improvement whilst playing a part in preserving the key components of houses. Without this, issues could manifest and lead to further more costly defects.

A huge range of different processes could be covered by these works, but the best estimate from senior officers was that around 600 properties would benefit from these works. Several teams around the district would be working simultaneously as a result of this contract award.

## **7. Regulation 18 Local Plan - Proposed Housing and Mixed-Use Site Allocations**

### Purpose of report

To recommend that the Council approves the publication of a Regulation 18 Local Plan - Proposed Housing and Mixed-Use Site Allocations consultation for a period of eight weeks.

### Decision

#### **That Cabinet:**

- 1. Approves the consultation of the Regulation 18 Local Plan - Proposed Housing and Mixed-use Site Allocations (Appendix A of the report) in accordance with the timetable contained within the Council's Local Development Scheme (approved by Cabinet February 2025).**
- 2. Delegate authority to the Assistant Director (Planning and Growth), in consultation with the Cabinet Member for Planning, to make any minor amendments to the document (in order to correct matters of fact or aid clarity to the reader) prior to its publication for consultation purposes.**

### Alternative options considered and rejected

The alternative of not publishing a consultation on a Regulation 18 Proposed Housing Land Allocation consultation had been discounted. Whilst the Council had already discharged Regulation 18 of the Town and Country Planning Act (Local Planning) (England) 2012 by publishing the Issues & Options and Draft Local Plan consultations, it was best practice to keep the community informed and to seek further comment, as the plan evolved.

Publishing the consultation would also ensure that the Local Plan stayed on track and adhered to the timetable set out in the Council's Local Development Scheme.

### Reasons for the decision

The primary reason for the decision was to ensure the Council had an up-to-date legally compliant Local Plan and met the agreed published timetable.

A year ago South Kesteven District Council was at an advanced stage of reviewing the Local Plan. There was then a General Election in July 2024 when both of the biggest parties promised to get Britain building again. The new government promised to build 1.5 million houses. Government published a new National Planning Policy Framework (NPPF), with big changes to how housing need was calculated. The changes made by national government had substantially increased South Kesteven District's annual housing need from 701 (as published through 2024 Draft Local Plan) to 886 dwellings per year, an uplift of 185 dwellings per year. This meant that the Local Plan's minimum housing need was 17,720 dwellings across the plan period (2023-2043).

The Planning Policy Manager gave a presentation to Cabinet, highlighting the following points:

- The Council was on track to publish its Regulation 19 document this year. The introduction of the new NPPF had forced the Council to take a step back to Regulation 18 due to the need to find additional sites. Consultation on the new Regulation 18 Local Plan was scheduled to start in early July 2025.
- If any members of the public wished to be added to the Local Plan database, they were to contact the Council. All those on the consultation database would be contacted directly when consultation started. The consultation would also be publicised through the usual communications channels and social media.
- Over the plan period of 20 years, up to 2043, there was now a need to build an additional 3700 homes.
- The Planning team received a large volume of sites (350) through a Call for Sites and all sites were assessed for constraints and suitability.
- Over 50 planning constraints were used as part of the site assessment process. Important stakeholders such as Natural England, and Lincolnshire County Council as the lead flood authority and highways authority were involved in these assessments.
- The Council had a duty to allocate land to meet the identified accommodation needs of their Gypsy, Traveller and Travelling Showpeople community. The need identified through the 2024 Gypsy & Traveller Accommodation Needs Assessment was for 40 pitches. A suitable site was submitted through a second Call for Sites which had been proposed for allocation through the upcoming consultation.
- Identified site constraints did not automatically discount a site from allocation as mitigation may be possible.

Sites identified around the district were highlighted to members:

- **Grantham** – a proposed allocation at Belton Lane had been removed due to significant highways constraints. A 2ha Gypsy and Traveller site allocation was proposed is to the south of Gorse Lane.
- **Deepings** – a proposed allocation at Millfield Road had been removed and development steered to the east of The Deepings. The site identified to the south of Market Deeping was sited within the boundaries of Peterborough City Council and was currently being consulted on through the draft Peterborough Local Plan. South Kesteven District Council had submitted comments.
- **Stamford** – Stamford Exeter Fields site had been altered to a mixed-use site including 105 dwellings and employment land. Stamford had a number of constraints which limits development, including with the Rutland administrative boundary.
- **Bourne** – an additional strip of land to the north of the allocation at Mill Drove was proposed for allocation. The draft policy stipulated that no houses be developed beyond the existing built development line. The land can instead be used for open space and biodiversity net gain. A further allocation was proposed to the west of Bourne.

- **Villages** – there was an increase in draft housing allocations proposed in Colsterworth, Corby Glen, Ancaster, Barrowby, Baston and Harlaxton. Numbers of dwellings were indicative only and may change at the planning permission stage.
- Total supply of housing would amount to approximately 19,672 homes, including a buffer of 11% for contingency. The buffer in the 2024 Draft Local Plan was around 20%. Officers have had to make difficult decisions to meet the increased demand for housing.

The following comments were highlighted during the debate:

- The consultation would be for 8 weeks and officers could only accept comments submitted through that process.
- Comments previously submitted through the process were already noted; this consultation primarily dealt with changes that have been carried out. Comments are welcomed on these changes.
- The Planning team had visited each proposed site to check suitability and feasibility.
- There would be public engagement events throughout the consultation process and copies of the draft Local Plan will be held at South Kesteven offices and local libraries.
- Two briefings to Cabinet members had been held alongside two additional briefings to all Councillors. There have been some slight changes between each briefing.
- People cannot edit or remove previous comments submitted through the consultation process but they were welcome to make new comments.
- This plan represented the best of the options that came forward. The Council had to find nearly 30% more homes than last year to meet new government targets.
- The Council was committed to strengthening services and amenities available within towns and villages in line with population growth. It was hoped that residents would support in lobbying government.
- It had taken a significant amount of time for each site to be assessed, as such further site submissions are not encouraged.
- In the current Local Plan there were no Gypsy and Traveller site allocations; this had been commented on by the Planning Inspectorate. It was noted that South Kesteven needed to urgently allocate sites. If no allocations were made through the new Local Plan the Council would be in the same position as it was now; any planning application before the Council could be weighed in favour of permission because the Council did not currently have sites allocated.

## 8. **Corporate Plan 2024-27 & Productivity Plan 2024/25 - End of Year Review 2024/25**

### Purpose of report

To present a review of the Council's performance against the Corporate Plan 2024-27 and Productivity Plan 2024/25.

## Decision

**Cabinet noted the review of the delivery of the Corporate Plan 2024-27.**

### Alternative options considered and rejected

The Overview & Scrutiny Committees (OSCs) lead on performance monitoring and scrutiny. Therefore, performance could purely be reported to the respective OSC. Whilst offering focused scrutiny in line with the Committee remits, the individual OSCs would be unable to assess the Council's performance on the whole. This report provided an accessible and strategic overview of overall delivery for 2024/25. Detailed KPI reports for Q4 2024/25 would be presented to the OSCs over the Q2 2025/26 committee cycle.

### Reasons for the decision

This summary report was presented to deliver a strategic overview of the first year of the Corporate Plan and to offer assurance to residents and Members on the ongoing commitment to continuous improvement. There was also a summary update on the delivery of initiatives with the Productivity Plan. Productivity Plans were required in Spring 2024, but this workstream had not been carried forward by the current government.

There was scope for new actions to be included. For example, if there were changes with regard to Local Government Reorganisation different criteria for measuring performance could be required.

Each target had been agreed by the relevant committee. Some targets were measured across departments; for example, housing targets could fall within the remit of the Housing and Planning teams.

## **9. Key and Non-Key Decisions taken under Delegated Powers**

The decision taken under delegated powers was noted.

## **10. Cabinet Forward Plan**

In noting the Forward Plan, the Chief Executive made members aware that there was a further report on Local Government Reorganisation to be tabled at the Cabinet meeting in July.

## **11. Open Questions from Councillors**

### Question One – Councillor Tim Harrison

Councillor Harrison asked whether the Cabinet would look into the issue of Wolverhampton City Council issuing thousands more taxi licences than South Kesteven District Council. In Councillor Harrison's opinion, this situation was deterring local drivers from trading.

The Leader of the Council had spoken with the Chief Executive, Deputy Chief Executive and Deputy Leader about this issue, and recognised the need to respond to questions raised by members of the taxi trade. South Kesteven could not change the rules at Wolverhampton Council, but they could lobby government.

The Cabinet Member for Corporate Governance and Licensing stated that South Kesteven was not the most expensive location to register a taxi, and neighbours such as Peterborough City Council were substantially more expensive.

Councillor Harrison requested that officers and members engaged with him on this issue.

**Question Two – Councillor Rhys Baker**

Councillor Rhys Baker asked whether the Leader of the Council was looking forward to the Great Big Green Week taking place across the district.

The Leader of the Council was interested in attending as many events as he could, as was the Chairman of the Council.

**Question Three – Councillor Virginia Moran**

Councillor Moran stated that she had taken possession of a set of keys for the last property on the Earlesfield Estate in Grantham that had been renovated.

The meeting closed at 3:26pm.

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## Cabinet

Tuesday, 8 July 2025

Report of Councillor Richard Cleaver - Cabinet Member for Property and Public Engagement

## Wharf Road Multi-Storey Car Park Grantham Phase 1 Maintenance Works

### Report Author

Gyles Teasdale, Head of Property and ICT

[g.teasdale@southkesteven.gov.uk](mailto:g.teasdale@southkesteven.gov.uk)

### Purpose of Report

To obtain authority to enter into a contract for essential maintenance works at Wharf Road Multi-Storey Car Park Grantham

### Recommendations

**Cabinet is asked to approve the award of a contract to Rio Asphalt & Paving Co Ltd for a value of £283,305.14 +VAT for essential maintenance works at Wharf Road Multi-Storey Car Park Grantham.**

### 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? Effective council

Which wards are impacted? Grantham St Wulfram's

## 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 is an approved budget allocation of £350,000 in the General Fund Capital Programme in order to allow the repair works to progress. SKDC with Welland Procurement have undertaken an open competitive tendering procedure and the successful contractor has priced the work at £283,305.14 +VAT which is within the budget allocation. There may be some income loss depending upon the work programme as it may be necessary to restrict the operation of specific levels of the car park during the works. This will be kept under review.

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

### ***Procurement***

- 1.2 The works have been tendered using an open procedure, managed by Welland Procurement and was a compliant process.

*Completed by:* Helen Baldwin, (Procurement Lead)

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

- 1.3 Undertaking these works will ensure SKDC meet their contractual obligations under the terms of the lease for the car park. Should the contract not be awarded, SKDC will be in contravention of the terms of their lease for which the landlord could take legal recourse to ensure our legal obligations for these repairs are fulfilled.

*Completed by:* James Welbourn, Democratic Services Manager

### ***Risk and Mitigation***

- 1.4 Failure to replace the car park surface may result in claims for compensation therefore it is essential that the car park is maintained in accordance with the lease conditions.

*Completed by:* (Tracey Elliott, Governance & Risk Officer)

## 2. Background to the Report

- 2.1. Wharf Road Car Park, Grantham is a multi-storey car park which is leased and maintained by South Kesteven District Council (SKDC).
- 2.2. This leased property is made up of four levels of public car park for which SKDC is responsible for the operation, maintenance and repairs under their lease with the landlord.
- 2.3. Under the terms of the lease, the landlord has been seeking to ensure SKDC fulfil the repairing obligations. The Council instructed Pick Everard to prepare a schedule of dilapidations to itemise those repairs that were required to be carried out and to prepare a programme of work to fulfil these obligations.
- 2.4. SKDC is implementing a phased plan of maintenance work to carry out these repairs which for 2025 include resurfacing of Level 3 with a mastic asphalt surface, various concrete, brickwork and drainage repairs. These works were the subject of the tender for which approval is sought to appoint a contractor. The subsequent phasing of the works is being reviewed and is anticipated to be completed over the next 3 to 5 years subject to agreement with the freehold owner and the necessary budgetary approvals.
- 2.5. The works have been tendered using an open procedure through Welland Procurement. 6 valid tenders were received and were evaluated by Welland, SKDC and our consultant from Pick Everard. The Welland Procurement summary is attached at the exempt Appendix 1. The following table summarises the analysis of the qualitative questions and pricing from the tenders received:

Method Statements	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
1	1.8	1.2	1.8	2.4	1.8	1.8
2	8.4	8.4	8.4	8.4	11.2	8.4
3	8	8	8	12	16	12
4	2.4	1.8	1.8	2.4	2.4	1.8
<b>Total Quality</b>	<b>20.6</b>	<b>19.4</b>	<b>20</b>	<b>25.2</b>	<b>31.4</b>	<b>24</b>
<b>Quality 40% Score</b>	<b>20.6</b>	<b>19.4</b>	<b>20</b>	<b>25.2</b>	<b>31.4</b>	<b>24</b>
<b>Price 60% Score</b>	<b>41.98</b>	<b>37.55</b>	<b>36.67</b>	<b>39.58</b>	<b>60.00</b>	<b>45.32</b>
<b>Total % Score</b>	<b>62.58</b>	<b>56.95</b>	<b>56.67</b>	<b>64.78</b>	<b>91.40</b>	<b>69.32</b>
<b>Rank</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>2</b>

- 2.6. Rio Asphalt & Paving Co Ltd (Bidder 5), scored highest in their tender submission and it is therefore recommended that Rio Asphalt & Paving Co. Ltd is appointed to undertake the works.

2.7. The works are expected to commence on 18th August 2025 and will be carried out over a period of 3 months. During this period, every effort will be made to minimise disruption to the users but there may be instances when the car park may require full closure in order to undertake the works in a safe manner. If this is the case, then advance publicity will be put in place to ensure users of the car park are made aware in order to make alternative arrangements.

### **3. Key Considerations**

- 3.1. To award the contract for works to Rio Asphalt & Paving Co Ltd at a cost of £283,305.14 + VAT.
- 3.2. Should the contract not be awarded, SKDC will be in contravention of the terms of their lease for which the landlord could take legal recourse to ensure the legal obligations for these repairs are fulfilled.
- 3.3. SKDC are in the process of renegotiation of the lease for the car park with the landlord and SKDC wish to ensure this process is as efficient and smooth as possible. The repairing obligations for the car park are an intrinsic part of the wider negotiation to ensure the Council manages its risk and financial expenditure through a planned programme.

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

- 4.1. Delaying the works further will mean the car park surface and underlying concrete framed structure will further deteriorate leading to much higher costs in the future. Therefore this option is not favoured.

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

- 5.1. The structure of the car park is deteriorating as evidenced by corrosion of the concrete plank structural fixings below Level 3. Resurfacing with mastic asphalt to Level 3 will prevent water ingress and the existing corrosion will be treated to prevent further deterioration.

### **6. Consultation**

- 6.1. The funding for the repairs is included in the 2025/26 Budget Framework which has been approved by Council on 27<sup>th</sup> February 2025 as part of the General Fund Capital Programme.

### **7. Background Papers**

- 7.1. A copy of the Procurement Summary is appended to this report.

## **8. Appendix**

### 8.1. Appendix 1 - Wharf Road Car Park Procurement Summary

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# Procurement Summary Report

## WHARF ROAD CAR PARK – REMEDIAL WORKS

Consent HAS been obtained from the Lead Council Officer for release of the report and any sensitive bidder details redacted for the purpose of report to SKDC Cabinet on the 8<sup>th</sup> July 2025.

CONTRACT DETAILS	
<b>Lead Officer (Contracting Authority)</b>	Peter Withers
<b>Project ID</b>	DN773766
<b>FTS Reference</b>	2025/S 000-019332
<b>Contract Dates</b>	<u>Start:</u> 18/08/2025 <u>End:</u> 18/11/2025
<b>Length of Contract</b>	3 months
<b>Procurement Value (£)</b>	The budget prior to going to market was in the region of £350,000.00
<b>Type of Contract</b>	Works
<b>CPV Codes</b>	45213312-3 - Car park building construction work

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## 1.0 Introduction

1.1 The purpose of this report is to ensure all the pertinent procedures followed for the selection of the Provider(s) to be awarded the contract for the works to the Wharf Road Car Park, are recorded. This is for both the provision of an audit trail, and to enable the appropriate Officer to approve the recommendation as part of the Council's internal governance and accountability arrangements. This report also satisfies the reporting requirements under the Procurement Act 2023.

## 2.0 The Project

2.1 This project is for remedial works to the Wharf Road Car Park, Grantham.

The project will comprise the renewal of the roof deck coatings to Level 3 which will require the removal of the existing lightweight membrane and asphalt substrate down to the precast deck. Sundry other minor remedial works will also be undertaken comprising: -

- Removing pedestrian steps to the vehicle ramps
- Minor brickwork repairs
- Resealing joints to Level 4
- Minor drainage remedials

2.2 The contract was not divided into lots as there was deemed no viable reason for doing so.

## 3.0 Pre-procurement Process

3.1 An initial meeting was held with Peter Withers and Adrian Baker (External Consultant). Adrian will be compiling the specification, the quality questions and the pricing schedule. Adrian and Peter wanted to ensure any supplier submitting a bid would be suitably qualified. Advised to include mandatory qualifications and examples of relevant experience in the quality criteria. The route to market was discussed, an open tender was deemed the most appropriate, given the specialised nature of the works required.

## 4.0 Project Governance

4.1 Details of Officer that approved the below, along with the relevant dates.

- PID – Richard Wyles - 28<sup>th</sup> March 2025
- Budget/spend – Richard Wyles
- To make the Tender live – Peter Withers
- Accept any relevant abnormalities within the Tender - Peter Withers
- Accept/Reject SQ submissions – Tom Paling

- Accept pricing submitted – Adrian Baker

4.2 Details of the Key Officers:

- Tom Paling - Procurement Lead (Welland)
- Peter Withers - Lead Officer (Contracting Authority)
- Richard Wyles - Budget Holder

**5.0 The Public Procurement Process**

5.1 In accordance with the Procurement Act 2023, this Tender opportunity was advertised on the Find a Tender Service (FTS). The Contract Notice (2025/S 000-019332) was dispatched on 7<sup>th</sup> May 2025 and advised that award of the contract would follow an open procedure.

5.2 On publication of the opportunity, organisations were asked to register their interest via the Council's "ProContract" e-Sourcing portal, where Tender documents were available. A total of 36 expressions of interest were received, resulting in 8 Tender submissions.

**6.0 Invitation to Tender**

6.1 The Tender was made up of two questionnaire sets: one questionnaire for the selection criteria questions, and one for award criteria questions.

6.2 The award questionnaire was constructed in sections to facilitate evaluation. Some sections carried a percentage weighting (%). For every weighted section, there was at least one question that carried an individual question sub weighting (%). The overall weighting (%) of questions within a section also totalled 100%.

**6.3 Award Criteria**

The award criteria questions considered the merit of the eligible Tenders to identify the most economically advantageous Tender.

The Council evaluated the award criteria as follows:

- A quality assessment worth **40%**; the following criteria, weighting and methodology were applied:

Each bidder's response to each question was evaluated and marked a maximum of 5 marks as per the below scoring matrix:

In the evaluator's reasoned opinion, the response is an:	
<b>5</b>	<b>Excellent Response</b>

	<p>The response is excellent in relation to the stated requirements of the question. The response provides an excellent level of detail and demonstrates that the bidder's expertise and approach significantly exceeds the Council's minimum requirements such as to provide added value.</p>
<b>4</b>	<p><b>Strong Response</b> The response is strong in relation to the stated requirements of the question. The response provides a good level of detail and demonstrates that the bidder's expertise and approach exceeds the Council's minimum requirements.</p>
<b>3</b>	<p><b>Satisfactory Response</b> The response is satisfactory in relation to the stated requirements of the question. The response provides a satisfactory level of detail and demonstrates that the bidder has the necessary expertise to meet the Council's minimum requirements and has a reasonable understanding of what those minimum requirements are.</p>
<b>2</b>	<p><b>Weak Response</b> The response is weak in relation to the stated requirements of the question. The response provides a low level of detail and provides less than satisfactory evidence to demonstrate that the bidder has the expertise to satisfy the Council's minimum requirements and/or demonstrates some misunderstanding of those requirements.</p>
<b>1</b>	<p><b>Poor Response</b> The response is poor in relation to the stated requirements of the question. The response provides a very low level of detail. There is a significant lack of evidence to demonstrate that the bidder has the expertise to satisfy the Council's minimum requirements or really understands what those requirements are.</p>
<b>0</b>	<p><b>Unacceptable Response</b> The response is unacceptable in relation to the stated requirements of the question. The response provides no detail and fails to provide any evidence that the bidder can meet the requirements of the question. <b>OR</b> No answer has been given.</p>

The award criteria questions were split into the following sections:

Section Title	Question Number	Question Sub Weighting (%)
<b>Award Criteria – Quality</b>	1	3%
	2	14%
	3	20%
	4	3%

Bidders were advised that irrespective of the methodology described above, an agreed score for any of the quality questions of '0' or '1' would result in the elimination of their Tender, as the Council requires a minimum quality threshold.

- A price assessment worth **60%**; the following criteria were applied:

Price scores were calculated based on the bidder with the lowest overall compliant price being awarded the full score of 60%. The remaining bids were scored in accordance with the following calculation:

$$= \left( \frac{\text{lowest submitted price}}{\text{potential supplier's submitted price}} \right) \times \text{price weighting}$$

6.4 Bidders were required to submit responses by no later than midday on the 6<sup>th</sup> June 2025.

6.5 Following an amendment to the specification post moderation, bidders were given an additional week to submit amended responses. Bidders were required to submit updated responses by no later than midday on the 23<sup>rd</sup> June 2025.

## 7.0 Review of the Selection Criteria

7.1 The selection questionnaire responses were reviewed by Tom Paling, Contract & Supply Specialist, Welland Procurement.

7.2 The following bidders did not pass the selection criteria and Welland Procurement recommended that as stated in the Tender documentation, the remainder of their Tender was therefore not evaluated:

- Bidder 7 – no quality submission or pricing schedule was included in their submission.
- Bidder 8 – no quality submission or pricing schedule was included in their submission.

## 8.0 Evaluation of the Award Criteria

8.1 An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least two evaluators and their scores, and comments recorded (see appendix B for details).

8.2 Subjective evaluation was undertaken, and initial scores to a maximum of 5 marks were awarded using the scoring matrix above.

8.3 A process of moderation for each individual evaluator's scores was undertaken by Welland Procurement. The responses were discussed at a moderation meeting held on 10<sup>th</sup> June 2025, attended by all evaluators and chaired by the moderator. Following the resubmission of the submissions, following an amendment to the specification, a second moderation meeting was held on the 24<sup>th</sup> June.

The moderation meeting enabled the panel to review the scores awarded by each evaluator and agree a moderated score for each question. The meeting also ensured that scoring had been consistent and key points in each question had been accounted for. Average scoring was not used.

In all such cases, following discussion, the moderator concluded the most appropriate mark to be awarded.

