



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Cabinet

Tuesday, 14 May 2024

Report of Councillor Phil Dilks, Cabinet  
Member for Housing & Planning

# Housing Stock Condition Survey Contract Award

### Report Author

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### Purpose of Report

To obtain approval to enter into a contract with Impart Links Ltd for the provision of Stock Condition Surveys and Energy Performance Certificates (EPC's) to dwellings that form part of South Kesteven District Council's housing stock. The contract would be awarded via the Efficiency East Midlands (EEM) Framework for a period of 2 years with the option to extend for a further 1 year plus 1 year.

### Recommendations

**That Cabinet approves the award of a contract to Impart Links Ltd for the provision of stock conditions surveys and EPC's with a contract value of £281k for a period of 2 years with the option to extend for a further 1 year plus 1 year.**

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Does the report contain any exempt or confidential information not for publication?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

- 1.1 The approved 2024/25 HRA Revenue Budget includes an allocation of £100k for stock condition surveys. This budget has already been allocated to the outstanding stock condition surveys which need to be completed. Therefore, there is no specific budget that can be confirmed to fund this contract in the current financial year. However, the service area has confirmed that in-year savings can be identified in order to enable the contract to be awarded.

Completed by: Paul Sutton, Interim Deputy s151 Officer

### ***Procurement***

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

Completed by: Helen Baldwin (Procurement Lead)

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

- 1.3 There are no significant legal and governance implications arising from the report which are not already reflected elsewhere in the report, particularly in relation to procurement and compliance with the Council's Contract Procedure Rules.

Completed by: James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

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

- 1.4 Any risk will be monitored as part of the contract management process.

Completed by: Tracey Elliott, Governance & Risk Officer

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

- 1.5 While the purpose of these works is purely surveying the condition of the housing stock, there are associated health & safety implications in terms of inspections of

lofts and other areas of the dwellings. The supplier will consider the aspects of health & safety associated with the survey works.

When the contract is awarded to the successful bidder, documentation will be requested on how all the health & safety risks associated with the survey phase will be implemented to minimise the risks and where possible, eliminate them.

Completed by: Phil Swinton Health, Safety and Compliance Manager

### ***Safeguarding***

- 1.6 Any Safeguarding issues that may be observed during the survey works will be reported back in line with the Councils and suppliers safeguarding policy.

Completed by: Sarah McQueen, Head of Housing Options and Safeguarding Lead

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

- 2.1 The Council has a clear commitment in its Corporate Plan 2024 – 2027 to ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.
- 2.2 The purpose of this report is to seek approval to enter into a contract with Impart Links Ltd for the provision of completing stock condition surveys and Energy Performance Certificates (EPC's) to dwellings that form part of South Kesteven District Council's housing stock. The contract would be awarded through the EEM Framework and would be for an initial period of 2 years with the option to extend for a further 1 year plus 1 year.
- 2.3 The information and survey data captured through the stock condition surveys will ensure that the Council has accurate and up to date information on the condition of its housing stock. This data will be used to develop the improvement and maintenance programmes in future years.
- 2.4 The tender exercise has been completed through the EEM Framework, following the completion of an Expressions of Interest in the opportunity.
- 2.5 As part of the evaluation process, clarification questions were generated in relation to the associated costs and the inclusion of energy performance certificates (EPC's) These were submitted via EEM. During this period supplier 2 made the decision to withdraw from the tender process.
- 2.6 Impart Links Ltd provided the appropriate clarification for the inclusion of EPC's and revised their costs accordingly.

The quotations received were as follows:

- Supplier 1 - £70,239.00 per annum.
- Supplier 2 – withdrew from the tender.

### **3. Key Considerations**

- 3.1 The stock condition survey information will enable existing records to be updated to include works that have recently been undertaken on properties which will ensure that our data is an accurate representation of the property attributes and their condition. A robust process will be developed to ensure that the Apex system which holds the housing stock information is updated as works are completed.
- 3.2 As budgets are under pressure, having accurate stock condition information is crucial in the planning of the budget requirements for future repairs and planned maintenance programmes.

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

- 4.1 An alternative option would be to keep the works in house and utilise Council staff to complete the stock condition surveys but due to existing service delivery pressures, this would involve an extended period of time before the surveys could commence so this is not considered a viable option.

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

- 5.1 The proposed contract award to Impart Links Ltd has followed a compliant procurement process and will ensure the Council's annual target of 1,000 reinspection surveys is met.

### **6. Consultation**

- 6.1 The Council and the surveying contractor will engage with the residents at the properties where stock condition surveys are to be carried out on a frequent basis to ensure they are kept informed on appointment dates along with any other queries that may arise.