

Notice of Non-key Executive Decision

Subject Heading:	Contract with Knights Kennels Limited for the Provision of a Stray Dogs Collection and Kennelling Service
Decision Maker:	Helen Oakerbee, Director of Planning & Public Protection
Cabinet Member:	Cabinet Member for Planning and Public Protection, Councillor Terry Brown
ELT Lead:	Helen Oakerbee, Director of Planning & Public Protection
Report Author and contact details:	Kasey Conway Senior Public Protection Officer (Licensing) Tel. 01708 432 555 Email: kasey.conway@havering.gov.uk
Policy context:	Environmental Protection Act 1990 (Part VIII) Clean Neighbourhoods and Environment Act 2005 Environmental Protection (Stray Dogs) Regulations 1992
Financial summary:	The Council's annual revenue budget for the service is £0.063m. The contract value is £0.055m, with the remaining monies spent on any veterinary care required for the

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	animals together with out of hours call handling. The contract value is the highest annual estimate calculated on a worst case scenario, as such, the actual annual costs for this contract are expected to be below the Council's budget.
Relevant OSC:	Places OSC
Is this decision exempt from being called-in?	Yes. This is non-key decision for decision by a member of staff.

The subject matter of this report deals with the following Council Objectives

- People - Things that matter for residents X
- Place - A great place to live, work and enjoy X
- Resources - A well run Council that delivers for People and Place. X

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

This report seeks approval from the Director of Planning & Public Protection to:

1. extend the Council's current contract with Knights Kennels Limited for a period of 1 year from 1st April 2026 for a total value of £63,000.

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AUTHORITY UNDER WHICH DECISION IS MADE

The Havering Constitution:

Part 3 of the Council's Constitution

Scheme 3.3.3 Powers common to all Strategic Directors

1. General

1.1 To take any steps, and take any decisions, necessary for the proper management and administration of their allocated directorate, in accordance with applicable Council policies and procedures.

4 Contracts

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions.)

This power was delegated to the Director of Planning and Public Protection from 3rd April 2024.

STATEMENT OF THE REASONS FOR THE DECISION

1.1 Sections 149 and 150 of the Environmental Protection Act 1990 places a duty on local authorities to collect and detain stray dogs for a seven-day period, return seized dogs to their owners and keep a register of stray dogs. The Council does not directly employ a dog warden and does not have any kennels which can be used for the kennelling of stray dogs so it has been contracting out this service.

1.2 The current contract came into force on 1st April 2020 and the dog warden provides a service which satisfies the Council's statutory duty to collect and detain stray dogs. Failure to extend the contract for a period of 12 months will result in the Council being in breach of its statutory duty.

1.3 Officers intend to re-procure the service going forward. Initial market engagement undertaken in November 2025, resulted in only one response from the market.

OTHER OPTIONS CONSIDERED AND REJECTED

Do not extend:

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This option was rejected, as the Council is satisfied with the service provided by Knights Kennels Ltd which achieves the original business objectives and remains within the existing Council budget. Agreeing to the extension will continue to allow the Council to fulfil its statutory duties. Failure to accept this option would result in potential public safety issues as well as a failure to meet our statutory obligations.

PRE-DECISION CONSULTATION

None required.

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Kasey Conway

Designation: Team Leader – Licensing Team (Public Protection)

Signature:



Date: 8th May 2026

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council has a duty under section 149 and 150 of the Environmental Protection Act 1990 (EPA) to appoint an officer to discharge (or otherwise delegate) the functions imposed or conferred by the Act for dealing with stray dogs found in the borough.

The Council entered into a contract with Knights Kennels Ltd in April 2020 to discharge its duties under the EPA. The original contract was for a period of 3 years with an option to extend the contract for another 2 years. The contract was extended and expired on 31st March 2026.

This report seeks approval to further extend the existing contract for an additional year with Knights Kennels Ltd for the reasons set out within the body of this report.

The contract was originally procured by carrying out a compliant procurement exercise under the Public Contracts Regulations 2015 (PCR). PCR allows for modification of contracts subject to fulfilling certain conditions in accordance with Regulation 72(1)(b). Officers are satisfied that the proposed extension fulfils the criteria required under Regulation 72(1)(b) and therefore the extension can be approved.

In addition, the extension may be approved under the Council's Contract Procedure Rules (CPR). CPR 19 allows the Council to modify or extend a contract where certain statutory conditions are met. In particular, CPR 19.1(ii) applies only where changing the contractor is genuinely unavoidable for economic or technical reasons and where no reasonable alternative supplier exists.

Officers consider that there are sufficient grounds to rely on CPR 19.1(ii) in this case. Market research and expressions of interest indicate that the supply base for this service is extremely limited, and the specialist and time-critical nature of the service means that a change of contractor is not reasonably practicable at this time.

FINANCIAL IMPLICATIONS AND RISKS

Kennelling service costs over the last 3 financial years are set out in the table below.

A budget of £0.055m has been set aside to fund this contract in 2025/26. Based on previous year's average spend see below table, anticipated spend falls within the budget envelope.

	2022/23 £m	2023/24 £m	2024/25 £m	Average cost £m

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Cost of kennelling service	£0.048m	£0.052m	£0.052m	£0.051m
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Granting this contract extension will allow the service time to conduct the required procurement process with the view to implementing a new contract on 1st April 2027.

This is a statutory service which must be performed to preserve the safety and wellbeing of residents and visitors to the borough.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

There are no Human Resources implications which affect this ED.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

1. The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have 'due regard' to:
 - (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
 - (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

2. The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.
3. An EqHIA (Equality and Health Impact Assessment) is usually carried out when a proposed or planned activity is likely to affect staff, service users, or other residents.
4. The Council seeks to ensure equality, inclusion, and dignity for all in all situations.
5. There are no equalities and social inclusion implications and risks associated with this decision.

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ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

This is a continuation of an outsourced contract with no additional risk to the environment and climate implications.

BACKGROUND PAPERS

N/A

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker

Signed: H Oakerbee

Name: Helen Oakerbee, Director of Planning and Public Protection

Date: 20 May 2026

Lodging this notice

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____