



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Officer Delegated Decision

3 August 2026

Alison Hall-Wright, Director of Housing
and Projects

Approval of Contract Water Management testing (Legionella)

To approve the award of a contract to Second Element Ltd to provide Water Management risk assessments and associated testing and works (Legionella) in the Housing stock and buildings in the Property portfolio. The contract will be for a period of 3 years with an estimated annual value of £30k and total value of £90k.

Contact

Alison Hall-Wright, Director for Housing and Projects



Decision made by:	Alison Hall-Wright, Director of Housing and Projects
Decision:	To approve the contract to Second Element Ltd for the provision of Water Management (Legionella) assessments, testing and urgent remedial works in relation to water hygiene. The contract will be for a period of 3 years with an estimated contract value of £30k per year and a total value of £90k.
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)	No
Public or Exempt:	Public
Reasons for exemption:	N/A
Conflicts of interest:	No
Policy compliant:	Yes

Details of delegation:

The Director for Housing is authorised under at 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:

- 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 The cost of this contract is included in the approved revenue budget for the Housing Revenue Account and relevant property budget.

Completed by: David Scott Assistant Director for Finance.

Legal and Governance

- 1.2 A compliant procurement exercise has been undertaken with 3 quotes being obtained with the estimated value not exceeding £100,000 for the three years. The recommendation is in line with the Council's Contract Procedure Rules.

Completed by: James Welbourne Democratic Services Manager

Procurement

- 1.3 As stated above, this is a compliant route as 3 quotes have been sought in line with the Council's Contract Procedure Rules

Completed by: Helen Baldwin (Procurement Lead)

Health and Safety

- 1.4 There is a legal and moral duty on employers and landlords, to ensure so far as is reasonably practicable, that the risk from Legionella bacterium is managed and removed/ reduced.

- 1.5 The Control of Substances Hazardous to Health (COSHH) 2002 and Approved code of Practice L8 set out the requirements for managing legionella risk. The successful bidder has evidenced the highest levels of compliance with these requirements

Completed by: Phil Swinton Head of Health, Safety, Compliance and Emergency Planning

2. The Purpose of the Report

- 2.1 To approve the award of a contract to Second Element Ltd to undertake Legionella risk assessments, testing and associated flushing and remedial works across the Council's Housing Stock and Property portfolio, which are required to ensure the Council meets its legal and moral obligations. The contract will be for a period of 3 years, with an estimated annual value of £30k and a total value of £90k.
- 2.2 Three providers were contacted and given the opportunity to quote for a fixed, three year contract to start in April 2026. The bids were reviewed by officers from the compliance team and property team with Second Element being identified as the best value for money bidder. They also provided a comprehensive range of supporting documents which provided high levels of assurance with the bid.

3. Available Options Considered

- 3.1 The Council could choose not to approve the contract, but this would result in a contract not being in place for Water management and Legionella testing whilst a new tender exercise is completed.

4. Preferred Option

- 4.1 To approve the contract with Second Element as the successful bidder.

5. Reasons for the Decision(s)

- 5.1 To ensure the Council has a compliant contract in place for Water Management.

Signed by: **Alison Hall-Wright**

Dated: **03 August 2026**