Public Document Pack

TENDRING DISTRICT COUNCIL

Committee Services
Room 29
Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE

22 May 2026

Dear Councillor

I HEREBY SUMMON YOU to attend the meeting of the Tendring District Council to be held at 7.30 p.m. on Tuesday 2 June 2026 when the business specified in the accompanying Agenda is proposed to be transacted. The meeting will be held in the Princes Theatre, Town Hall, Station Road, Clacton-on-Sea, CO15 1SE.

Yours faithfully

Ian Davidson
Chief Executive

To: All members of the
Tendring District Council

TENDRING DISTRICT COUNCIL

AGENDA

For the meeting to be held on Tuesday, 2 June 2026

Prayers

1 Apologies for Absence

The Council is asked to note any apologies for absence received from Members.

2 Minutes of meetings of the Council (Pages 7 - 28)

The Council is asked to approve, as correct records, the minutes of:-

(a) the ordinary meeting of the Council held on 31 March 2026; and

(b) the annual meeting of the Council held on 19 May 2026.

3 Declarations of Interest

Councillors are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests, and the nature of it, in relation to any item on the agenda.

4 Announcements by the Chairman of the Council

The Council is asked to note any announcements made by the Chairman of the Council.

5 Announcements by the Chief Executive

The Council is asked to note any announcements made by the Chief Executive.

6 Statements by the Leader of the Council

The Council is asked to note any statements made by the Leader of the Council.

Councillors may then ask questions of the Leader on his statements.

7 Statements by Members of the Cabinet

The Council is asked to note any statements made by members of the Cabinet (Portfolio Holders).

Councillors may then ask questions of the Portfolio Holders on their statements.

8 Petitions to Council

To report any ‘live’ petitions that have been submitted in accordance with the Scheme approved by the Council.

9 **Questions pursuant to Council Procedure Rule 10.1**

Subject to the required notice being given, members of the public can ask questions of the Leader of the Council, Portfolio Holders or Chairmen of Committees.

The Chairman shall determine the number of questions to be tabled at a particular meeting in order to limit the time for questions and answers to 21 minutes.

10 **Urgent Cabinet or Portfolio Holder Decisions**

To notify Members of any recent Executive Decision(s) taken in the circumstances set out in the Council's Constitution in:-

(a) Rule 15 of the Access to Information Procedure Rules (Special Urgency); and/or

(b) Rule 18(i) of the Overview and Scrutiny Procedure Rules (Call-in and Urgency); and/or

(c) Rule 6(b) of the Budget and Policy Framework Procedure Rules.

11 **Minutes of Committees (Pages 29 - 100)**

The Council will receive the minutes of the following Committees:

(a) Standards of Wednesday 11 March 2026;

(b) Audit of Thursday 26 March 2026;

(c) Community Leadership Overview & Scrutiny of Monday 30 March 2026; and

(d) Standards of Wednesday 22 April 2026.

NOTES:

(1) The above minutes are presented to Council **for information only.** Members can ask questions on their contents to the relevant Chairman but questions as to the accuracy of the minutes **must** be asked at the meeting of the Committee when the relevant minutes are approved as a correct record; and

(2) If any recommendations to Council have been made by those Committees, these are included within separate reports for Council to decide upon (i.e. by noting the minutes those recommendations are not approved at this stage of the proceedings).

12 **Motions to Council pursuant to Council Procedure Rule 12**

Council will consider motions, notice of which have been given pursuant to Council Procedure Rule 12.

13 **Joint Report of the Monitoring Officer and the Cabinet - A.1 - Proposed Amendments to the Council's Constitution: New Procurement Procedure Rules (Pages 101 - 164)**

To enable Council to consider proposed amendments to the Council's Constitution in respect of the Procurement Procedure Rules.

14 Reference from the Community Leadership Overview and Scrutiny Committee - A.2 - Community Governance Review for Clacton-On-Sea, Holland-On-Sea and Jaywick Sands - Phase II: Final Recommendations (Pages 165 - 222)

To enable Council to consider the Community Leadership Overview & Scrutiny Committee's final recommendations following the Community Governance Review undertaken for the currently unparished areas of the District.

15 Questions pursuant to Council Procedure Rule 11.2

Subject to the required notice being given, Members of the Council can ask questions of the Chairman of the Council, the Leader of the Council, Portfolio Holders or Chairmen of Committees.

The time allocated for receiving and disposing of questions shall be a maximum of 30 minutes. Any question not disposed of at the end of this time shall be the subject of a written response, copied to all Members the following working day unless withdrawn by the questioner.

16 Seating Plan for meetings of the Full Council in the 2026/2027 Municipal Year (Pages 223 - 224)

To enable Full Council to approve the seating plan for its meetings to be held during the 2026/2027 Municipal Year. The seating plan has been amended to take into account the election of the new Chairman of the Council and the appointment of the new Vice-Chairman of the Council.

17 Urgent Matters for Debate

The Council will consider any urgent matters submitted in accordance with Council Procedure Rules 3(xv), 11.3(b) and/or 13(p).

Date of the Next Scheduled Meeting of the Council

Tuesday, 11 August 2026 at 7.30 pm - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE

INFORMATION FOR VISITORS

PRINCES THEATRE FIRE EVACUATION PROCEDURE

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the four fire exits in the auditorium and follow the exit signs out of the building.

Please follow the instructions given by any member of staff and they will assist in leaving the building.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

The assembly point for the Princes Theatre is in the car park to the left of the front of the building as you are facing it. Your calmness and assistance are greatly appreciated.

PUBLIC ATTENDANCE AT TENDRING DISTRICT COUNCIL MEETINGS

Welcome to this evening's meeting of Tendring District Council.

This is an open meeting which members of the public can attend to see Councillors debating and transacting the business of the Council. However, please be aware that, unless you are included on the agenda to ask a public question, members of the public are not entitled to make any comment or take part in the meeting. You are also asked to behave in a respectful manner at all times during these meetings.

Members of the public do have the right to film or record council meetings subject to the provisions set out below:-

Rights of members of the public to film and record meetings

Under The Openness of Local Government Bodies Regulations 2014, which came into effect on 6 August 2014, any person is permitted to film or record any meeting of the Council, a Committee, Sub-Committee or the Cabinet, unless the public have been excluded from the meeting for the consideration of exempt or confidential business.

Members of the public also have the right to report meetings using social media (including blogging or tweeting).

The Council will provide reasonable facilities to facilitate reporting.

Public Behaviour

Any person exercising the rights set out above must not disrupt proceedings. Examples of what will be regarded as disruptive, include, but are not limited to:

(1) Moving outside the area designated for the public;

(2) Making excessive noise;

(3) Intrusive lighting/flash; or

(4) Asking a Councillor to repeat a statement.

In addition, members of the public or the public gallery should **not** be filmed as this could infringe on an individual's right to privacy, if their prior permission had not been obtained.

Any person considered being disruptive or filming the public will be requested to cease doing so by the Chairman of the meeting and may be asked to leave the meeting. A refusal by the member of the public concerned will lead to the Police being called to intervene.

Filming by the Council

This meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for up to four years (the Council retains three full years of recordings and the relevant proportion of the current Municipal Year). The Council will seek to avoid/minimise footage of members of the public in attendance at, or participating in, the meeting.

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**MINUTES OF THE MEETING OF THE COUNCIL,
HELD ON TUESDAY, 31ST MARCH, 2026 AT 7.30 PM
IN THE PRINCES THEATRE, AT THE TOWN HALL, STATION ROAD, CLACTON-ON-SEA, CO15 1SE**

Present:	Councillors Davidson (Chairman), Oxley (Vice-Chairman), Alexander, Amos, Barrett, Barry, Bensilum, Bray, Calver, Casey, Chapman BEM, A Cossens, M Cossens, Doyle, Everett, Fairley, Ferguson, Fowler, Griffiths, Guglielmi, Harris, I Henderson, J Henderson, P Honeywood, S Honeywood, Keteca, Kotz, Land, Morrison, Newton, Scott, Skeels Jnr., Smith, Steady, G Stephenson, M Stephenson, Sudra, Talbot, Thompson, White and Wiggins
In Attendance:	Ian Davidson (Chief Executive) (except item 125), Lisa Hastings (Corporate Director (Law & Governance) & Monitoring Officer) (except item 125), Richard Barrett (Corporate Director (Finance and IT) & Section 151 Officer) (except item 125), Katie Wilkins (Director (People)), Keith Simmons (Assistant Director (Corporate Policy & Support) & Deputy Monitoring Officer), Ian Ford (Democratic Services Manager) and Katie Koppenaal (Democratic Services Officer)
Also in Attendance:	Lee Heley (Corporate Director (Place and Wellbeing) & Deputy Chief Executive), William Lodge (Corporate Communications Manager), Kai Aberdeen (Theatre General Manager (Technical)), Bethany Jones (Democratic Services Officer), Christopher Bailey (Elections and Leadership Support Officer) and Simon Kedge (Casual Technician (Princes Theatre))

111. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Baker, Bush, Codling, Davis, Goldman, Placey and Platt.

112. MINUTES OF THE LAST MEETING OF THE COUNCIL

It was moved by Councillor M E Stephenson, seconded by Councillor I J Henderson and:-

RESOLVED that the minutes of the budget and council tax setting meeting of the Council held on 17 February 2026 be approved as a correct record and be signed by the Chairman.

113. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members on this occasion.

114. ANNOUNCEMENTS BY THE CHAIRMAN OF THE COUNCIL

Prior to the commencement of the meeting, Members had had circulated to them a list of the Chairman of the Council's civic events that he had attended on behalf of the Council since the end of January 2026.

The Chairman highlighted several of those events that he had found particularly enjoyable and inspiring namely:-

(1) Pride of Tendring Awards Evening – Thursday 26th February 2026;
(2) Saffron Schools Music Concert – Tuesday 3rd March 2026;
(3) The Sanctuary (Mental Health), Clacton-on-Sea – Wednesday 18th March 2026; and
(4) Essex County Council Reception for the enrolment of the new High Sheriff of Essex – Monday 30th March 2026.

115. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE

The Chief Executive made the following announcements:-

Local Government Reorganisation

"Chairman, Councillors, last week Government announced its choice of configuration for local councils across the Greater Essex area; with the way ahead being five new unitary councils replacing the existing 15 local authorities.

As a reminder, this puts Tendring on a footprint with Colchester and Braintree, with the new North East Essex Council taking on the services and responsibilities of Essex County Council for the area too; and this was the preferred option of this council.

We will now step up our collaborative work with all partners across Greater Essex to deliver this change to best serve the interests of our communities, including the people of Tendring, and to ensure this process happens in a smooth way as possible with minimal disruption to the public.

We understand there will be lots of questions at this time, and we will be working hard to answer those over the coming weeks and months as the implementation plan is developed. I would remind Councillors that an All Members' Briefing will take place after this meeting.

We welcome the clarity from Government about future election arrangements; with confirmation there will be elections to the new unitary council in May 2027, with councillors elected for an initial five-year term to cover the transition process. This will replace scheduled elections to this authority, with your terms extended once the necessary legislation comes into place.

While there is a lot to do, we will continue to provide excellent local services for our residents and communities right up until the point at which Tendring District Council no longer exists on 1 April 2028; and we will work hard to maximise the opportunities re-organisation presents to provide better services to the public in the future and to put Tendring in the best possible place for the future."

Katie Wilkins

The Chief Executive announced with great pleasure that he would be amending Katie Wilkins' job title from that of Assistant Director (People) to Director (People). This change reflected and recognised Katie's role on Management Team and on the Essex LGR Working Group on HR and staffing matters.

The Chief Executive thanked Katie for her contributions.

Members congratulated Katie with a round of applause.

116. STATEMENTS BY THE LEADER OF THE COUNCIL

There were no statements made by the Leader of the Council on this occasion.

117. STATEMENTS BY MEMBERS OF THE CABINET

There were no statements made by members of the Cabinet on this occasion.

118. PETITIONS TO COUNCIL

On this occasion it was reported that no 'live' petitions had been submitted in accordance with the Scheme approved by the Council.

119. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.1

Subject to the required notice being given, members of the public could ask questions of the Leader of the Council, Portfolio Holders or Chairmen of Committees.

It was reported that, on this occasion, no such questions on notice had been submitted.

120. REPORT OF THE LEADER OF THE COUNCIL - A.1 - URGENT CABINET OR PORTFOLIO HOLDER DECISIONS

Council considered a report of the Leader of the Council (A.1) that, in accordance with the requirements of Rule 16.2 of the Access to Information Procedure Rules and/or Rule 18(i) of the Overview and Scrutiny Procedure Rules and/or Rule 6(b) of the Budget and Policy Framework Procedure Rules, notified Members of recent Executive Decision(s) taken in the circumstances set out in Rule 15 of the Access to Information Procedure Rules and/or Rule 18(i) of the Overview and Scrutiny Procedure Rules.

(1) Engagement of resources from Local Government East to provide capacity within the Housing Repairs team in relation to the maintenance of Council Housing Stock

It was reported that, on 24 February 2026, and in view of the urgency of the issue concerned, and in accordance with Rule 18(i) of the Overview & Scrutiny Procedure Rules, the Leader of the Council had sought and subsequently obtained the Chairman of the Resources and Services Overview and Scrutiny Committee's consent, that his urgent decision, on behalf of the Cabinet, relating to authorising the use of up to £310,000 from the Housing Revenue Account Reserves, to fund the engagement of resources from Local Government East, to address an urgent need to provide capacity within the Housing Repairs team, to meet the Council's statutory obligation in relation to the maintenance of Council Housing Stock, could be taken under the special urgency procedure and therefore be exempted from the call-in procedure.

The Leader's urgent decision, on behalf of the Cabinet and using the special urgency powers, as provided within Schedule 3 (Responsibility for Executive Functions) and the Access to Information Procedure Rule 15 (Special Urgency), in consultation with the

Portfolio Holder for Housing and Planning, and the Section 151 Officer and the Monitoring Officer had been as follows:

"To authorise the use of up to £310,000 from the Housing Revenue Account Reserves to fund the engagement of resources form Local Government East, to address an urgent need to provide capacity within the Housing Repairs team to meet the Council's statutory obligation in relation to the maintenance of Council Housing Stock."

It had been felt that any delay likely to be caused by the normal key decision process and/or the call-in process would have seriously prejudiced the Council's and the public's interest for the following reasons:-

"Due to the urgent need for the Council to enable there to be a management structure within the housing repairs service by entering into an agreement with LGE, for a period of up to six months, via the use of reserves within the HRA, by the 5th March 2026, the decision to use HRA reserves is proposed using special urgency powers, as set out in Part 3, Schedule 3 of the Constitution.

In addition, in order to meet the deadline to sign up the specialist resource, by 5th March 2026, permission will need to be granted by the Chairman of the Resources and Services Overview and Scrutiny Committee to exempt this decision from both the Forward Plan and the 5-day call in period, through the special urgency provisions. This will be made through using Rule 15 of the Access to Information Procedure Rules, as set out in Part 5.8 of the Constitution."

It was moved by Councillor M Stephenson and:-

RESOLVED that the contents of the report be noted.

121. MINUTES OF COMMITTEES

It was moved by Councillor M E Stephenson, seconded by Councillor P B Honeywood and:-

RESOLVED that the minutes of the following Committees, as circulated, be received and noted:-

(a) Resources and Services Overview & Scrutiny of Wednesday 14 January 2026;

(b) Community Leadership Overview & Scrutiny of Thursday 15 January 2026;

(c) Planning Policy & Local Plan of Thursday 22 January 2026;

(d) Tendring Colchester Borders Garden Community Joint of Monday 26 January 2026;

(e) Community Leadership Overview & Scrutiny of Tuesday 10 February 2026;

(f) Audit of Thursday 19 February 2026;

(g) Human Resources & Council Tax of Monday 2 March 2026; and

(h) Resources and Services Overview & Scrutiny of Tuesday 10 March 2026.

122. MOTIONS TO COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE 12

On this occasion it was reported that no motions on notice had been submitted in accordance with Council Procedure Rule 12.

123. REFERENCE FROM THE CABINET - A.2 - ADOPTION OF THE ANNUAL CAPITAL AND TREASURY STRATEGY 2026-27

It was reported that, at its meeting held on 20 March 2026 (minute 127 referred), the Cabinet had considered a report of the report of the Corporate Finance and Governance Portfolio Holder (A.9) which had sought Cabinet’s agreement of the Annual Capital and Treasury Strategy for 2026/27 (including Prudential and Treasury Indicators) for submission to this meeting of Full Council.