## **9.0 Bid Clarifications**

- 9.1 A message was sent to Bidder 7 as their submission did not include a pricing schedule or a response to the quality questions. They were asked to respond by 4pm 6<sup>th</sup> June to explain and provide the missing information. They failed to do so and so were eliminated from the process.
- 9.2 A message was sent to Bidder 8 as their submission did not include a pricing schedule or a response to the quality questions. They were asked to respond by 4pm 6th June to explain and provide the missing information. They failed to do so and so were eliminated from the process.
- 9.3 A message was sent to Bidder 3 to request copies of the PDF's they included in their submission as we were unable to access the original versions. These were provided 2 hours after the request was made.
- 9.4 A message was sent to Bidder 5 as they did not include the required supporting documentation with their submission. They were asked to respond to this request by midday on the 9<sup>th</sup> June or they would be eliminated from the process. The supporting documentation was provided alongside a new "Document 4 Open Tender" which differed from the original version that was submitted. They were advised that we would not accept an amended version of this document as it was submitted after the deadline and they would be evaluated based on the original submission.
- 9.5 Following the moderation, it was established that changes were required to both the specification and pricing document, due to additional information being made available to the consultant. It was agreed that the 6 compliant bidders would be sent the new specification, pricing document and quality assessment and would be provided one week to resubmit a bid based upon the amended documentation. These amendments included the removal of some joints from the specification, the removal of the concrete elements in the pricing schedule and the rewording of quality question three.

## **10.0 Additional Tender Information**

- 10.1 Site visits were advised, but were not mandatory and did not need to be supervised.

## **11.0 Results**

11.1 The evaluation scoring process was devised based upon a maximum score of 100% being available to each bidder as stated in the Tender documentation and outlined above.

11.2 Following the completion of the evaluation and moderation process the scores awarded to the participants were as follows:

1 <sup>st</sup>	Bidder 5	91.40%
2 <sup>nd</sup>	Bidder 6	69.32%
3 <sup>rd</sup>	Bidder 4	64.78%
4 <sup>th</sup>	Bidder 1	62.58%
5 <sup>th</sup>	Bidder 2	56.95%
6 <sup>th</sup>	Bidder 3	56.67%

## 12.0 External Financial Checks

12.1 Currently Welland Procurement are unable to provide any external financial checks through Experian. We therefore recommend that the Council conducts any further financial checks it sees fit to ensure satisfactory consideration has been made to financial risk.

## 13.0 Risk Implications

13.1 The procurement process has been conducted in accordance with best practice and the Procurement Act 2023, ensuring the principles of transparency, equity and fairness have been adhered to.

13.2 The Council will use an 8 working day standstill period following the distribution of the notification letters (after approval has been granted).

13.3 As part of the tender, several risks were identified. The main risks include:

- Concerns were raised around ensuring that potential suppliers were adequately qualified and experienced. A pass/fail question was included to ensure the right qualifications were held and an additional quality question was added to ensure the relevant level of experience.
- Bidder 3 were requested to resend copies of the PDF's they included in their submission as we were unable to access the original versions. They were contacted 1 hour after the tender deadline and provided the requested documents 2 hours after the request was made. They were not permitted to submit changes to the quality responses or pricing schedule.
- Bidder 5 were asked to resend copies of their supporting documentation as they failed to include these in their submission. They were contacted 1 hour after the tender deadline and provided the requested documents before the deadline of midday on 9<sup>th</sup> June. As the documentation requested was proof of insurance and proof of membership to the Mastic Asphalt Council it did not change the content of their submission.

- All bidders were asked to resubmit their pricing and quality responses following an amendment to the requirement. The six compliant bidders were given one week and permitted to resubmit any and all quality responses and complete a new pricing schedule.
- Adrian investigated the submitted pricing schedules to confirm the prices were feasible. An issue with the formula was highlighted in 4 of the 6 spreadsheets. These were corrected and the suppliers notified of the change to their submitted price. Adrian also highlighted some areas of concern, although these were included to highlight more of a lack of understanding rather than a fundamental error with the pricing schedule. Peter confirmed he is happy to proceed with the award and not issue further clarifications regarding the pricing schedules.

#### 14.0 Recommendation

- 14.1 Following the completion of the procurement process, it is recommended that Bidder 5 are awarded the contract.
- 14.2 The evaluators both completed and returned a signed conflict-of-interest form, no conflicts were identified.

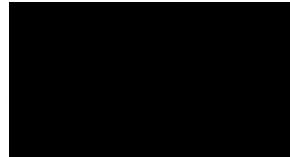
#### 15.0 Next Steps

- 15.1 **The Lead Council Officer must ensure the internal governance/approval process is followed, prior to returning this summary report to Welland Procurement.**
- 15.2 This summary report does not supersede or replace any internal governance/approval process the Council may have.
- 15.3 Once the recommendation has been approved by the appropriate approvers, the preferred bidder and all unsuccessful bidders will be notified of the outcome simultaneously. Subject to the satisfactory return of due diligence, and no legal challenge being received, the Council intends to execute the Contract at the conclusion of the standstill period.

#### 16.0 Governance

- 16.1 Signed (Procurement Lead) .....   
Name: Tom Paling  
Job Title and Authority: Contract & Supply Specialist, Welland Procurement  
Date: 24<sup>th</sup> June 2025
- 16.2 Signed (Lead Council Officer)   
Name: Peter Withers  
Job Title and Authority: Interim Capital Projects Officer, South Kesteven District Council

Date: 24<sup>th</sup> June 2025



16.3 Signed (Chief Officer/Approver/Budget Holder) .....

Name: Richard Wyles

Job Title and Authority: Deputy Chief Executive

Date:

## Appendix A – Tender Award Questions

Q No.	Question
1	Please describe your organisation, its size, your location, what areas of the country it covers, and the range of services and projects you undertake.
2	Please provide project information for 3 no. asphalt installation works completed within the last 18 months, preferably on MSCP's. Include details on the size of project, customer, location and works carried out, key project challenges and how they were overcome.
3	<p>Please outline your proposed delivery plan for the works, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Undertaking the works on Level 3 whilst minimising disruption to the operation of the rest of the car park</li> <li>• The method of delivery and laying of asphalt</li> <li>• The methodology for the removal of the existing asphalt coating in a manner which mitigate risk of damage to the screed. If mechanical plant is being used please confirm type and weight</li> <li>• How you will remove waste</li> <li>• What will be your occupational requirements for Level 1</li> <li>• Your approach to segregation of works</li> <li>• How you will carry out traffic management</li> </ul> <p>How you will minimise disruption to car park users and maintain as many car park spaces available as possible</p>
4	Please detail how you consider equality and diversity and social value in your business and on this project. Response could include ensuring the workforce is representative of the communities served, social, economic or environmental well-being or benefits and benefits to the community.

## Appendix B – List of Evaluators

Name	Job Title	Authority
Peter Withers	Interim Capital Projects Officer	South Kesteven District Council
Adrian Baker	Associate Director - Cost Management	Pick Everard - Consultancy

## Appendix C – Final Scores

Method Statements	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
1	1.8	1.2	1.8	2.4	1.8	1.8
2	8.4	8.4	8.4	8.4	11.2	8.4
3	8	8	8	12	16	12
4	2.4	1.8	1.8	2.4	2.4	1.8
<b>Total Quality</b>	<b>20.6</b>	<b>19.4</b>	<b>20</b>	<b>25.2</b>	<b>31.4</b>	<b>24</b>
<b>Quality 40% Score</b>	<b>20.6</b>	<b>19.4</b>	<b>20</b>	<b>25.2</b>	<b>31.4</b>	<b>24</b>
<b>Price 60% Score</b>	<b>41.98</b>	<b>37.55</b>	<b>36.67</b>	<b>39.58</b>	<b>60.00</b>	<b>45.32</b>
<b>Total % Score</b>	<b>62.58</b>	<b>56.95</b>	<b>56.67</b>	<b>64.78</b>	<b>91.40</b>	<b>69.32</b>
<b>Rank</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>2</b>

## Appendix D – Pricing Evaluation

Bidder	Total cost	% Score (out of 60%)
Bidder 1	£404,869.87	41.98
Bidder 2	£452,669.82	37.55
Bidder 3	£463,498.41	36.67
Bidder 4	£429,497.93	39.58
Bidder 5	£283,305.14	60.00
Bidder 6	£375,091.92	45.32

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## Contract award for Structural Surveying & Associated works

### Report Author

Andy Garner, Planned Works Manager – Technical Services

[andy.garner@southkesteven.gov.uk](mailto:andy.garner@southkesteven.gov.uk)

### Purpose of Report

To seek approval to enter into a contract with Millward Partnership for the provision of structural surveys and associated works to Council owned dwellings for South Kesteven District Council.

The contract will be awarded for an initial period of 3 years with an option to extend for an additional 1 year +1 year, giving a total duration of 5 years

### Recommendations

**That Cabinet approves the award of a contract to Millward Partnership for the provision of carrying out structural surveys and associated works at South Kesteven District Council owned dwellings with an annual value of £50k for a period of 3 years with the option to extend annually for up to 2 years.**

### 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 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. There is sufficient budget within the Housing Revenue Account to fund this contract. The survey works will be funded from the structural survey revenue budget and the associated structural works will be met from the Technical Services Structural Refurbishment capital budget.

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

### ***Procurement***

- 1.2. This contract was compliantly tendered via a mini competition through the EEM DPS0010 framework. Full details of the tender process can be found in Appendix 1.

*Completed by: Helen Baldwin (Procurement Lead)*

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

- 1.3. Cabinet is the correct body to consider this contract award.

*Completed by: James Welbourn, Democratic Services Manager*

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

- 2.1 The purpose of this report is to provide assurance to Cabinet that relevant procedures were followed in the selection of a provider to carry out structural surveys and associated works and to ask for approval to enter into contract Millward Partnership. The contract would be awarded for an initial period of 3 years with an option to extend annually for up to 2 years, giving a total duration of 5 years.
- 2.2 Structural surveys enable building defects to be investigated and remedial work identified. The associated works include the provision of providing structural calculations along with specifications/drawings when required. All surveying and associated works that would be undertaken on the Council's housing stock would be done to meet the industry standards and requirements that are set out by the relevant governing bodies. This ensures that our residents reside in a safe home.

- 2.3. Typically, around 45 structural surveys and 12 associated projects are carried out each year. The annual cost for this service is anticipated at £50,000 per annum. The survey works will be funded from the structural survey revenue budget and the associated works will be met from the Technical Services Structural Refurbishment capital budget.
- 2.4. The procurement opportunity was tendered as a mini competition using a framework run by Efficiency East Midlands (EEM). Following publication of the opportunity 8 Expressions of Interest were received which resulted in 4 Tender Submissions.
- 2.5. The Tender was made up of two questionnaire sets: one for the selection criteria and one for the award criteria. The award criteria questions were evaluated as follows:

Evaluation	Weighting
Quality	60%
Price	40%

- 2.6. An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least two evaluators and their scores, and comments recorded.
- 2.7. Following the completion of the evaluation process, a moderation meeting was held by Welland Procurement on the 11 May 2025. This was attended by both the evaluators and Welland Procurement to review the scores and also to ensure that the scoring had been consistent and the key points in each question had been accounted for. As the scoring was consistent between the evaluators, average scoring was not used.
- 2.8. Following the completion of the evaluation and moderation process the scores awarded to the participants were as follows:

Rank	Bidder	Overall Score
1	Millward Partnership	94%
2	Bidder 2	79.71%
3	Bidder 3	73.65%
4	Bidder 4	59.71%

- 2.9. It is therefore recommended that the contract is awarded to Millward Partnership for the provision of structural surveys and associated works on the Council's Housing Stock.

### **3. Key Considerations**

- 3.1. Structural surveys and the associated works are a specialist field of work, they are needed to ensure building defects are identified and rectified in a timely manner while preventing additional building defects manifesting. This in turn will reduce future repair costs and ensure the Council's housing stock is maintained to a good, safe standard while retaining their market value.

All works would be designed to meet the industry requirements and standards. The procurement has gone through a formal process and established a competitive outcome with a best value for money and quality of service.

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

- 4.1. Consideration has been given to the option of carrying out the works "in-house", but due to the specialist nature of the work this is not a viable option.
- 4.2. The second option to not carry out the work is also not practicable as this would lead to further building defects, increased repair costs and a housing stock with a low market value.

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

- 5.1. After the tender exercise and evaluation, Millward Partnership have given the best tender submission through the combination of price and quality to carry out structural surveys and associated works on the Council's housing stock and to ensure the Council has a contract in place which is compliant with procurement requirements.

### **6. Appendices**

- 6.1. Procurement Summary Report – Welland Procurement

## Procurement Summary Report

### Structural Surveying & Associated works

This report is commercially sensitive (under the Freedom of Information Act 2000 with 2012 updates) and is therefore intended for restricted circulation only. **The report should only be published with the consent of the Lead Council Officer, and after bidder's details and tender submission details (£) have been redacted;** due to the sensitive information it contains relating to the bidder's Tender submissions.

CONTRACT DETAILS	
<b>Lead Officer (Contracting Authority)</b>	Technical Services
<b>Project ID</b>	EEM - DPS0010
<b>FTS Reference</b>	N/A
<b>Contract Dates</b>	<u>Start:</u> August 2025 - TBC <u>End:</u> August 2028 - TBC <u>Extension option:</u> 24 Months – 5 years total contract
<b>Length of Contract</b>	3 years with an option to extend for 1+1 years, making a total of 5 years.
<b>Procurement Value (£)</b>	The budget prior to going to market was in the region of £50,000 per annum.
<b>Type of Contract</b>	Consultancy Services
<b>CPV Codes</b>	

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- 5.0 [The Public Procurement Process](#)
- 6.0 [Invitation to Tender](#)
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## Appendices

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- C. [Final Scores](#)
- D. [Pricing Evaluation](#)

## 1.0 Introduction

- 1.1 The purpose of this report is to ensure all the pertinent procedures followed for the selection of the Provider(s) to be awarded the Structural Surveying & Associated works contract are recorded. This is for both the provision of an audit trail, and to enable the appropriate Officer to approve the recommendation as part of the Council's internal governance and accountability arrangements. This report also satisfies the reporting requirements under Regulation 84 of the Public Contract Regulations 2015.
- 1.2 This report is commercially sensitive (under the Freedom of Information Act 2000 with 2012 updates) and is therefore intended for restricted circulation only. **The report should only be published with the consent of the Lead Officer;** due to the sensitive information it contains relating to the bidder's Tender submissions.

## 2.0 The Project

- 2.1 The contract is for the provision of providing consultancy services to carry out Structural Surveying and Associated works. The services will be carried out on council owned dwellings.
- 2.2 The contract was not divided into lots as this wasn't required as part of this process

## 3.0 Pre-procurement Process

- 3.1 The council met EEM independently to Welland Procurement. The project brief was agreed with EEM along with the procurement route. EEM assisted the council with the project timescales along with the quality/price split and the quality questions and percentage weighting against them

## 4.0 Project Governance

- 4.1 **Include details of Officer that approved the below, along with the relevant dates.**
  - **PID – agreed by SKDC Dec 2023 with no involvement of Welland**
  - **Budget/spend agreed with EEM 15<sup>th</sup> April 2025**
  - **To make the Tender live 30<sup>th</sup> April 2025**
  - **Accept any relevant abnormalities within the Tender 30<sup>th</sup> April 2025**
  - **Accept/Reject SQ submissions 30<sup>th</sup> April 2025**
  - **Accept pricing submitted 30<sup>th</sup> April 2025**
- 4.2 **Include details of the Key Officers:**
  - **Procurement Lead - (South Kesteven District Council/Procurement Officer - EEM)**
  - **Lead Officer - (South Kesteven District Council) Technical Services**
  - **Budget Holder - Technical Services**

## 5.0 The Public Procurement Process

- 5.1 In accordance with the Public Contract Regulations 2015, this opportunity was not advertised, as it was a mini competition from the EEM, Consultancy Services, DPS Framework
- 5.2 This Tender opportunity was not advertised on Contracts Finder.
- 5.3 On publication of the opportunity, organisations were asked to register their interest via the EEM e-Sourcing portal, where Tender documents were available. A total of 8 expressions of interest were received.

## 6.0 Invitation to Tender

- 6.1 The Tender was made up of two questionnaire sets: one questionnaire for the selection criteria questions, and one for award criteria questions.
- 6.2 The award questionnaire was constructed in sections to facilitate evaluation. Some sections carried a percentage weighting (%). For every weighted section, there was at least one question that carried an individual question sub weighting (%). The overall weighting (%) of questions within a section also totalled 100%.

### 6.3 Selection Criteria

There were some questions to which an adverse answer may have resulted in the elimination of a bidder. Questions that may have resulted in the elimination of a tender submission (marked as P/F (Pass/ Fail)) are detailed in the table below:

SELECTION CRITERIA QUESTIONS		
Section Title	P/F	Question Number
<b>Important: Please Read</b>	-	-
<b>Part 1: Potential Supplier Information</b>		
<b>Section 1 - Potential supplier information</b>	-	-
<b>Section 2 - Bidding model</b>	-	-
<b>Section 3 - Contact details and declaration</b>	-	-
<b>Part 2: Exclusion Grounds</b>		
<b>Section 2 - Grounds for mandatory exclusion</b>	P/F	
<b>Section 3 - Grounds for discretionary exclusion</b>	P/F	
<b>Part 3: Selection Questions</b>		
<b>Section 4 - Economic and Financial Standing</b>	P/F	
<b>Section 5 - Technical and Professional Ability</b>	P/F	
<b>Section 6 - Modern Slavery Act 2015</b>	P/F	
<b>Section 7 – Insurance</b>	P/F	

<b>Section 8 - Skills and Apprentices</b>	-	-
<b>Section 9 - Health and Safety Project Specific Questions</b>	P/F	
<b>Section 10 - Environment Project Specific Questions</b>	P/F	
<b>Section 11 - Equality Project Specific Questions</b>	P/F	
<b>Section 12 - Other Project Specific Questions</b>	-	-
<b>Section 13 - GDPR Questions</b>	P/F	
<b>Declaration</b>	-	-

#### 6.4 Award Criteria

The award criteria questions considered the merit of the eligible Tenders to identify the most economically advantageous Tender.

The Council evaluated the award criteria as follows:

- A quality assessment worth **60%**; the following criteria, weighting and methodology were applied:

Each bidder's response to each question was evaluated and marked a maximum of 5 marks as per the below scoring matrix:

EEM - Method Statement Scoring Guidance		
	Scoring Guidance	
	<p><b>Void</b> - Failed to address the question/issue or provide any answer. <b>Score: 0</b></p> <p><b>Weak</b> - Substantially poor submission Potential for some compliance but very major areas of weakness: <b>Score: 1</b></p> <ul style="list-style-type: none"> <li>- limited response provided <b>and/or</b></li> <li>- response is irrelevant/incomprehensible <b>and/or</b></li> <li>- fails in all significant areas <b>and/or</b></li> <li>- fails to provide detail of, or evidence to support, experience being tested.</li> </ul> <p><b>Fair</b> - One or more areas of major weakness: <b>Score: 2</b></p> <ul style="list-style-type: none"> <li>- response is insufficient <b>and/or</b></li> <li>- response is basic with limited detail <b>and/or</b></li> <li>- insufficient evidence provided to support the response and demonstrate that the Applicant has the required experience <b>and/or</b></li> <li>- some reservations as to the Applicant's understanding of the competence being tested.</li> </ul> <p><b>Adequate</b> - Substantial experience with no major concerns: <b>Score: 3</b></p> <ul style="list-style-type: none"> <li>- response generally meets the requirements but lacks sufficient detail to award a higher mark.</li> <li>- overall the response meets the requirements outlined in the question <b>and</b></li> <li>- is detailed and provides supporting evidence to demonstrate experience <b>and</b></li> <li>- only minor reservations as to the Applicant's experience of and/or the extent of understanding of the competence being tested.</li> </ul> <p><b>Good</b> - A good response that meets the requirements: <b>Score 4</b></p> <ul style="list-style-type: none"> <li>- fully meets the requirements</li> <li>- sets out a robust response that fully addresses the requirements of the question <b>and</b></li> <li>- provides full evidence and detail to demonstrate the Applicant's experience <b>and</b></li> <li>- provides full confidence as to the Applicant's experience and understanding of the competence being tested.</li> </ul> <p><b>Excellent</b> - An excellent response with detailed supporting evidence and no weaknesses: <b>Score 5</b></p> <ul style="list-style-type: none"> <li>- meets all requirements to score 4 as above <b>and</b></li> <li>- provides or proposes additional value which exceeds the requirements in substance and outcomes in a manner acceptable <b>and</b></li> <li>- the response and the evidence submitted in support not only provides full confidence as to the Applicant's experience but that the Applicant excels in the area.</li> </ul>	

The award criteria questions were split into the following sections:

Section Title	Question Number	Question Sub Weighting (%)
Award Criteria – Quality	1	15
	2	15
	3	15
	4	15

Bidders were advised that irrespective of the methodology described above, an agreed score for any of the quality questions of '0' or '1' would result in the elimination of their Tender, as the Council requires a minimum quality threshold.

- A price assessment worth 40%; the following criteria were applied:

Price scores were calculated based on the bidder with the lowest overall compliant price being awarded the full score of 40%. The remaining bids were scored in accordance with the following calculation:

$$= \left( \frac{\text{lowest submitted price}}{\text{potential supplier's submitted price}} \right) \times \text{price weighting}$$

6.5 Bidders were required to submit responses by no later than 21<sup>st</sup> May 2025

#### 7.1 **Review of the Selection Criteria**

7.2 The selection questionnaire responses were reviewed by Procurement Officer EEM.

#### 8.0 **Evaluation of the Award Criteria**

8.1 An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least two evaluators and their scores, and comments recorded (see appendix B for details).

8.2 Subjective evaluation was undertaken, and initial scores to a maximum of 5 marks were awarded using the scoring matrix above.

8.3 A process of moderation for each individual evaluator's scores was undertaken by Welland Procurement. The responses were discussed at a moderation meeting held on 11<sup>th</sup> May 2025, attended by all evaluators and chaired by the moderator.

The moderation meeting enabled the panel to review the scores awarded by each evaluator and agree a moderated score for each question. The meeting also ensured that scoring had been consistent and key points in each question had been accounted for. Average scoring was not used.

In all such cases, following discussion, the moderator concluded the most appropriate mark to be awarded.

#### 9.0 **Bid Clarifications**

9.1 No clarifications were required.

#### 10.0 **Additional Tender Information**

10.1 No additional information was required.

#### 11.0 **Results**

- 11.1 The evaluation scoring process was devised based upon a maximum score of 100% being available to each bidder as stated in the Tender documentation and outlined above.
- 11.2 Following the completion of the evaluation and moderation process the scores awarded to the participants were as follows:
 

1 <sup>st</sup>	Millward Partnership	94%
2 <sup>nd</sup>	Bidder 2	79.71%
3 <sup>rd</sup>	Bidder 3	73.65%
4 <sup>th</sup>	Bidder 4	59.71%

## 12.0 Risk Implications

- 12.1 The procurement process has been conducted in accordance with best practice and the Public Contract Regulations 2015, ensuring the principles of transparency, equity and fairness have been adhered to.

## 13.0 Recommendation

- 13.1 Following the completion of the procurement process, it is recommended that Millward Partnership are awarded the contract.

