



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Officer Delegated Decision

11 June 2026

Richard Wyles, Deputy Chief Executive
and S151 Officer

Additional Works – Leisure Improvements Phase One

This Officer Delegated Decision (ODD) report seeks approval to allocate a budget of £196,101 from the Leisure Investment Reserve to undertake additional improvement works identified as part of the phase one improvement programme across the leisure centres and to award a contract to Northdown Property Services Ltd.

Contact

Michael Chester, Team Leader – Leisure, Parks and Open Spaces

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Decision made by:	Richard Wyles – Deputy Chief Executive and S151 Officer
Decision:	<ol style="list-style-type: none">1) To allocate a budget of £196,101 from the Leisure Centre Investment Reserve to fund the additional improvement works identified during phase one of the leisure centre improvement programme.2) To award a contract to Northdown Property Services Ltd for a value of £196,101 to undertake the works.
Key or Non-Key? (A Key Decision has a value of 200k or over, or is a significant impact on two or more wards)	Non-Key
For call-in (only applies to Key Decisions)	N/A
Public or Exempt:	Public
Reasons for exemption:	This report is not exempt from publication.

Conflicts of interest:	No
Policy compliant:	Yes
Details of delegation:	<p>1) Financial Regulations, Appendix A – Authorised Limits of the Financial Regulations: Approval to use General Fund and Housing Revenue Account Reserves with the exception of the relevant Working Balances. The Deputy Chief Executive and s151 Officer has the appropriate delegation to release funds from the Leisure Centre Investment Reserve, which is a discretionary reserve, in consultation with the Cabinet Member for Finance and Chief Executive.</p> <p>2) The Deputy Chief Executive and S151 Officer is authorised under Part 3 (c) for Delegated Powers to Officers, item 28 (Tendering) of the constitution to accept tenders and award contracts to contractors on behalf of the Council in the following circumstances:</p> <ul style="list-style-type: none"> a) Following a tender process strictly in accordance with the Council’s Contract Procedure Rules and Financial Regulations b) For carrying out works and/or the provision of goods and/or services

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 A Leisure Investment Reserve has been established totalling £1million to provide investment into the leisure facilities. This investment will focus on identified improvements to the changing room areas of the three leisure facilities and the Stadium as a priority.
- 1.2 Phase One of the programme has been procured and a contract awarded by Cabinet to Northdown Property Services (NPS) Ltd on 5th May 2026 at a value of £321,222.00
- 1.3 Following the award of contract to NPS Ltd further improvement works have been identified across each of the leisure centres which will enhance the overall impact and experience to users of each of the leisure centres and sports stadium. It is

financially prudent for the contractor to undertake these additional works at the same time as the refurbishments are being completed. The combined value of these additional works totals £196,101.

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

Procurement

- 1.4 The value of the additional works is above the threshold for a contract variation to the current, existing contract and therefore a contract variation would not be compliant.
- 1.5 Whilst the value would usually be competed under the Council's Contract Procedure Rules 2025, Section 4 (Exemptions/Direct Awards) 4.21.5, Point 2, states that awards without competition may be permissible where there is a sound business case and/or an independent review that there is no value for money in running a full procurement process.
- 1.6 The business case for this is outlined in the below section where it explains that it would be more efficient and cost effective to have the current contractor who is already on site, carry out the works than to run another competition.
- 1.7 The value of this additional contract is not over the threshold of the Procurement Act 2023 and would therefore be a compliant route and would be of minimal risk of challenge.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.8 In awarding the initial contract, Cabinet had resolved to delegate power to the Deputy Chief Executive and Section 151 Officer to extend the contract, if required. Use of said delegation was not possible in these circumstances (see para 1.4, above) so an additional contract is being awarded.
- 1.9 The Deputy Chief Executive and S151 Officer has delegated authority to award a contract to contractors for the carrying out of works in accordance with Delegation 28 (Tendering), Part 3 (c), Delegated Powers to Officers in the constitution provided the award is compliant with the Contract Procedure Rules and Financial Regulations. The detail of this compliance is as set out in the Procurement section (above); notably that an exemption is being applied on the basis of there being a sound business case to do so (see para. 2.3 below).
- 1.10 The Deputy Chief Executive and S151 Officer is, in consultation with the Cabinet Member for Finance and the Chief Executive, authorised to release funds from the Leisure Centre Investment Reserve, which is a discretionary reserve. This is in

accordance with the Financial Regulations, Appendix A – Authorised Limits of the Financial Regulations: Approval to use General Fund and Housing Revenue Account Reserves with the exception of the relevant Working Balances.