Cabinet had been reminded at their meeting that the Local Government Act 2003 and supporting regulations required the Council to set out its treasury strategy for borrowing, and to prepare an Annual Investment Strategy (as required by Investment Guidance subsequent to that Act) that set out the Council’s policies for managing its investments and for giving priority to the security and liquidity of those investments, “having regard” to the Chartered Institute of Public Finance and Accountancy’s (CIPFA) Prudential Code and the CIPFA Treasury Management Code of Practice. Revised editions of both documents had come into force in 2023/24.

The Capital Strategy continued to be combined with the Treasury Strategy into one document, which was required to be updated / approved annually. The proposed Annual Capital and Treasury Strategy for 2026/27 had been set out in Appendix A2 to the Portfolio Holder’s report (A.9) and it had continued to reflect the various changes set out in the latest Codes mentioned above.

Members of the Cabinet had been informed that the Capital Strategy element of the combined document had covered the various elements surrounding capital investment decisions and the key criteria that investment decisions should be considered against.

The Treasury Strategy element of the combined document had covered the various elements that satisfied the requirements of the various codes that governed the borrowing and investment activities of the Council and had been prepared in the light of advice received from the Council’s Treasury advisors and had reflected the latest codes and guidance.

Cabinet had been made aware that Prudential and Treasury indicators had been included as an Annexe to the combined strategy and had therefore been included within Appendix A2.

Members of the Cabinet had been advised that, under the Prudential Code, the Council had freedom over capital expenditure if it was prudent, affordable and sustainable. The Prudential Indicators either measured the expected activity or introduced limits upon the activity and reflected the underlying capital appraisal systems and enabled the Council to demonstrate that it was complying with the requirements of the Prudential Code.

Cabinet had been reassured that the Council’s investments would be undertaken in accordance with its Treasury Management Practices (TMPs).

Cabinet had been informed that, following on from comments made last year, the Strategy now acknowledged potential obligations that would be placed on the Council due to the emerging legislation around Local Government Reorganisation (LGR).

Cabinet had, inter alia, “RESOLVED that the Annual Capital and Treasury Strategy for 2026/27 (including Prudential and Treasury Indicators) be recommended to Full Council for its formal approval.”

A copy of the published Corporate Finance & Governance Portfolio Holder’s report (and its appendix) to the Cabinet meeting held on 20 March 2026 was attached to the reference report (A.2).

Having duly considered the reference report from Cabinet (A.2):-

It was moved by Councillor M Stephenson, seconded by Councillor I J Henderson and:-

RESOLVED that the annual Capital and Treasury Strategy for 2026/27 (including Prudential and Treasury Indicators), as set out in Appendix A to the reference report (A.2), be approved and formally adopted.

124. REPORTS SUBMITTED TO THE COUNCIL BY AN OVERVIEW AND SCRUTINY COMMITTEE

On this occasion it was reported that no reports had been submitted to the Council by an Overview and Scrutiny Committee.

125. REFERENCE FROM THE HUMAN RESOURCES AND COUNCIL TAX COMMITTEE - A.3 - PAY POLICY STATEMENT 2026/27

The Chief Executive, the Corporate Director (Law and Governance) and the Corporate Director (Finance and IT) each declared an Interest and left the meeting whilst Council considered this matter and reached its decision thereon.

It was reported that, at its meeting held on 2 March 2026 (Minute 25 referred), the Human Resources & Council Tax Committee had considered a report of the Assistant Director of People (A.3), which had sought the Committee’s endorsement of the draft Pay Policy Statement 2026/27.

The Committee had been reminded that Sections 38 and 39 of the Localism Act 2011 (Chapter 8 – Pay Accountability) required the Council to prepare and publish a Pay Policy Statement that set out the Council’s approach to a range of matters relating to the pay of its workforce.

Members had been advised that Schedule 2 of Part 3 of the Constitution confirmed that Full Council was responsible for the preparation and approval of a Pay Policy Statement for the forthcoming financial year, in accordance with the requirements of the Localism Act 2011. Officers had explained to the Human Resources & Council Tax Committee that they had historically overseen the preparation of the draft Statement and had recommended it to Full Council for approval and adoption.

Members had been also reminded that the statutory Pay Policy Statement must include the following matters:

- *The Council's policy on the level and elements of remuneration for each Chief Officer.*
- *The Council's policy on the remuneration of its lowest paid employees, including the definition of "lowest paid employees" and the reasons for adopting that definition.*
- *The Council's policy on the relationship between the remuneration of Chief Officers and other employees.*
- *The Council's policy on other aspects of Chief Officer remuneration, including remuneration on recruitment, increases and additions to remuneration, performance related pay, bonuses, termination payments and transparency.*

The Committee had noted that the draft Pay Policy Statement 2026/27 had incorporated a number of updates to ensure continued compliance, transparency and alignment with national frameworks. The main changes had reflected revised national pay arrangements, updated statutory reporting requirements and associated workforce policies. Those had included:

- *Implementation of the nationally agreed 2025/26 NJC pay award, including the removal of Spinal Column Point 2 from 1 April 2026, in line with changes to the national pay spine.*
- *Updated pay multiple calculations to reflect the revised lowest paid spinal point and the associated forecast pay multiple for 2026/27.*
- *Updated gender pay gap figures and narrative in accordance with the latest statutory reporting period.*
- *Confirmation of the Council's continued use of Essex County Council's Managed Service Solution framework for temporary staffing, supporting consistent and compliant off payroll engagement.*

The Committee had been further advised that, in the interests of transparency, all amendments had been shown in red within the draft Statement.

Officers had confirmed that the Committee was requested to review and provide comments on the draft Pay Policy Statement 2026/27 prior to its submission to Full Council.

The Committee had "RESOLVED that the draft Pay Policy Statement 2026/27, as set out in the Appendix to the Officer report (A.3), be recommended onto Full Council for its formal approval and adoption."

A copy of the published report of the Assistant Director – People (and its appendices) as presented to the Human Resources & Council Tax Committee at its meeting on 2 March 2026 was attached to the reference report (A.3).

Having reviewed the reference report from the Human Resources & Council Tax Committee (A.3):-

It was moved by Councillor Chapman BEM, seconded by Councillor Guglielmi and:-

RESOLVED that the draft Pay Policy Statement for 2026/27, as detailed in Appendix 2 to the reference report (A.3), be approved and formally adopted in accordance with the Authority's statutory obligations.

126. REPORT OF THE CHIEF EXECUTIVE - A.4 - APPROVAL OF NON-ATTENDANCE AT MEETINGS

Council considered a report of the Chief Executive which sought its approval of the reason for Councillor Anne Davis's non-attendance at meetings of the Council etc. for the period of six months commencing 30 October 2025 (if she did not attend such a meeting before 29 April 2026).

Council was informed that the last meeting, which Councillor Davis had attended, was that of the Licensing and Registration Committee held on 29 October 2025.

Members were aware that, if a Councillor did not attend any meeting of the Council (or any of its Committees or Sub-Committees) for a consecutive period of six months, Section 85 of Part V of the Local Government Act 1972 disqualified them unless the Full Council approved the reason for non-attendance before the end of that period.

It was reported that, on Thursday 19 February 2026, the Leader of the Reform UK Group (Councillor Jeff Bray) had handed to the Democratic Services Manager a letter dated 16 February 2026 and signed by Mr. Floyd Davis for, and on behalf of, Councillor Davis. A copy of that letter was appended to the Chief Executive's report. Members were cognisant that Councillor Davis was a member of the Reform UK Group.

In that letter Councillor Davis had informed the Council that she had suffered a major medical issue in November 2025 and that, since that time, Councillor Davis had remained in hospital undergoing treatment. Councillor Davis had stated that she was recovering well, albeit slowly, and believed it wholly possible that she would be fit and able to return to her Council duties in the not-too-distant-future.

Being mindful of the statutory limit for absence that applied to elected Councillors, Councillor Davis had respectfully requested Council to approve the reason for her non-attendance at meetings thereby removing the risk of disqualification from office and granting Councillor Davis a further period of grace.

If Council did so approve that request, Councillor Davis would need to attend a meeting of Council, or a Council Committee or Sub-Committee et cetera, before 29 October 2026 to remain a Councillor (or otherwise be subject to a fresh approval of absence by Council prior to that date).

It was moved by Councillor M E Stephenson, seconded by Councillor Bray and:-

RESOLVED that Councillor Davis's reason (namely health issues) for non-attendance at meetings of the Council etc. for the period of six months commencing 30 October 2025 (in the event of her not attending such a meeting before 29 April 2026) be approved.

127. REPORT OF THE CORPORATE DIRECTOR (FINANCE & IT) - A.5 - INDEPENDENT PERSON RECRUITMENT (AUDIT COMMITTEE)

Council considered a report of the Corporate Director (Finance & IT) (A.5) which sought its approval of the recommendations from the Interview Selection Panel to appoint Mrs Sue Gallone as the Council's Independent Person to the Audit Committee for a term of two years. The recommended appointment was to be for the period expiring 31 March 2028.

It was recognised that Audit Committees were a fundamental pillar of good corporate governance of which the composition was a key factor in achieving the characteristics of a good Audit Committee.

Council was informed that the appointment of (an) Independent Person(s) to Audit Committees had initially stemmed from recommendations emerging from the Redmond Review, which had been a national independent review into oversight of local audit and the transparency of local authority financial reporting undertaken by Sir Tony Redmond. The outcome of that review had remained a cornerstone of various improvement plans and revised arrangements considered and introduced by the Government. In terms of the latest review, the Government had proposed to mandate audit committees within Local Authorities, including the provision for one independent member on those committees. Notwithstanding the above, CIPFA had issued their own guidance which stated:

"The audit committees of local authorities should include co-opted independent members in accordance with the appropriate legislation. Where there is no legislative direction to include co-opted independent members, CIPFA recommends that each authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise".

It was believed that Audit Committee members needed an underlying independent, sceptical mindset and a willingness to provide robust challenge. The introduction of independent members was seen as beneficial to the Audit Committee in many ways, including:

- *ensuring a mix of skills and experience across a range of functions and activities;*
- *providing an external view can often bring a new approach to committee discussions;*
- *reinforce/support the political neutrality and independence of the Committee within the Council; and*
- *helps maintain continuity of committee membership where membership is affected by the electoral cycle.*

Overlaying the above with the CIPFA guidance mentioned previously, general aptitude also needed to be considered alongside relevant knowledge, skills and experience. The appointment needed to take account of the overall knowledge and expertise of the existing members of the Committee. Based on the most recent review the Council had looked for someone who could demonstrate a good understanding in the following areas:

- Financial stewardship/value for money; and
- Risk management/business continuity.

The Audit Committee had delegated authority to make decisions on behalf of the Council in a number of areas as highlighted within its terms of reference – it was not proposed to provide the independent member with voting rights. This would remain subject to ongoing review to ensure that the arrangements remained appropriate and effective.

Members' Interview Selection Panel

Council was made aware that, on 5 February 2026, a Panel consisting of Councillors Sudra, Steady and Fairley, together with the Council's Section 151 Officer and the Corporate Governance, Performance and Procurement Manager, had interviewed a candidate who had been identified via an associated application process.

The Panel had asked the candidate several questions, evaluated the responses and upon scoring felt that the candidate would bring a high quality and particular range of skills and experience to the role. As a result of the interview conducted by the Interview Panel, as delegated by the Audit Committee, an appointment had been recommended to full Council.

It was moved by Councillor Sudra, seconded by Councillor M E Stephenson and:-

RESOLVED that –

a) the recommendation of the Audit Committee be endorsed and that an appointment be made to the role of Independent Person to the Audit Committee, for a two-year term until 31 March 2028, with an Independent Remuneration Panel Band C allowance per annum;

b) following the outcome of the Audit Committee's Interview Panel, Mrs Sue Gallone be formally appointed as the Council's Independent Person with immediate effect; and

c) it is noted that further decisions on the term of the Independent Person may be required, in the light of the Local Government Reorganisation programme.

128. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 11.2

Subject to the required notice being given, Members of the Council could ask questions of the Chairman of the Council, the Leader of the Council, Portfolio Holders or Chairmen of Committees.

It was reported that no questions on notice had been submitted by Members on this occasion.

129. URGENT MATTERS FOR DEBATE

No urgent matters had been submitted in accordance with Council Procedure Rules 3(xv), 11.3(b) and/or 13(p) for this meeting.

The Meeting was declared closed at 7.52 pm

Chairman

Public Document Pack

**MINUTES OF THE MEETING OF THE COUNCIL,
HELD ON TUESDAY, 19TH MAY, 2026 AT 7.30 PM
IN THE PRINCES THEATRE, AT THE TOWN HALL, STATION ROAD, CLACTON-ON-SEA, CO15 1SE**

Present:	Councillors Oxley (Chairman), Guglielmi (Vice-Chairman), Alexander, Amos, Baker, Barrett, Barry, Bensilum, Calver, Casey, Chapman BEM, Codling, A Cossens, M Cossens, Davidson (in the Chair for items 1 - 4 (part)), Doyle, Fairley, Ferguson, Goldman, Griffiths, Harris, I Henderson, J Henderson, P Honeywood, S Honeywood, Keteca, Land, Morrison, Newton, Placey, Scott, Skeels, Smith, Steady, G Stephenson, M Stephenson, Sudra, Talbot, White and Wiggins
In Attendance:	Ian Davidson (Chief Executive), Lisa Hastings (Corporate Director (Law & Governance) & Monitoring Officer), Keith Simmons (Assistant Director (Corporate Policy & Support) & Deputy Monitoring Officer), Ian Ford (Democratic Services Manager), William Lodge (Corporate Communications Manager) and Bethany Jones (Democratic Services Officer)
Also in Attendance:	Maddie Adger (Leadership Support Manager), Kai Aberdeen (Theatre General Manager (Technical)), Katie Koppenaal (Democratic Services Officer), Simon Kedge (Casual Technician (Princes Theatre)) and Abbie Nicholas (Apprentice (Member Support & Elections))

1. CHAIR

In accordance with the provisions of Section 3(2) of the Local Government Act 1972, the Chair was occupied by the retiring Chairman, Councillor Bill Davidson, until his successor became entitled to act as Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Bray, Bush, Davis, Fowler, Kotz, Platt and Thompson.

3. RETIRING CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members that details of his recent engagements had been circulated to them prior to the commencement of this meeting.

4. ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR THE 2026/2027 MUNICIPAL YEAR

It was moved by Councillor M E Stephenson and seconded by Councillor I J Henderson that Councillor Oxley be elected Chairman of the Council.

On being put to the vote it was:-

RESOLVED that, pursuant to Section 3(1) of the Local Government Act 1972, Councillor Oxley be elected Chairman of the Council for the 2026/2027 municipal year.

Members gave a round of applause to Councillor Oxley on her election.

Councillor Oxley was thereupon invested with the badge and Chain of Office and made a Statutory Declaration of Acceptance of Office.

The Chairman then made a short speech along the following lines:-

- *thanked Members for their support;*
- *had done some amazing things in her life but this was a real honour;*
- *would announce her chosen charities at the next full Council meeting;*
- *Reverend David Lower would continue as her Vicar for the time being;*
- *gave a massive well done to Councillor Davidson and his wife, Tracy, an amazing double act;*
- *Councillor Davidson had been an amazing ambassador for the District with wonderful feedback from the public;*
- *would be a big act to follow;*
- *will miss pre-meets with Councillor Davidson and his repertoire of amazing stories.*

Members gave Councillor Oxley further rounds of applause.

Councillor Oxley then invested Councillor Davidson with the Past Chairman’s Badge.

Councillor Davidson then responded with a statement along the following lines:-

- *truly been an honour and a privilege to represent this Council and the residents of Tendring District;*
- *grateful to those Councillors who placed their trust in him;*
- *sincere thanks and appreciation given to Ian Davidson, Lisa Hastings and Keith Simmons for their invaluable advice, guidance and continual support;*
- *heartfelt thanks to Reverend David Lower for his prayers at full Council meetings and for presiding at civic events such as the Remembrance Day Service;*
- *sincere thanks to Maddie and the entire Leadership Support Team for their professionalism, dedication and exceptional support;*
- *recognised Councillor Mark Stephenson and Councillor Ivan Henderson for their faith in him and for proposing him for the role of Chairman last year;*
- *gave proud respect to Councillor Casey for his dedication and commitment to Armed Forces Veterans and to the Clacton Royal British Legion;*
- *to all Councillors thanks for their support, encouragement and willingness to welcome him into their communities and afford him the privilege of seeing many previously unknown to him parts of the District and the dedicated volunteers and community groups;*
- *thanked Councillors and local businesses who had generously sponsored the Pride of Tendring Awards and who had supported his three chosen charities at the Pride of Tendring Awards which would make a real difference;*
- *must ensure that the District’s voice is heard and its identity protected throughout the LGR transition;*
- *wished Councillor Oxley every success and a truly fantastic year but cautioned that it would go by very quickly.*

Members gave another round of applause.