## 14.0 Next Steps

- 14.1 **The Lead Council Officer must ensure the internal governance/approval process is followed, prior to returning this summary report to Welland Procurement.**
- 14.2 This summary report does not supersede or replace any internal governance/approval process the Council may have.
- 14.3 Once the recommendation has been approved by the appropriate approvers, the preferred bidder and all unsuccessful bidders will be notified of the outcome simultaneously. Subject to the satisfactory return of due diligence, and no legal challenge being received, the Council intends to execute the Contract.

## 15.0 Governance

- 15.1 Signed (Procurement Lead)  
Name: Procurement  
Job Title and Authority: SKDC  
Date: 16<sup>th</sup> June 2025
- 15.2 Signed (Lead Council Officer)  
Name: Planned Works Manager  
Job Title and Authority: SKDC  
Date: 16<sup>th</sup> June 2025
- 15.3 Signed (Chief Officer/Approver/Budget Holder)  
Name: Head of Technical Services  
Job Title and Authority: SKDC  
Date: 16<sup>th</sup> June 2025

## Appendix A – Tender Award Questions

Q No.	Question
1	<p>Please Provide evidence of previous contracts, minimum of 2 examples are required, where you have carried out structural survey and associated works for similar organisations to SKDC.</p>
2	<p>How will you ensure that sufficient resources are provided to meet the requirements of this contract.</p> <p>Your response should include as a minimum:</p> <p>How you will structure your team for the full range of required services. Please provide a structure chart(s) to show how this will fit within your existing organisational structure and provide an overview of key personnel along with their roles and responsibilities.</p> <p>Detail any succession planning you have in place to ensure the continuity of work throughout the length of the Contract and to mitigate risk.</p> <p>Please provide a typical process map of how you propose to manage the contract.</p> <p>If you are to bring in additional resources, how will you ensure their competences?</p> <p>Confirm the team that will be working on this project</p> <p>Confirm that your team will have the required levels of competence and qualifications required for this contract including examples of relevant experience and how the contractor will ensure this is met.</p>
3	<p>Please provide your safeguarding policy or document how will you use our policy to report any concerns staff see. (OUR SKDC POLICY IS ATTACHED)</p> <ul style="list-style-type: none"> <li>• How will your staff be made aware of their responsibilities to report safeguarding concerns through supervision / training / induction materials?</li> <li>• Is there a designated safeguarding individual to whom concerns are reported and who knows what action may or should be taken when concerns are raised?</li> <li>• Provide evidence that all members of staff hold a current DBS certificate.</li> </ul>
4	<p>As part of your response, please provide your approach to the following social value priorities:</p> <p>Sustainability and Environment</p> <p>Local Workforce, including apprentices where possible</p> <p>Local Economy</p> <p>Bidders' responses should include:</p> <p>What is the bidder's approach and proposals to Social Value under this contract.</p> <p>The key steps required to deliver each of the Social Value measures to demonstrate that achievement of the targets set is reasonable.</p> <p>Timeframes for delivery of Social Value targets including key milestones to deliver each measure proposed.</p> <p>Clear explanation as to how the Social Value offered will apply directly to this contract and benefit the local communities.</p> <p>Resources required to ensure delivery of all the Social Value measures.</p> <p>Details as to how the delivery of all the Social Value commitments made will be monitored and measured throughout the contract term to provide clear and regular updates to the Council.</p> <p>Considerations to be made to the local authority's outputs and outcomes to be achieved as part of this project.</p>

#### Appendix B – List of Evaluators

Name	Job Title	Authority
Evaluator 1	Planned Works Manager	South Kesteven District Council
Evaluator 2	M&E contracts Manager	South Kesteven District Council

#### Appendix C – Final Scores

Question	Weight (%)	Millward Partnership	Bidder 2	Bidder 3	Bidder 4
<b>QUALITY QUESTIONS</b>	<b>60%</b>				
1	15%	12	15	12	9
2	15%	12	15	12	12
3	15%	15	12	9	9
4	15%	15	15	12	12
<b>Sub Total (out of 60%)</b>		54%	57%	45%	42%
<b>PRICE ASSESSMENT</b>	<b>40%</b>				
<b>Sub Total (out of 40%)</b>		40%	22.71%	28.65%	17.71%
<b>TOTAL</b>		<b>94%</b>	<b>79.71%</b>	<b>73.65%</b>	<b>59.71%</b>

#### Appendix D – Pricing Evaluation

Bidder	Total cost – Per annum	% Score (out of 40%)
Millward Partnership	£45,850	40%
Bidder 2	£80,750	22.71%
Bidder 3	£64,000	28.65%
Bidder 4	£103,500	17.71%



## Contract award for Gas and Electrical Auditing

### Report Author

Andy Garner, Planned Works Manager – Technical Services

✉️ [andy.garner@southkesteven.gov.uk](mailto:andy.garner@southkesteven.gov.uk)

### Purpose of Report

To seek approval to enter into a contract with Morgan Lambert for the provision of carrying out gas and electrical auditing to Council owned dwellings for South Kesteven District Council.

The contract will be awarded for an initial period of 3 years with an option to extend annually for up to 2 years.

### Recommendations

**That Cabinet approves the award of a contract to Morgan Lambert for the provision of carrying out gas and electrical auditing in South Kesteven District Council owned dwellings with an annual value of £50k for a period of 3 years with the option to extend annually for up to 2 years.**

1.

#### 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 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 contract will be funded from the revenue compliance budget which has sufficient budget in place to cover this spend.

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

### ***Procurement***

- 1.2 This contract was compliantly tendered via a Mini competition through the EEM framework DPS0010. Full details of the tender process can be found in Appendix 1.

*Completed by: Helen Baldwin (Procurement Lead)*

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

- 1.3 Cabinet is the correct body to take this decision.

*Completed by: Alison Hall-Wright, Deputy Monitoring Officer*

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

- 2.1 The purpose of this report is to provide assurance to Cabinet that relevant procedures were followed in the selection of a provider to carry out gas and electrical auditing and to seek approval to enter into a contract with Morgan Lambert. The contract would be awarded for an initial period of 3 years with an option to extend annually for up to 2 years, giving a total duration of 5 years.
- 2.2 Gas and electrical auditing is an essential quality assurance process to ensure the gas and electrical works undertaken in the Council's housing stock are carried out in accordance with health and safety regulations and industry best practice.
- 2.3 Audits are undertaken on a sample of the gas and electrical works that are completed each month which provides assurance regarding the quality of the works. The annual cost for this service is anticipated at £50,000 per annum and will be met from the Technical Services Gas and Electrical capital budgets.

- 2.4. The procurement opportunity was tendered as a mini competition using a framework run by Efficiency East Midlands (EEM). Following publication of the opportunity 5 Expressions of Interest were received which resulted in 2 Tender Submissions.
- 2.5. The Tender was made up of two questionnaire sets: one for the selection criteria and one for the award criteria. The award criteria questions were evaluated as follows:

Evaluation	Weighting
Quality	60%
Price	40%

- 2.6. An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least two evaluators and their scores, and comments recorded.
- 2.7. Following the completion of the evaluation process, a moderation meeting was held by Welland Procurement on the 9 May 2025. This was attended by both the evaluators and Welland Procurement to review the scores and also to ensure that the scoring had been consistent and the key points in each question had been accounted for. As the scoring was consistent between the evaluators, average scoring was not used.
- 2.8. Following the completion of the evaluation and moderation process the scores awarded to the participants were as follows:

Rank	Bidder	Overall Score
1	Morgan Lambert	94%
2	Bidder 2	71.6%

- 2.9. It is therefore recommended that the contract is awarded to Morgan Lambert for the provision of gas and electrical audits on the Council's Housing Stock.

### **3. Key Considerations**

- 3.1. Carrying out audits ensures that the Council has safe homes which are compliant with current regulations, including ensuring all hazards are identified and rectified. The procurement of this contract has taken into account value for money and quality of service.

## **4. Other Options Considered**

- 4.1. Consideration has been given to the option of carrying out the works in-house, but due to the specialised nature of this work and third party assurance required this is not a viable option.
- 4.2 The second option to not carry out the work is also not practicable as this would lead to further issues as noted above. Carrying out this service by means of a third party, impartiality is maintained ensuring a fair and transparent service.

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

- 5.1. Morgan Lambert have given the best tender submission through the combination of price and quality to carry out gas and electrical auditing on the Council's housing stock and to ensure the Council has a compliant contract in place which is compliant with procurement requirements.

## **6. Appendices**

- 6.1. Procurement Summary Report – Welland Procurement

## Procurement Summary Report

### Compliance Auditing – Gas & Electrical

This report is commercially sensitive (under the Freedom of Information Act 2000 with 2012 updates) and is therefore intended for restricted circulation only. **The report should only be published with the consent of the Lead Council Officer, and after bidder's details and tender submission details (£) have been redacted;** due to the sensitive information it contains relating to the bidder's Tender submissions.

CONTRACT DETAILS	
<b>Lead Officer (Contracting Authority)</b>	Technical Services
<b>Project ID</b>	EEM - DPS0010
<b>FTS Reference</b>	N/A
<b>Contract Dates</b>	<u>Start:</u> August 2025 - TBC <u>End:</u> August 2028 - TBC <u>Extension option:</u> 24 Months – 5 years total contract
<b>Length of Contract</b>	3 years with an option to extend for 1+1 years, making a total of 5 years.
<b>Procurement Value (£)</b>	The budget prior to going to market was in the region of £50,000 per annum.
<b>Type of Contract</b>	Consultancy Services
<b>CPV Codes</b>	

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- 2.0 [The Project](#)
- 3.0 [Pre-procurement Process](#)
- 4.0 [Project Governance](#)
- 5.0 [The Public Procurement Process](#)
- 6.0 [Invitation to Tender](#)
- 7.0 [Review of the Selection Criteria](#)
- 8.0 [Evaluation of the Award Criteria](#)
- 9.0 [Bid Clarifications](#)
- 10.0 [Additional Tender Information](#)
- 11.0 [Results](#)
- 12.0 [External Financial Checks](#)
- 13.0 [Risk Implications](#)
- 14.0 [Recommendation](#)
- 15.0 [Next Steps](#)
- 16.0 [Governance](#)

## Appendices

- A. [Tender Award Questions](#)
- B. [List of Evaluators](#)
- C. [Final Scores](#)
- D. [Pricing Evaluation](#)

## 1.0 Introduction

- 1.1 The purpose of this report is to ensure all the pertinent procedures followed for the selection of the Provider(s) to be awarded the Compliance Auditing, Gas & Electrical contract are recorded. This is for both the provision of an audit trail, and to enable the appropriate Officer to approve the recommendation as part of the Council's internal governance and accountability arrangements. This report also satisfies the reporting requirements under Regulation 84 of the Public Contract Regulations 2015.
- 1.2 This report is commercially sensitive (under the Freedom of Information Act 2000 with 2012 updates) and is therefore intended for restricted circulation only. **The report should only be published with the consent of the Lead Officer**; due to the sensitive information it contains relating to the bidder's Tender submissions.

## 2.0 The Project

- 2.1 The contract is for the provision of providing consultancy services to carry out both gas and electrical auditing following repair and installation works. The services will be carried out on council owned dwellings.
- 2.1 The contract was not divided into lots as this wasn't required as part of this process

## 3.0 Pre-procurement Process

- 3.1 The council met EEM independently to Welland Procurement. The project brief was agreed with EEM along with the procurement route. EEM assisted the council with the project timescales along with the quality/price split and the quality questions and percentage weighting against them

## 4.0 Project Governance

- 4.1 **Include details of Officer that approved the below, along with the relevant dates.**

- PID – agreed by SKDC Dec 2023 with no involvement of Welland
- Budget/spend agreed with EEM 15<sup>th</sup> April 2025
- To make the Tender live 30<sup>th</sup> April 2025
- Accept any relevant abnormalities within the Tender 30<sup>th</sup> April 2025
- Accept/Reject SQ submissions 30<sup>th</sup> April 2025
- Accept pricing submitted 30<sup>th</sup> April 2025

- 4.2 **Include details of the Key Officers:**

- **Procurement Lead** - (South Kesteven District Council/Procurement Officer - EEM)
- **Lead Officer** - (South Kesteven District Council) Technical Services
- **Budget Holder** - Technical Services

## 5.0 The Public Procurement Process

- 5.1 In accordance with the Public Contract Regulations 2015, this opportunity was not advertised, as it was a mini competition from the EEM, Consultancy Services, DPS Framework

5.2 This Tender opportunity was not advertised on Contracts Finder.

5.3 On publication of the opportunity, organisations were asked to register their interest via the EEM e-Sourcing portal, where Tender documents were available. A total of 5 expressions of interest were received.

## 6.0 **Invitation to Tender**

6.1 The Tender was made up of two questionnaire sets: one questionnaire for the selection criteria questions, and one for award criteria questions.

6.2 The award questionnaire was constructed in sections to facilitate evaluation. Some sections carried a percentage weighting (%). For every weighted section, there was at least one question that carried an individual question sub weighting (%). The overall weighting (%) of questions within a section also totalled 100%.

## 6.3 **Selection Criteria**

There were some questions to which an adverse answer may have resulted in the elimination of a bidder. Questions that may have resulted in the elimination of a tender submission (marked as P/F (Pass/ Fail)) are detailed in the table below:

<b>SELECTION CRITERIA QUESTIONS</b>		
<b>Section Title</b>	<b>P/F</b>	<b>Question Number</b>
<b>Important: Please Read</b>	-	-
<b>Part 1: Potential Supplier Information</b>		
<b>Section 1 - Potential supplier information</b>	-	-
<b>Section 2 - Bidding model</b>	-	-
<b>Section 3 - Contact details and declaration</b>	-	-
<b>Part 2: Exclusion Grounds</b>		
<b>Section 2 - Grounds for mandatory exclusion</b>	<b>P/F</b>	
<b>Section 3 - Grounds for discretionary exclusion</b>	<b>P/F</b>	
<b>Part 3: Selection Questions</b>		
<b>Section 4 - Economic and Financial Standing</b>	<b>P/F</b>	
<b>Section 5 - Technical and Professional Ability</b>	<b>P/F</b>	
<b>Section 6 - Modern Slavery Act 2015</b>	<b>P/F</b>	
<b>Section 7 – Insurance</b>	<b>P/F</b>	
<b>Section 8 - Skills and Apprentices</b>	-	-
<b>Section 9 - Health and Safety Project Specific Questions</b>	<b>P/F</b>	
<b>Section 10 - Environment Project Specific Questions</b>	<b>P/F</b>	

<b>Section 11 - Equality Project Specific Questions</b>	<b>P/F</b>	
<b>Section 12 - Other Project Specific Questions</b>	-	-
<b>Section 13 - GDPR Questions</b>	<b>P/F</b>	
<b>Declaration</b>	-	-

#### 6.4 Award Criteria

The award criteria questions considered the merit of the eligible Tenders to identify the most economically advantageous Tender.

The Council evaluated the award criteria as follows:

- A quality assessment worth **60%**; the following criteria, weighting and methodology were applied:

Each bidder's response to each question was evaluated and marked a maximum of 5 marks as per the below scoring matrix:

## EEM - Method Statement Scoring Guidance

Scoring Guidance
<p><b>Void</b> - Failed to address the question/issue or provide any answer. <b>Score: 0</b></p> <p><b>Weak</b> - Substantially poor submission Potential for some compliance but very major areas of weakness: <b>Score: 1</b></p> <ul style="list-style-type: none"> <li>- limited response provided <b>and/or</b></li> <li>- response is irrelevant/incomprehensible <b>and/or</b></li> <li>- fails in all significant areas <b>and/or</b></li> <li>- fails to provide detail of, or evidence to support, experience being tested.</li> </ul> <p><b>Fair</b> - One or more areas of major weakness: <b>Score: 2</b></p> <ul style="list-style-type: none"> <li>- response is insufficient <b>and/or</b></li> <li>- response is basic with limited detail <b>and/or</b></li> <li>- insufficient evidence provided to support the response and demonstrate that the Applicant has the required experience <b>and/or</b></li> <li>- some reservations as to the Applicant's understanding of the competence being tested.</li> </ul> <p><b>Adequate</b> - Substantial experience with no major concerns: <b>Score: 3</b></p> <ul style="list-style-type: none"> <li>- response generally meets the requirements but lacks sufficient detail to award a higher mark.</li> <li>- overall the response meets the requirements outlined in the question <b>and</b></li> <li>- is detailed and provides supporting evidence to demonstrate experience <b>and</b></li> <li>- only minor reservations as to the Applicant's experience of and/or the extent of understanding of the competence being tested.</li> </ul> <p><b>Good</b> - A good response that meets the requirements: <b>Score 4</b></p> <ul style="list-style-type: none"> <li>- fully meetings the requirements</li> <li>- sets out a robust response that fully addresses the requirements of the question <b>and</b></li> <li>- provides full evidence and detail to demonstrate the Applicant's experience <b>and</b></li> <li>- provides full confidence as to the Applicant's experience and understanding of the competence being tested.</li> </ul> <p><b>Excellent</b> - An excellent response with detailed supporting evidence and no weaknesses: <b>Score 5</b></p> <ul style="list-style-type: none"> <li>- meets all requirements to score 4 as above <b>and</b></li> <li>- provides or proposes additional value which exceeds the requirements in substance and outcomes in a manner acceptable <b>and</b></li> <li>- the response and the evidence submitted in support not only provides full confidence as to the Applicant's experience but that the Applicant excels in the area.</li> </ul>

The award criteria questions were split into the following sections:

Section Title	Question Number	Question Sub Weighting (%)
<b>Award Criteria – Quality</b>	1	15
	2	15
	3	15
	4	15

Bidders were advised that irrespective of the methodology described above, an agreed score for any of the quality questions of '0' or '1' would result in the elimination of their Tender, as the Council requires a minimum quality threshold.

- A price assessment worth 40%; the following criteria were applied:

Price scores were calculated based on the bidder with the lowest overall compliant price being awarded the full score of 40%. The remaining bids were scored in accordance with the following calculation:

$$= \left( \frac{\text{lowest submitted price}}{\text{potential supplier's submitted price}} \right) \times \text{price weighting}$$

6.5 Bidders were required to submit responses by no later than 21<sup>st</sup> May 2025

## 7.0 **Review of the Selection Criteria**

7.1 The selection questionnaire responses were reviewed by Rosamond Smith – Procurement Officer EEM.

## 8.0 **Evaluation of the Award Criteria**

8.1 An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least two evaluators and their scores, and comments recorded (see appendix B for details).

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In all such cases, following discussion, the moderator concluded the most appropriate mark to be awarded.

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9.1 No clarifications were required.

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Job Title and Authority: SKDC

Date: 16<sup>th</sup> June 2025

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Name: Planned Works Manager

Job Title and Authority: SKDC

Date: 16<sup>th</sup> June 2025

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1	<p>Please Provide evidence of previous contracts, minimum of 2 examples are required, where you have carried out gas and electrical auditing for similar organisations to SKDC.</p>
2	<p>How will you ensure that sufficient resources are provided to meet the requirements of this contract.</p> <p>Your response should include as a minimum:</p> <p>How you will structure your team for the full range of required services. Please provide a structure chart(s) to show how this will fit within your existing organisational structure and provide an overview of key personnel along with their roles and responsibilities.</p> <p>Detail any succession planning you have in place to ensure the continuity of work throughout the length of the Contract and to mitigate risk.</p> <p>Please provide a typical process map of how you propose to manage the contract.</p> <p>If you are to bring in additional resources, how will you ensure their competences?</p> <p>Confirm the team that will be working on this project</p> <p>Confirm that your team will have the required levels of competence and qualifications required for this contract including examples of relevant experience and how the contractor will ensure this is met.</p>
3	<p>Please provide your safeguarding policy or document how will you use our policy to report any concerns staff see. (OUR SKDC POLICY IS ATTACHED)</p> <ul style="list-style-type: none"> <li>• How will your staff be made aware of their responsibilities to report safeguarding concerns through supervision / training / induction materials?</li> <li>• Is there a designated safeguarding individual to whom concerns are reported and who knows what action may or should be taken when concerns are raised?</li> <li>• Provide evidence that all members of staff hold a current DBS certificate.</li> </ul>
4	<p>As part of your response, please provide your approach to the following social value priorities:</p> <p>Sustainability and Environment</p> <p>Local Workforce, including apprentices where possible</p> <p>Local Economy</p> <p>Bidders' responses should include:</p> <p>What is the bidder's approach and proposals to Social Value under this contract.</p> <p>The key steps required to deliver each of the Social Value measures to demonstrate that achievement of the targets set is reasonable.</p> <p>Timeframes for delivery of Social Value targets including key milestones to deliver each measure proposed.</p> <p>Clear explanation as to how the Social Value offered will apply directly to this contract and benefit the local communities.</p> <p>Resources required to ensure delivery of all the Social Value measures.</p> <p>Details as to how the delivery of all the Social Value commitments made will be monitored and measured throughout the contract term to provide clear and regular updates to the Council.</p> <p>Considerations to be made to the local authority's outputs and outcomes to be achieved as part of this project.</p>

## Appendix B – List of Evaluators

Name	Job Title	Authority
Evaluator 1	Planned Works Manager	South Kesteven District Council
Evaluator 2	M&E contracts Manager	South Kesteven District Council

## Appendix C – Final Scores

Question	Weight (%)	Morgan Lambert	Bidder 2		
<b>QUALITY QUESTIONS</b>	<b>60%</b>				
1	15%	12	9		
2	15%	12	9		
3	15%	15	12		
4	15%	15	9		
<b>Sub Total (out of 60%)</b>		54%	39%		
<b>PRICE ASSESSMENT</b>	<b>40%</b>				
<b>Sub Total (out of 40%)</b>		40%	32.6%		
<b>TOTAL</b>		94%	71.6%		

## Appendix D – Pricing Evaluation

Bidder	Total cost – Per annum	% Score (out of 40%)
Morgan Lambert	£146,700	40%
Bidder 2	£180,000	32.6%



## Cabinet

Tuesday, 8 July 2025

Report of Councillor Ashley Baxter,  
Leader of the Council and Cabinet  
Member for Finance, HR and Economic  
Development

## Local Government Reorganisation (LGR) Update

### Report Author

Charles James, Policy Officer

 [charles.james@southkesteven.gov.uk](mailto:charles.james@southkesteven.gov.uk)

### Purpose of Report

An update on the latest position with LGR following receipt of the Interim Proposal Feedback letter

### Recommendations

#### Cabinet is recommended to:

1. Note the latest position; the proposed timing and confirm the approach set out for the development of the final business plan.
2. Approve the creation of a budget provision of £75,000 to be funded from the General Fund Local Priorities Reserve in order to procure external support in order to compile the final business plan.

### 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? Effective council

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 There is currently no specific funds set aside in order to source external expertise to support the formation of the proposed final business plan for LGR. The report estimates that an initial budget of £75,000 should be established to meet any costs that are necessary to support the business plan formation. This will include both financial analysis and full stakeholder consultation. In the event that further costs may be required, then Cabinet will be updated accordingly. At the time of writing these, comments it is not known how much or indeed if any of Government provided funding will be made available to the Council.

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

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

- 1.2 There are no additional governance concerns not already outlined within this report.