Completed by: Graham Kitchen, Director of Law and Governance (Monitoring Officer)

2. The Purpose of the Report

- 2.1 Members of the Finance and Economic Overview and Scrutiny Committee previously received a report on 18 November 2025, [Leisure Investment Reserve proposals.pdf](#), and approved the allocation criteria of the £500k leisure investment reserve. It was agreed that the priority would be to improve the changing room facilities across all three leisure centres and the South Kesteven Sports Stadium (the Stadium).
- 2.2 Following a compliant and competitive procurement process for phase one of the works Northdown Property Services (NPS) Ltd were awarded the contract by Cabinet on 05 May 2026, [Decisions 05th-May-2026 16.00 Cabinet.pdf](#), at a total value of £321,222. This coming in under the anticipated £500k budget with a surplus of £178,778.
- 2.3 During the mobilisation of the contract with NPS Ltd further additional works have been highlighted across each of the leisure centres and Stadium, which would further enhance the overall impact of the works by replacing with new rather than undertaking of repairs. By completing these works at the same time as NPS Ltd are already mobilised on site brings efficiencies to the Council and reduces any further operational impacts on the running of the facilities, should they be completed at a later date.
- 2.4 The additional works which have been identified at each facility are as follows:

Bourne Leisure Centre

- Removal and replacement of all changing cubicles in both the female and male changing rooms
- Replacement shower units supplied and fitted in both the female and male changing rooms

Stamford Leisure Pool

- Removal and replacement of toilet cubicles in female changing room
- Supply and installation of Altro Whiterock wall cladding to all walls in toilet cubicle area in female changing room
- Supply and installation of Altro Whiterock wall cladding to main walls in the both the female and male changing rooms
- Replacement shower units supplied and fitted in both the female and male changing rooms

South Kesteven Sports Stadium

- Removal and replacement of toilet cubicles in annexed toilets on either side of the main stand
- Replacement of all tannoy heads throughout areas of work
- Removal and replacement of all panelling behind toilet cubicles in annexed toilets on either side of the main stand
- Replacement shower units supplied and fitted in both the home and away changing rooms

Grantham Meres Leisure Centre

- Replacement of all bench leg supports in group changing rooms
- Removal and replacement of all cubicles to the whole changing village area including benching, sanitisation and hair drying area
- Replacement of all tannoy heads throughout areas of work
- Installation of new ceiling grid and tiles in utility cupboard
- Replacement shower units supplied and fitted in the changing village and accessible changing room within the changing village

2.5 The total value of works against the original £500k budget is now £517,323 and is broken down as follows across each facility:

- Bourne Leisure Centre - £111,517
- Stamford Leisure Pool - £111,745
- South Kesteven Sports Stadium - £107,514
- Grantham Meres Leisure Centre - £186,547

3. Available Options Considered

3.1 The Council could choose not to upgrade the changing room facilities across the leisure centres however this has been discounted as the Leisure Centre Investment Reserve was established with the primary objective to improve the customer facing areas.

4. Preferred Option

4.1 To allocate an additional budget of £196,101 from the Leisure Centre Investment Reserve allowing the additional works identified to be completed in a timely manner whilst all other works from phase one are being completed.

5. Reasons for the Decision(s)

5.1 NPS Ltd were awarded a contract for phase one of the leisure improvement works following a competitive and compliant procurement process. Further improvement works have been identified which can be completed at the same time which will then improve the overall impact of the project.

Signed by: Richard Wyles