The Leader of the Council (Councillor M E Stephenson) and Councillors Harris, Casey, I J Henderson, Ferguson, Guglielmi and Scott all congratulated Councillor Oxley on her election and paid tribute to Councillor Davidson and his year in office.

Members gave further rounds of applause.

Councillor Davidson responded with gratitude to the tributes made and Members gave a further round of applause.

5. APPOINTMENT OF THE VICE-CHAIRMAN OF THE COUNCIL FOR THE 2026/2027 MUNICIPAL YEAR

It was moved by Councillor M E Stephenson and seconded by Councillor Chapman BEM that Councillor Guglielmi be appointed Vice-Chairman of the Council.

It was then moved by Councillor Scott and seconded by Councillor Bensilum that Councillor Wiggins be appointed Vice-Chairman of the Council.

The vote on the appointment of the Vice-Chairman of the Council resulted as follows:-

Councillors Voting for Councillor Guglielmi	Councillors Voting for Councillor Wiggins	Councillors Abstaining	Councillors Absent
Alexander	Barrett	None	Bray
Amos	Bensilum		Bush
Baker	Goldman		Davis
Barry	Scott		Everett
Calver	Wiggins		Fowler
Casey			Kotz
Chapman BEM			Platt
Codling			Thompson
A I Cossens			
M A Cossens			
Davidson			
Doyle			
Fairley			
Ferguson			
Griffiths			
Guglielmi			
Harris			
I J Henderson			
J Henderson			
P B Honeywood			
S A Honeywood			
Keteca			
Land			
Morrison			
Newton			
Oxley			
Placey			
Skeels			

Smith
Steady
G L Stephenson
M E Stephenson
Sudra
Talbot
White

It was therefore **RESOLVED** that, pursuant to Section 5(1) of the Local Government Act 1972, Councillor Guglielmi be appointed Vice-Chairman of the Council for the 2026/2027 municipal year.

Members gave a round of applause to Councillor Guglielmi on his appointment.

Councillor Guglielmi was thereupon invested with the Vice-Chairman's Badge of Office and made a Statutory Declaration of Acceptance of Office.

Councillor Guglielmi thanked Members for this great honour. He felt that Members across the Council always conducted themselves impeccably and he gave thanks to Lisa Hastings who had installed that ethos of mutual respect. He had had a flavour of this role previously when his wife Val, had been Chairman of the Council. He agreed that you do get to go to places that you would never go otherwise. It's an honour to attend such community gatherings and acknowledged that the whole county relied on voluntary service to deliver the services residents depended upon. He undertook to discharge his duties to the best of his abilities for the best possible outcome.

Members then gave a further round of applause.

6. ANNOUNCEMENTS BY THE CHAIRMAN

There were no announcements made by the Chairman of the Council on this occasion.

7. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE

There were no announcements made by the Chief Executive on this occasion.

8. ANNUAL STATE OF THE TENDRING DISTRICT STATEMENT

The Leader of the Council made the annual State of the Tendring District Statement as follows:-

"Good evening, Chairman, and fellow Councillors.

I want to start tonight with a simple question.

What does it actually feel like to live in Tendring right now?

Not the statistics. Not the strategies. Just the honest, everyday experience of being a resident in this District.

That is what this Council exists for. Not the paperwork, not the processes, not the politics. The people. And everything I want to say tonight comes back to that.

I should say at the outset that there is so much happening across this District that no ten minute speech could ever do it full justice. Tonight is a snapshot, not the whole picture. It is my tradition to keep this address focused and relatively brief, and I intend to do that again this evening.

First, let me say. This Council's financial position remains sound. I set that out in detail in February's budget speech, and I am pleased to confirm to this chamber tonight that that remains the case. That is why you will not hear much more about finances this evening. The position is secure, and that gives us the platform to get on with the job.

A job that, like every council across the country, we are doing under real pressure. Rising demand, shrinking resources, genuine uncertainty about the future. We are not immune to any of that. What I can tell you is that we have refused to hide behind it. We have kept going. We have kept delivering. And Tendring is in a stronger place because of it.

Let me tell you what that looks like in practice.

It looks like families who nearly lost their homes, but did not, because we reached them in time. Our new Housing Strategy is built on one belief: that getting to people early, before a difficult situation becomes a crisis, is both the right thing to do and the smart thing to do. It saves lives from unravelling. It saves money. It keeps communities stable.

It looks like every household in this District getting a better waste service, not a worse one. We were expected by many to cut collections to three weekly. We did not. We listened to residents, kept the two weekly cycle, and added kerbside glass collections on top. That is what listening looks like.

It looks like town centres with working CCTV, streets that feel safer, and crime levels that are coming down. We completed our CCTV upgrade in Clacton this year and the results are already being felt.

It looks like people getting out more. Moving more. Living better. Activity levels across Tendring have risen by more than seven per cent to a <u>record high</u>, while inactivity has fallen to its lowest level ever. We are now in line with the national average, having lagged behind for years. The conditions we have created, the facilities we have invested in, the opportunities we have opened up, they are part of that story.

It looks like backing Career Track, our own apprenticeship scheme, nearly 40 years old, and rated good by Ofsted. Because we believe in our young people, and in growing the talent this District needs from within.

It looks like a theatre that turned 95 this year and is more alive than ever. Record audiences. National recognition. Young people on the stage performing Chitty Chitty Bang Bang to a standing ovation. The Princes Theatre is not just a building. It is a beating heart in this community. Looking at culture more widely, the Arts Council England has invested £750,000 into our Creative People and Places partnership. They believe in what Tendring has to offer. And so do I.

It looks like town centres being transformed. In Clacton, in Jaywick Sands, in Harwich. Shopfronts being restored, libraries reopening, derelict sites being brought back to life. These are not grand gestures. They are steady, determined work. The kind that does *not always make headlines but changes how a place feels to walk through.*

It looks like a visitor economy which, by my estimation, is worth close to half a billion pounds a year, supporting one in every five jobs in this District. The Clacton Airshow, the largest free event in Essex, brings hundreds of thousands of people through our doors every year. Tourism is not "a nice to have". It is a cornerstone of this District's economy, and we treat it as such.

It looks like a coastline we are proud of and determined to protect. Four Blue Flags. Seven Seaside Awards. Improvements to Brightlingsea promenade and investment around the Naze in Walton. Water quality improving along our coast. And on the National Grid pylon scheme, let me be plain. We oppose it. We have always opposed it. We will not stop opposing it.

It looks like a new Urgent Treatment Centre nearing completion at Clacton Hospital, backed by two million pounds of this Council's money, because we believe residents deserve better healthcare access and we put our money where our mouth is.

It looks like the Careline service, a lifeline for so many of the most vulnerable residents, successfully moved to Colchester Helpline this year, with minimal disruption, and secured for the future.

And it looks like the groundwork being laid for Tendring's future. The Garden Community. <u>The largest planning application ever submitted in the history of Essex</u>. Not just homes, communities built properly, with the infrastructure and services that people actually need. The Local Plan. The A120. Freeport. These are not abstract ambitions. They are the foundations of what Tendring becomes over the next twenty years.

And now onto Local Government Reorganisation.

I am not going to pretend this is simple. It is not a decision we made. The direction has been set by government and it is our job to respond to it well, to protect our residents throughout the process, and to make sure Tendring's voice is heard clearly at every stage and as our mantra has always been, put Tendring in the best possible place.

What I will not allow is for uncertainty about the future to become an excuse for standing still in the present. Residents will need us tomorrow just as much as they need us today. For their homes, their streets, their leisure, their safety, their support. That responsibility does not pause. Neither do we.

Chairman, before I close, I want to say something to our Officers and staff.

This has been a demanding year. The work that happens behind every decision in this chamber, the quiet, unglamorous, essential work of running a council, is carried out by people who care deeply about this District. I am grateful for every one of them and thank them for their tireless efforts.

I also want to put on record my thanks to my portfolio holders. These are people who do not just manage their briefs, they too, care deeply about them; they fight for them. That passion makes a real difference, and this administration is stronger for it.

We have done good work this year. There is more to do. And I for one cannot wait to get on with it.

Thank you Chairman."

Councillors P B Honeywood, M A Cossens, Harris, Fairley, Baker and Calver spoke in the debate on the Leader's statement.

Council noted the foregoing.

9. SIZE OF MEMBERSHIP OF COMMITTEES ETC.

Council formally noted the size of membership of the Council's Committees and Sub-Committees as follows:-

Committee/Sub-Committee	No. of Members
Audit Committee	(7)
Community Leadership Overview & Scrutiny Committee	(9)
Human Resources & Council Tax Committee	(7)
Licensing and Registration Committee	(10)
Planning Committee	(9)
Planning Policy & Local Plan Committee	(9)
Resources and Services Overview & Scrutiny Committee	(9)
Standards Committee	(7)
Miscellaneous Licensing Sub-Committee	(5)
TCB Garden Community Joint Committee	(3)
Town & Parish Councils Standards Sub-Committee	(3)

Council was aware that the membership of the Tendring / Colchester Borders Garden Community Joint Committee included one Executive member who was appointed by the Leader of the Council.

10. REPORT OF THE CHIEF EXECUTIVE - A.1 - ALLOCATION OF SEATS ON COMMITTEES AND SUB-COMMITTEES TO THE POLITICAL GROUPS FORMED ON TENDRING DISTRICT COUNCIL AND THE APPOINTMENT OF THE MEMBERSHIP OF COMMITTEES ETC. FOR THE 2026/2027 MUNICIPAL YEAR

Council considered a comprehensive report prepared by Officers, which detailed the legislative requirements, principles and necessary procedural steps, regarding the allocation to the political groups formed on Tendring District Council of seats on those bodies that were subject to the Rules of Political Proportionality (i.e. Section 15 of the Local Government and Housing Act 1989).

Council also considered a Schedule of Members that it was proposed by political Group Leaders should serve on each of the Council's bodies, which were subject to the Rules of Political Proportionality (Section 15 of the Local Government and Housing Act 1989).

Members were aware that there were unallocated seats on the Planning Policy & Local Plan Committee and the Resources and Services Overview & Scrutiny Committee, which Full Council would need to consider.

Having duly considered the information contained in the report and the appendix thereto:-

It was moved by Councillor M E Stephenson, seconded by Councillor P B Honeywood and:-

RESOLVED that –

(a) the review of the allocation of places on relevant Committees, as set out in Table 2 above in so far as it sets out the total number of seats on all those Committees to be allocated to political groups represented on the Council, (principle (c) of the "Principles"), be approved;

(b) subject to resolution (c) below, the number of seats on each relevant Committee to be allocated to political groups such that, for each group, their proportion of seats on individual Committees is proportionate to their overall membership on the Council (principles (c) and (d) of the "Principles") be as set out in Table 9 below:

Table 9

Committee /Sub-Committee	Total Seats on Body	Conservative	Independents	Labour	Liberal Democrats	Tendring Independents	Reform UK
Audit Committee	7	**2**	**1**	**1**	**0**	**2**	**1**
Community Leadership O & S Committee	9	**2***	**1**	**1**	**2***	**2**	**1**
Human Resources & Council Tax Committee	7	**2**	**1**	**1**	**0**	**2**	**1**
Licensing & Registration Committee	10	**3**	**1***	**2***	**1**	**2**	**1**
Miscellaneous Licensing Sub-Committee	5	**1**	**1***	**1***	**0**	**1**	**1**
Planning Policy & Local Plan Committee	9	**2**	**1***	**1***	**1**	**2**	**1**
Planning Committee	9	**2**	**1**	**1**	**1**	**2**	**2**
Resources and Services O & S Committee	9	**2**	**1**	**1**	**1**	**2**	**1**
Standards Committee	7	**2***	**1**	**1**	**0***	**2**	**1**
Town & Parish Councils Standards Sub-Committee	**3**	**1**	**0**	**0**	**0**	**1**	**1**

TCB Garden Community Joint Committee	2 (non-executive members)	**2**	**0**	**0**	**0**	**0**	**0**

(c) the following changes to the allocations set out in Table 9 above be approved (the relevant allocations are shown '*' in Table 9 above):

(1) the Labour Group having no seats on the Planning Policy & Local Plan Committee (instead of one), three seats on the Licensing & Registration Committee (instead of two) and two seats on the Miscellaneous Licensing Sub-Committee (instead of one);

(2) the Independent Group having two seats on the Planning Policy & Local Plan Committee (instead of one), no seats on the Licensing & Registration Committee (instead of one) and no seats on the Miscellaneous Licensing Sub-Committee (instead of one);

(3) the Liberal Democrats Group having one seat on the Community Leadership Overview & Scrutiny Committee (instead of two) and one seat on the Standards Committee (instead of none); and

(4) the Conservative Group having three seats on the Community Leadership Overview & Scrutiny Committee (instead of two) and one seat on the Standards Committee (instead of two).

[Resolution (c) received a nemine contradicente vote.]

(d) in so far as it reflects the earlier decisions on this matter, the appointment of Members to serve on the relevant Committees et cetera, as set out in Appendix 1 to this report (A.1) be endorsed and approved.

It was then moved by Councillor Calver and seconded by Councillor Baker that Councillor Everett be appointed to fill the unallocated seat on the Planning Policy & Local Plan Committee.

It was then moved by Councillor P B Honeywood and seconded by Councillor Amos that Councillor Land be appointed to fill the unallocated seat on the Planning Policy & Local Plan Committee.

The vote on the appointment to the unallocated seat on the Planning Policy & Local Plan Committee resulted as follows:-

Councillors Voting for Councillor Land	Councillors Voting for Councillor Everett	Councillors Abstaining	Councillors Absent
Alexander	Baker	None	Bray
Amos	Barry		Bush
Barrett	Calver		Davis
Bensilum	Casey		Everett
Codling	Chapman BEM		Fowler
A I Cossens	Davidson		Kotz

M A Cossens	Doyle	Platt
Fairley	Goldman	Thompson
Ferguson	I J Henderson	
Griffiths	J Henderson	
Guglielmi	Morrison	
Harris	Newton	
P B Honeywood	Oxley	
S A Honeywood	Placey	
Keteca	Scott	
Land	Smith	
Skeels	Steady	
	G L Stephenson	
	M E Stephenson	
	Sudra	
	Talbot	
	White	
	Wiggins	

It was therefore **RESOLVED** that Councillor Everett be appointed to serve on the Planning Policy & Local Plan Committee for the 2026/2027 Municipal Year.

It was then moved by Councillor M E Stephenson, seconded by Councillor Doyle and:-

RESOLVED that Councillor Casey be appointed to serve on the Resources and Services Overview & Scrutiny Committee for the 2026/2027 Municipal Year.

11. ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES ETC. FOR THE 2026/2027 MUNICIPAL YEAR

It was moved by Councillor M E Stephenson, seconded by Councillor I J Henderson and:

RESOLVED that the Chairmen and Vice-Chairmen of the following Committees and Sub-Committee be and are elected respectively for the 2026/2027 municipal year as follows:

Committee/Sub-Committee	Chairman	Vice-Chairman
Audit	Sudra	Steady
Community Leadership Overview & Scrutiny	Steady	Barrett
Human Resources & Council Tax	Chapman	Calver
Licensing and Registration	J Henderson	Wiggins
Planning	Fowler	White
Planning Policy & Local Plan	Guglielmi	M Cossens
Standards	Wiggins	Talbot
Miscellaneous Licensing Sub-Committee	J Henderson	Casey

It was then moved by Councillor Amos, seconded by Councillor Fairley and:-

RESOLVED that Councillor P B Honeywood be elected Chairman of the Resources and Services Overview and Scrutiny Committee for the 2026/2027 Municipal Year.

It was then moved by Councillor P B Honeywood and seconded by Councillor Fairley and:-

RESOLVED that Councillor Amos be elected Vice-Chairman of the Resources and Services Overview and Scrutiny Committee for the 2026/2027 municipal year.

