



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Officer Delegated Decision

27 March 2024

Ayeisha Kirkham – Head of Service
(Public Protection)



Service Level Agreement with City of Lincoln Council – Stray Dog Collection Service (commencing 1/4/2024)

The City of Lincoln Council to support SKDC in the services of the collection of stray dogs and the delivery thereafter to an allocated kennel on behalf of SKDC.

Contact

Ayeisha Kirkham – Head of Service (Public Protection)

 Ayeisha.kirkham@southkesteven.gov.uk

Decision made by:	Ayeisha Kirkham – Head of Service (Public Protection)
Decision:	To seek approval to enter a service level agreement with the City of Lincoln Council so that they can collect stray dogs in South Kesteven and the delivery thereafter to an allocated kennel on behalf of SKDC
Public or Exempt:	Public
Reasons for exemption:	n/a
Conflicts of interest:	No
Policy compliant:	Yes
Details of delegation:	The Head of Service has the required delegated authority to award this contract in accordance with the thresholds set out in the Council's Contract Procedure Rules at Part 4 (Rules of Procedure) of the Constitution

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 cost of the contract award is (£14,400) excluding VAT, for the duration of the life of the contract. The contract price will be reviewed at the end of 2024/25 and budgets will be amended accordingly as part of the budget setting process for 2025/26 onwards. The cost will be met using existing budgets within Cost Centre 281 (D605).

Completed by: Alison Hall-Wright, Deputy S151 Officer

Procurement

- 1.2 Services being provided by another council would still be classed as a external contract and are therefore under PCR 2015, however, owing to the low value of this requirement – under 50K, and quotes being sought, this is still a compliant process and in line with CPRs.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.3 The Head of Service has the delegated authority to take this decision, which has gone through a compliant procurement process.

Completed by: Mandy Braithwaite, Legal Executive

2. The Purpose of the Report

- 2.1 To seek approval to enter into a service level agreement with City of Lincoln Council in order for them to undertake stray dog collection for South Kesteven.

3. Available Options Considered

- 3.1 Option 1 – That approval is given to enter in to a collaborative/joint contract with The City of Lincoln Council and North Kesteven District Council with The City of Lincoln Council acting ad 'lead buyer' for the collection of stray dogs within the district.

- 3.2 Option 2 – Go out to tender to go into contract with a company to collect the stray dogs within South Kesteven District.

4. Preferred Option

- 4.1 Option 1 – That approval is given to enter in to a collaborative/joint contract with The City of Lincoln Council and North Kesteven District Council with The City of Lincoln Council acting as 'lead buyer' for the collection of stray dogs within the district.

5. Reasons for the Decision(s)

- 5.1 The Council has a duty under Section 149 of the Environmental Protection Act 1990 to discharge the function of seizing and detaining dogs within its own area (District).
- 5.2 Since April 2019 this service was provided by Pest Express Ltd., who operate a collection service from 8am to 10pm 7 days a week, at an annual cost of £17,160. This service is undertaken on a joint arrangement with North Kesteven District Council, with the current contract due to end on 31st March 2024.
- 5.3 Over the past 3 years the number of stray dogs collect by Pest Express Ltd has been 86(2022/23), 54 (2021/22) and 42 (2022/23). A figure for 2023/2024 will not be determined until the end of the financial year.
- 5.4 When considering the renewal of this contract, South Kesteven District Council and North Kesteven District Council were approached by The City of Lincoln Council who operate this service in house, through the employment of dog wardens. The City of Lincoln Council have offered to provide this service as the 'lead buyer' for the three local authorities, with each contributing a proportion of costs (base on previous collection statistics). For South Kesteven District Council, this equates to £14,400 per annum but this figure is reviewed after the first year of service.
- 5.5 Although this would result in a reduction in costs to South Kesteven District Council, it does necessitate a change in service provision to between 8:30 and 4:30 Monday to Thursday, and 8:30 and 4 on Friday, and no service at weekends or bank holidays, however this reduction is still in line with "the 1990 Act". However, all 3 Authorities involved with this arrangement would offer the same level of service and the law does not stipulate out of hours collections.
- 5.6 It is requested that the budget previously approved for payment of the contract to Pest Express Ltd is utilised to recompense The City of Lincoln Council for provision of this service from 1st April 2024, however, it is requested that the budget is not reduced in line with the above figures , as the service will be

reviewed in the first year to ensure all parties are satisfied with the service provided, and costs may be amended dependent on the number of dogs collected.

5.7 Also to note the following:

- Pest Express Ltd had been contacted and also formally emailed in relation to whether there would be any TUPE implications, it was detailed in the correspondence that if not information detail was otherwise received by SKDC by the end of January 2024, then it would be assumed that TUPE does not apply. No further information was received.
- Three quotes have been asked for as per the procurement requirements for contracts between £10,000 - £49,000 ([Part411 Contract Procedure Rules.pdf \(southkesteven.gov.uk\)](#)). The quote from The City of Lincoln is the middle quote, however, due to the working relationship established it was decided that this quote was competitive.
- The draft agreement has been checked by Legal Services, and suggested changes have been incorporated.

6. Appendices

6.1 Appendix 1 – Stray Dog Collection Contract.

Signed by: **Ayeisha Kirkham**

Dated: **27/03/24**