*Completed by: James Welbourn, Democratic Services Manager*

## 2. Background to the Report

- 2.1 This report is to update Cabinet on the key developments of the government's Local Government Reorganisation (LGR) policy programme. This primarily concerns the receipt of the Interim Plan Feedback letter, the confirmation of funding to support full proposal development and a Ministerial Statement by Jim McMahon MP, Minister of State for Local Government & English Devolution on LGR progress.
- 2.2 The government remains committed to the LGR timeline announced in February 2025. For invitation areas not on the Devolution Priority Programme, including Greater Lincolnshire, full proposals are to be submitted by 28 November 2025. A final decision is expected in March 2026 following government consultation. Vesting Day for the new unitaries will be 1 April 2028. For areas on the Devolution Priority Programme, LGR will be implemented by 1 April 2027.
- 2.3 Appendix A contains the MHCLG milestone summary through to April 2028. The government recognises that its timescales are ambitious.

## Interim Plan Feedback

2.4 On 3 June 2025, the Ministry of Housing, Communities & Local Government (MHCLG) issued its interim plan feedback letter to Greater Lincolnshire (Lincolnshire, North Lincolnshire and North East Lincolnshire). On the same day, a letter was issued to Leicestershire and Rutland County Council.

2.5 The purpose of the feedback letters was to provide additional guidance to assist in the development of final proposals. MHCLG stress that this was not a decision point. Therefore, the letter did not provide any directive as to which interim proposal(s) should be or should not be developed to full proposal(s) or provide any specific feedback or commentary on the merits and key features of the various proposals put forward by authorities in Greater Lincolnshire.

2.6 This has been case for all feedback letters that have been received by other areas and placed in the public domain. The letter received was largely generic with much of the content standard feedback common to letters for all areas. The full 14 page letter is attached as Appendix B and contains three core sections:

- Overview (pages 1-4)
- MHCLG responses to the specific barriers and challenges raised by the Greater Lincolnshire and Rutland CC interim proposals (pp4-7)
- Detailed criteria feedback. This is a reiteration of the LGR Criteria received set out in the February 2025 Statutory Invitation. Over 90% of this section is generic content that can be found in all feedback letters (pages 8-14)

2.7 The key points specific to Greater Lincolnshire and Rutland CC within the letter cover:

- Encouragement to reduce the number of proposals under development.
- Consideration of the full implications in both Greater Lincolnshire and Leicestershire for the inclusion of Rutland CC.
- Consideration of impacts of all proposals on both the Greater Lincolnshire and Hull & East Yorkshire mayoral authorities

2.8 The letter also included a range of generic points including shared sets of data and assumptions; the implications of any suggested boundary changes; full financial assessments including transition costs and future savings; service aggregation and / or disaggregation, and approaches to community empowerment within new unitary structures. The Council had already recognised these and is actively planning to cover all these points in the full proposal.

2.9 In terms of the responses to specific barriers and challenges identified by Greater Lincolnshire a number of these were common to the wider sector (e.g. funding, financial pressures, LGR timelines, criteria including population) and received brief and standard responses within the letter. Two challenges were specific to Lincolnshire: Review of the boundaries of the Greater Lincolnshire Mayoral County Combined Authority (GLCCA) and Internal Drainage Boards (IDBs). The

letter confirmed that the review into the effectiveness of the devolution governance arrangements across the Humber and Lincolnshire will continue; whilst for the IDBs simply restated recent increased funding decisions.

2.10 The letter also emphasised the importance of retaining focus and commitment to the delivery of high quality essential day-to-day services alongside LGR. The Council remains fully committed to both day to day delivery and its longer term commitment, as set out by the Corporate Plan 2024-27.

## **Full Proposal Development and Funding**

2.11 The Council will continue to work collaboratively in the development of the full proposal. The full proposal will build on the foundations established by the interim proposal submitted in March 2025, adding the necessary detail to ensure a compelling case, underpinned by data and evidence, that fully addresses all six unitary criteria set out by government. The current MHCLG position remains, and was reconfirmed in the feedback letter received, that the criteria are not weighted.

2.12 Whilst seeking to minimise the costs of the full proposal development and utilise existing internal resources wherever possible the Council recognises that there are elements where external expertise and support will add value. This includes financial modelling of the proposal costs and financial benefits, independent resident engagement; and validating approaches for the most critical top tier services: Children's Services and Adult Social Care.

2.13 All councils in Greater Lincolnshire received a second letter from MHCLG officials on 3 June (Appendix C), which detailed government funding allocated to support full proposal development. The letter confirmed that £357,426 has been allocated to Greater Lincolnshire<sup>1</sup>, but with the caveat that the area must agree on up to a maximum of three councils to initially receive this funding. It has been agreed that Lincolnshire County Council will initially receive and then distribute the monies.

2.14 The Lincolnshire Chief Executives have agreed that the funding will be used for the collective commissioning of data modelling and a shared financial baseline. MHCLG wishes for all proposals in an area to use a consistent underlying evidence base. Proposals would then apply different assumptions on the shared financial baseline.

2.15 The Council will seek to secure a fair share of this funding, but will also seek approval to initially set aside a sum of up to £75,000 towards the costs of the full proposal with this funded from the existing underspends and savings already allocated to the Local Priorities Reserve. A specific LGR budget code will be created to ensure full transparency. The Council will seek to minimise, wherever possible and practical, the actual drawdown from the £75,000 allocation.

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<sup>1</sup> Government invitation area funding allocations have been calculated using a flat rate of £135,000, plus an additional 20p per person based on the latest ONS population estimates.

## HM Government Progress Assessment

- 2.16 On 3 June the government published a Ministerial Statement on LGR progress; plus a high level summary of feedback from the interim proposals for all LGR areas.
- 2.17 The Ministerial Statement reiterated that the '*Government's position that a population size of 500,000 or more is a guiding principle, not a strict target ... The approach we have taken from the outset encourages and allows for councils to determine the right fit for their area.*'
- 2.18 The Ministerial Statement also confirmed that the government is reluctant to increase the capacity of Town & Parish councils in response to the governance vacuum created by the dissolution of district councils and the establishment of large unitaries. Instead the creation of 'Neighbourhood Area Committees' is the government's favoured solution to link the local to the new unitaries. Led by ward councillors, the government argues that Neighbourhood Area Committees allow for the benefit of structural efficiencies from Local Government Reorganisation, while deepening localism and engagement across every community. Area Committees are not a new governance vehicle and have been utilised in different forms to varying effectiveness by many unitary areas, including North Yorkshire, Wiltshire and Nottingham City Council.

### 3. Key Considerations

- 3.1. MHCLG Feedback for the Interim LGR Proposal was received on 3 June 2025. That feedback provided guidance to assist in the development of final proposals. MHCLG did not indicate a view on the merits or specific features of the interim proposals submitted in March 2025.
- 3.2. The government have confirmed the allocation of £357,426 to Greater Lincolnshire to support the development of final proposals.
- 3.3. The Council will continue to work collaboratively to develop a full proposal for LGR that is most beneficial – short, medium and long term - for both the residents and businesses of South Kesteven, and the wider geography of Greater Lincolnshire and Rutland CC. To this end, approval is sought for £75,000 from the Local Priorities Reserve is set aside to support the development of the final proposal.
- 3.4. The Government has reaffirmed the position that the 500,000 population figure is guiding principle not strict target. Proposed unitaries should be of a size and geography to best meet the particular needs of an area.
- 3.5. The Council is committed to continuing to deliver 'business as usual', providing services to our residents and businesses, and investing in our operational and

community assets in line with existing strategies, to ensure the best possible outcomes for the residents of South Kesteven.

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

- 4.1 The Council is not under obligation to submit an LGR proposal to MHCLG. There will be no legal penalty for not doing so, but the Government has stated that LGR will proceed if no proposal is submitted. If the Council does not submit a proposal, then the opportunity to shape and influence LGR to deliver on the strategic interests of South Kesteven's residents will have been missed.

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

- 5.1 LGR will have a significant impact on the residents of South Kesteven. Therefore an update on the developing policy programme is presented.
- 5.2 A robust LGR proposal must be high quality, evidence-based and offer a thorough analysis of the various options to detail the benefits and impacts of the Council's preferred LGR configuration on residents, services and businesses. Whilst the Council will endeavour to do as much of this work internally with partners as possible, it is recognised that there are elements where external expertise and support will add value.

#### **6. Consultation**

- 6.1 The Government once it has decided which, if any, of the final proposals for LGR that it will be taking forward will lead on formal consultation to inform the final decision.
- 6.2 The Council will actively engage with residents, businesses and wider stakeholders ahead of submitting its final proposal at the end of November 2025.

#### **7. Appendices**

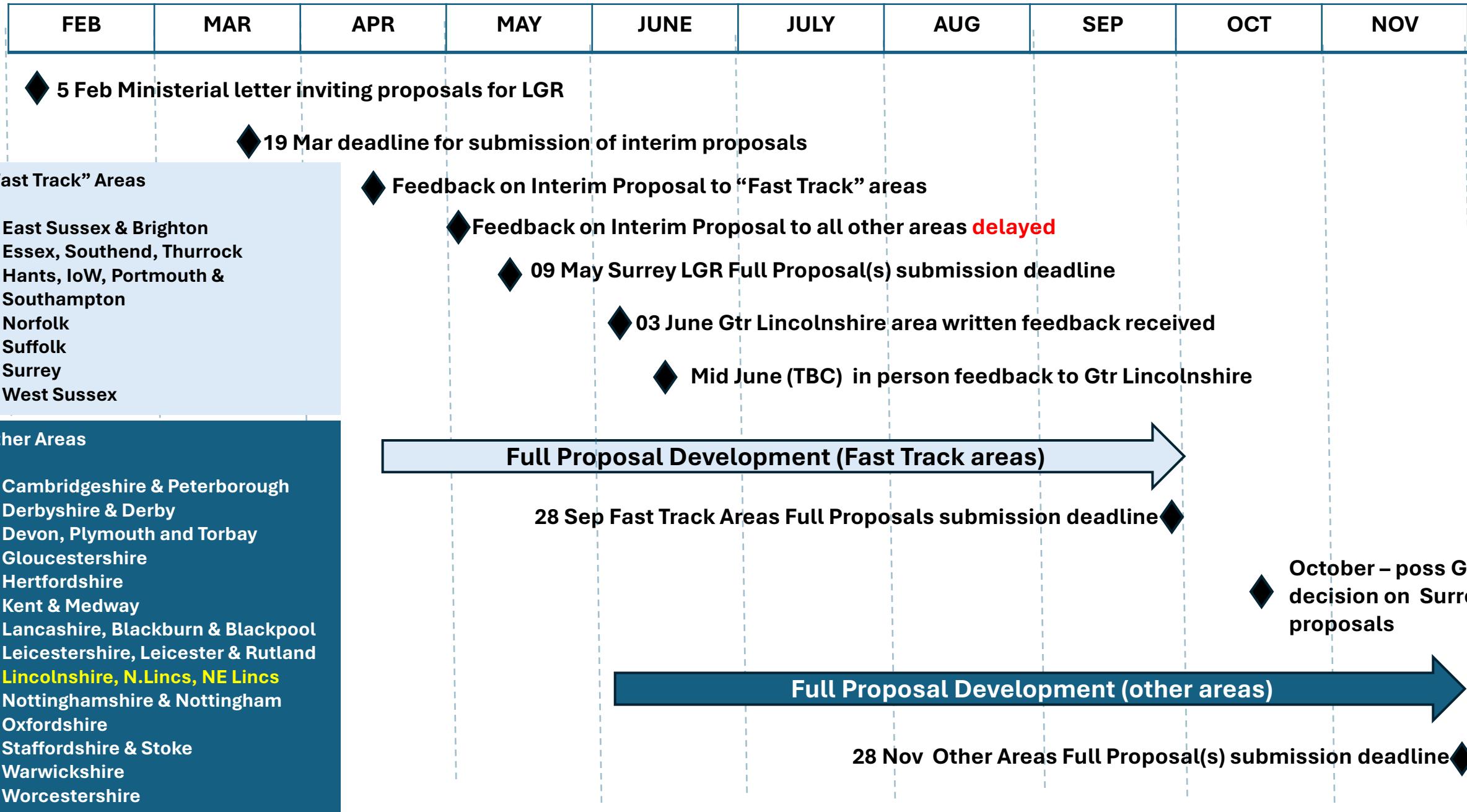
- 7.1 Appendix A – MHCLG LGR Indicative High Level Timelines
- 7.2 Appendix B - Letter from MHCLG to the Greater Lincolnshire LGR Invitation Area Local Authorities providing feedback on the Interim LGR Plans, 3 June 2025
- 7.3 Appendix C – Letter from MHCLG to the Greater Lincolnshire LGR Invitation Area Local Authorities on the allocation of funding to support the development of final proposals, 3 June 2025

## **8. Background Papers**

8.1 [South Kesteven DC Interim Proposal for Local Government Reorganisation March 2025](#)

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# APPENDIX 1 LGR TIMELINES 1. LGR HIGH LEVEL TIMELINES to FULL PROPOSAL SUBMISSIONS



Ministry of Housing,  
Communities &  
Local Government

	Surrey LGR		Elections
	DPP devo		LGR – DPP and other 2 tier areas

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## Indicative LGR Timelines for Surrey, DPP & all other 2-tier areas

Potential planning assumptions for ambitious timetabling.  
Actual timings will be dependent on proposals received

## January - April 2025

- Government consults on Mayoral devolution (Feb – Apr)
- Govt. issues statutory invite for LGR proposals (5 Feb)
- Government receives interim LGR plan from all areas (21 March)

## May - August 2025

- DPP CCA decisions post consultation
- Govt. announces final DPP areas (Spring)
- Govt. publishes consultation results summary (Spring)
- Govt receives Surrey LGR proposal(s) (9 May)
- Govt consults on Surrey LGR proposal(s)
- May 25 local elections

## September - December 2025

- DPP CCA legislation laid with local consent
- Govt receives LGR proposals from DPP areas (26 Sept)
- Govt. decision on Surrey LGR proposal(s)
- Govt receives final LGR proposals from other 2-tier areas (28 Nov)
- Surrey LGR legislation laid

## January - April 2026

- CCA legislation approved by parliament and legislation in force (DPP)
- Govt. decision on DPP LGR proposals
- LGR legislation approved for Surrey

## May - August 2026

- Mayoral election to CCA (DPP)
- Govt decision on proposals for other 2-tier areas following consultation
- Election for Surrey 'Shadow' Unitary(s)
- May 26 local elections
- LGR legislation prepared and laid for DPP and other 2-tier areas
- Any transitional legislation for Surrey unitary(s)

## September - December 2026

## April 2027

- Surrey Unitary(s) Go-live (April)

## May - December 2027

- Any transitional legislation needed prepared and laid
- Shadow unitary elections (as soon as possible)

## April 2028

- New unitaries Go-live

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3 June 2025

## LOCAL GOVERNMENT REORGANISATION

### INTERIM PLAN FEEDBACK: LINCOLNSHIRE, NORTH LINCOLNSHIRE AND NORTH EAST LINCOLNSHIRE

To the Chief Executives of:

Boston Borough Council

City of Lincoln Council

East Lindsey District Council

Lincolnshire County Council

North Kesteven District Council

South Holland District Council

South Kesteven District Council

West Lindsey District Council

North East Lincolnshire Council

North Lincolnshire Council

#### Overview

Thank you for submitting your interim plans. The amount of work from all councils is clear to see. For the final proposal(s), each council can submit a single proposal for which there must be a clear single option and geography and, as set out in the guidance, we expect this to be for the area as a whole; that is, the whole of the area to which the 5 February invitation was issued, not partial coverage.

Our aim for the feedback on interim plans is to support areas to develop final proposal(s). This stage is not a decision-making point, and our feedback does not seek to approve or reject any option being considered.

The feedback provided relates to the following interim plans submitted by Lincolnshire councils:

- The City of Lincoln Council's proposed interim plan.
- The letter and interim plan in relation to Local Government Re-organisation in Greater Lincolnshire from East Lindsey District Council and South Holland District Council.
- The interim plan submitted by Lincolnshire County Council and North Lincolnshire Council.

- The report submitted by North East Lincolnshire Council setting out the preferences of each political grouping regarding local government reorganisation.
- The interim proposals jointly prepared by North Kesteven District Council and South Kesteven District Council and letter of formal recognition from Rutland County Council.
- The interim plan submission from West Lindsey District Council.
- The letter from Boston Borough Council.

We have provided feedback on behalf of central government. It takes the form of:

1. A summary of the main feedback points,
2. Our response to the specific barriers and challenges raised in your plans,
3. An annex with more detailed feedback against each of the interim plan asks.

We reference the guidance criteria included in the invitation letter throughout, a copy can be found at [LETTER: LINCOLNSHIRE, NORTH LINCOLNSHIRE AND NORTH EAST LINCOLNSHIRE – GOV.UK](#). Our central message is to build on your initial work and ensure that the final proposal(s) address the criteria and are supported by data and evidence. We recommend that final proposal(s) should use the same assumptions and data sets or be clear where and why there is a difference.

We welcome the work that has been undertaken to develop local government reorganisation plans for Lincolnshire, North Lincolnshire and North East Lincolnshire. This feedback does not seek to approve or discount any option, but provide some feedback designed to assist in the development of final proposal(s). We will assess final proposal(s) against the guidance criteria provided in the invitation letter and have tailored this feedback to identify where additional information may be helpful in enabling that assessment. Please note that this feedback is not exhaustive and should not preclude the inclusion of additional materials or evidence in the final proposal(s). In addition, your named area lead in MHCLG, Alex Jarvis, will be able to provide support and help address any further questions or queries.

### **Summary of the Feedback:**

We have summarised the key elements of the feedback below, with further detail provided in the Annex.

1. We welcome the steps you have taken to prepare interim plans and the intentions set out in some of the plans for future joint working (as per criterion 4).
  - a. **Effective collaboration between all councils will be crucial; we would encourage you to continue to build strong relationships and agree ways of working, including around effective data sharing. This will support the development of a robust shared evidence base to underpin final proposal(s).**
  - b. **It would be helpful if final proposal(s) use the same assumptions and data sets.**

- c. It would be helpful if your final proposal(s) set out how the data and evidence supports all the outcomes you have included, and how well they meet the assessment criteria in the invitation letter.
- d. You may wish to consider an options appraisal that will help demonstrate why your proposed approach in the round best meets the assessment criteria in the invitation letter compared to any alternatives.

2. Each council can submit a **single** proposal for which there must be a clear single option and geography. Councils can and are encouraged to submit joint proposals. We know there can be different views on the best structures for an area, and indeed there may be merits to a variety of approaches. **We would encourage you to work together to reduce the number of proposals under development for the invitation area – this is in the best interests of your valuable time and resources.**

3. We note that some proposals submitted cover varying geographies, and that one option under consideration includes Rutland which is not part of the Greater Lincolnshire Combined County Authority (GLCCA) area and sits outside of your invitation area. **As noted in the invitation, it is open to you to explore options with neighbouring councils in addition to those included in the invitation. Where final proposal(s) have implications for a neighbouring invitation area you should consider the impact of your proposals on the whole of the neighbouring invitation area. In addition, we would expect to see engagement and effective data-sharing between council(s) in the invitation area and council(s) in the neighbouring invitation area that are directly impacted. If one or more council(s) in a neighbouring invitation area support the proposal(s) put forward, we would also expect to see this reflected in proposal(s) submitted in response to the letter to the neighbouring invitation area, including a clear single option and geography covering the whole of the neighbouring area, not partial coverage.**

4. In some of the options you are considering populations that would be above or below 500,000. As outlined in the Statutory Invitation guidance and in the English Devolution White Paper, we outlined a population size of 500,000 or more – this is a guiding principle, not a hard target – we understand that there should be flexibility, especially given our ambition to build out devolution and take account of housing growth, alongside local government reorganisation. **All proposals, whether they are at the guided level, above it, or below it, should set out the rationale for the proposed approach clearly.**

5. Some of your plans include options which would involve boundary changes. In relation to potential boundary changes, as the invitation letter sets out boundary changes are possible, but “existing district areas should be considered the building

blocks for proposals, but where there is a strong justification more complex boundary changes will be considered”.

The final proposal must specify the area for any new unitary council(s). If a boundary change is part of your final proposal(s), then you should be clear on the boundary proposed, which could be identified by a parish or ward boundary, or if creating new boundaries by attaching a map.

Proposals should be developed having regard to the statutory guidance which sets out the criteria against which proposals will be assessed (including that listed above).

If a decision is taken to implement a proposal, boundary change can be achieved alongside structural change. Alternatively, you could make a proposal for unitary local government using existing district building blocks and consider requesting a Principal Area Boundary Review (PABR) later. Such reviews have been used for minor amendments to a boundary where both councils have requested a review – such as the recent Sheffield/Barnsley boundary adjustment for a new housing estate. PABRs are the responsibility of the Local Government Boundary Commission for England who will consider such requests case-by-case.

6. We welcome the consideration of the implications and benefits of unitarisation for GLCCA in proposals. Across all local government reorganisation proposals further information would be helpful on the implications of the proposed options for the governance arrangements of GLCCA. It would also be helpful to outline how each option would interact with GLCCA and best benefit the local community. We would also recommend consulting with the new Mayor of GLCCA. We note that some of the interim plans include Rutland, which is not part of the GLCCA area. For proposals that include this option, we would welcome further information on the impact this would have on GLCCA.

### **Response to specific barriers and challenges raised**

Please see below our response to the specific barriers and challenges that were raised in your interim plans.

#### **1. Direct Ministerial engagement with Leaders**

We note your request for direct engagement with Ministers as you develop your proposals.

We are committed to supporting all invited councils equally while they develop their proposal(s). Alex Jarvis has been appointed as your MHCLG point person and is ready to engage with the whole area and support your engagement with government as a whole.

#### **2. Capacity funding**

You asked for adequate capacity funding to support final proposal development and support to ensure that the benefits of devolution can be realised alongside local government reorganisation.

£7.6 million will be made available in the form of proposal development contributions, to be split across the 21 areas. Further information will be provided on this funding shortly.

### **3. Implementing the Funding Review and protection from the impacts of funding reform**

You requested that Government introduce the Fairer Funding Review in order to help councils deliver local government reorganisation.

Government recently consulted on funding reforms and confirmed that some transitional protections will be in place to support areas to their new allocations.

Further details on funding reform proposals and transition measures will be consulted on after the Spending Review in June. We will not be able to provide further clarification on future allocations in the meantime but are open to discussing assumptions further if we can assist in financial planning.

### **4. Review of the boundaries of GLCCA**

We note that several interim plans either described the uncertainty arising from the Government's intention to review the boundaries of GLCCA or requested that Government abandon the boundary review entirely so that local government reorganisation can proceed on an agreed footprint.

The letter sent to Greater Lincolnshire leaders in November 2024 set out that we consider this devolution agreement the first step in Greater Lincolnshire's journey on devolution. It also stressed that together we would review the effectiveness of governance arrangements across the Humber and Lincolnshire to deliver successful economic and public service outcomes to ensure that the benefits of devolution are being maximised for yourselves and your communities; it is essential this review continues.

We would welcome further assessment in the final proposal(s) of how the proposed unitary structures would work with the new Combined Authorities across the Humber and Lincolnshire area to the benefit of local communities.

### **5. Long-term and ongoing financial pressures.**

We note the issue raised about long-term financial pressures on local authorities and the potential implications of local government reorganisation.