12. REPORT OF THE MONITORING OFFICER - A.2 - THE COUNCIL'S CONSTITUTION

Annual Council considered a report of the Monitoring Officer (A.2) which requested Members to –

(1) formally approve the proposed changes to Council Procedure Rule 34.5 (Substitute Members of the Premises/Personal Licences Sub-Committee); and

(2) in accordance with Council Procedure Rule 1.1 (xi), formally reaffirm the Council's current Constitution (as duly amended).

It was reported that, at its formal meeting held on 20 March 2026 (minute 124 referred), Cabinet had considered the recommendation made to it by the Licensing and Registration Committee in relation to the cessation of the requirement for a fourth (or Standby) Member at meetings of the Premises/Personal Licences Sub-Committee in the light of recent operational experiences.

Cabinet had resolved: *"that it is recommended to Full Council that Council Procedure Rule 34.5 be amended to remove the requirement for a fourth (or Standby) Member to be present at every meeting of the Premises/Personal Licences Sub-Committee."*

In addition, Council Procedure Rule 1.1 (xi) required the annual meeting of the Council to reaffirm the Council's Constitution.

It was moved by Councillor M E Stephenson, seconded by Councillor P B Honeywood and:-

RESOLVED that –

(a) Part 4 (Council Procedure Rules) of the Council's Constitution be amended to reflect the proposed changes to Council Procedure Rule 34.5, as set out in the Appendix attached hereto this report (A.2); and

(b) the Council's Constitution, as duly amended, be reaffirmed.

13. REFERENCE FROM CABINET - A.3 - TIMETABLE OF MEETINGS: 2026/2027 MUNICIPAL YEAR

Annual Council considered a proposed timetable of meetings of the Council and its Committees for the 2026/2027 municipal year.

The timetable of meetings also included dates for All Members' Briefings and Councillor Development sessions, to assist Members in keeping their diaries up to date.

It was moved by Councillor M E Stephenson, seconded by Councillor I J Henderson and:-

RESOLVED that -

(a) the timetable of meetings of the Council and its Committees, as set out in the Appendix to item A.3 of the Reference from Cabinet, be approved; and

(b) the proposed dates for Cabinet meetings, All Members' Briefings and Councillor Development sessions et cetera be noted.

14. APPOINTMENT OF MEMBER AUTHORITY REPRESENTATIVES TO SERVE ON/AT THE GENERAL ASSEMBLY OF THE LOCAL GOVERNMENT ASSOCIATION

In accordance with Council Procedure Rule 1.1 (xiii) the Council was requested to appoint up to four Members, with each Member being a Member Authority Representative to serve on/at the General Assembly of the Local Government Association. Council was aware that two of the Members appointed must be the Leader of the Council and the Deputy Leader of the Council.

It was moved by Councillor M E Stephenson, seconded by Councillor P B Honeywood and:-

RESOLVED that, in addition to the Leader of the Council and the Deputy Leader of the Council, Councillor Guglielmi be appointed to represent Tendring District Council as Member Authority Representatives at the General Assembly of the Local Government Association.

The Meeting was declared closed at 9.26 pm

Chairman

**MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE,
HELD ON WEDNESDAY, 11TH MARCH, 2026 AT 10.02 AM
IN THE COMMITTEE ROOM - TOWN HALL, STATION ROAD, CLACTON-ON-SEA, CO15 1SE**

Present:	Councillors J Henderson (Chairman), Talbot (Vice-Chairman), Alexander, Casey, S Honeywood and Wiggins
Also Present:	Councillor Oxley
In Attendance:	Lisa Hastings (Corporate Director (Law & Governance) & Monitoring Officer), Keith Simmons (Assistant Director (Corporate Policy & Support) & Deputy Monitoring Officer), Karen Hayes (Corporate Governance, Performance & Procurement Manager), Maddie Adger (Leadership Support Manager) and Bethany Jones (Democratic Services Officer)
Also in Attendance:	David Irvine (Independent Person), Shelia Murphy (Independent Person) and Jane Watts (Independent Person)

9. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Codling (with no substitution) and Sue Gallone (one of the Council’s Independent Persons).

10. MINUTES OF THE LAST MEETING

It was moved by Councillor Alexander, seconded by Councillor S Honeywood and:-

RESOLVED that the Minutes of the meeting of the Committee held on Wednesday, 9 July 2025 be approved as a correct record and be signed by the Chairman.

11. DECLARATIONS OF INTEREST

There were no Declarations of Interest made on this occasion.

12. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

No Questions on Notice had been submitted by Members pursuant to Council Procedure Rule 38 on this occasion.

13. REPORT OF THE MONITORING OFFICER - A.1 - PRE-ELECTION PERIOD GUIDANCE FOR TENDRING DISTRICT COUNCIL MEMBERS AND OFFICERS

Members heard that a Guidance Note that concerned publicity and resources had been routinely issued, to all District Council Members and Officers, in the run up to elections since 2014, in the format as shown in Appendix A of the Officer report (A.1). In readiness for the May 2026 Essex County Council elections, the Standards Committee was requested to provide any comments or seek clarification on the content of the guidance to ensure that it was clear, concise and easily understood. The Standards Committee feedback would be considered by the Chief Executive (who was also the Deputy Returning Officer for the elections) when issuing the revised guidance in March 2026.

The Committee was informed that the period just before local elections when there were restrictions on local authority publicity and rules concerning media reporting of the election campaign, was now known as the “pre-election period”, and commenced with the publication of the relevant Notice of Election. Whilst the upcoming election was not to Tendring District Council, given the close relationship, overlapping geography and number of anticipated candidates with Tendring connections, the provisions applied equally to the upcoming poll to Essex County Council. Likewise, several existing Tendring District Councillors held positions locally within registered political parties/groupings of independent candidates that were envisaged as standing in the election and that therefore necessitated these Protocol requirements being in place.

Members were also informed that, at all times, local authorities must ensure that any publicity complied with all applicable statutory requirements, including the Code of Recommended Practice on Local Authority Publicity (2011). Members were advised that particular care was required during periods of heightened sensitivity, such as the pre-election period, when these obligations became especially relevant. It was reported that, during this time, the Council would refrain from taking decisions or making policy announcements that were significant or potentially politically contentious. Members were further advised that, as with central government, “business as usual” would continue; however, in certain cases a local authority might act cautiously and defer decision-making until after the election had concluded.

The Committee was told that the Code of Practice made reference to the period before elections in paragraphs 33 – 35. Each local authority was able to adopt their own version of the convention in the period leading up to local elections. Paragraph 4 of the Code set out the following principles, which local authorities should follow:-

- be lawful;
- be cost effective;
- be objective;
- be even-handed;
- be appropriate;
- have regard to equality and diversity; and
- be issued with care during periods of heightened sensitivity.

Members were made aware that the Guidance Note included:-

- Introduction;
- Summary of Key Points;
- Duties of the Deputy Returning Officer;
- Council Decision Making;
- Publicity;
- Use of Resources;
- Security;
- Questions and Queries; and
- General.

The Monitoring Officer made the Committee aware that one of the Independent Persons (Shelia Murphy) had provided some helpful comments around making that paragraph clearer.

It was moved by Councillor Casey, seconded by Councillor Wiggins and unanimously:-

RESOLVED that the Standards Committee:

a) notes the contents of this report, and following its consideration of the report, has no comments or recommendations to make to the Chief Executive prior to his approval and adoption of the Guidance but further notes that, with absence of the Chief Executive on leave, this delegation has now been given to the Monitoring Officer and the Assistant Director for Corporate Policy & Support;

b) endorses the Guidance being circulated to all Tendring District Councillors together with a reminder of the contents of paragraph 3.8(b) of the Members' Code of Conduct; and

c) supports the Guidance being circulated to all Town and Parish Councils in the District.

14. REPORT OF THE MONITORING OFFICER - A.2 - MANDATORY TRAINING FOR MEMBERS - ANNUAL UPDATE

Members heard that the Officer report (A.2) reiterated the Council's previous decision and constitutional requirement to make relevant training mandatory for Members, and their named substitutes, in respect of their membership on those Committees which provided regulatory type functions. The Officer report also detailed training undertaken and attendance to date for 2025/26.

Officers reminded Members that the Standards Committee, as part of its annual work programme since 2014, had received a report that provided details of the mandatory training provided to members of the Planning and Licensing and Registration Committees.

Mandatory Training in the context of Councillor Development more widely

The mandatory training referenced in the Officer report also formed part of the overall training provision for all Councillors within the framework established by the Council's "Councillor Development Statement" as reported to the Standards Committee on 2 October 2019 (Minute 14 referred).

From that point onwards the Council had established a programme of Councillor Development Sessions to support training for Councillors in a range of subjects. The subjects were supported by training needs analysis of Councillors undertaken periodically. The Calendar of Meetings now identified an annual programme of Development Sessions and those had been successfully delivered over recent years.

The completed and returned evaluation sheets, circulated following any training sessions provided, were used to assist the Council to refine and to improve its training offer.

In addition, a key element of the training offer for Councillors included access to relevant training through the Local Government Association online and in-person webinars and seminars.

Access to the Local Government Association's online training portal was available for all Councillors and that provided training modules including:-

- Community Engagement and Leadership;
- Councillor Induction;
- Commissioning Council services;
- Equality, Diversity and Unconscious Bias;
- The Effective Ward Councillor;
- Facilitation and Conflict Resolution;
- Handling Complaints for service improvement;
- Handling intimidation;
- Holding Council meetings online;
- Influencing skills;
- Licensing and Regulation;
- Local Government Finance;
- Planning;
- Police and Crime Panels;
- Scrutiny for Councillors;
- Stress management and personal resilience;
- Supporting mentally healthier communities; and
- Supporting your constituents with complex issues.

The above itself did not reference the training provided for Councillors through the All Members' Briefings. Further training opportunities were also delivered throughout the year as appropriate.

It was moved by Councillor Wiggins, seconded by Councillor Casey and unanimously:-

RESOLVED that the Standards Committee:-

a) notes the contents of this Officer report (A.2) and the accompanying Appendix A; and

b) continues to encourage members of the Planning, Licensing and Registration, Audit, Community Leadership Overview and Scrutiny, and Resources and Services Overview and Scrutiny Committees to attend all organised mandatory training events in order to comply with the requirements of the Council's Constitution.

15. <u>UPDATE BY THE MONITORING OFFICER COVERING COMPLAINTS AND NATIONAL POLICY CHANGES</u>

The Committee had before it the Monitoring Officer's update on existing and new conduct complaints cases.

TENDRING DISTRICT COUNCIL MONITORING OFFICER UPDATE February 2026				
Council	**Complainant**	**Current status**	**Final outcome**	**Comments**
Existing Cases from last update:				
Council	**Complainant**	**Current status**	**Final outcome**	**Comments**

TOWN	PUBLIC – received 05 Dec 2024	CLOSED	Subject Member resigned, therefore no longer subject to the Members' Code of Conduct No further action	Matter relates to use of social media. Town and Parish Councils' Standards Sub-Committee meeting was held, and social media recommendations determined by the Sub-Committee.
TOWN	PUBLIC – received 05 Dec 2024	CLOSED	No further action	Matter relates to public statements on the Town Council's website. Relates to Town Council rather than individual Councillors.
PARISH	PARISH CLLR – received 05 Mar 2025	WITH MONITORING OFFICER FOR FINAL DECISION	Investigation has been concluded and parties notified	Matter relates to behaviour between Parish Councillors whilst acting in an official capacity.
DISTRICT	PUBLIC – received 11 Mar 2025	ONGOING	Investigation – internally appointed Investigator	Matter relates to communications between parties.
PARISH	PUBLIC – received 21 Jul 2025	CLOSED	No further action	Matter relates to communications between parties.
PARISH	PUBLIC – received 04 Sep 2025	CLOSED	Informal resolution – apology given by Subject Member	Matter relates to conduct at public meetings.
PARISH/ DISTRICT	PUBLIC x 2 – received 10 & 11 Oct 2025	CLOSED	No further action	Matter relates to use of social media.
PARISH x 3	PUBLIC – received 28 Oct 2025	ONGOING	External investigator appointed	Matter relates to conduct at public meetings and declaration of interests.
PARISH	PUBLIC –	ONGOING	External	Matter relates to use

	received 06 Nov 2025		investigator appointed (to be run in parallel with above investigation)	of social media.
DISTRICT x 3	PUBLIC – received 17 Nov 2025	CLOSED	No further action	Matter relates to operational matters outside the scope of Members.
TOWN x 2	PUBLIC – received 08 Dec 2025	CLOSED	No further action	Matter relates to use of social media.
DISTRICT	DISTRICT CLLR – received 02 Feb 2026	WITH MONITORING OFFICER FOR DECISION		Matter relates to declaration of interests.
New cases since last update - eight				

<u>General Notes – 2025/26 Summary:</u>

Overall, eleven cases had been received so far in 2025/26.
Since the last update, one case remained being investigated by an internally appointed investigator and two cases were being investigated by an externally appointed investigator. One case remained ongoing and six cases had been closed with no further action and one case closed with informal resolution.

Requests for dispensations:

At the meeting of full Council on 17 February 2026, the Monitoring Officer had read out the following statement:

*"Tendring District Council adopted the LGA Model Members' Code of Conduct which does not include the provisions confirming Members do not have a declarable interest which relates to the function of setting the Council Tax under the **Local Government Act 1992**. Therefore, to enable to you to debate and vote on the budget item to set the Council Tax, the email of 09 February 2026 provided all District Councillors with a dispensation under Section 33(2)(a) to (e) of the Localism Act 2011. Consequently, you will not be required to declare an interest based on the fact you live in the District and therefore have to pay Council Tax.*

*However, Members are importantly reminded of **section 106 of the Local Government Finance Act 1992**, which provides that any Member, who is in arrears by at least 2 months with their Council Tax payments cannot vote on matters concerning either the level of or administration of Council tax. It is important to note that this also covers Council Tax liabilities outside of the District and property which may not be your main residence. If present at the meeting, a Member to whom this provision applies must disclose the fact and may speak on the item but cannot vote. Non-compliance with this section is a criminal offence. Therefore, should this provision apply to any Member, this should be declared at the Declaration of Interest agenda item.*

In 2014, the Government passed ***The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014*** *making it mandatory for councils to amend their Standing Orders so as to include provisions requiring recorded votes at budget meetings. I can confirm that the Constitution reflects this requirement and the Council's Procedure Rules state at 19.5:*

"A recorded vote is mandatory on any decision relating to the budget or Council Tax. This includes not only on the substantive budget motions agreeing the budget and setting Council taxes, but also on any amendments proposed at the meeting."

I can inform Members that no budget amendments were submitted to the Council's Section 151 Officer by the deadline set out in Council Procedure Rule 2.

For other types of Interests, which need to be considered, Disclosable Pecuniary Interest (DPIs), other Registerable Interests (ORIs) or Non-Registerable Interests are defined in the Code of Conduct and for DPIs & ORIs, these have been (or should have been) registered in advance, and with the exception of the Council Tax exemption for residing in the District, you should still consider if any other interest do apply. A blanket exemption/dispensation has not been applied for all."

The Monitoring Officer also gave a verbal update to Members in relation to the Town and Parish Councils' Standards Sub-Committee meeting, that had been held on Thursday 12 February 2026, and that Members had given helpful recommendations in relation to social media guidance to go out to Town and Parish Councils. Officers planned to submit a review of the Social Media Guidance for District Councillors to the next meeting of this Committee.

Members were told that the case involving the Town and Parish Councils' Standards Sub-Committee had been reported nationally in the 'Local Government Lawyer' which was a national publication for lawyers interested in local government cases. The Council's press release that had been issued following the Sub-Committee's meeting had been used in that publication.

The Committee was made aware of a case in Tameside, that was in the public domain, whereby a complaint had been made against six District Councillors and 2 MPs that were part of a WhatsApp group, which was private but upon which they had commented on that group as Councillors and had made remarks about their residents, other Councillors and other individuals. A "Whistleblower" had 'leaked' this information which had led to a Code of Conduct complaint and an investigation. Tameside Council's relevant Committee and investigation had found that the social media guidance and the guidance that was issued to their Councillors did cover WhatsApp groups as it was a form of communication and that therefore their Code of Conduct had been engaged. The Code had been also engaged because they had acted in their official capacity as Councillors. It was found that the comments made were disrespectful and had put Tameside Council into disrepute. The case had also triggered a Parliamentary By-Election as one of the MPs has subsequently resigned.

The Committee **NOTED** the foregoing.

The meeting was declared closed at 10.43 am

Chairman

**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE,
HELD ON THURSDAY, 26TH MARCH, 2026 AT 10.30 AM
IN THE COMMITTEE ROOM, TOWN HALL, STATION ROAD, CLACTON-ON-SEA, CO15 1SE**

Present:	Councillors Steady (Vice-Chairman, in the Chair), Fairley, Goldman and Morrison
In Attendance:	Richard Barrett (Corporate Director (Finance and IT) & Section 151 Officer), Craig Clawson (Internal Audit Manager), Karen Hayes (Corporate Governance, Performance & Procurement Manager), Katie Koppenaal (Democratic Services Officer) and Bethany Jones (Democratic Services Officer)

25. CHAIR

In the absence of the Chairman of the Committee (Councillor Sudra), the Chair was occupied by the Vice-Chairman (Councillor Steady).

26. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillors Keteca and Sudra with no substitutions appointed. Apologies were also received from Councillor Placey, who had appointed Councillor Goldman as her substitute.

It was noted that the External Auditors, Sarah McKeane and Jodie Preston had sent their apologies for absence.

27. MINUTES OF THE LAST MEETING

On behalf of Councillor Sudra, the Corporate Director (Finance & IT) reported that, during the previous meeting of the Committee (Minute 22 referred), Councillor Sudra had asked the External Auditor for their view on the A.2 report in relation to the self-assessment of the Council's Internal Audit function. The External Auditor had confirmed at that time that they would provide a response to the Committee in due course.

It was unanimously **RESOLVED** that the Minutes of the meeting held on Thursday, 19 February 2025 be approved as a correct record and be signed by the Chairman, inclusive of the addition noted above.

28. DECLARATIONS OF INTEREST

There were no declarations of interest made by Councillors in relation to any item on the agenda for this meeting.

29. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

On this occasion no Councillor had submitted notice of a question pursuant to Council Procedure Rule 38.

30. REPORT OF THE INTERNAL AUDIT MANAGER - A.1 - REPORT ON INTERNAL AUDIT

The Internal Audit Manager provided his periodic report on the Internal Audit function for the period January 2026 – February 2026 along with the Internal Audit Strategy and Operational Plan for 2026/27.

It was reported that a total of seven audits had been completed since the previous update in January 2026. Six audits were still in fieldwork, and one audit (Electoral Services) had been deferred due to the upcoming Essex County Council elections in May 2026. Six of the seven audits had received a satisfactory overall opinion of ‘Adequate’ or ‘Substantial’ Assurance. The Council Tax audit had received an overall opinion of ‘Improvement Required’.

The 2026/27 Operational Plan had been developed using a risk-based approach, informed by the Council’s Corporate Objectives and Corporate Risks, horizon scanning from other government bodies, and best value standards issued by the Ministry of Housing, Communities and Local Government (MHCLG). The plan had been shaped through engagement with Corporate/Assistant Directors, Heads of Service and service areas to identify activities that would benefit from independent review, including opportunities for efficiency improvements, enhanced use of technology, or areas that had not been subject to audit for a significant period due to their historically lower risk profile. Local Government Reorganisation (LGR) had been considered and with the now announced Government’s ‘minded to’ decision, audit days had been added to the audit plan specifically for LGR without an accurate understanding, as yet, of how those days would be allocated.

Members were reminded that it had been discussed at the previous meeting of the Committee (Minute 22 referred) as to the merits, risks and consequences in undertaking the five-year external assessment required under the Global Internal Audit Standards given the upcoming Local Government Reorganisation. Further understanding was required before reporting back to the Committee. It was highlighted that additional details would be provided to the June 2026 meeting of the Committee.

It was reported that the Accounts and Audit Regulations 2015 required that “*a relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance*”.

Principle nine of the Global Internal Audit Standards had required the Internal Audit Manager to “*Plan Strategically*” and that therefore they must have implemented the following:-

- *The Chief Audit Executive (CAE) must develop and implement a strategy for the Internal Audit Function to support the strategic objectives and success of the organisation and align with the expectations of the board, senior management and other key stakeholders.*
- *An internal audit strategy is a plan of action designed to chieve a long-term or overall objective. The internal audit strategy must include a vision, strategic objectives, and supporting initiatives for the internal audit function toward the fulfilment of the internal audit mandate.*

- *The CAE must review the internal audit strategy with the board and senior management periodically.*

Questions by Members:	Answers:
It is encouraging to hear that a structured two-year plan is now in place. From our perspective, will there be defined milestones that allow us to monitor progress, particularly regarding the reduction of debt as a percentage? Additionally, could we receive quarterly updates on the recovery plan, including key performance indicators that track the percentage reduction in arrears?	(Craig Clawson) We will bring this matter back through the normal follow-up process, as it has been raised as part of a significant issue. Once a formalised plan is in place, we can determine the preferred frequency of updates. This would be for the Committee to agree with Richard Barrett. (Richard Barrett) As Craig mentioned, we have undertaken extensive internal discussions within the department. From an assurance perspective, the recovery process is phased. When Council Tax bills are issued, the sequence progresses from the initial bill to a first reminder, then a second reminder, followed by a summons and ultimately a liability order. As the process advances, additional recovery options become available. For example, once a liability order is obtained, we can work with HMRC, including the option to recover debt through an attachment on earnings. Following the Covid pandemic, we were left with a substantial volume of unsummoned debt at the reminder stage. One part of the recovery “conveyor belt” had moved forward, resulting in a significant amount of debt already under summons or liability order. This created a backlog within the recovery phase that now needs to be addressed, which is the focus of our current discussions to ensure income is brought in. The financial implications will be reported to Cabinet as part of the Quarterly Financial Reports. Regarding the recovery plan outlined in report A.1, we will not be in a position to confirm its completion until a period of 12 to 18 months has passed. Therefore, it is appropriate for regular updates to be

	provided either through the Internal Audit Manager's report or within the Table of Outstanding Issues report.
In relation to the current debt level of 16% and the intention to reduce it to an "acceptable level," could we receive confirmation in writing of what that acceptable benchmark will be, so that we have clarity on the target being worked toward?	(Craig Clawson) In terms of assessing overall debt levels and attempting to benchmark them against other councils, it is challenging because not all authorities disclose their total debt position. This makes it difficult to establish a reliable comparative benchmark. From our perspective, the key indicator is that the percentage continues to decrease as a result of the work being undertaken. Once all reasonable avenues have been explored, we would expect to see a more pronounced reduction. It is also possible that some portion of the debt may ultimately need to be written off as part of the wider process, although that is not yet clear. There are numerous strands to consider, but as long as the overall debt level is reducing, it demonstrates that the service's efforts are having a positive impact and helping to maintain the debt at a manageable level going forward. (Richard Barrett) To add to that, our in-year debt recovery rate is currently around 97–98%. This relates to new debt generated within the current financial year, which is distinct from the 16% figure referenced earlier, which reflects historic debt from previous years. For benchmarking purposes, the most meaningful comparison is our pre-Covid performance, as that provides a realistic and internally consistent baseline. We will ensure that this information is provided to the Committee so that appropriate assurance can be given.
With regard to resourcing, particularly considering the current vacancy and the pressures associated with LGR, what contingency arrangements are in place to ensure the full delivery of the 400-day plan? Is there a consolidated approach that aligns both internal and external audit resources to support delivery across the programme? We would also	(Craig Clawson) One factor to note is that the apprenticeship within the department is nearing completion. Once that concludes, we will begin the recruitment process for the vacant post, which will strengthen our resourcing position and support full delivery of the plan by ensuring the team is fully staffed. In addition, we have access to

welcome clarity on how assurance will be provided that the plan can be delivered in full.	external audit provision, including specialist support, should it be required. We have not needed to draw on this resource in the past year or two, as our internal establishment has remained stable; however, the option remains available if circumstances change. Overall, we have sufficient resilience within the service to deliver the plan, and at this stage I have no concerns regarding our ability to meet the requirements in full.
With regard to the Disabled Facilities Grant and the Housing Repairs and Maintenance work, are you confident that these areas can be fully concluded prior to Local Government Reorganisation? Additionally, are there any procurement-related risks that the Committee should be aware of?	(Craig Clawson) In terms of closing off the audits that are currently outstanding, I am confident that they will be completed well in advance of LGR. Regarding Housing Repairs and Maintenance, it is such a large and complex area that the audit scope evolves each year, meaning we may not examine the same elements annually. It is therefore possible that issues may arise before LGR, but this will depend on the specific areas reviewed. We will continue to work closely with the service to ensure that everything is in the best possible position as we approach that period.

At this point in the meeting, Councillor Fairley requested the Committee to note that, although the external five-year assessment and its deferral had been discussed at the previous meeting, it remained a matter of concern. She asked that it be formally recorded that the Committee continued to have reservations regarding the potential for external criticism arising from the deferral, as well as any limitations this may impose on the Council in the period leading up to LGR.

Questions:	Answers:
In relation to the Internal Audit Strategy, do you consider the current coverage of emerging LGR-related risks—particularly those affecting shared services, data migration, and transitional governance—to be sufficient? Would it be appropriate to establish a dedicated LGR workstream within the strategy, and could you provide further detail on how this is being approached?	(Craig Clawson) At this stage, as the scope of our involvement is still developing, we have allocated audit days without yet defining the specific areas they will cover. Once this aligns with the requirements of LGR, we will report back to the Committee with details of the work to be undertaken. When our role is fully confirmed, we will prepare and present a dedicated work programme. (Richard Barrett) The point raised earlier regarding housing repairs is

	equally relevant to LGR. It is essential that we have our "house in order" before entering the new Unitary Council, ensuring that key outstanding issues are resolved in advance. In relation to the Annual Governance Statement, we have discussed the need for a separate risk register to provide a coherent structure and place us in a strong position. We must also consider the objectives we are working towards for 1 April 2028, based on current timescales. Significant work is required over the coming months, and the Committee will play an important role in ensuring these targets are achieved. (Craig Clawson) There is also an audit within the plan relating to service plans, through which each department is required to set out its objectives for the next few years in preparation for LGR. This review will provide insight into those planned outcomes and assess whether departments are on track to achieve them.
The plan references a review of Artificial Intelligence (AI)-related risks. Could you clarify which systems and processes this currently applies to, and outline how the Audit Team is equipped to assess and test AI within those areas?	(Craig Clawson) I am not certain that we—or indeed anyone—are fully equipped at this stage to comprehensively test AI. However, we are approaching this area through a consultative review, considering several key aspects. Information governance is a primary focus, including questions around what types of data can or should be input into AI systems and whether appropriate policies are in place to ensure responsible use. We are also exploring where AI may offer the greatest benefit across different service areas. I will shortly be attending an event specifically examining how AI can support Internal Audit functions and enhance service delivery. From an assurance perspective, the pace of development in this field is extremely rapid, and we are working to ensure that our cyber security and information management arrangements remain robust. While AI presents significant

	opportunities, it also introduces new risks, and we are actively working to understand and manage those.

It was moved by Councillor Fairley, seconded by Councillor Morrison and **RESOLVED** that the Committee:-

(a) notes the periodic update and the action tracking report and requests that services capture, as part of the service planning process, the timely resolution of outstanding Internal Audit / Governance matters ahead of 1 April 2028; and

(b) approves the proposed Internal Audit Strategy and Operational Plan for the 2026/27 financial year.

31. REPORT OF THE CORPORATE DIRECTOR (FINANCE & IT) - A.2 - TABLE OF OUTSTANDING ISSUES

Members were aware that a Table of Outstanding Issues was maintained and reported to each meeting of the Committee. This approach enabled the Committee to effectively monitor progress on issues and items that form part of its governance responsibilities.

It was reported that, given the relatively short period of time since the last update had been presented to the Committee on 19 February 2026, there had been no major updates against the general items, the Annual Governance Statement or External Audit recommendations that had usually been set out within the associated appendices. Therefore, those appendices had not been repeated within this report (A.2). However, work remained ongoing against all outstanding actions with timely information set out in the A.2 report where necessary.

In terms of the Annual Governance Statement Actions that had been regularly reported to the Committee, there were no required changes emerging from the recent external audit process, with the various activities having remained unchanged. Existing actions had therefore remained in progress with no major issues to raise at that time, with the usual and more detailed update planned to be presented to the Committee at its meeting that was currently programmed for June 2026.

The Committee heard that the review of the effectiveness of the Audit Committee was a key action included within the current Annual Governance Statement Action Plan and as planned, a review had been undertaken that had included both Officers and Members of the Committee, with the latest facilitated session held with Members on 5 March 2026.

The outcome of that work was currently being reviewed / collated and it was planned to present a summary of the outcomes along with an associated action plan to the June 2026 meeting of the Committee.

It was reported that similarly, the risk management review was also a key action included within the current Annual Governance Statement Plan.

Associated activities that had been undertaken to date, involving both Officers and Members had included:

1) Training had been provided in terms of the Role of the Audit Committee that had been delivered by an external specialist trainer in January 2025.
2) More targeting training had been delivered by an external specialist trainer in January 2026 based on challenging and revieing the Council's current Corporate Risk Framework, register and approach.
3) Following on from 2) above, a facilitated session had been held with Members on 5 March 2026 to review and consider potential changes to the Council's approach.

It was highlighted that the training outlined in point 2) had covered a number of key areas including:

- Benefits and characteristics of effective risk management
- Audit Committee and other Members role in risk management
- Risk registers
- Appetite and tolerance
- Assurance and challenge
- Re-framing risk management

It was further reported that the session had also identified the characteristics of effective risk management along with a high-level view of what an assurance risk framework should ideally include, which was summarised as follows:

Financial Management	Legislative Compliance
Workforce Management / HR	Decision Making
Information Systems Management	Health & Safety
Information Governance and Compliance	Business Continuity and ER
Performance Management and Data	Ethical Standards and Conduct Management
Procurement and Contract Management	Equalities and Inclusion
Project and Programme Management	Risk Mgt / Gov. Assurance
Partnership and Collaboration Governance	Compliance with IA, Ext Audit and Inspections etc.

All of the above elements had been reviewed and considered at the facilitated session held on 5 March 2026 within the following context:

Key Background / Issue	Current Position / Comments
What do we do already?	*We already have in place and actively apply:* A Code of Corporate Governance An Annual Governance Statement and Review Performance Management Reporting Corporate Risk Register and Framework Departmental Risk Registers

	Other risk / governance reviews and activities Internal and External Audit Inspection and Reviews. (*In terms of External Audit, they concluded that the Council had effective risk management arrangements in place and there were no significant overall governance weaknesses identified within their recent VFM review)*
Out risk appetite	Treat, tolerate not terminate
Assurance frameworks v risk frameworks	They ask different questions and capture different things e.g. *RISK – Strategic risks are those risks that could materially affect a local council's ability to function effectively, achieve its statutory duties and strategic objectives, or maintain financial sustainability, governance, and public confidence.* *ASSURANCE - What arrangements do we rely on to ensure success, delivery, performance and compliance.* *Risks concentrate on things going wrong / failures, where assurance focuses on a positive approach of what needs to be in place etc. to ensure / provide assurance across the issues identified within the earlier table above.* *Using financial sustainability as an example:* ***RISK APPROACH*** *- There is a risk that the Council does not have sufficient funding or resources to deliver its priorities, leading to service failure and financial instability.* ***ASSURANCE APPROACH*** *- The Council has effective financial management, medium-term financial planning, budget monitoring and governance arrangements in place to ensure it can deliver its priorities and remain financially sustainable within*

	available resources ***What Management / Members would therefore need to seek assurance on would include:*** • *MTFS exists, is up to date, and is stress-tested* • *Budget monitoring is timely and acted upon* • *Reserves strategy is clear and aligned to risk appetite* • *Statutory officer oversight (s151) is effective*
What do other Local Authorities do and what is promoted by relevant organisations within the risk management and assurance sectors?	Evidence suggests that many authorities take a traditional approach adopting the same as the Council in terms of identifying key risks, scoring them and how the Council is responding with inherent and residual risks highlighted. It is also fair to say that this approach aligns with many aspects of advice / guidance from sector experts. However, it is noted that a limited number of Council's are adopting a comprehensive Assurance Framework and 'translating' a number of their existing risks alongside other assurance elements into a fully revised assurance focused approach.