In terms of transitional costs, as per the invitation letter, we expect that areas will be able to meet transition costs over time from existing budgets, including from the flexible

use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.

It would be helpful if detail on the councils' financial positions and further modelling is set out in detail in the final proposal(s).

## **6. Timescales**

You expressed concern about the timelines set for local government reorganisation and noted the time pressures on discussions to reach a local consensus on a preferred option ahead of the November deadline.

The deadline for submissions has been designed to give areas as much time as possible to develop their final proposal(s). The timescales for submission are generally more generous than in previous reorganisation exercises. We recognise your hard work to develop interim plans and encourage you to continue to work together to build strong relationships and further agree ways of working, so as to develop your final proposal(s) for November.

As above, Alex Jarvis has been appointed as your MHCLG point person and will be ready to engage with the whole area, to support you to enable this work to continue at pace.

## **7. Structures**

With regard to GLCCA, you raised the process of transition from existing two-tier arrangements to new constituent councils post local government reorganisation.

We expect that unitarisation will mean that GLCCA will become a combined authority, following reorganisation and that all of the unitary councils within the combined authority's footprint would become constituent members. We will set out further detail on the process of this transition in due course, and are happy to discuss this with you further. As above, across all local government reorganisation proposals further information would be helpful on the implications of the proposed options for the governance arrangements of GLCCA.

## **8. Internal Drainage Boards**

You noted that funding arrangements for the Internal Drainage Boards remain a significant concern for a number of authorities within Greater Lincolnshire.

Internal Drainage Boards (IDBs) play a crucial role managing water levels and flood risk. MHCLG recognises the need for a long-term solution and is working with Defra to explore potential approaches. In line with the previous two years, the Government announced at the provisional 2025/26 Local Government Finance Settlement that it will provide £3 million in funding for authorities most impacted by Internal Drainage Board Levies. This grant has been uplifted at the final settlement to £5 million in recognition of the continued increases in IDB levies.

## **9. Clarity around the application of criteria**

You asked for clarity on the application of criteria, especially around population size, to ensure you are working within the parameters of the Government's guidance.

As above, the population size of 500,000 or more is a guiding principle, not a hard target – we understand that there should be flexibility, especially given our ambition to build out devolution and take account of housing growth, alongside local government reorganisation. All proposals, whether they are at the guided level, above it, or below it, should set out the rationale for the proposed approach clearly.

The criteria are not weighted. Our aim for this feedback is to support areas to develop final proposals that address the criteria and are supported by data and evidence. Decisions on the most appropriate option for each area will be judgements in the round, having regard to the guidance and the available evidence.

## **10. Speed of decision-making**

You asked for government to commit to providing meaningful feedback within a timeframe that enables you to progress your work as efficiently as possible.

This is our feedback to support you to develop your final proposal(s). As above, Alex Jarvis has been appointed as your MHCLG point person and will be ready to engage with the whole area to enable this work to continue at pace.

## **11. The allocation of a named civil servant that will lead discussions locally**

As above, Alex Jarvis has been appointed as your MHCLG point person and will be ready to engage with the whole area, to enable this work to continue at pace.

**ANNEX A: Detailed feedback on criteria for interim plan**

Ask – Interim Plan Criteria	Feedback
<p>Identify the likely options for the size and boundaries of new councils that will offer the best structures for delivery of high-quality and sustainable public services across the area, along with indicative efficiency saving opportunities.</p> <p>Relevant criteria:</p> <p>1 c) Proposals should be supported by robust evidence and analysis and include an explanation of the outcomes it is expected to achieve, including evidence of estimated costs/benefits and local engagement</p> <p>and</p> <p>2 a-f) - Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks</p> <p>and</p> <p>3 a-c) Unitary structures must prioritise the delivery of high quality and sustainable public services to citizens</p>	<p>We welcome the initial thinking on the options for local government reorganisation in Lincolnshire, North Lincolnshire and North East Lincolnshire and recognise that this is subject to further work. We note the local context and challenges outlined in the proposals and the potential benefits that have been identified for the options put forward. Your plans set out your intention to undertake further analysis, and this further detail and evidence on the outcomes that are expected to be achieved of any preferred model would be welcomed.</p> <p>For the final proposal(s), each council can submit a single proposal for which there must be a clear single option and geography and as set out in the guidance we would expect this to be for the area as a whole; that is, the whole of the area to which the 5 February invitation was issued, not partial coverage.</p> <p>For final proposal(s) you may wish to consider an options appraisal against the criteria set out in the letter to provide a rationale for the preferred model against alternatives.</p> <p>Where there are proposed boundary changes, the proposal should provide strong public services and financial sustainability related justification for the change.</p> <p>Proposals should be for a sensible geography which will help to increase housing supply and meet local needs, including future housing growth plans. All proposals should set out the rationale for the proposed approach.</p> <p>Given the financial pressures you identify it would be helpful to understand how efficiency savings have been considered alongside a sense of place and local identity.</p> <p>We recognise that the options outlined in the interim plans are subject to further development. In final proposal(s) it would be helpful to include a high-level financial assessment which covers transition costs and overall forecast operating costs of the new unitary councils. We will assess final proposals against the criteria in the invitation letter. Referencing criteria 1 and 2, you may wish to consider the</p>

	<p>following bullets that it would be helpful to include in a final proposal:</p> <ul style="list-style-type: none"> <li>• high-level breakdowns, for where any efficiency savings will be made, with clarity of assumptions on how estimates have been reached and the data sources used, including differences in assumptions between proposals</li> <li>• information on the counterfactual against which efficiency savings are estimated, with values provided for current levels of spending</li> <li>• a clear statement of what assumptions have been made and if the impacts of inflation are taken into account</li> <li>• a summary covering sources of uncertainty or risks, with modelling, as well as predicted magnitude and impact of any unquantifiable costs or benefits</li> <li>• where possible, quantified impacts on service provision, as well as wider impacts</li> </ul> <p>We recognise that financial assessments are subject to further work. The bullets below indicate where further information would be helpful across all options. As per criteria 1 and 2 it would be helpful to see:</p> <ul style="list-style-type: none"> <li>• additional data and evidence to set out how your final proposal(s) would enable financially viable councils, including identifying which option best delivers value for money for council taxpayers</li> <li>• further detail on potential finances of new unitaries, for example, funding, operational budgets, potential budget surpluses/shortfalls, total borrowing (General Fund), and debt servicing costs (interest and MRP); and what options may be available for rationalisation of potentially surplus operational assets</li> <li>• clarity on the underlying assumptions underpinning any modelling e.g. assumptions of future funding, demographic growth and pressures, interest costs, Council Tax, savings earmarked in existing councils' MTFSSs</li> <li>• financial sustainability both through the period to the creation of new unitary councils as well as afterwards</li> </ul> <p>We welcome the thinking you have already begun around mitigating risk regarding social care and aligning with Integrated Care Boards, the thinking around the impact different models will have on social</p>
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	<p>care and, in some instances, alternative models to deliver social care services across Lincolnshire.</p> <p>For proposals that would involve disaggregation of services, we would welcome further details on how services can be maintained, such as social care, children's services, SEND, homelessness, and for wider public services including public safety. Under criterion 3c you may wish to consider:</p> <ul style="list-style-type: none"> <li>• how each option would deliver high-quality and sustainable public services or efficiency saving opportunities</li> <li>• what would the different options mean for local services provision, for example: <ul style="list-style-type: none"> <li>• do different options have a different impact on SEND services and distribution of funding and sufficiency planning to ensure children can access appropriate support, and how will services be maintained?</li> <li>• what is the impact on adults and children's care services? Is there a differential impact on the number of care users and infrastructure to support them among the different options?</li> <li>• what partnership options have you considered for joint working across the new unitaries for the delivery of social care services?</li> <li>• do different options have variable impacts as you transition to the new unitaries, and how will risks to safeguarding to be managed?</li> <li>• do different options have variable impacts on schools, support and funding allocation, and sufficiency of places, and how will impacts on school be managed?</li> <li>• what impact will there be on highway services across the area under the different approaches suggested?</li> <li>• what are the implications for public health, including consideration of socio-demographic challenges and health inequalities within any new boundaries and their implications for current and future health service needs. What are the implications for how residents access services and service delivery for populations most at risk?</li> </ul> </li> </ul> <p>We welcome the desire to maximise the opportunity for public service reform, and it would be helpful for you to provide more details on your plans so we can explore how best to support your efforts.</p>
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<p>Include indicative costs and arrangements in relation to any options including planning for future service transformation opportunities.</p> <p>Relevant criteria:</p> <p>2) Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks.</p> <p>2d) Proposals should set out how an area will seek to manage transition costs, including planning for future service transformation opportunities from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.</p>	<p>We welcome the indicative views on the potential costs and the type of activity that they will fund.</p> <p>As per criterion 2, the final proposal(s) should set out how an area will seek to manage transition costs, including planning for future service transformation opportunities from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.</p> <ul style="list-style-type: none"> <li>• within this it would be helpful to provide more detailed analysis on expected transition and/or disaggregation costs and potential efficiencies of proposals. This could include clarity on methodology, assumptions, data used, what year these may apply and why these are appropriate</li> <li>• detail on the potential service transformation opportunities and invest-to-save projects from unitarisation across a range of services - e.g. consolidation of waste collection and disposal services, and whether different options provide different opportunities for back-office efficiency savings?</li> <li>• where it has not been possible to monetise or quantify impacts, you may wish to provide an estimated magnitude and likelihood of impact</li> <li>• summarise any sources of risks, uncertainty and key dependencies related to the modelling and analysis</li> <li>• detail on the estimated financial sustainability of proposed reorganisation and how debt could be managed locally</li> </ul> <p>We welcome the work you have done to date and recommend that all options and proposals should use the same assumptions and data sets or be clear where and why there is a difference (linked to criterion 1c).</p>
<p>Include early views as to the councillor numbers that will ensure both effective democratic representation for all parts of the area, and also effective governance and decision-making arrangements which will balance the unique needs</p>	<p>We welcome the early views provided in some proposals for councillor numbers, which we will be sharing with the Local Government Boundary Commission for England (LGBCE).</p> <p>There are no set limits on the number of councillors although the LGBCE guidance indicates that a compelling case would be needed for a council size of more than 100 members.</p>

<p>of your cities, towns, rural and coastal areas, in line with the Local Government Boundary Commission for England guidance.</p> <p>Relevant criteria:</p> <p>6) New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.</p>	<p>New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.</p> <p>Additional details on how the community will be engaged, specifically how the governance, participation and local voice will be addressed to strengthen local engagement and democratic decision-making would be helpful.</p> <p>In final proposal(s) we would welcome detail on your plans for neighbourhood-based governance, the impact on parish councils, and the role of formal neighbourhood partnerships and area committees.</p>
<p>Include early views on how new structures will support devolution ambitions.</p> <p>Relevant criteria:</p> <p>5a-c) New unitary structures must support devolution arrangements.</p>	<p>We welcome your consideration of the devolution implications.</p> <p>Further information would be helpful on the implications of the proposed local government reorganisation options for the governance arrangements in GLCCA. It would also be helpful to outline how each option would interact with GLCCA and best benefit the local community. We note that some of the interim plans include Rutland, which is not part of the GLCCA area. For proposals that include this option, we would welcome further information on the impact of this would have on GLCCA.</p> <p>You should also consider how your options will affect cross boundary working, especially in relation to pan-Humber arrangements and joint working with the Hull and East Yorkshire Combined Authority (HEYCA). We would also recommend consulting with the new Mayor of both GLCCA and HEYCA.</p>
<p>Include a summary of local engagement that has been undertaken and any views expressed, along with your further plans for wide local engagement to help shape your developing proposals.</p> <p>Relevant criteria:</p> <p>6) New unitary structures should enable stronger community engagement and deliver genuine</p>	<p>We welcome your update against criterion 6, setting out your engagement thus far, and note your plans for further engagement. It is for you to decide how best to engage locally in a meaningful and constructive way with residents, voluntary sector, local community groups and councils, public sector providers, such as health, police and fire, and local businesses to inform your final proposal(s).</p> <p>For proposals that involve disaggregation of services, you may wish to engage in particular with those residents who could be affected.</p> <p>It would be helpful to see detail that demonstrates how local ideas and views have been incorporated</p>

<p>opportunity for neighbourhood empowerment.</p> <p>a) Proposals will need to explain plans to make sure that communities are engaged.</p> <p>b) Where there are already arrangements in place it should be explained how these will enable strong community engagement.</p>	<p>into the final proposal(s), including those relating to neighbouring authorities where relevant.</p>
<p>Set out indicative costs of preparing proposals and standing up an implementation team as well as any arrangements proposed to coordinate potential capacity funding across the area.</p> <p>Relevant criteria:</p> <p>2d) Proposals should set out how an area will seek to manage transition costs, including planning for future service transformation opportunities from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.</p>	<p>We welcome the indicative costs set out in some plans and recognise that work is ongoing to consider the costs of preparing proposals and standing up an implementation team.</p> <p>We would welcome further detail in your final proposal(s) over the level of cost and the extent to which the costs are for delivery of the unitary structures or for transformation activity that delivers additional benefits.</p> <p>As above, £7.6 million will be made available in the form of proposal development contributions, to be split across the 21 areas. Further information will be provided on this funding shortly.</p>
<p>Set out any voluntary arrangements that have been agreed to keep all councils involved in discussions as this work moves forward and to help balance the decisions needed now to maintain service delivery and ensure value for money for council taxpayers, with those key decisions that</p>	<p>We welcome the commitments made to work together to develop proposals that are in the best interest of the people of Lincolnshire (see criterion 4).</p> <p>Effective collaboration between all councils will be crucial; areas will need to build strong relationships and agree ways of working, including around effective data sharing.</p> <p>This will enable you to develop a robust shared evidence base to underpin final proposal(s) (see criterion 1c).</p>

<p>will affect the future success of any new councils in the area.</p> <p><b>Relevant criteria:</b></p> <p>4 a-c) Proposals should show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views.</p>	<p>If your final proposal(s) include a neighbouring council(s) from outside of the invitation area then significant engagement between council(s) in the invitation area with any council(s) outside the invitation area that are directly impacted would be helpful during the development of proposal(s), including through effective data-sharing.</p> <p>Should Rutland County Council wish to be included in proposals submitted by a council(s) in Lincolnshire, we would expect collaboration between councils in Leicestershire and Lincolnshire to further develop proposals, and to ensure that the implications of both areas' plans are fully considered within proposal(s) submitted by council(s) in each area.</p> <p>Each council in an area can submit a single proposal for which there must be a clear single option and geography. Councils can and are encouraged to submit joint proposals. We would encourage you to work together and reduce the number of proposals under development for the invitation area.</p>
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## Ministry of Housing, Communities & Local Government

Chief Executives of councils in  
Lincolnshire, North Lincolnshire and North  
East Lincolnshire

Beatrice Andrews and Ruth Miller  
Co-Deputy Directors, Local Government  
Reorganisation

**Ministry of Housing, Communities  
and Local Government**  
2 Marsham Street  
London SW1P 4DF  
[www.gov.uk/mhclg](http://www.gov.uk/mhclg)

3 June 2025

Dear Chief Executives,

The Minister of State for Local Government and Devolution is today providing an update to Parliament on Local Government Reorganisation. This will include the allocation of £7.6 million for proposal development contributions and the publication of a summary of all feedback on interim plans. After the Written Ministerial Statement has been made, the Local Government Reorganisation page on gov.uk will be updated. This letter provides some additional practical information on the allocations.

Each of the 21 areas will receive a flat rate of £135,000, plus an additional 20p per person based on the latest ONS population estimates. The allocation for your area is £357,246. Your area must agree on up to three councils to receive an equal share of the funding and notify your area lead Alex Jarvis [[alexandra.jarvis@communities.gov.uk](mailto:alexandra.jarvis@communities.gov.uk)] accordingly. If you would like a payment in June, we would be grateful if you could let us know by 6 June. For a July payment, please let us know by 13 June. If your area is unable to reach an agreement on up to three councils to receive an equal portion of the fund, we are ready to provide support.

In the Statutory Guidance, the Government has outlined its expectation for all local leaders to work collaboratively and proactively by sharing information to develop robust and sustainable unitary proposals that benefit the entire area. Ideally, areas should submit their final proposals as a single submission, underpinned by a shared evidence base, which includes all options being put forward by councils. Consequently, the Government expects proposal development contributions to support this effort to build a shared evidence base, including sharing non-public data. This could be supported by a Memorandum of Understanding and a data-sharing agreement. The LGA has published helpful data-sharing principles and a checklist that you could utilise. Shortly, CIPFA and F3 Consulting will also release a template to support the presentation of financial information for proposals. This template, or any future templates are not mandatory, but we expect all areas to agree on the consistent presentation of evidence for their area, recognising it may still be used to support a range of alternative proposals.

## Feedback and support

We know you have been seeking further clarity on developing your full proposals. We have provided you with feedback on your interim plans and today the Government is publishing a summary of that feedback. This includes a reiteration of the Government's position that a population size of 500,000 or more is a guiding principle, not a strict target. Government understands the need for flexibility, especially given the ambition to build out devolution and take account of housing growth alongside Local Government Reorganisation. All proposals, whether they are at the guided level, above it, or below it, should set out the rationale for the proposed approach clearly. The approach Government has taken from the outset encourages and allows for councils to determine the right fit for their area. What works in one area may not apply in the same way in another, and so it is right that the process allows for flexibility.

The Government welcomes the steps areas are taking to consider how to maintain strong community voice. Local Government Reorganisation should facilitate better and sustained community engagement and needs a clear and accountable system of local area-working and governance. Neighbourhood Area Committees, led by frontline ward councillors, offer a model of place-based engagement and leadership which maximises the structural efficiencies brought about by Local Government Reorganisation and strengthens localism and community participation across all areas. Neighbourhood Area Committees help councils fulfil their commitments to working in partnership with communities at the neighbourhood level. They can also include other service providers, such as town or parish councillors, when applicable, along with co-opted members from local community organisations.

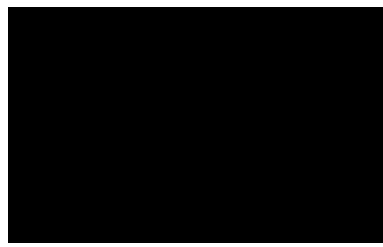
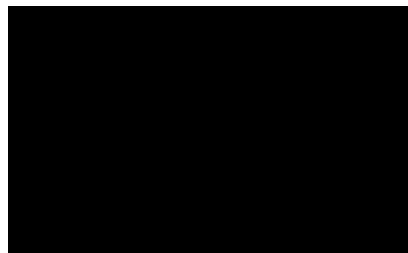
Areas considering new town or parish councils should think carefully about how they might be funded, to avoid putting further pressure on local authority finances and/or new burdens on the taxpayer. The Government recognises the value that town and parish councils offer to their local communities, but they are independent institutions and are not a substitute for meaningful community engagement and neighbourhood working by a local authority. The Government wants to see every local authority hardwiring local community engagement into their own structures, preferably through neighbourhood Area Committees.

We are committed to collaborating with colleagues across Government, the LGA, and its sector support group, to ensure you have the information, tools, and expertise needed to develop the right solutions for their areas. The Government's goal is to set up new councils for success. Accordingly, if there is further support that you consider should be provided, please do get in touch.

The Government also recognises that developing proposals could distract councils from their essential day-to-day activities. However, residents and businesses depend on councils to deliver crucial services and to continue the efforts needed to establish successful new unitary councils. This is particularly important for advancing local plans to allocate land for new homes. As mentioned in the invitation letters, the Government expects local planning councils to work towards adopting an up-to-date local plan as soon as possible. Local Government Reorganisation should not hinder this vital work, nor should the introduction of the new legal framework for local plan-making later this year or our strategic planning reforms. Significant financial support has already been provided to eligible councils to aid in plan-making, and we encourage councils to utilise additional support available through the Local Government Association's Planning Advisory Service.

Thank you for your continued commitment to the programme and for the collaborative approach you have taken. We would be grateful if you could share this letter with your Leaders and Police and Crime Commissioner. The Minister will be writing to MPs in your area and to sector bodies. We will also host a webinar later this month, in part as an introduction to new Leaders, as well as providing the opportunity for any questions. You can expect more details to follow shortly.

Yours sincerely,



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SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## Cabinet

Tuesday, 8 July 2025

Report of Councillor Ashley Baxter  
Leader of the Council, Cabinet Member  
for Finance, HR and Economic  
Development

## Appointment of the Member Responsible for Housing Complaints

### Report Author

Alison Hall-Wright, Director of Housing and Projects

 Alison.Hall-Wright@southkesteven.gov.uk

### Purpose of Report

To approve the appointment of the Member Responsible for Housing Complaints

### Recommendations

**That Cabinet approve the appointment of Councillor Virginia Moran, Cabinet Member for Housing, as the Member Responsible for Housing Complaints**

### 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 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 There are no financial implications associated with this report

*Completed by: David Scott – Assistant Director of Finance and Deputy s151 officer.*

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

- 1.2 The appointment of a Member Responsible for Complaints will ensure that the Council complies with paragraph 9.5 of the Housing Ombudsman's Complaint Handling Code.

*Completed by: Alison Hall-Wright, Deputy Monitoring Officer*

## 2. Background to the Report

- 2.1 Paragraph 9.5 of the Housing Ombudsman's Complaint Handling Code requires landlords to appoint a Member Responsible for Complaints (MRC). The MRC is a key role in complaints management and will provide assurance to the Council on the effectiveness of its housing complaints process.
- 2.2 The MRC will take responsibility for overseeing complaint performance, analysing trends and outcomes and presenting findings to the Executive Board. The MRC is responsible for ensuring lessons are learnt from complaints which should inform future decision making and service improvement.
- 2.3 For Local Authorities it is recommended that the MRC should be a lead member or a Councillor who has oversight in the Cabinet for housing. It is therefore proposed that Councillor Virginia Moran as Cabinet Member for Housing is appointed as the MRC.
- 2.4 There is no set time limit for the appointment of MRC however the Housing Ombudsman do not recommend having the same person in the role for too long due to the risk of overlooking issues. It is therefore proposed that this role is aligned to the Cabinet Member for Housing annual appointment but in any event should not be for a period of longer than 3 years.

- 2.5. The Housing Team hold a monthly meeting where complaints are reviewed, going forwards the MRC will also be invited to these meetings which will support them with fulfilling this role.

### **3. Key Considerations**

- 3.1. The Housing Ombudsman Complaint Handling Code requires the Council to have an MRC which will ensure that assurance can be provided regarding the effectiveness of complaints process in Housing.

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

- 4.1 The Council could choose not to appoint an MRC but this would be a breach of the Housing Ombudsman's Complaint Handling Code.

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

- 5.1. It is recommended that the Cabinet Member for Housing is appointed as the MRC as this will ensure compliance with the Housing Ombudsman's Complaint Handling Code.

### **6. Background Papers**

- 6.1 Link to the Housing Ombudsman information regarding the Member Responsible for Complaints

<https://www.housing-ombudsman.org.uk/centre-for-learning/key-topics/mrc/>

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## No. of Dogs on Leads- PSPO Consultation

### Report Author

Ayeisha Kirkham, Head of Public Protection

✉ ayeisha.kirkham@southkesteven.gov.uk

### Purpose of Report

To give due consideration to consultation responses received in November/December 2024, which invited local people, animal welfare organisations and businesses (which provide services for dog owners), for their opinions on whether there is need for a Public Spaces Protection Order (PSPO) which would limit the number of dogs on leads that one person can walk at the same time.