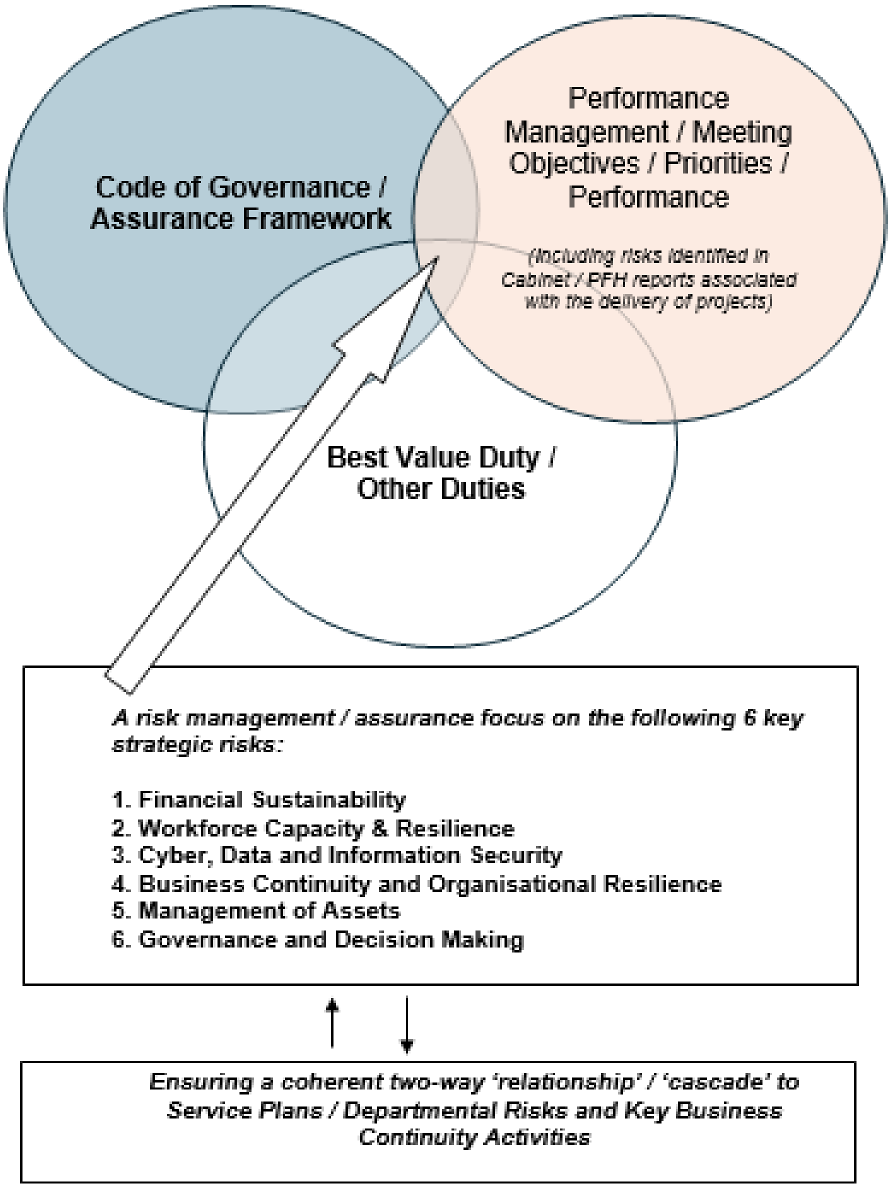
it was reported that, in taking the review forward and reflecting on the challenge raised during the training session held in January 2026, a number of key issues were being considered, together with the wider context for developing the Council's future approach.

- It was noted that the Council already had several important components in place, although there were opportunities to bring these together in a more coherent and accessible framework.
- Members were advised that there were timely opportunities to adopt a stronger assurance-based approach, potentially through a hybrid model. This could also serve as a useful framework in the context of establishing the new Unitary Council, recognising that governance disciplines such as assurance and risk management significantly influence organisational culture, including that of the successor authority.
- The Committee was encouraged to reflect on the distinction between strategic risks and those more appropriately captured at a corporate or departmental level. In doing so, reference was made to the high-level definition of a strategic risk as one where failure would materially impair the organisation's ability to function or deliver its purpose.

- It was acknowledged that there remained value in retaining a form of risk scoring, although this might be more effectively delivered through a traffic-light system rather than a numerical model.
- The importance of balancing capacity, resources and overall effectiveness was emphasised, including the need for engagement from both Officers and Members. Any revised approach should complement existing processes rather than introduce unnecessary additional layers of work or bureaucracy.

Taking these factors into account, the initial outcomes from the facilitated session held with Members on 5 March 2026 had highlighted several key elements to be taken forward, with the aim of achieving a balanced and effective governance framework.

The Committee noted that the following chart, that had been included within the report (A.2) illustrated the proposed underlying structure and approach for further development:



It was highlighted that Officers intended to develop the approach further, with the aim of presenting the proposed revised assurance and risk management framework to the Committee at its next meeting in June. It was noted that this work might include additional facilitated sessions with Officers and Members during the interim period to support timely implementation and ensure the revised approach was embedded as early as possible in 2026/27.

It was acknowledged that the Committee had not received a full risk register report since January 2025, although interim updates had been provided in September 2025 where necessary. Officers emphasised the importance of assuring the Committee that a range of underlying risk-management activities continued to operate effectively within existing governance arrangements. Those activities were also being supplemented by additional work, including:

- The review of departmental risks as part of the Directorate and Service Planning process, supported by Management Team reinforcing the importance of risk management at both operational and corporate levels.
- The monthly reporting of associated risks to the Regeneration and Capital Delivery Board.
- The establishment of the Senior Officer Project Board in the previous year, as referenced in the Annual Governance Statement.

Within this context, Officers confirmed that there were no major issues requiring the Committee's attention at the present time. However, it was considered important to highlight the four current residual risks rated as 'red', as follows:

Risk	**Status / Comments / Update**
RISK 1d - Ineffective Cyber Security Physical and Application (software) Based Protection Management	The network infrastructure hardware was replaced during 2025 and has a realistic end-of-life longevity of 5-7 years (2030 – 2032). The Cloud Infrastructure provides significantly enhanced resilience / recovery capabilities in terms of hardware failure. Remote working capabilities provides key business continuity and service delivery options if / when key office locations are unavailable. Cyber-security arrangements include 24/7 network visibility, monitoring, reporting and alarms together with a 24/7 Security Operations Centre (SOC) provided by a 3rd party – all facilitating both reactive and pro-active response. The greatest cyber-security protection is afforded by the Council's adoption of managed-device only access to services with zero-trust real-time monitoring of devices for vulnerabilities. Cyber-security is robust but it is recognised that any breach could be significant in terms of service loss and / or data theft.

RISK 2a - Coastal Defence	Associated risks continue to be mitigated via conducting annual inspections of coast protection structures and responding swiftly to public reporting of minor faults. An annual maintenance programme for the coastal frontage is set each year, supported by associated surveys as necessary, with an appropriate budget to cover the works (one-off funding of £2m was set aside to support such works). Each year sections of the sea defences are also improved as part of a rolling programme of special maintenance schemes funded from an on-going revenue budget.
RISK 5A - Financial Strategy	A robust and sustainable two -year financial plan was agreed by Full Council in February 2026. This included 'cash-backed' investment and responses to a number of financial challenges along with setting out an in-principle / notional approach to meeting obligations to a new Unitary Council from as early as 1 April 2028.
RISK 6a - Loss of sensitive and/or personal data through malicious actions loss theft and/or hacking.	As Data Controller, the Council has a legislative duty to evidence and ensure that information is managed / protected in compliance with legislation and protected against unauthorised or unlawful processing and against accidental loss / destruction / damage through using appropriate security. The Council achieves this and mitigates risk of data-breach by: mandatory Data Protection and Cyber Security training, working collaboratively with other local authorities sharing best practices and aligning policies and procedures and ensure consistent governance, improving information governance systems, maintaining a Records of Processing Activities [ROPA], improvements to Security Incident Reporting systems, improving information governance guidance for staff through improved intranet pages, having robust data sharing agreements where partner organisations are

	managing data on behalf of the Council. All of the above, together with robust cyber-security, mitigate this risk, as far as reasonably possible, to the organisation.

It was noted that, where possible, the Committee was normally presented with the External Auditor's Audit Plan and Strategy for the forthcoming year. Following discussions with the External Auditor, it was now proposed that this be brought to the Committee's June meeting. Officers confirmed that there were no significant implications arising from this revised timetable, as the Committee would still receive the plan of the more detailed work and subsequent report to be presented later in the year.

In relation to Local Audit Reform, it was noted that there were no major updates at the present time. As reported to the Committee at its previous meeting, the Government continued to progress the steps required to establish the Local Audit Office as part of implementing the English Devolution and Empowerment Bill. Further updates would be provided to the Committee later in the year as necessary.

It was reported that the Authority had not undertaken any RIPA activity during the period under review, and it was recognised that such activity was rarely required

In respect of Whistleblowing, the Committee was required to be informed of activity under the Whistleblowing Policy as part of the monitoring arrangements in place since the policy's adoption in July 2023. It was reported that there had been no such notifications since the Committee's last meeting.

Questions by Members:	Answers:
In relation to the red-rated risks, could you provide further detail on how frequently these risks are reassessed? Additionally, are there any publicly available metrics that demonstrate how these risks are being managed over time? For instance, in the case of cyber incidents, is there data indicating how many attempted attacks have been detected or prevented?	(Richard Barrett) Yes. We undertake a formal cyber assessment that provides an evidence-based view of our current position. Ongoing monitoring is built into our regular Management Team meetings, where any emerging issues are escalated as needed. We also report to Senior Managers on a six-monthly cycle. Decisions about what can be shared publicly are carefully balanced, as some information could create risk if disclosed too widely. However, sharing relevant statistics with Members internally should not present a problem, provided we remain mindful that this data should not enter the public domain. I will source the relevant statistics and arrange for them to be shared, potentially through an informal session if

	that is the most appropriate route.
In the review of the February 2026 minutes—specifically item 23, the *Building Safety Inspection Review*, which I have previously emailed about—it occurred to me that although the BSR issues were successfully closed in January, there may be value in confirming that the new control arrangements are fully embedded and operating effectively. Could the Committee consider scheduling a building control compliance review for later in 2026/27, covering areas such as site-change controls, the operations manual, outsourced plan checking, and the consultee reporting process? Additionally, in relation to the BSR, was any of this learning shared across other service areas—for example, environmental health or the waste and recycling contract—and is there further insight to be gained from that?	(Richard Barrett) We can incorporate this into the recommendations, ensuring that the Committee receives further updates on the Building Control Inspection and on how learning from the process is being shared across the Council.

It was unanimously **RESOLVED** that:

(a) the updates set out within the report (A.2) be noted;

(b) following the Building Safety Inspection Review outcomes and actions reported to the meeting of the Audit Committee held on 19 February 2026, the Committee requests that a further update be provided during 2026/27, including whether there have been any opportunities to share any associated learning elsewhere within the Council ;and

(c) the Committee requests Officers to further develop the revised approach to the Assurance and Risk Management Framework, as set out within the report (A.2), with the aim of presenting an updated position for consideration / adoption to the next meeting of the Committee in June 2026.

32. REPORT OF THE CORPORATE DIRECTOR (FINANCE & IT) - A.3 - AUDIT COMMITTEE WORK PROGRAMME 2026/27

The Committee was presented with its draft work programme covering the period April 2026 to March 2027 which continued to reflect the significant element of regulatory / statutory activity required, along with other associated work, which fell within the responsibilities of the Audit Committee.

It was reported that the Audit Committee had a wide-ranging area of responsibility with statutory and regulatory functions making up a significant element of its work. The meetings of the Committee were scheduled around a quarterly basis subject to the work required of the Committee to support those statutory and regulatory timescales and deadlines. The Audit Committee's work programme had therefore needed to take account of various demands whilst balancing a number of activities within the planned number of meetings scheduled for the year.

In addition to its statutory and regulatory duties, including consideration of the Statement of Accounts, Corporate Governance and Risk Management, the Committee was also required to review and scrutinise:

- The work and performance of the Internal Audit function
- The outcomes arising from the work of the Council's External Auditor; and
- Progress against audit recommendations and other matters identified by the Committee.

Appendix A to the report (A.3) set out the proposed items as 'core' and 'supplementary', with supplementary items being presented to the Committee as necessary and at appropriate points during the year.

It was noted that other matters, beyond those listed, might need to be brought before the Committee during the year. Given the ongoing statutory and regulatory workload and the range of activities already undertaken, any additional items would need to be considered against the proposed work programme and scheduled appropriately or included in future programmes following consultation with the Chairman of the Committee.

Questions by Members:	Answers:
As we progress through the LGR transition, would it be possible to schedule a dedicated session focused on the LGR framework and our assurance framework readiness?	(Karen Hayes) Yes, we can include that as a supplementary item. If it becomes clear that a separate informal session would be beneficial, we can revisit the need for one and schedule it accordingly.

It was unanimously

RESOLVED that the Audit Committee Work Programme for 2026/27 be approved.

33. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor Steady, seconded by Councillor Morrison and;

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of Agenda Item 9 on grounds that it involves the likely disclosure of exempt information as defined in paragraph 7 of Part 1 of Schedule 12A, as amended, of the Act.

34. REPORT OF THE CORPORATE DIRECTOR (FINANCE & IT) - B.1 - RISK BASED VERIFICATION POLICY

RESOLVED that, following the annual review for 2026, the Risk Based Verification Policy, as set out in Appendix A to report B.1, be approved.

The meeting was declared closed at 11.15 am

Chairman

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**MINUTES OF THE MEETING OF THE COMMUNITY LEADERSHIP OVERVIEW AND SCRUTINY COMMITTEE,
HELD ON MONDAY, 30TH MARCH, 2026 AT 6.30 PM
IN THE COMMITTEE ROOM, TOWN HALL, STATION ROAD, CLACTON-ON-SEA, CO15 1SE**

Present:	Councillors Steady (Chairman), Barrett (Vice-Chairman), Doyle, Ferguson, Griffiths (part item 45, items 46 and 47 only) and Oxley
Also Present:	Councillors Alexander (part item 45, items 46 and 47 only), Kotz (Portfolio Holder for Assets & Community Safety) (items 41-45 only) and M Stephenson (Leader of the Council and Portfolio Holder for Finance & Governance) (items 41-46 only)
In Attendance:	Keith Simmons (Assistant Director (Corporate Policy & Support) and Deputy Monitoring Officer), Nikki Nepean (Elections & Member Support Manager) (items 41-46 only), Katie Koppenaal (Democratic Services Officer) and Bethany Jones (Democratic Services Officer)
Also in Attendance:	Lisa Hastings (Corporate Director for Law & Governance and Monitoring Officer), Stuart Austin (Essex Police) (items 41-45 only), Grant Fryatt (Essex Police) (items 41-45 only), Michelle Harper (Essex Association of Local Councils (EALC) (items 41-46 only), Steph Robinson (EALC) (items 41-46 only)

41. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillors Davidson and Thompson with no substitutions appointed.

42. MINUTES OF THE LAST MEETING

It was unanimously **RESOLVED** that the minutes of the last meeting of the Committee held on Tuesday, 10 February 2026, be approved as a correct record and be signed by the Chairman.

43. DECLARATIONS OF INTEREST

There were no declarations of interest made by Councillors in relation to any item on the agenda for this meeting.

44. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

No Questions on Notice pursuant to Council Procedure Rule 38 had been submitted by Members for this meeting.

45. REPORT OF THE CORPORATE DIRECTOR (OPERATIONS & DELIVERY) - A.1 - ANNUAL PROGRESS REVIEW - CRIME & DISORDER STRATEGY 2025-2028

The Community Safety and Safeguarding Manager updated the Committee on the progress of the Crime and Disorder Reduction Strategy, which was implemented in April 2025.

Members were reminded that the Crime and Disorder Reduction Strategy focused on published data about specific crimes, the strategy's objectives, and offered feedback on achievements within its first year of implementation. The Committee was invited to discuss planned actions for the second year of the strategy.

The Committee received a comprehensive update on the first year of the Crime and Disorder Reduction Strategy 2025–2028, which set out a coordinated, multi-agency approach to reducing crime, disorder, and anti-social behaviour (ASB) across the District.

The strategy was informed by the annual Strategic Assessment, which drew on crime data, public consultation, and emerging trends. Members were advised that the assessment highlighted increasing risks to children and young adults, including the targeting of young people by criminal gangs for drug transportation. The report (A.1) noted that although that was a national issue, partners "*must remain vigilant and able to identify signs of children being targeted.*"

The Committee was reminded that Community Safety Partnerships (CSP – the "Partnership") had been established under the Crime and Disorder Act 1998 and remained responsible for:

- Producing annual strategic assessments
- Identifying local crime and ASB priorities
- Consulting communities
- Monitoring progress

The Tendring Strategy aligned with those statutory duties and set out three-year priorities, reviewed annually to ensure their relevance.

2025–2026 Priorities

1. Tackling ASB and root causes
2. High Harm Violence (VAWG & Domestic Abuse)
3. Drug and Knife-Enabled Serious Violence
4. Emerging Threats (shoplifting, vehicle crime, arson, criminal damage)

2026–2027 Priorities

The same four themes had been retained, with a refined focus on vehicle crime and arson under the Emerging Threats priority.

The Committee was reminded that the purpose and aims of the Crime & Disorder Strategy set out the Partnership's ambitions for the District and confirmed the strategic priorities. The Strategy detailed the intended outcomes, the approach to delivery, and the resources required. It also outlined the range of responsibilities and priorities, serving as a key tool for directing effort and resources appropriately.

Members were advised that subsequent sections of the report (A.1) presented published data relating to specific crime types, outline the objectives of the Strategy, and provided an assessment of achievements during its first year. Crime statistics would be reviewed using the same reference period as the Strategy, covering October 2024 to September 2025.

Essex Police Reported Crime Data

Crime Type	2023–2024	2024–2025	Difference	% Change
All Crime	12,448	12,574	**+126**	**+1%**
Violence Against the Person	1,567	1,459	**-108**	**-6.9%**
Residential Burglary	321	285	**-36**	**-11.2%**
Personal Robbery	77	70	**-7**	**-9.1%**
Theft of a Motor Vehicle	273	255	**-18**	**-6.6%**
Shoplifting	783	1,006	**+223**	**+28.5%**
Hate Crime	267	262	**-5**	**-1.9%**
Possession of Drugs	232	197	**-35**	**-15.1%**
Possession of Weapons	160	162	**+2**	**+1.3%**
Public Order Offences	1,136	984	**-152**	**-13.4%**
Domestic Abuse	2,648	2,505	**-143**	**-5.4%**

Reported ASB

ASB Type	2023–2024	2024–2025	Difference	% Change
Total ASB Incidents	1,114	1,157	+43	+3.9%
Environmental ASB	71	45	-26	-36.6%
Nuisance ASB	687	896	+209	+30.4%
Personal ASB	356	216	-140	-39.3%

It was highlighted that the ‘What Success Looks Like’ section could not be completed until year end. Some data and project evaluations were provided on a quarterly basis; however, the Quarter 4 data was still awaited. Members were advised that this information would be available in mid-May 2026, enabling completion of the end-of-year report.

Priority One
It was reported that Priority One would tackle anti-social issues across the District as well as targeting resources on those areas that had been highlighted as ‘hotspots’ through the levels of ASB reported, or through noted increases. It was explained that the aim would be to reduce ASB, investigate the root cause of the behaviour and

improve the confidence of residents as well as provide reassurance. Priority One would also tackle Hate Crime across the District, aiming to improve residents' knowledge of what a hate crime was, improve access to reporting centres/ambassadors, provide confidence and reassurance to victims and communities.

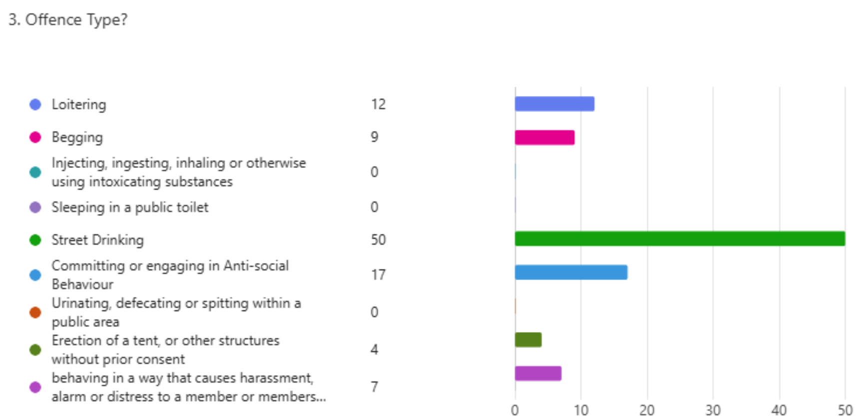
It was further reported that a joint problem-solving approach would be taken in respect of those crimes that affect residents and business the most including:

- ***Anti-Social Behaviour –*** *Managing the volume, problematic areas across the District. Utilising established operational models where appropriate (Op Dial, Op GRIP), investigating the root causes of anti-social behaviour.*
- ***Clacton on Sea Public Space Protection Order (PSPO) –*** *Enforcing the PSPO in relation to prohibited activities.*
- ***Shoplifting –*** *Working with Shopsafe and Essex Police Business Crime Team to provide a system to connect retailers and licensed premises with security, local police and CCTV control. Using the latest Smart Radio and CCTV control. Using the latest Smart Radio and secure information sharing app 'alert!' the Council enabled businesses to share incidents instantly as a group to promote safer spaces for customers and staff alike.*
- ***Hate Crime –*** *To protect residents and visitors from hate crime, ensuring victims and communities were aware of what hate crime is, and where and how it could be reported.*

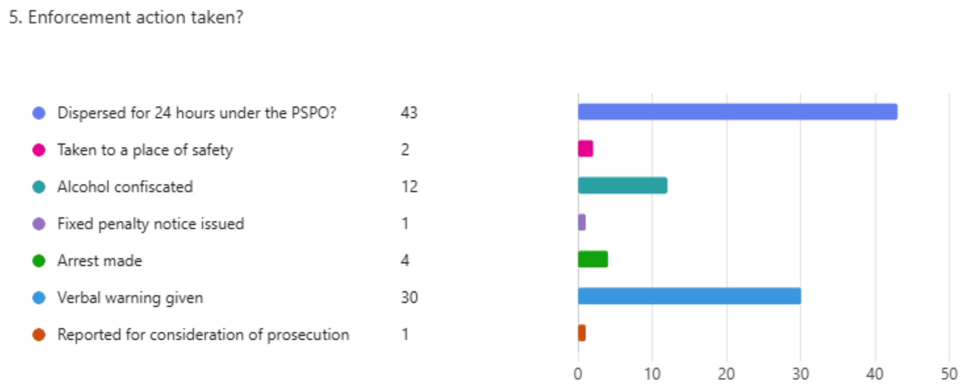
It was reported that the Community Safety Team (CST – "the Team") had been working with partner agencies and charities to address homelessness in Clacton Town Centre's public spaces protection order (PSPO) area. Four rough sleepers had been found, two of those rough sleepers had received Community Protection Warnings after refusing to leave, but all had been offered support to find accommodation. Ultimately, each individual had secured alternative housing thanks to the joint efforts of internal and external partners. Residents had appreciated the Council's enforcement actions and responsiveness to community concerns.

It was further reported that there had been 75 breaches of PSPOs.

The following graph illustrated the offence types:



The following graph illustrated the enforcement action taken:



Members heard that residents living near the sheltered housing complex had raised concerns regarding persistent noise, disruptive behaviour, and safety issues linked to certain residents of the complex. Those issues had caused significant stress and had affected both visitors and neighbouring households. A coordinated multi-agency response had been established involving the Council's CST, Essex Police, Adult Social Care, landlords, and housing organisations. Meetings had been held to gather residents' feedback, and agencies had implemented a series of actions, including regular patrols, improved boundary measures, enhanced lighting, and the relocation of one resident with complex needs. Over the following months, agencies had reported a substantial reduction in complaints and had noted marked improvement in the overall situation.

A derelict building that was in the process of being sold had experienced ongoing issues involving trespassing, fires, and anti-social behaviour by young people and homeless individuals. The landlord had not secured the property, which had led to intervention from the Council, Essex Police, and Essex County Fire and Rescue.

A multi-agency approach had been established to work with the landlord to board up and secure the site, maintain community safety, and keep residents informed. Agencies had also carried out regular patrols in the surrounding area.

It was reported that Operation Guardian embedded the below principles into ALL activity undertaken:

Be Visible
If you can't be seen, you will not deter or reassure.

Be Observant
Of suspicious behaviour, of those who may be vulnerable to crime, and of persistent problems.

Be Engaging
Talk to the community, explain why we are there.
#WeValueOurNeighborhoods

Zone Area Summary 12 months Oct 24 - end Sept 25

Key Location 1
Inside and around the night-time economy (NTE) venues - Tom Peppers Sports Bar/The Loft Nightclub and The Moon and Starfish and surrounding areas at the junction of Marine Parade East, Marine Parade West, and Pier Avenue, Clacton-on-Sea.

The Committee was made aware that a total of 134 incidents had occurred in, or around, the aforementioned NTE venues. This had been a combination of ASB, public order, criminal damage, and violent offences.

With 82 offences recorded, violence against the person had been the most common offence type in this location and assaults with and without injury had been the most frequently seen offences.

29 violent offences had suspects linked with 26 unique suspects, 17 males and 9 females. Violence amongst people of the same gender was the most common with men typically targeting men and women typically targeting women.

Due to the nature of the premises that had featured in Location 1, most incidents had occurred between 23:00 and 03:00.

Key Location 2
Inside and immediately outside McDonalds Restaurant, Pier Avenue, Clacton-on-Sea.

It was highlighted that a cluster of 29 common assaults and public order incidents had occurred here, typically suspects had been verbally abusive or had behaved in an aggressive manner towards victims to intimidate and harass them.

Staff working at the location had commonly been the victim of public order offences committed by customers who were unhappy, who had either been asked to leave or not been allowed to use the facilities within the restaurant. Multiple hate crime offences had been reported alongside common assault offences at the location but had seemingly involved the same group of suspects and victims, all of similar ages (11 – 18).

Overall, the offending in this location had been shaped by a combination of public order issues, anti-social behaviour, criminal damage, and occasionally more serious disturbances. The recurring involvement of youths and the targeting of staff/commercial property had indicated a requirement for ongoing vigilance and partnership working between Police, businesses, and the wider community.

Key Location 3
Arcades on Pier Avenue, Clacton-on-Sea (Gameshow, Magic City and Gaiety Amusements).

Members were informed that ASB-Nuisance and ASB-Personal incidents had been recorded at this location. There had been multiple reports of groups of youths causing disturbances at the locations through often refusing to leave when asked to do so by staff but instead reacting with verbal abuse and physically threatening behaviour.

It was reported that the ASB incidents were often perpetrated by groups of youths with reports of groups of 3 – 6 youths offending together regularly.

During the reporting period the CST and Essex Police had conducted joint patrols, and each team had also conducted their own Operation Guardian patrols. The CST had achieved an average of 30 hours’ worth of additional patrols (Operation Guardian) per month.

Members were made aware that more than 800 Tendring students had attended the Young Persons Crucial Crew event at Clacton's Princes Theatre in November. Organised by the local authority, the seven-day programme had included interactive youth safety sessions. The main feature had been *It’s About Your Son*, a play addressing knife crime, followed by a workshop. The initiative had promoted safety and informed choices for young people.

Older residents in Tendring had been invited to attend a complimentary event designed to provide essential safety information for staying secure both at home and within the community.

A variety of organisations had been present to offer guidance on topics including crime prevention, fire safety, and emergency preparedness. Community Voluntary Services Tendring had distributed Winter Warmer packs to eligible attendees.

This event had presented an excellent opportunity for older individuals in the District to obtain valuable, practical advice aimed at enhancing their safety and well-being. Crucial Crew had brought together expert partners to communicate important messages in a welcoming and supportive environment.

Collaboration with those partners had served to highlight everyday risks and deliver clear, actionable information that had the potential to safeguard lives and improve the quality of life for residents.

Participating organisations had included Essex Police, Essex County Fire and Rescue Service, Community Voluntary Services Tendring, Essex Adult Social Care, Bill Clinic, East Anglian Ambulance Service, Safer Roads Partnerships, Age Well East, Clacton Lions, Tendring Specialist Stroke Services, Tendring Community Transport, and Essex Sight.

Shopsafe was a programme that had partnered with local authorities to reduce Town Centre crime having enabled instant group communication and shared information via apps. Each shop had received a radio to connect with others, share updates and photos, and assist the Town Policing Team. Shopsafe offered a 24-hour help desk and face-to-face training. Radios were proprietary and were supplied as part of the full service for Local Authorities.

It was reported that 44 businesses had signed up to the scheme in Frinton (15), Walton (9) and Clacton-on-Sea (20).

Priority Two
Members heard that Tendring Community Safety Partnership had recognised that a significant number of men and boys had also experienced violent and abusive crimes that had been captured within the cross-government Violence Against Women and Girls Strategy. The CSP was committed to preventing all forms of gender-based violence and addressing it wherever and however it occurred.

A joint problem-solving approach would be taken to better protect those experiencing violent and abusive crimes:

- ***Prepare –*** *Intelligence between agencies is shared appropriately and effectively.*
- ***Prevent –*** *Raise awareness through partnership campaigns, provide education to children and young people.*
- ***Pursue –*** *Use tools and powers (ASB Legislation) to keep women safe in public places. Work with partners to provide perpetrator interventions and work towards effective prosecutions.*
- ***Protect –*** *For anyone in the District to have access to the right support services, to help them to be safe, feel safe and free from violence and abuse.*

It was reported that the ‘Girls Inspired’ programme sought to work with partner agencies, young people, families, schools, and community organisations to support the reduction and prevention of youth anti-social behaviour, youth criminality, and Violence Against Women and Girls (VAWG) within local communities. The overall aim was to promote the safety and wellbeing of young girls.

The programme included in-school courses, individual follow-up sessions, and after-school activities, incorporating sports, mentoring, group discussions, awards, and youth volunteering opportunities through SportsPlus.

The programme addressed key risks and challenges faced by young girls in both community and school settings, equipping them with the confidence and skills needed to make positive choices. Topics covered had included knife crime, gangs, drug-related crime, coercive control, and exploitation, explored from both female perpetrator and victim perspectives.

It was noted that the total number of young people reached would not be confirmed until the end of the financial year.

It was further reported that the Centre for Action on Rape & Abuse’s (CARA) specialist sexual violence therapy had provided one-to-one support for victims of sexual offences, including rape, Child Sexual Exploitation, grooming, and Violence Against Women and Girls (VAWG). The therapy had helped individuals to understand abusive behaviours and unhealthy relationships, enabling them to make positive choices in future relationships and to recognise early warning signs of harmful sexual behaviour.

The specialist therapy service had worked in collaboration with the Independent Sexual Violence Adviser (ISVA) service, ensuring that any young person with an open police investigation received ISVA support from the point of initial report through to case closure.

UTURN – Impact Project X had provided support to vulnerable young females in the community by delivering 14 hours of mentoring each week, with 7 hours allocated per mentor. The programme operated across two separate 18-week sessions and aimed to support girls aged 11–17 who were at risk of criminal behaviour, violence, exploitation, or abuse.

Theatre Inspiring Change (TIC) – Stronger Together had addressed the root causes of violence against women and girls through education and empowerment. The programme aimed to raise awareness of misogyny, sexism, and toxic masculinity, empowered individuals to act as allies, and signposted support services for survivors. It had engaged students from Year 5 to Year 13, as well as young adults up to age 24.

TIC had delivered a range of interactive theatre programmes tailored to school needs, encouraging engagement and critical thinking. The programmes had demonstrated significant improvement in students' understanding of VAWG and misogyny. Prior to participation, 3.1% of students knew what VAWG was and 25.5% understood misogyny. Following participation, 85.8% understood VAWG and 80.2% could explain misogyny. In addition, 92.6% of students had rated the experience positively, and 100% of teachers had rated it as good or very good.

Karen Whybrow Associates – the Women's Safety Charter had been presented as a joint initiative among Councils, recognising the need to address specific male behaviours that contributed to women feeling unsafe. The Charter had emphasised the importance of immediate education on women's safety for both the community and local businesses and had confirmed a commitment to expanding safe spaces for women.

The impact of a safety charter was outlined. Encouraging businesses to join the Women's Safety Charter helped to create safer spaces by engaging the night-time economy and private partners. It was noted that women were more likely to visit venues with anti-harassment and equality policies and felt more secure where there was zero tolerance for misogyny. Prioritising women's safety was reported to support local prosperity and enhance community wellbeing.