### Recommendations

**That Cabinet notes the results of the public consultation and report.**

### 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?	Connecting communities Sustainable South Kesteven
Which wards are impacted?	(All Wards);

## **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 related to this report.

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

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

- 1.2 The Anti-Social Behaviour, Crime and Policing Act 2014 sets out the requirements for a PSPO can be made if, on reasonable grounds, the local authority is satisfied that the required conditions are met. Statutory Guidance re- issued by the Home Office in 2017 states that proposed restrictions should focus on specific behaviours and be proportionate to the detrimental effect that the behaviour is causing or can cause, and are necessary to prevent it from continuing, occurring or recurring.

*Completed by: James Welbourn, Democratic Services Manager*

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

- 2.1. On the 10<sup>th</sup> September 2024, it was agreed at the Cabinet meeting to approve an immediate consultation for Public Spaces Protection Orders concerning a recommended maximum number of dogs on leads per person.
- 2.2. A consultation was undertaken within 2024, and the results of that consultation are included within this report and appendices.
- 2.3. Public Spaces Protection Orders (PSPOs) were introduced by the Anti-social Behaviour, Crime and Policing Act 2014 to deal with nuisance or problems in specific areas that are detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They are intended to ensure that the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour. They can apply to any public space. The definition of public space is wide and includes any place to which the public or any section of the public has access.

2.4. A PSPO can be made by the Council if it is satisfied, on reasonable grounds, that the activity or behaviour concerned, carried out, or likely to be carried out in a public space:

- has had, or is likely to have, a detrimental effect on the quality of life of those in the locality;
- is, or is likely to be, persistent or continuing in nature;
- is, or is likely to be, unreasonable; and
- justifies the restrictions imposed.

Table 1 lists the main existing Public Spaces Protection Orders that apply in South Kesteven in relation to dogs. However, a full list of orders can be found at the following location: [Public Spaces Protection Orders](#)

**Table 1: PSPOs**

<b>Dog Fouling</b>
It is an offence to fail to pick up dog faeces if a dog, which an individual is in charge of, defecates (district wide within publicly accessible land).
<b>Dogs on Leads by Order</b>
An authorised officer can request an individual in charge of a dog to put (and keep) a dog on a lead, if such restraint is considered reasonably necessary (district wide within publicly accessible land).
<b>Dog Exclusion</b>
Excludes dogs from specified enclosed recreational and children's play areas.
<b>Dogs on Leads (The Spinney, Market Deeping)</b>
This PSPO relates to the above location only. A person in charge of a dog on land specified in this area must keep a dog on a lead (no longer than 1 metre in length, or as deemed acceptable by an authorised officer)

### **3. Key Considerations**

3.1. PSPOs are a useful tool for local authorities, working in partnership with the Police, being proactively able to tackle specific issues occurring in particular public spaces. The prohibition of certain activities acts as a deterrent and gives authorised officers the tools in which to tackle the behaviours which are affecting the wider community.

3.2. Currently existing powers available in relation to dog related complaints are provided in the following table (table 2):

Table 2

Antisocial Behaviour Crime and Policing Act 2014	
PSPO- Dog Fouling	It is an offence to fail to pick up dog faeces if a dog, which an individual is in charge of, defecates (district wide within publicly accessible land). An Authorised Officer can issue a fixed penalty notice of £100 to the offender.
PSPO- Dogs on Leads by Order	An authorised officer can request an individual in charge of a dog to put (and keep) a dog on a lead, if such restraint is considered reasonably necessary (district wide within publicly accessible land).
PSPO- Dog Exclusion	Excludes dogs from specified enclosed recreational and children's play areas. A list of areas is attached to the PSPO.
Community Protection Warning and Community Protection Notice	<p>A CPN is used to stop an individual, business or organisation from committing anti-social behaviour which spoils a community's way of life. It is applied to a specific individual, business or organisation. Non-compliance would result in similar penalties to the PSPO.</p> <p>This could apply to situations, such as when a dog is left roaming off the lead.</p> <p>This legislation is a flexible incremental approach to dealing with specific issues. Both the SKDC and the Police can use this legislation.</p>
Environmental Protection Act 1990	
Statutory Nuisance	The Environmental Protection Act 1990- Section 79 & 80 allows action to be taken when dog barking constitutes a nuisance, or when animals are kept in such a condition as to be prejudicial to health or a nuisance.
Seizure of Stray Dogs	Under Section 149 the local authority can collect stray dogs. SKDC have a process for this.

3.3. The police also have additional powers, which include (but are not limited to) the following, in table 3:

Table 3

<b>Legislation (Police Enforced)</b>	
The Dogs Protection of Livestock Act 1953	<p>Powers within this legislation relates to worrying livestock on farmland.</p> <p>An Act to provide for the punishment of persons whose dogs worry livestock on agricultural land; and for purposes connected with the matter aforesaid.</p>
Dangerous Dogs Act 1991	An Act to prohibit persons from having in their possession or custody dogs belonging to types bred for fighting; to impose restrictions in respect of such dogs pending the coming into force of the prohibition; to enable restrictions to be imposed in relation to other types of dog which present a serious danger to the public; to make further provision for securing that dogs are kept under proper control; and for connected purposes.
The Dogs Act 1871.	The Dogs Act 1871, an Act of the Parliament of the United Kingdom, primarily deals with the handling of stray and dangerous dogs. It outlines procedures for dealing with stray dogs, including their detention, and provides mechanisms for addressing complaints about dogs that are dangerous and not kept under proper control.
The Highways Act (s137).	Dogs and persons who obstruct the highway may also commit an offence under The Highways Act (s137).

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

4.1 To ignore the majority response, and re-consult with a view to putting a PSPO in place. This may be deemed as unlawful as there is no evidence to support the need for this PSPO.

#### **Preferred Option:**

4.2 The consultation has demonstrated there is **not** broad support regarding the implementation of a PSPO that would limit the number of dogs on leads that one person can walk at the same time. Therefore, it is recommended that no further action is taken currently.

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

5.1. The purpose of the consultation was to ask local people, animal welfare organisations and businesses (which provide services for dog owners), for their opinions on whether there is need for a Public Spaces Protection Order (PSPO)

which would limit the number of dogs on leads that one person can walk at the same time. The consultation has demonstrated there is **not** broad support regarding the implementation of this proposed PSPO.

## 6. Consultation

- 6.1 A consultation was undertaken to establish if the introduction of a public spaces protection order to restrict the number of dogs on leads one person could walk at any one time would be supported or not.
- 6.2 A four-week public consultation was undertaken from 27<sup>th</sup> November 2024 to the 24<sup>th</sup> December 2024. In total, 736 responses were received. The results of the public consultation can be found within Appendix A. The document within Appendix A provides detailed information regarding the purpose of the consultation, the questions that were asked and responses received, the timescales followed, the stakeholders included and the consultation methodology.
- 6.3 The stakeholders were identified as follows:
  - Any individual living in the district who wanted to make representation.
  - The Police; including the Chief Officer of Lincolnshire Police and the local policing body (the Neighbourhood Policing Team for the district).
  - The Lincolnshire Police and Crime Commissioner.
  - Parish, town, district and county councillors across the district.
  - Charities and other organisations centred on animal welfare. These included the Kennel Club, the RSPCA, PDSA and the Dogs Trust.
  - Businesses providing services for dog owners. These included Veterinary Practices, Boarding Kennels/Home Boarders and Professional Dog Walkers based in South Kesteven.
- 6.4 The consultation took the form of a questionnaire on the council's website. This was promoted through social media and press releases. Parish Councils were contacted directly and provided with the link to the questionnaire and a copy of the poster to display should they wish. Statutory consultees were contacted directly via email.

### Consultation Results

- 6.5 The first question of the consultation asked respondents **if they thought there was a need to implement a Public Spaces Protection Order** which would require an individual walking dogs on leads to restrict the number of dogs they walk at the same time. Many of the respondents (59%) did not support this proposal, 36.8% of respondents did support the proposal and 4.2% didn't know or weren't sure. Pages 7- 8 of the consultation report in Appendix A, provides a summary of why individuals had chosen to answer in the way they did.
- 6.6 Respondents were also asked: "**If you think there is a need for a PSPO that restricts the number of dogs on leads one person can walk at any one time,**

**what do you think the limit should be?”** Nearly half of those responding (47.5%) thought there shouldn’t be a limit. The second highest response was ‘No more than 3 dogs’ which was 19% of responses. A further breakdown of the answers and a summary of responses can be found on page 8 of the consultation report within Appendix A.

6.7 Respondents were then **informed that guidelines require professional dog walkers** (and other individuals insured to walk dogs on a commercial basis) **to walk no more than 6 dogs on leads at any one time**. They were **asked if this changed their answer to the previous question**. Nine out of ten respondents (93.8%) said that it would not change their answer A further breakdown of the answers, and a summary of responses can be found on page 9-10 of the consultation report within Appendix A.

6.8 The survey asked respondents **if they thought the PSPO should apply to specific areas within South Kesteven or apply to all publicly accessible land across the district**. Two thirds of respondents (66.8%) thought the orders, if introduced, should apply to all land that is publicly accessible. A further breakdown of the answers, and a summary of responses can be found on page 10 of the consultation report within Appendix A.

6.9 The survey asked if the responders had experienced any **specific instances of anti-social behaviour** in the last 3 years where they thought someone **walking multiple dogs** on leads was a contributory factor. The majority of those who responded (77.7%) said that they hadn’t, and 22.3% thought that they had. A further breakdown of the answers, and a summary of responses can be found on pages 10- 12 of the consultation report within Appendix A.

6.10. Participants were then informed that there are **other options that could be considered by the Council to tackle this type of anti-social behaviour**. The example given was the issuing of a **Community Protection Notice (CPN)** (under the Anti-social Crime and Policing Act 2014). A CPN is used to stop an individual, business or organisation from committing anti-social behaviour which spoils a community's way of life. It is applied to a specific individual, business or organisation. Non-compliance would result in similar penalties to the PSPO. When asked if issuing a CPN would be the most appropriate tool to deal with this type of anti-social behaviour or if the Council should consider using a combination of a PSPO and a CPN, equal proportions of respondents (around 20%) thought either a combination of the two methods or issuing a CPN would be appropriate. The majority (60.5%) of respondents weren’t sure. A further breakdown of the answers, and a summary of responses can be found on pages 12-13 of the consultation report within Appendix A.

6.11 Another question asked respondents “Would the introduction of a **Public Spaces Protection Order** which restricts the number of dogs on leads which can be walked at the same time by one individual have a **significant negative impact on you?**” Around two thirds (68.8%) of those taking part in this consultation said that it would not. A further breakdown of the answers, and a summary of responses can be found on pages 13-14 of the consultation report within Appendix A.

6.12 The final question on the survey asked respondents if they had any questions or would like to comment on anything included in the survey. 89 comments were received. They have been grouped into themes and can be found on pages 15-16 of the consultation report within Appendix A.

### **Additional Information from the consultation**

6.13 A consultation response was received from the RSPCA which is included within Appendix B. When asked **if they thought there was a need to implement a Public Spaces Protection Order** which would require an individual walking dogs on leads to restrict the number of dogs they walk at the same time, the RSPCA answered No. Further detailed breakdown of their survey responses can be found within Appendix B.

6.14 The following response was received from Neighbourhood Policing Inspector Mark Hillson:

*“Lincolnshire Police does not support this proposed addition to the PSPO, it is neither a necessary or proportionate use of legislation.*

*The proposal does not follow Local Government Association Guidelines and does not meet the legal threshold for consideration.”*

## **7. Background Papers**

7.1 [Cabinet 10th September, 2024](#)

7.2 [Public Spaces Protection Orders | South Kesteven District Council](#)

## **8. Appendices**

8.1 Appendix A: Consultation Report

8.2 Appendix B: RSPCA Consultation Response.



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Results of consultation on the number of dogs on leads

March 2025

A consultation undertaken to establish if the introduction of a Public Spaces Protection Order to restrict the number of dogs on leads one person could walk at any one time would be supported, or not.

## Table of Contents

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## Purpose

1. The purpose of this report is to update members of South Kesteven District Council's Environment Overview and Scrutiny Committee, Cabinet and Full Council with the results of the consultation to inform the potential introduction of a Public Spaces Protection Order centred on the number of dogs on leads.
2. The purpose of this consultation was to identify if there is a need to introduce a PSPO limiting the number of dogs on leads one person can walk at the same time, or not in South Kesteven. The survey was structured so that it collected peoples' opinions on:
  - The possible introduction of a PSPO to limit the number of dogs on leads being walked
  - If a PSPO was introduced, what the limit on the number of dogs on leads being walked should be and
  - the area(s) where the PSPO should apply
  - if a PSPO is the most appropriate tool to deal with this type of anti-social behaviour or if another solution might be more appropriate, and if these solutions would be supported

It also asked for details on:

- any experiences of incidences of anti-social behaviour where the number of dogs on leads being walked was thought to be a contributory factor

and also provided an opportunity for those who might be affected by the implementation of a PSPO limiting the number of dogs that could be walked by one person to have their say.

## Proposal

3. To consult with a variety of stakeholders. The purpose being to:
  - Identify if there is a need to introduce a PSPO limiting the number of dogs on leads one person can walk at the same time, or not
  - If there is:
    - what the limit on the number of dogs on leads being walked should be and
    - the area(s) where the PSPO should apply
  - To gather evidence on incidences of anti-social behaviour where the number of dogs on leads being walked was a contributory factor
  - To establish if stakeholders think a PSPO is the most appropriate tool to deal with this type of anti-social behaviour or if there are other solutions that are available and if these solutions would be supported
  - To allow those who might be affected by the implementation of a PSPO to have their say

## Objectives

4. To ensure that various stakeholders are included in the consultation process and given an opportunity to feedback. The objectives of the consultation were to:

- Inform the decision that might be taken by the council in respect of considering if a new PSPO restricting the number of dogs on leads one individual can walk should be introduced, and if it should, where in the district this might apply
- Measure the degree of support or otherwise for the concept
- Measure the degree of support or otherwise for any proposed PSPO
- Measure the degree of support for any other solution
- Gather feedback which could be used to inform the parameters of a PSPO limiting the number of dogs that can be walked at once by an individual. The results of this fact-finding exercise would then enable SKDC to prepare the terms of the PSPO, if required, and ultimately demonstrate that it has met the requirements as set out in s72 of the Anti-Social Behaviour Crime, Policing Act 2014 to carry out the necessary consultation, publicity, and notification before making, varying, or extending a PSPO
- Understand and be aware of the impact the introduction of a PSPO limiting the number of dogs that could be walked by one individual may have on specific stakeholders
- Assess any potential impact of the PSPO on the community including demonstrating that council has had due regard to compliance with the Equality Act 2010

## Timescales

5. Preparatory work was undertaken during September 2024. The consultation was launched on 27 November 2024 for a period of four weeks – and was closed at 5pm on 24 December 2024. Analysis of the results was then undertaken.

## Stakeholders

6. The stakeholders were identified as follows:
  - Any individual living in the district who wanted to make representation
  - The Police; including the Chief Officer of Lincolnshire Police and the local policing body (the Neighbourhood Policing Team for the district)
  - The Lincolnshire Police and Crime Commissioner
  - Parish, town, district and county councillors across the district
  - Charities and other organisations centred on animal welfare. These included the Kennel Club, the RSPCA, PDSA and the Dogs Trust.
  - Businesses providing services for dog owners. These included Veterinary Practices, Boarding Kennels/Home Boarders and Professional Dog Walkers based in South Kesteven

## Methodology

7. The table below identifies the method(s) used for each of the stakeholder types:

Stakeholders	Method(s)	Details
Residents of South Kesteven	Members of the public were made aware of the	Potential respondents referred to survey link to participate in the

	<p>consultation through the following channels:</p> <ul style="list-style-type: none"> <li>• Press release</li> <li>• SKDC Social Media Channels</li> <li>• SKDC web site</li> <li>• Poster</li> </ul>	<p>consultation. If unable to submit a response on line, a member of the Neighbourhoods Team could contact them to complete a survey with them over the phone.</p> <p>Press release promoting the consultation included the weblink and QR code to the survey.</p> <p>Consultation promoted on social media channels Facebook and X (Twitter) Posts included a link to the survey.</p> <p>Webpage on <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> included link to survey and a short explanation of why the consultation is taking place.</p> <p>Poster promoting the consultation was displayed in specific locations (parks, playing fields etc) by the Neighbourhoods Team.</p>
<b>Lincolnshire Police and the Police and Crime Commissioner for Lincolnshire</b>	The chief officer for Lincolnshire Police and the Police and Crime Commissioner contacted by email	Neighbourhoods Team contacted the chief officer for Lincolnshire Police, the Neighbourhood Policing Team and the Police and Crime Commissioner for Lincolnshire
<b>Town and Parish Councils, district and county councillors</b>	<p>Town and Parish Clerks emailed.</p> <p>District and County Councillors informed of the consultation via email.</p>	Neighbourhoods team emailed town and parish councils, district and county councillors. A copy of the poster was attached for them to print and display on parish noticeboards.
<b>Charities and other animal welfare organisations</b>	Charities and other animal welfare organisations emailed	Charities and animal welfare organisations contacted by the Neighbourhoods Team
<b>Businesses providing services for dog owners</b>	Businesses providing services for dog owners emailed	Businesses in the district providing services to dog owners contacted by the Neighbourhoods Team. They included veterinary practices, boarding kennels / home boarders and professional dog walkers

## Details

8. The survey included the following:

- An introduction to the consultation, why we needed their help and how their feedback will be used to inform any decision(s) that might be taken in respect of introducing an additional PSPO which restricts the number of dogs on leads one person can walk at any one time
- A question to ascertain if respondents would, in principle, support the introduction of a PSPO restricting the number of dogs on leads being walked or not
- A free text question to establish why they chose to answer in this way
- A question asking them if they have experienced any specific instances of anti-social behaviour over the last 3 years where they thought the number of dogs on leads being walked was a contributory factor. If they did, they were asked to provide details
- A question to find out if they think a PSPO is the most appropriate means of tackling this issue or if another course of action e.g. issuing a CPN would be more appropriate
- A question to ascertain if they think that the introduction of a PSPO would help to tackle anti-social behaviour, what limit should be placed on the number of dogs on leads being walked. They were given a choice of 3, 4, 5 or 6 dogs.
- A question to find out if knowing about the guidelines would change their opinion on any number they might have chosen
- A question to establish if they think a PSPO should be introduced, should this apply district wide or to specific areas?
- A space for them to detail any negative impacts if a PSPO is implemented
- An option for them to ask questions or make further observations about the consultation
- An opportunity for them to supply their details so that they could be contacted in relation to their query
- A question to identify the type of user (individual, charity, business type or town/parish/county council)
- A statement on how any personal data they supplied would be treated
- A question to identify their postcode- down to sector level.
- A thank you and closing date

9. The webpage included an introduction to the consultation, why their help was needed and how their feedback will be used to inform any decision that might be taken in respect of a decision to implement a Public Space Protection Order.

10. The press release included:

- An introduction to the consultation
- A link to the survey and the QR code
- Background to the consultation – why it was undertaken
- What to do if they didn't have on-line access
- Next steps

11. Promoting via Social Media channels included:

- An introduction to the consultation
- A link to the survey

The consultation was posted on Facebook twice during the consultation period and reached 8,689 people. There were 33 reactions, comments and shares and 25 clicks on the link to the survey.

The consultation was also promoted on X (Twitter) twice. There were 454 impressions as a result. 12 individuals engaged with the post and 5 clicked on the link to the survey.

**The email/letter included:**

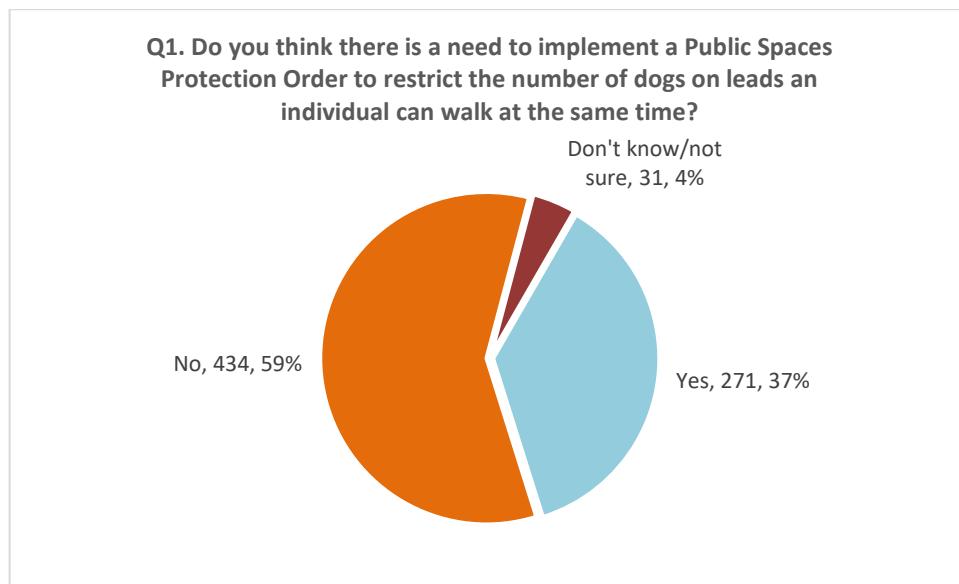
- An introduction to the consultation
- A link to the survey and the QR code
- What to do if they wanted a printed copy of the survey
- Next steps

**The poster included:**

- Information on the proposal
- How those seeing the poster could help
- Next steps

**The results**

12. The first question on the survey asked respondents if they thought there was a need to implement a Public Spaces Protection Order which would require an individual walking dogs on leads to restrict the number of dogs they walk at the same time. Just over a third of respondents (271 or 36.8%) supported this proposal. Three fifths (434 or 59.0 %) didn't, and a handful (31 or 4.2%) didn't know or weren't sure, as illustrated below:



13. When asked why they had chosen to answer in this way, their responses can be summarised as follows:

**Control and Safety Concerns:** Many comments expressed concerns about the ability to control multiple dogs, especially in public spaces. Issues raised by respondents included the potential for dogs to become uncontrollable, the risk of accidents, and the difficulty of managing dog behaviour in groups.

**“If a person is walking too many dogs, they cannot control all of them if an adverse problem occurs.”**

**“I think it’s impossible to control several dogs together in a public space.”**

**Professional Dog Walkers:** Several comments highlighted the role of professional dog walkers, emphasizing their skills, training, and the potential negative impact that restricting the number of dogs they can walk would have. Concerns raised included the financial impact on their businesses and the potential for increased prices for customers.

**“If you do this my dog walkers will have to put up her prices meaning I can't afford to have a dog walker. I work long shifts for the NHS and I would therefore have to give my dogs up for adoption”**

**“...These people are highly skilled at walking larger numbers of dogs safely and will have their businesses destroyed by such a ridiculous suggestion....”**

**Public Safety and Comfort:** Comments reflected concerns about public safety and comfort, particularly for those who are uncomfortable around dogs. Issues raised by respondents included the intimidation that large groups of dogs might engender, the potential for dog attacks, and the difficulty of navigating public spaces with multiple dogs.

**“...It can be alarming to others using the space if the dogs are out of control...”**

**“Multiple dogs can often overpower a single person walking them, break free and cause harm to other people or dogs”**

**Dog Welfare and Socialisation:** Some comments emphasised the benefits of socialisation for dogs, noting that dogs enjoy being in groups and that well-trained dogs can be managed effectively. Concerns included the potential negative impact on dog welfare if restrictions are imposed.

**“...Dogs enjoy socialising in groups, my dog has walked in bigger groups his whole life (he is 6) dogs are pack animals...”**

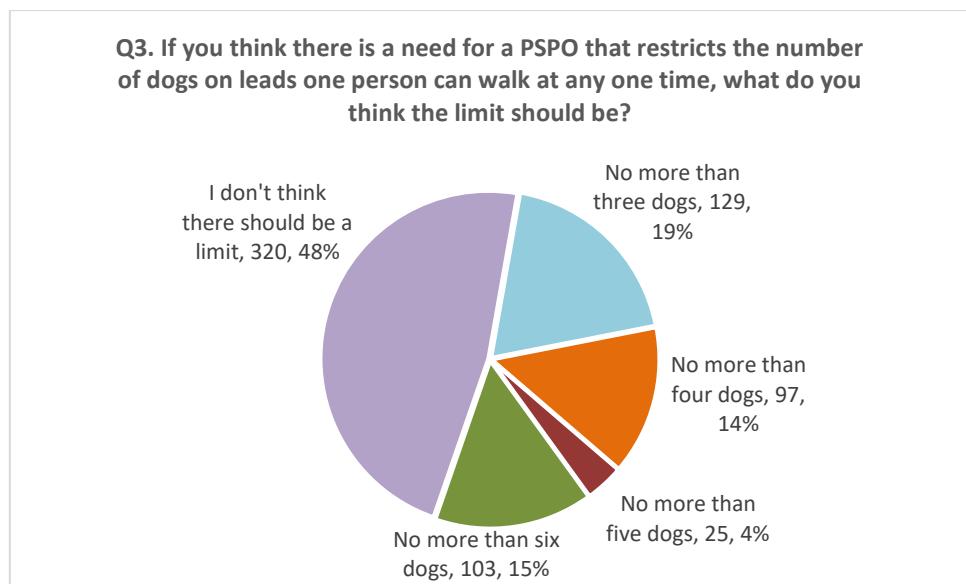
**“It will cripple their business to lower the number of dogs per group and make prices too high for customers, resulting in more dogs being neglected at home or given up to shelters.”**

**Regulation and Enforcement:** Several comments discussed the need for regulation and enforcement, with some suggesting that existing laws are sufficient and others calling for more targeted measures. Issues raised included the difficulty of enforcing new rules and the potential for unfairly penalising responsible dog owners and walkers.

**“A waste of time, resources and money implementing a “busy body” law that panders to a tiny minority of residents with nothing better to do than interfere with the freedoms of others.”**

**"I believe that frequency and severity of the risk does not justify any regulation."**

14. Respondents were asked the following question "If you think there is a need for a PSPO that restricts the number of dogs on leads one person can walk at any one time, what do you think the limit should be?" Nearly half (320 or 47.5%) thought there shouldn't be a limit. The remaining responses were allocated across each of the other answer categories – as illustrated below:



15. When asked what they thought the limit should be, if not what was listed above, the 97 responses received could be summarised into two themes. These were:

**Preference for Limiting the Number of Dogs:** Some of the comments received expressed a preference for limiting the number of dogs per walker, with their suggestions ranging from one to two dogs. This theme highlighted concerns about control and safety when walking multiple dogs.

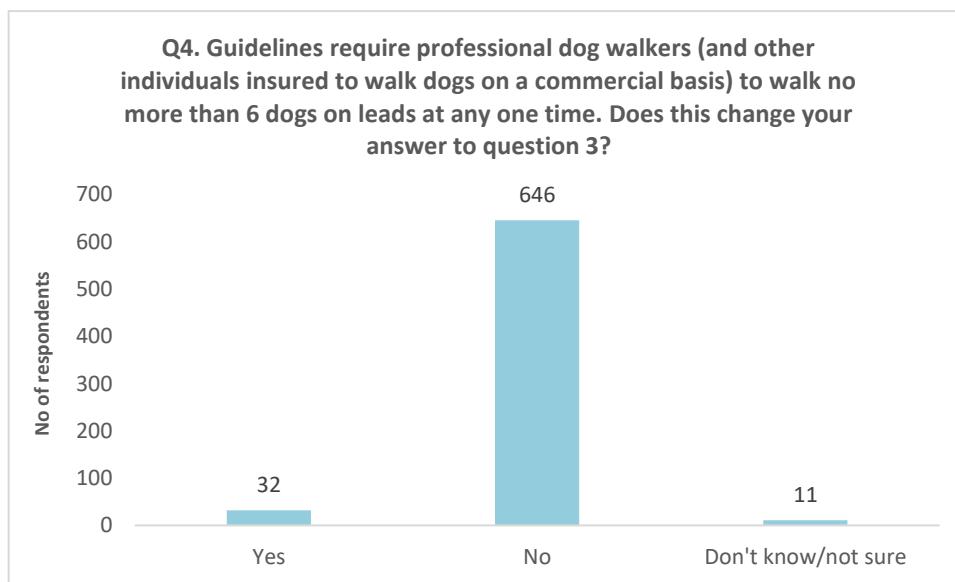
**"No more than 2 dogs."**

**"It is difficult to control a large number of dogs"**

**Consideration for Professional Dog Walkers:** Several comments suggested different rules for professional dog walkers, including higher limits and exemptions. Respondents were keen to stress that there was a need to ensure that the skills and qualifications of professional dog walkers were recognised.

**"...If this is going to come in to operation maybe you can have an exclusion clause for professionals that have been registered insured etc..."**

16. Respondents were then informed that guidelines require professional dog walkers (and other individuals insured to walk dogs on a commercial basis) to walk no more than 6 dogs on leads at any one time. They were asked if this changed their answer to the previous question. Nine out of ten respondents (646 or 93.8%) said that it wouldn't. 32 respondents (4.6%) said that it would. This is shown in the graph below:



17. When asked to describe why they had chosen to answer in this way, over 500 respondents commented. Their responses have been grouped into the following themes:

**Control and Safety Concerns:** Many comments expressed concerns about the ability of dog walkers to control multiple dogs, with some suggesting a limit of 2-4 dogs for safety reasons. Issues mentioned include handling dog mess, managing large or aggressive dogs, and ensuring public safety.

**“Dogs are a pack animal and cannot be properly controlled by one person”**

**“One person cannot guarantee the safety of six dogs, the person cannot respond to multiple issues at one time, this causes an issue for the safety of that person and other people (and other dogs!) around them”**

**Professional Dog Walkers' Capabilities:** Several comments highlighted the skills and experience professional dog walkers have, arguing that they should be trusted to know their limits and manage up to 6 dogs. Some suggested that professionals should be subject to different rules than the public.

**“...Most Professional dog walkers I've encountered are capable of knowing how many of their dogs they can walk with it still being deemed as safe.”**

**Professional dog walkers know how many dogs they can cope with at any one time!”**

**Regulation and Guidelines:** Mixed opinions on the need for regulations and guidelines were expressed. Some believed that the current guidelines are sufficient, while others called for stricter regulations, including licensing and training requirements for those walking dogs.

**“.... It should be more about education and training of individuals and professionals as well as licensing of professionals....”**

**Public Perception and Experiences:** The comments received reflected a range of personal experiences with dog walkers, from positive interactions to negative incidents involving uncontrolled dogs. Some people were intimidated by large groups of dogs, while others have never encountered issues.

**“When walking my young golden retriever, I’ve had a couple of bad experiences with a supposed dog walker losing control of two of her 5 dogs....”**

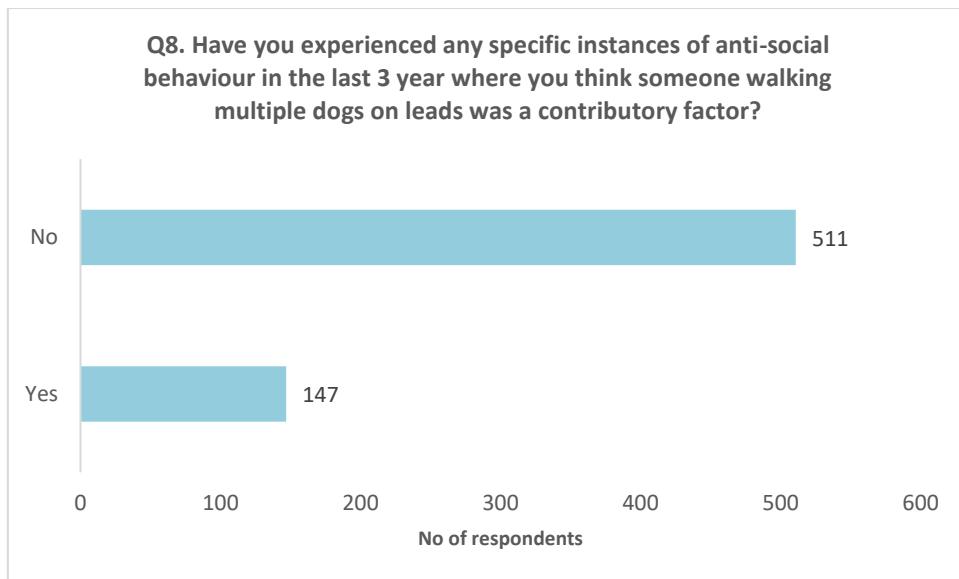
**“I have had dogs all of my life and I have never come across any issues with a person walking multiple dogs.”**

**Economic and Practical Considerations:** A few comments mentioned the financial viability of dog walking businesses, suggesting that a limit of 6 dogs is necessary for profitability. Others argue that dog walkers should adjust their practices to ensure safety and control.

**“People who have dog walking businesses will be affected by this.”**

**“...They just need to employ more people or walk more times throughout the day rather than try to exercise all their dogs during one walk...”**

18. Question 6 on the survey asked respondents if they thought the PSPO should apply to specific areas within South Kesteven, or apply to all publicly accessible land across the district. Two thirds of respondents (292 or 66.8%) thought the orders, if introduced, should apply to all land that is publicly accessible. One third of respondents (145 or 33.2%) thought the PSPO should apply to specific areas.
19. Areas within South Kesteven identified by respondents included parks and open spaces, town centres and other areas where footfall is high. Specific locations mentioned by respondents included Londonthorpe Woods, Wyndham Park and Stamford High Street.
20. When asked if they had experienced any specific instances of anti-social behaviour in the last 3 years where they thought someone walking multiple dogs on leads was a contributory factor, three quarters of respondents (511 or 77.7%) said that they hadn’t. Just over a fifth of respondents (147 or 22.3%) thought that they had. This is shown in the graph overleaf:



21. When asked to describe what happened, the comments received provided some additional detail on specific occurrences. Others could be grouped into the following themes:

**Lack of Control Over Dogs:** Many comments highlighted issues with dog walkers not being able to control their dogs, leading to dogs running off, jumping on people, or causing disturbances. This included both professional dog walkers and dog owners.

**“Only last week my dog was harassed by two dogs, all dogs on leads, but the walker could not control them, they were too strong for them...”**

**Dog Fouling:** Several comments mentioned those walking their dogs not picking up after their dogs, leading to dog mess in public areas such as footpaths, parks, and streets.

**“...I would class allowing your dog (or dog in your care) to have a poo and not pick it up (regardless of whether it is in the countryside, it’s still a public footpath people have to walk along) as anti-social behaviour ....”**

**Aggressive or Intimidating Behaviour:** There were also instances of dogs displaying aggressive or intimidating behaviour towards other dogs, people, or children. This included dogs attacking other dogs, jumping on people, and causing fear or anxiety.

**“...Each time our dog has been injured and had to be treated by a vet....”**

**Impact on Public Spaces:** Comments indicated that uncontrolled dogs and dog fouling negatively impact public spaces, making them less enjoyable and safe for other users. This includes parks, footpaths, and other recreational areas.

**“Blocking of pavements and footpaths on multiple occasions. Failing to clear up dog mess on playing fields.”**

**Responsibility of Dog Owners:** Many comments emphasized the responsibility dog owners had to control their dogs, pick up after them, and ensure that they do not cause disturbances. There was also a call for better training and stricter rules for dog owners.

**“the person not taking responsibility for the dogs behaviour”**

22. Participants were then informed that there are other options that could be considered by the Council to tackle this type of anti-social behaviour. The example given was the issuing of a Community Protection Notice (CPN). A CPN is used to stop an individual, business or organisation from committing anti-social behaviour which spoils a community's way of life. It is applied to a specific individual, business or organisation. Non-compliance would result in similar penalties to the PSPO. When asked if issuing a CPN would be the most appropriate tool to deal with this type of anti-social behaviour or if the Council should consider using a combination of a PSPO and a CPN, equal proportions of respondents (around 20%) thought either a combination of the two methods or issuing a CPN would be appropriate. Three fifths (364 or 60.5%) of respondents weren't sure as shown in the table below:

<b>Q10. Do you think this should be used?</b>	<b>No</b>	<b>%</b>
Alongside a PSPO	120	19.9
Instead of a PSPO	118	19.6
I don't know enough about this to comment either way	364	60.5
	602	100.0

23. When asked why they had chosen to answer in this way, the following threads were present:

**Targeting Problematic Individuals:** Comments made by respondents emphasized the need to target and penalize individuals who are irresponsible or cause issues, rather than imposing blanket restrictions on all dog walkers. This approach is seen as more effective and fairer.

**“I don't see why reputable dog walkers should be penalised for individuals who cannot control a dog/number of dogs at any one time.”**

**Support for Responsible Dog Walkers:** There is strong support for responsible dog walkers who follow guidelines and manage their dogs well. Many believe that these individuals should not be penalized for the actions of a few irresponsible dog walkers.

**“As the majority of dog owners are responsible a targeted approach to any rules/laws is a much more proportionate and appropriate way to deal with irresponsible owners for all issues and I do question whether PSPO's enforcing blanket bans are appropriate...”**

**Concerns About Enforcement:** Several comments expressed concerns about the enforcement of new rules or guidelines. Questions were raised about the practicality and effectiveness of enforcing penalties and whether there are sufficient resources to do so.

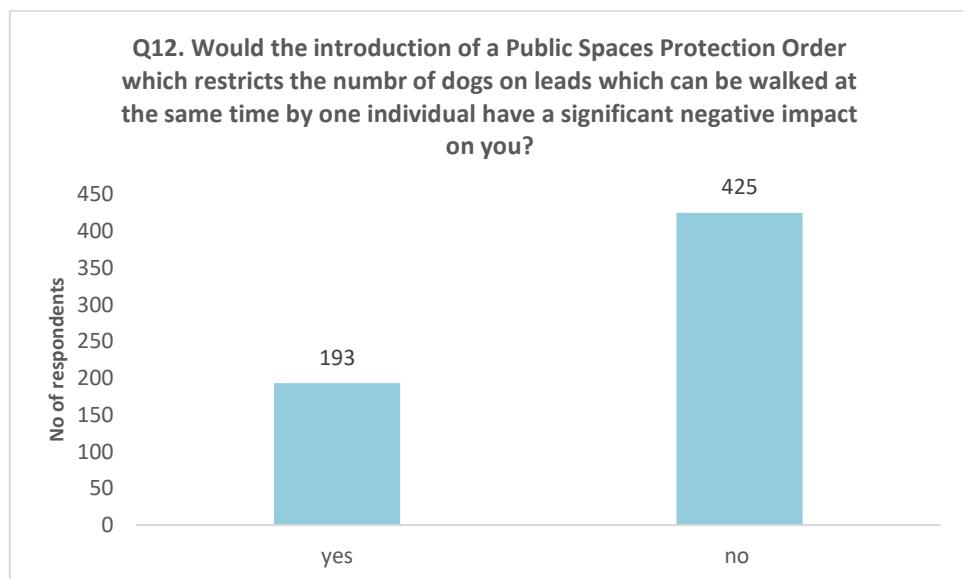
**“And who is going to "police" this. Are you hiring a dozen new employees?”**

**Impact on Dog Walking Businesses:** Concerns were raised about the potential negative impact of new restrictions on professional dog walking businesses. Many believed that responsible businesses should be allowed to operate without unnecessary limitations.

**“Punishment / restrictions for offences, not limitations on private businesses like professional dog walkers. Would impact the dog walker business and also the customers.”**

**Need for Clear Information and Guidelines:** Some comments highlighted the need for clear and comprehensive information and guidelines to make informed decisions. Others requested improvements in communication to enable a better understanding of the proposed rules and their implications.

24. Question 12 asked respondents the following question “Would the introduction of a Public Spaces Protection Order which restricts the number of dogs on leads which can be walked at the same time by one individual have a significant negative impact on you?” Around two thirds (425 or 68.8%) of those taking part in this consultation said that it wouldn’t, as illustrated in the graph below:



25. Analysing the responses to a request to explain why the introduction of a Public Spaces Protection Order would have a significant negative impact on them revealed the following:

**Impact on Dog Walkers' Businesses:** Many comments expressed concern that restricting the number of dogs walked at once would negatively impact dog walkers' businesses. Impacts included potential loss of income, increased prices for services, and the possibility of dog walkers going out of business.

**“I'm a professional dog walker so it would have a massive impact on me. I do 2 dog walks a day (as by 1.30/2pm people don't want their dogs walked, it's too late in the day if they've been at**

**work all day), and I finish nearly 2pm, so if I have to split those 12 dogs over 3 walks, I wouldn't be able to get them all done in time and therefore I'd lose those customers.”**

**Financial and Logistical Challenges for Dog Owners:** Dog owners were worried about the financial and logistical challenges they would face if the number of dogs being walked at any one time by a dog walker is restricted. Challenges included increased costs for dog walking services, difficulty in finding available dog walkers, and the need to walk dogs separately, which would be time-consuming.

**“They operate safely and manage multiple dogs well adhering to current rules, restricting them further will limit their business increase prices and make it much harder to find availability in an already limited market.”**

**Impact on Dogs' Well-being:** Concerns were raised about the negative impact on dogs' well-being if they are walked less frequently or for shorter durations due to restrictions. This included reduced exercise, reduced opportunities for socialization, and stimulation, which could lead to behavioural issues and a decrease in the dogs' quality of life.

**“Our dog walker would have to restrict the number of dogs she could take out meaning our dog may miss out on crucial stimulation and socialisation and would have to spend the majority of the day alone.”**

**Safety and Control:** Some comments highlighted the importance of safety and control when walking multiple dogs. They suggested that responsible dog walkers can manage multiple dogs effectively, while others believed that limiting the number of dogs walked at any one time would improve safety and control, reducing the risk of incidents.

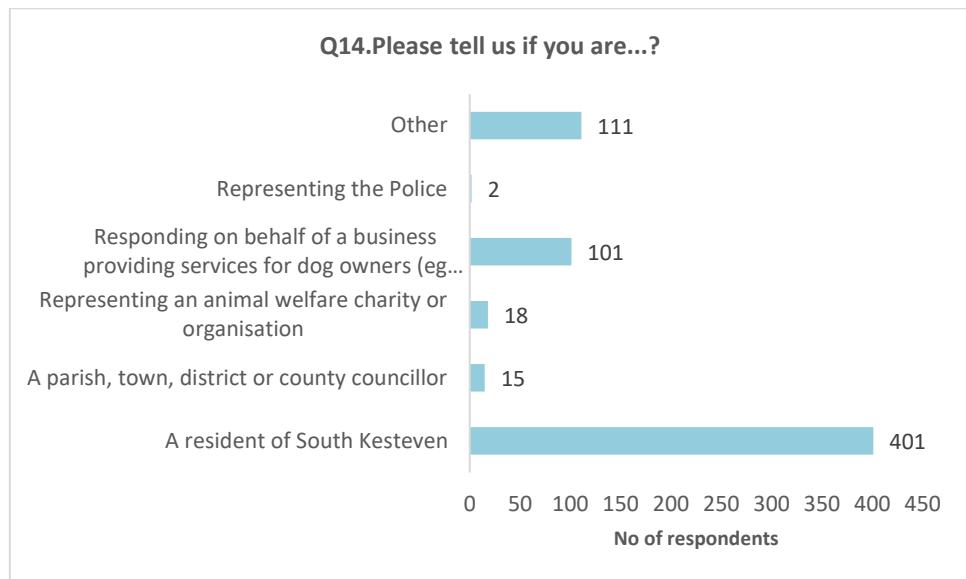
**“I have 5 dogs. I have never had an issue. This rule would negatively impact MY way of life and the health and welfare of my dogs when trying to get out for walks and outside stimulation that every animal needs.”**

**“I feel if an individual didn't walk as many dogs at one time, they could control the ones they have better.”**

26. When asked to describe if they were a resident of the district, a parish, district or county councillor, representing an animal welfare charity, the police, or a business providing services to dog owners, responses were received from various stakeholders. Several respondents (111) chose to answer other. They described themselves as:

- Dog Owners
- Living in another area but a regular visitor to South Kesteven
- Someone who has encountered problems with multiple dogs being walked by one individual
- A person who is concerned about the potential introduction of restrictions
- An individual with qualifications in canine behaviour

27. The graph shows responses were received from district residents, businesses providing services for dog owners, animal charities<sup>1</sup> and organisations as well as the police and local councillors. The numbers of respondents choosing each of these categories is shown below:



28. Respondents were asked to supply their postcode. Of those who answered this question, around 80% (445 or 79.6%) were district postcodes. Around a fifth (114 or 20.4%) were from respondents with postcodes not in South Kesteven, but from other areas including Nottingham, Leicester and Lincoln. It may be worth undertaking further analysis to determine if participation from outside the area has had any impact on the distribution of responses.

29. The final question on the survey asked respondents if they had any questions or would like to comment on anything included in the survey. 89 comments were received. They can be grouped into the following themes:

**Concerns About Enforcement and Effectiveness:** Some comments expressed doubts about the enforcement and effectiveness of any new regulations that might be introduced, emphasizing the need for consistent enforcement and questioning the allocation of resources to these measures.

**“Waste of time legislating for a non-problem without the resources to enforce it.”**

**Impact on Professional Dog Walkers:** Several comments highlighted the potential negative impact that new regulations, if introduced, would have on professional dog walkers, including increased costs, reduced business opportunities, and the need for consultation with these professionals.

<sup>1</sup> Please see appendix one for response from the RSPCA

**“Please consider the effect that any legislation will have on those people who walk dogs for their job. They are largely self-employed sole traders for whom any change could have a devastating effect on their business.”**

**Focus on More Important Issues:** A recurring theme is the suggestion to prioritise more pressing issues in the community such as homelessness, road conditions, and other public services rather than the introduction of regulations limiting the number of dogs that can be walked by one person at one time.

**“I think you should focus on higher priorities like homelessness, road condition, supply of public services rather than something that is such a small part ....”**

**Mixed Opinions on Dog Control Measures:** There were varied opinions on dog control measures, with some supporting stricter regulations and others advocating more freedom for dog owners. Concerns raised included off-lead dogs, dog fouling, and the need for designated dog areas.

**“No one should be allowed to have dogs off the lead anywhere in public.”**

**“There needs to be areas where dogs can be let off lead.”**

**Need for Education and Awareness:** Several comments emphasized the importance of educating dog owners and the public about responsible dog ownership and the reasons behind any new regulations.

**“Just want to emphasise that I believe education is key to reducing the number of incidents involving dogs.”**

## **Conclusion**

30. Undertaking this consultation has been an important and interesting exercise. An emotive topic, especially for dog owners and professional dog walkers, it attracted local, regional and national publicity and over 700 responses.
  
31. When asked, just over a third of respondents (271 or 36.8%) thought there was a need to implement a Public Spaces Protection Order which would require an individual walking dogs on leads to restrict the number of dogs they walk at the same time. Two thirds (434 or 59.0 %) didn't.
  
32. Upon further examination, the reasons for these choices became clear. Those in favour of a restriction did so because of concerns about the ability of one individual to control multiple dogs, especially in public spaces. Dog fouling, and what was viewed as a direct correlation between the likelihood of this being picked up if multiple dogs are being walked, was also a concern for some. The comfort and safety of the public were also issues – particularly for those who do not like dogs. Those objecting to any potential restriction did so because of the impact it might have on them (if they had more than two dogs) and also professional dog walkers – which in turn might have an

impact - as it could lead to price increases and affect availability. Those representing dog walking businesses were not in favour of the introduction of any restrictions either. The effect it might have on the welfare of dogs (if dog walking services became unaffordable and there were less opportunities for socialisation) was also mentioned.

33. There are several common threads which run through the responses. A recurring theme is how important it is that dog owners and walkers are responsible for, and in control of, their animals. Whilst the number of dogs being walked by one individual is a concern for some, as illustrated in the quote below

**“Multiple dogs can often overpower a single person walking them, break free and cause harm to other people or dogs”**

the issues of a lack of control and responsibility were viewed as more of a problem by respondents, rather than the number of dogs being walked by one person, at any one time.

**“Multiple dogs on leads and under control are not a problem. The problem is out of control dogs and irresponsible owners....”**

**“I think the number of dogs isn’t the issue. All dog related anti-social behaviour instances reported (on the news etc) seem to be individual dog cases, not multiple dogs at (being) the responsibility of one person”**

This viewpoint is also shared by the animal welfare charity-the RSPCA, as shown in the quote below:

**“However, small numbers of dogs can also cause nuisance and distress if a dog walker is not in control of them.”**

34. Another thread running through the consultation is the potential impact the introduction of a PSPO limiting the number of dogs that can be walked by a person at any one time would have on professional dog walking businesses. This point was made by both professional dog walkers and those who use their services.

**“It may mean our local dog walkers go out of business and these are a lifeline to me...”**

35. Members of South Kesteven District Council’s Environment Overview and Scrutiny Committee, Cabinet and Full Council are asked to note the results of this consultation.

Prepared by Deb Wyles  
Communications and Consultation  
17<sup>th</sup> March 2025

## #628

## COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, December 10, 2024 11:01:47 AM  
**Last Modified:** Tuesday, December 10, 2024 11:08:53 AM  
**Time Spent:** 00:07:05  
**IP Address:** 92.40.205.17

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**Q1** **No**

Do you think there is a need to implement a Public Spaces Protection Order to restrict the number of dogs on leads an individual can walk at the same time?

---

**Q2**

Please use the space below to tell us why you have chosen to answer in this way:

The RSPCA recognises that it can be more difficult to regulate dog walkers based on measures other than absolute numbers. However, small numbers of dogs can also cause nuisance and distress if a dog walker is not in control of them. We are aware that local authorities have introduced PSPOs, which allow dog walkers to be fined when the maximum number of dogs has been exceeded. The RSPCA has also supported penalties for dog walkers who cause nuisance and distress with smaller numbers of dogs. However, we have emphasised that, should such an approach be adopted, enforcement officers must be demonstrably competent in recognising when dogs are causing nuisance and distress. This is essential to ensure that fines are issued fairly and only when necessary.

---

**Q3** **I don't think there should be a limit**

If you think there is a need for a PSPO that restricts the number of dogs on leads one person can walk at any one time, what do you think the limit should be?

---

Page 3

**Q4** **No**

Guidelines require professional dog walkers (and other individuals insured to walk dogs on a commercial basis) to walk no more than 6 dogs on leads at any one time. Does this change your answer to question 3?

---

## Q5

Please use the space below to tell us why you have answered in this way:

The RSPCA recognises that it can be more difficult to regulate dog walkers based on measures other than absolute numbers. However, small numbers of dogs can also cause nuisance and distress if a dog walker is not in control of them. We are aware that local authorities have introduced PSPOs, which allow dog walkers to be fined when the maximum number of dogs has been exceeded. The RSPCA has also supported penalties for dog walkers who cause nuisance and distress with smaller numbers of dogs. However, we have emphasised that, should such an approach be adopted, enforcement officers must be demonstrably competent in recognising when dogs are causing nuisance and distress. This is essential to ensure that fines are issued fairly and only when necessary.

---

## Q6

### Specific areas

If you think there is a requirement for a PSPO which restricts the number of dogs on leads one person can walk, at any one time, do you think the PSPO should apply to specific areas within South Kesteven, or apply to all publicly accessible land across the district?

---

## Q7

If you think the PSPO should apply to specific areas within the district, please use the space below to tell us where:

n/a

---

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## Q8

### No

Have you experienced any specific instances of anti-social behaviour in the last 3 years where you think someone walking multiple dogs on leads was a contributory factor?

---

## Q9

### Respondent skipped this question

If yes, please use the space below to tell us about it.

---

## Q10

### Instead of a PSPO

Do you think this should be used....?

---

## Q11

### Respondent skipped this question

Please use the space below to tell us why you have chosen to answer in this way:

---

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**Q12**

No

Would the introduction of a Public Spaces Protection Order which restricts the number of dogs on leads which can be walked at the same time by one individual have a significant negative impact on you?

---

**Q13**

Respondent skipped this question

If yes, please use the space below to tell us about it:

---

**Q14**

Representing an animal welfare charity or organisation

Please tell us if you are .....? Please tick all that apply.

---

**Q15**

Please tell us the first four/five digits of your postcode eg NG31 7 or PE6 2. This will only be used to see if we have received responses from across the district. It will not be used to identify you in any way.

RH12 1GY

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**Q16**

Respondent skipped this question

If you have any questions or would like to comment on anything included in this survey, please use the space below:

---

**Q17**

Respondent skipped this question

If you would like a response to your query, please give us your contact details. They will only be used to contact you in relation to this query and will not be used for any other purpose or passed onto anyone else.

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## Use of Pesticides on Council Land

### Report Author

Karen Whitfield, Assistant Director – Leisure, Culture and Place

 [karen.whitfield@southkesteven.gov.uk](mailto:karen.whitfield@southkesteven.gov.uk)

### Purpose of Report

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.

### Recommendations

**In noting the recommendations made by the joint meeting of the Environment and Rural and Communities Overview and Scrutiny Committee on 4 March 2025 Cabinets is recommended to:**

1. **Thank the Members of the Joint OSC for their work and consideration in relation to the use of glyphosate on Council owned land.**
2. **Agree that the Council should continue with a strategy of reducing the use of glyphosate on its land where it is safe to do so and does not present a health and safety concern or impact of the aesthetics of an area.**
3. **Request that a review of the Council's use of glyphosate is undertaken following the renewal of the licence by Central Government in December 2025.**

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?	Sustainable South Kesteven
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 use of glyphosate on Council land is a cost-effective method of controlling weed growth and unwanted regrowth from tree stumps. The annual costs of purchasing glyphosate are relatively low, and these costs together with the appropriate level of labour resource are currently being met within existing budgets.
- 1.2 The alternative methods of weed control identified within the review undertaken involve the purchase and maintenance of additional machinery. The costs associated with additional labour, maintenance, equipment and vehicles are not factored into the Council's budget for the current financial year. Therefore, any change to the current method of controlling weeds would result in a budget increase proposal for the next financial year.

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

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

- 1.3 The purpose of this report is for Cabinet to consider the recommendations made at the joint meeting of the Environment and Rural and Communities and Overview and Scrutiny Committees held on 4 March 2025. The Cabinet Procedure Rules State that the Chairman of the relevant Overview and Scrutiny Committee is entitled to speak prior to debate on this item (paragraph 7.3(e)).

*Completed by: James Welbourn, Democratic Services Manager*

## **Health and Safety**

- 1.4 The use of glyphosate by the Council's Street Scene team is covered by a risk assessment and operating procedures. The glyphosate used is classed as a hazardous material and is currently used and stored in accordance with the manufacturers recommendations and industry best practice guidelines. The guidelines also state how to dispose of any excess product safely.
- 1.5 The risk assessment details appropriate mitigation measures which include following the product instructions, the use of appropriate personal protective equipment, washing hands after use, and being mindful of potential spray drift whilst in use.
- 1.6 The Council has a statutory duty of care and a moral obligation to protect both the public, and its employees and contractors from unreasonable foreseeable harm. Any alternative method of weed control would need to be independently risk assessed to identify, mitigate and control any risks arising from the activity. The hierarchy of control requires the review and reduction of risk so any change must always be to a substance with a reduced risk of harm.
- 1.7 Employers must conduct their work in a way that ensures, as far as reasonably practicable, that its staff, contractors and the public are not exposed to risks. Under UK health and safety law, the "reasonably practicable" test involves weighing the level of risk against the time, cost, and effort required to control it. Other factors, such as environmental sustainability, may be relevant but must not compromise safety.

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

## **Climate Change**

- 1.8 The use of glyphosate can have a direct and indirect effect on the environment. The eradication of weeds impacts birds and other animals by destroying a food source and adversely impacting their habitats. As glyphosates are water soluble, if they are not applied properly, they can enter water bodies and impact species which underpin the aquatic food chain. They have also been found to have adverse effects on earthworms, insects and bees.
- 1.9 The majority of glyphosate applied directly by the Council is currently limited to hard surfaces in mainly urban areas for the purpose of controlling weed growth. The product currently being used by the Council, according to the manufacturer, is not harmful to animals or aquatic life if diluted and applied according to the manufacturer's instructions.
- 1.10 When used responsibly glyphosate may have a lower environmental impact when compared to alternative herbicides which may require more frequent applications or have a higher toxicity.

- 1.11 The Council's Tree Officer works within the Sustainability and Climate Change team and is responsible for the delivery of the Council's Tree and Woodland Strategy (2024 – 2034). It has been identified that the delivery of the Strategy, and the protection and enhancement of the district's tree population, will play a key role in the Council's ambitions to increase biodiversity and help tackle the impact of climate change. It is therefore important to consider the impact a ban of glyphosate across the district would have in relation to tree and woodland establishment. Without the ability to efficiently control herbaceous vegetation around the base of newly planted trees, which compete with the trees during their establishment phase, the scale and ambition of tree planting may need to be reviewed.
- 1.12 Whilst the concerns around the use of glyphosate are understandable, this substance can play a vital role in managing invasive species which may prevent tree planting, damage infrastructure and degrade natural habitats (e.g. Japanese knotweed, Himalayan balsam, giant hogweed, rhododendron). A complete ban could hinder the Council's efforts to maintain tree populations, protect biodiversity and ensure successful amenity tree establishment and woodland creation.
- 1.13 In arboriculture, the use of pesticides is currently very limited. However, insecticides and fungicides can be used to control non-native pests and diseases, and a blanket ban on their use could impact the Council's ability to deal with any current or emerging threats. For example, the distribution of the oak processionary moth has been spreading Northwards in recent years and could soon be present within our district. Synthetic insecticides are used to control this pest in its larvae and caterpillar stage.
- 1.14 The benefit of using glyphosate responsibly is that its use can be targeted and localised, therefore limiting the impact on surrounding wildlife and plants. This is extremely important in areas where species beneficial to biodiversity are present such as pollinators. Glyphosates also enable a quick response to any outbreaks which could damage or limit tree growth.

*Completed by: Andrew Igoea, Tree Officer*

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

- 2.1. The Council's Corporate Plan (2024 – 2027) outlines the Council's priority for a Sustainable South Kesteven. This includes the ambition to ensure the district is a safe, clean and pleasant place to live, work and visit and to protect and enhance the natural environment.
- 2.2. A motion was agreed at the meeting of Council on 21 November 2024 to investigate the feasibility of phasing out the use of synthetic pesticides on Council owned land. Subsequently a report was presented to a Joint Meeting of the Environment and

Rural and Communities Overview and Scrutiny Committees (Joint OSC) on 4 March 2025 (**See Background Papers**).

2.3. Following consideration, the Joint OSC made the following recommendations to Cabinet:

- That the Council should continue with a strategy to reduce the use of glyphosate on the land it is responsible for without having a detrimental impact on safety, and work towards identifying trial sites where the use of pesticides or herbicide is withdrawn.
- A public consultation, including town and parish councils, should be held on the use of pesticides and herbicides on Council owned land.
- A further joint meeting of the Environment and Rural and Communities Overview and Scrutiny Committees should be held in December 2025 or January 2026.

### **Council Use of Glyphosate**

2.4. The main synthetic product currently used on Council land is Round Up Pro Active 360 (active ingredient: glyphosate) which is used to kill and suppress herbaceous weeds on hard surfaces and, when necessary, perennial invasive weeds (e.g. Japanese knotweed) and tree stumps in other areas. The products are only used in strict accordance with best practice guidelines and manufacturer recommendations. Although these products are classed as hazardous to humans, they are not considered directly harmful to animals or aquatic life.

2.5. The district of South Kesteven covers 365 square miles and the total amount of land the Street Scene team is responsible for equates to 1.04 million square metres. Within this total 146,251 squares metres of land is scheduled to receive proactive treatment for weed control over 237 sites. However, these areas are only spot treated as necessary, and typically the percentage of a site receiving treatment varies between 2% and 10%. Treatment of invasive perennial weeds and tree stumps only occurs when it is necessary, and due to the methods of application used in these scenarios (e.g. targeted spraying, stem injection, plugs), the amount of glyphosate applied is negligible compared to its use on hard surfaces.

2.6. Of the sites receiving treatment, 187 are Housing Revenue Account owned sites and the specification for maintaining these sites is agreed with the Council's Housing Team. Other key sites include the Council owned parks in Grantham which are Green Flag award winning facilities, and where weed control is applied to paths and hard surfaces to maintain the aesthetics.

2.7. The Council has already taken a proactive approach to reducing the amount of glyphosate used on its land. In financial year 2022/23 a total amount of £490.00

was spent on glyphosate, with a significant amount of stock remaining at the year end. In 2024/25 the associated expenditure was £1,582.00. However, 200 litres was used to treat the Turnpike Close site as part of the pre-construction site preparations. The Street Scene Team will proactively continue to identify ways to reduce the use of glyphosate.

#### **National Picture:**

- 2.8. The Pesticide Action Network UK (PAN UK) promotes banning the use of glyphosate but advocates a phased approach. Furthermore, they advise against eliminating its use without undertaking consultation with local residents and stakeholders.
- 2.9. It has been identified that whilst some Councils have ceased the use of glyphosate, several have since reversed this decision. The issues cited include public dissatisfaction, challenges in managing weed growth, and health and safety concerns on pavements and roads.

### **3. Key Considerations**

- 3.1. The Council has not received any complaints relating to its use of glyphosate or around the prevalence of weed growth across the district. As a large rural district, the use of glyphosate on Council owned land is very low and the Council has no control over the use of glyphosate or other products on land managed by other organisations, or on residential properties, privately owned or agricultural land.
- 3.2. For these reasons, and that no other cost-effective method of controlling weeds has been identified, it is not recommended at this time to undertake a full district wide consultation on the Council's use of glyphosate.
- 3.3. The use of glyphosate is crucial for controlling non-native or invasive species and therefore it is recognised that the targeted use of glyphosate helps to protect native ecosystems.
- 3.4. The use of glyphosate is an important, cost-effective tool to control competing vegetation around newly planted trees. These trees will provide amenity and biodiversity value and increase our resilience to climate change. Cabinet approved the Tree and Woodland Strategy for South Kesteven in May 2024, which includes a significant focus on establishment of new trees.  
The licence for the use of glyphosate is due to expire in December 2025. Currently there is no indication from the Government whether the licence will be renewed or whether there will be a requirement to switch to other methods.

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

4.1. A range of alternative options for controlling weed growth across the district were presented to the meeting of the joint OSC on 4 March 2025. There was consensus that none of the options identified were a suitable alternative.

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

5.1. As detailed within the body of this report the Council's use of glyphosate is already low considering the size and rurality of the district of South Kesteven. The Council has already adopted a strategy of reducing its use where this is possible.

#### **6. Background Papers**

6.1. [Report to Joint OSC 4 March 2025](#)

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## Cabinet

8 July 2025

Report of the Chief Executive

## Cabinet Forward Plan

### Report Author

Lucy Bonshor, Democratic Officer

✉️ [l.bonshor@southkesteven.gov.uk](mailto:l.bonshor@southkesteven.gov.uk)

### Purpose of Report

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

### Recommendations

**That Cabinet 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 A – Cabinet's Forward Plan**



**CABINET FORWARD PLAN**  
**Notice of decisions to be made by Cabinet**  
**30 June 2025 to 29 June 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>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.	8 Jul 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>Contract award for Gas and Electric Surveys - Key Decision</b>			
To approve the award of a contract for Gas and Electric Surveys	8 Jul 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>Structural Surveys Contract Award - Key Decision</b>			
To approve the award of a contact for Structure Surveys	8 Jul 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>

Summary	Date	Action	Contact
<b>Provisional Outturn 2024/25 - Budget Carry Forwards - Non Key Decision</b>			
This report seeks a delegation to enable budget carry forwards to be approved from the financial year 2024/25 to the financial year 2025/26.	8 Jul 2025	To delegate the carry forwards to the Deputy Chief Executive in consultation.	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)  Richard Wyles, Deputy Chief Executive and Section 151 Officer <b>E-mail:</b> <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a>
<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 into 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>
<b>Appoint a Member Responsible for Complaints - Key Decision</b>			
To approve the appointment of a Member Responsible for Complaints which is a requirement of paragraph 9.5 of the Ombudsman's Complaint Handling Code	8 Jul 2025	Approve	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)  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>Local Government Reorganisation (LGR) Update - Key Decision</b>			
An update on the latest position with LGR in light of the Interim Proposal Feedback letter	8 Jul 2025	<p>Note the latest position; the proposed timing and confirm the approach set out for the development of the full proposal.</p> <p>Approve the creation of a budget provision of £75,000 to fund necessary external support for the full proposal development.</p>	<p>Councillor Ashley Baxter</p> <p>Charles James, Policy Officer</p> <p><b>E-mail:</b> charles.james@southkesteven.gov.uk</p>
<b>No. of Dogs on Leads- PSPO Consultation - Non Key Decision</b>			
To give due consideration to consultation responses received in November/December 2024, which invited local people, animal welfare organisations and businesses (which provide services for dog owners), for their opinions on whether there is need for a Public Spaces Protection Order (PSPO) which would limit the number of dogs on leads that one person can walk at the same time.	8 Jul 2025	<p>1. Notes the results of the public consultation on Public Spaces Protection Order consulted on.</p>	<p>Cabinet Member for Housing (Councillor Virginia Moran)</p> <p>Ayeisha Kirkham, Head of Public Protection</p> <p><b>E-mail:</b> ayeisha.kirkham@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
<b>Contract Award for Caged Vehicle Procurement - Key Decision</b>			
This report seeks approval to award contracts for the procurement of various vehicles including caged vehicles and sweepers.	9 Sep 2025	That Council approve the award of the contracts.	<p>Cabinet Member for Environment and Waste (Councillor Rhys Baker)</p> <p>Kay Boasman, Head of Waste Management and Market Services</p> <p><b>E-mail:</b> <a href="mailto:kayleigh.boasman@southkesteven.gov.uk">kayleigh.boasman@southkesteven.gov.uk</a></p>
<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.	9 Sep 2025	To consider agreeing the Policy.	<p>Cabinet Member for Housing (Councillor Virginia Moran)</p> <p>Alison Hall-Wright, Director of Housing and Projects</p> <p><b>E-mail:</b> <a href="mailto:A.Hall-Wright@southkesteven.gov.uk">A.Hall-Wright@southkesteven.gov.uk</a></p>
<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>	9 Sep 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>

Summary	Date	Action	Contact
<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	9 Sep 2025	Recommendation to Council	Cabinet Member for People & Communities  Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) <b>E-mail:</b> claire.moses@southkesteven.gov.uk
<b>Weekly Food Waste Collection Service Update - Key Decision</b>			
To provide an update on the progress of the weekly food waste collection service rollout.	9 Sep 2025	The report asks that Cabinet approve the additional posts and associated costs which are required to support the weekly food waste collection service rollout and recommend to Council for approval.	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>Lease to Grantham Town Football Club - Non Key Decision</b>			
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	9 Sep 2025	To agree to enter into the lease.	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes)  Karen Whitfield, Assistant Director – Leisure, Culture and Place <b>E-mail:</b> karen.whitfield@southkesteven.gov.uk
<b>Contract Award for Wellington Way New Build Scheme (11 units) - Key Decision</b>			
To award contract to.... for Wellington Way scheme.	9 Sep 2025	Cabinet to approve contract award.	Cabinet Member for Housing (Councillor Virginia Moran)  Suniel Pillai, New Build Project Officer <b>E-mail:</b> <a href="mailto:suniel.pillai@southkesteven.gov.uk">suniel.pillai@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Finance Update Report – April to July 2025 - Key Decision</b>			
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	9 Sep 2025	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
<b>Corporate Asset Management Strategy Review - Key Decision</b>			
To review and update the Corporate asset Management Strategy 2022-2027, ensuring the strategy is in accordance with SKDC current priorities and objectives.	7 Oct 2025	Approval to the adoption of the updated Corporate Asset Management Strategy 2022-2027 (as amended Sept 2025)	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver)  Gyles Teasdale, Head of Property and ICT <b>E-mail:</b> g.teasdale@southkesteven.gov.uk
<b>Facilities Management Contract - Key Decision</b>			
To obtain authority to enter into the recently tendered Facilities Management Contract for SKDC's Corporate Assets.	4 Nov 2025	To provide authority to enter into the recently tendered Facilities Management Contract for SKDC's Corporate Assets.	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver)  Gyles Teasdale, Head of Property and ICT <b>E-mail:</b> g.teasdale@southkesteven.gov.uk
<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	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

Summary	Date	Action	Contact
<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 Services 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 Services and Community)</p> <p><b>E-mail:</b> <a href="mailto:claire.moses@southkesteven.gov.uk">claire.moses@southkesteven.gov.uk</a></p>
<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 Services 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>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.	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)  Richard Wyles, Deputy Chief Executive and Section 151 Officer <b>E-mail:</b> <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a>
<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	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)  Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) <b>E-mail:</b> <a href="mailto:claire.moses@southkesteven.gov.uk">claire.moses@southkesteven.gov.uk</a>
<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> <a href="mailto:david.scott@southkesteven.gov.uk">david.scott@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Finance Update Report – April to December 2025 - Key Decision</b>			
<p>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</p>	10 Feb 2026	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>