Tendring District Council (TDC) had launched the Women's Safety Charter to help women and girls feel safe and respected across the District. Businesses and organisations had been invited to pledge their support, contributing to a safer and more respectful environment. Those signing up had received free training and guidance to help staff recognise and respond to inappropriate behaviour and to ensure their venue was welcoming to all.

The launch had followed TDC's adoption of its Crime and Disorder Reduction Strategy 2025–28, developed with theCSP, which had identified tackling violence against women and girls and domestic abuse as a key priority.

It was noted that the total number of people reached in relation to partnerships with Girls Inspired Programme, CARA, UTURN – Impact Project X and Karen Whybrow Associates would not be confirmed until the end of the financial year. However, there would be a continuation to roll out the project into 2026 – 2027 alongside the development of a Women's Safety Charter Toolkit for all businesses and organisations.

Priority Three
It was reported that, under Priority Three, the Council aimed to work with CSP partners to establish a Knife Crime Matrix in order to help prevent and deter individuals and groups from committing acts of serious violence and carrying/using knives. Knife crime was defined as an offence where a knife/blade was used or threatened.

It was further reported that a joint problem-solving approach would be taken in respect of tackling knife crime and serious violence across the District:

- ***Provide Support and Opportunities –*** *work with partners / voluntary sector organisations to ensure people are supported and safeguarded through provision of education, training and diversionary activities.*
- ***Stakeholder Engagement and Collaboration –*** *Build upon current relationships with stakeholders and communities to ensure a co-ordinated response to knife crime and drug related violence (such as Gangs & County Lines).*
- ***Public Spaces –*** *Create the feeling of safety within outdoor public spaces by improving the local environment.*

The Committee was informed that Priority 4, Emerging Threats and Trends (Vehicle Crime and Arson) had been included in the report, along with Priority 3, to ensure the Committee had oversight of both areas and received assurance that they continued to be monitored. It was acknowledged that both priorities relied heavily on partnership work through the CSP and the Health and Wellbeing Board.

Due to the methodology used for data collection, it had not been possible to provide an accurate assessment of progress at this stage, as full data would not be collated until the end of the fiscal year and would not be available until mid-May 2026.

Those priorities remained standing agenda items at the monthly Problem-Solving Forum and the fortnightly Essex Police Tasking Meeting, where they continued to be monitored on a regular basis.

Confirmation had been received for the Community Safety core grant for 2026–2027. The CSP would receive £18,900 from the Office of the Police, Fire and Crime Commissioner in April 2026, enabling the partnership to fund programmes aligned to the 2026–2027 priorities. It was noted that funding would continue to support the Young and Older Person's Crucial Crew and the ongoing rollout of the Women's Safety Charter.

The CSP would continue to work with partner agencies to identify and develop initiatives to address the agreed priorities and any emerging threats or trends.

All Essex Community Safety Partnerships continued to work under the umbrella of Safer Essex while awaiting the Government's "minded to" local government reorganisation decision. It was acknowledged that joint working with other District, Borough, and City Councils took place where shared objectives existed.

Safer Essex had held the strategic lead for coordinating the partnership response to community safety issues and initiatives across Essex, Southend, and Thurrock, acting as the county-wide strategy group for community safety. The partnership brought together key organisations and stakeholders to support a collaborative approach in delivering the following outcomes: preventing crime and anti-social behaviour; preventing fires; understanding and tackling hate crime; understanding and tackling violence, including violence against women and girls; improving community confidence in the multi-agency response to community safety issues; and continuing to deliver effective Community Safety Hubs across Greater Essex.

Safer Essex did not set specific priorities within its Community Safety Agreement but aligned its work with the Crime Prevention Strategy. To ensure that Safer Essex also reflected the priorities of Community Safety Partnerships, the Community Safety Plan assessed the priorities set by each CSP. The Community Safety Agreement 2025/26 had identified several prevalent areas of focus, including gaining a better understanding of issues surrounding shoplifting and exploring how Safer Essex and CSPs could contribute to tackling the problem; supporting the rollout of the Violence Against Women and Girls (VAWG) and ASB Minerva projects and identifying other areas that could benefit from the Minerva approach; bringing together findings from community engagement and perception exercises to identify common themes and gaps; working with CSPs to navigate changes arising from devolution, Local Government Reorganisation, and ICB restructures; reviewing information-sharing arrangements, particularly within Community Safety Hubs; supporting CSPs and Essex Police with the coordination and delivery of Operation Guardian; and, through the VAWG Strategic Partnership, developing a strategy to coordinate work on the safety of women and girls in public spaces.

It was also acknowledged that Safer Essex continued to work with the Southend, Essex and Thurrock Domestic Abuse Board to support CSPs in meeting any new requirements arising from the inquiry into Domestic Homicide Reviews.

At an informal meeting of the Committee held on 24 March 2026, the Committee had assembled a series of questions, which had been subsequently shared with Essex Police representatives and Tendring District Council Officers. Written responses had been prepared by those agencies in advance of the meeting. Although the questions and responses were not read out during the meeting, they were referred to on several occasions. The Chairman had therefore agreed that they be placed in the public domain for reference.

Questions by Members:	Answers:
Are there identifiable causes that explain the recent increase in shoplifting incidents?	***Essex Police -*** *The increase in shoplifting recorded during the reporting period can be attributed primarily to an identifiable reporting issue linked to a large national retailer operating within the district. During this period, Essex Police identified that the retailer was reporting a high volume of incidents that did not meet the threshold for theft. This included situations where items failed to scan correctly at self service checkouts, customers were subsequently required to pay, but the incident was still recorded by the retailer as a theft.*

	This practice resulted in an artificial inflation of recorded shoplifting offences and does not reflect a genuine increase in criminal behaviour across the district. The Essex Police Business Crime Team has escalated this issue at a senior level with the retailer to address reporting practices and to provide appropriate guidance and education to ensure crimes are reported accurately and proportionately. *As the year has progressed, these incorrectly reported offences have reduced and fallen out of the year to date figures. As a result, shoplifting across the district has decreased. As at the end of February 2026, shoplifting offences are down by 8.9 percent, equating to 88 fewer offences compared to the same period last year.* *Alongside this corrective work, Essex Police continues to take a proactive approach to preventing and responding to shoplifting in Tendring. We actively promote the Shop Safe scheme and work closely with retail partners to improve prevention, reporting standards and offender management. Our Neighbourhood Policing Teams focus on the most prolific shoplifters, using intelligence led patrols and enforcement activity, and where appropriate utilising post conviction tools such as Criminal Behaviour Orders to disrupt repeat offending and protect local businesses*
The report indicates that 40% of our residents are dissatisfied with how crime and ASB are being dealt with in the district. It also notes that there were 29 common assaults in key locations last year. Could you provide the number of incidents recorded this year, along with their outcomes? Additionally, should we consider increasing enforcement activity, including making more arrests where appropriate, as a means of reassuring the	***Essex Police –*** *The reference within the report to resident satisfaction levels relates to the Essex Police's Public Perception Survey. It is important to clarify that this data presents a broadly positive picture of public confidence in policing within Tendring. The most recent survey results for Quarter 1 of 2025 to 2026 show that 61 percent of residents agree that Essex Police are dealing effectively with crime and anti social behaviour, and 80 percent of respondents state that policing in their local area is doing a good or excellent job. Tendring continues to record the highest confidence levels of any policing district in Essex.* *While perceptions of crime and anti social behaviour can be influenced by a range of factors, including local incidents, visibility and wider national commentary, Essex Police remains focused on maintaining public confidence through effective enforcement, prevention and engagement.* *In relation to the reference to common assaults in key locations, I am unable to provide a specific breakdown of recorded incidents for the current year at short notice.* *However, I can provide assurance regarding enforcement activity across the district. During the last 12 months, Neighbourhood and Local Policing Teams have made a total of 1,840 arrests. Of these, 841 arrests relate to offences against the person, with 747 arrests, equating to 47.4 percent, linked to domestic abuse*

public and improving overall perceptions of safety?	*offences. This demonstrates sustained and proactive enforcement activity, particularly in relation to safeguarding victims and addressing violent offending.* *In response to the question regarding increased enforcement and arrests as a means of reassurance, Essex Police already apply a robust and proportionate approach. Where offences are committed and arrest is necessary, officers take decisive enforcement action. However, public reassurance is not achieved through enforcement alone. Visibility, problem solving, partnership working and early intervention play a critical role in improving perceptions of safety.* *Neighbourhood Policing Teams continue to focus on hotspot locations, repeat offenders and community concerns, using intelligence led patrols alongside preventative and enforcement powers. This balanced approach ensures that enforcement activity is targeted and effective, while also addressing the underlying causes of crime and anti-social behaviour to support longer term improvements in community confidence.*
Could you outline the targeted actions being taken to address these identified hotspots? Furthermore, what operational or strategic options have been considered to strengthen our approach, and are there additional measures that could be evaluated?	***Essex Police –*** *A range of targeted operational and partnership actions are being taken to address identified hotspot locations and the behaviours contributing to crime and anti-social behaviour.* *Operationally, Essex Police is delivering focused activity through Operation Guardian and Operation Vigilant. Operation Guardian is a neighbourhood focused initiative aimed at tackling persistent crime and anti-social behaviour in identified hotspot areas. It brings together targeted patrols, problem solving and offender management to address the specific drivers of harm within local communities. The operation prioritises repeat locations and individuals, using crime data, intelligence and community feedback to ensure resources are directed where they will have the greatest impact. A strong emphasis is placed on visibility, engagement and early intervention, alongside proportionate enforcement where required.* *Operation Vigilant complements this approach by focusing on higher risk offending, particularly violence and disorder in busy or vulnerable locations. It uses intelligence led deployment, enhanced uniformed and plain clothes patrols, and proactive engagement to identify risk early, disrupt offending and safeguard potential victims. Together, these operations provide a balanced preventative and enforcement-based response to hotspot areas.* *These policing activities are supported by ongoing Neighbourhood Policing Team patrols to ensure a consistent presence and sustained focus beyond specific operations.*

	In parallel, work continues with partners to address environmental and situational factors that contribute to crime and anti-social behaviour. This includes enhanced CCTV coverage through Safer Streets funding, which strengthens preventative capability and supports evidential opportunities where offences occur. *The use of the Council Enforcement Team is proposed at this time, with an expansion of this capability also proposed as part of a strengthened partnership approach. This would be welcomed. Improving visibility and public reassurance should not rest with policing alone. An expanded council enforcement presence would enable a broader and more visible response to issues such as environmental disorder, street drinking and breaches of Public Space Protection Orders, using a wider range of powers alongside police activity and reinforcing a joined-up approach to community safety.* *Strategically, this activity is delivered through a targeted hotspot policing model. Resources are deployed based on crime data and intelligence, with a clear focus on high visibility patrols, coordinated enforcement and sustained presence in priority locations. The objective is to disrupt repeat offending, deter criminal behaviour and provide immediate public reassurance, while maintaining consistent pressure on locations and individuals that generate the highest demand*
How are we assessing the true extent of crime, not just the incidents that make it into official records?	***Essex Police –*** *When we talk about understanding crime in Tendring, we are careful not to rely solely on recorded crime figures. We recognise that not all harm is reported to the police or captured as a crime, particularly in a district with a large seasonal population, vulnerable communities and repeat low-level issues that can escalate over time. While Essex Police is independently assessed by HMICFRS as having good levels of crime data accuracy and compliance with national recording standards, we also recognise that accurate recording only reflects what is reported to us. To understand the true extent of crime and harm, we therefore look at a wider range of information including incident data, repeat locations and callers, victim feedback, and partnership intelligence from the council and other agencies, alongside patterns identified through local tasking meetings. This broader approach helps us identify hidden demand, intervene earlier and ensure resources are directed to the areas and communities experiencing the greatest harm, even where that harm is not always visible in official crime statistics.*
What are the key reasons behind the decline in public confidence when it	***Essex Police -*** *Public confidence in reporting incidents to the police is influenced by both local experience and wider national factors. Within Tendring, confidence remains strong. The district continues to record the highest levels of public confidence in*

comes to reporting incidents to the police, and how can this be improved?	*Essex, with residents reporting that the police are doing a good or excellent job locally.* *While Essex Police as a whole has seen a slight reduction in confidence, this is not reflected in Tendring. The county wide change appears to be driven largely by national and high-profile issues rather than local policing performance. This includes events elsewhere in the county, such as those linked to the Bell Hotel in Epping, alongside the wider national debate around immigration and policing. These issues can affect perception at a county level even where there is no direct local impact.* *In Tendring, confidence in reporting remains supported by visible neighbourhood policing, proactive enforcement and regular community engagement. Neighbourhood Policing Teams continue to focus on accessibility, visibility and responsiveness, ensuring residents feel confident to report incidents and raise concerns.* *Maintaining and improving confidence relies on clear communication, visible action and consistent engagement. By continuing to demonstrate effective local policing and addressing community concerns promptly and proportionately, Essex Police aims to sustain high levels of trust and confidence in reporting across the district.*
How is the redeployment of Police Officers from this area to London, Wethersfield, and other locations affecting local policing?	***Essex Police -*** *The redeployment of police officers from Tendring to support major incidents or events elsewhere, including London, Wethersfield and other locations, has had minimal impact on local policing delivery. While officers are at times required to support large scale or high-profile operations, sufficient resources are always retained within Tendring to continue policing the district effectively.* *Many of these deployments are staffed through overtime, rest day working or officers volunteering additional hours, rather than through the abstraction of core neighbourhood or response capability. This ensures that local demand, emergency response and neighbourhood policing activity within Tendring are maintained.* *Tendring also benefits from reciprocal support from across the wider force when required. For example, large scale local events such as the Clacton Airshow are supported by officers from other areas, ensuring a robust policing presence without detracting from routine local policing.* *Overall, resource deployment is managed carefully at force level to balance operational requirements while protecting frontline policing capability within Tendring*

Please could you provide updated figures from page 22 for crime and reported ASB for 2025–26, covering as much of the year as is currently available, and at minimum the first nine months to December 2025. *In addition, please provide part-year updates for the following programmes: Girls Inspired, CARA Specialist Counselling, UTURN Project X, TIC Stronger Together, and the Women's Safety Charter.*	***TDC -*** *Updates for the Following Programmes:* *<u>Girls Inspired Programme</u>* *80 young girls have attended the programme.* *We have started two Girls Inspired programmes in LIFT academy schools- Thorpe and Frinton sites.* *We have 24 females referred to the course.* *We have planned in first aid, mental health and wellbeing along with VAWG topics and youth crime prevention.* *<u>The project teaches:</u>* *Sports and activities.* *Mentoring* *Guided support* *First aid awareness planned* *Group well- being sessions held* *Various topics covered around key subjects* *Team work* *Social skills* *Communication skills* *Mental health sessions* *All the young females were engaged and participated throughout the project.* *The course is linked to ASDAN so all females attending will achieve a qualification on completion* *Both projects started mid-September and run to December.* *<u>CARA Specialist Counselling</u>* *Between 1st July and 30th September, we provided 122 specialist sexual violence counselling sessions for 18 young people from Tendring.* *Based on 12 before and after questionnaires completed by young people from Tendring who completed counselling during this period:* • ***100%*** *told us that they had felt heard and believed.* • ***100%*** *told us they had a better understanding of what happened to them and how it had affected them.* • ***100%*** *told us they felt more able to recognise abusive relationships and behaviour.* • ***100%*** *told us they were using new ways to look after their mental health.* • ***100%*** *told us they felt better able to manage their self-harm (e.g. cutting, eating issues, risky behaviour or misuse of illegal substances).* • ***89% described the service as excellent and 11%described it as good.*** *We were also able to recruit a new, very experienced young*

	person's counsellor to work with young people in Tendring. She has been appointed on a free-lance basis and will start to offer sessions in early October, providing 4 sessions a week in Harwich, and providing an additional 4 sessions a week in Clacton, increasing our capacity and reducing waiting times for young people in Clacton. *<u>UTURN Impact Project X</u>* *This project has seen 30 young people to date over 24 hours of mentoring on various days and times.* *The project has achieved significant successes in supporting young females aged 11–17 who are at risk of exploitation, violence, and criminal involvement. One of the main outcomes met has been increased awareness and understanding of safeguarding issues, including county lines, domestic and peer violence, sexual exploitation, and financial crime. Through one-to-one mentoring and group workshops, participants have demonstrated improved confidence in recognising risks, making safer choices, and seeking help when needed.* *A further success has been the positive impact of the weekly physical activity sessions. Dance fit, conditioning, and self-defence classes have not only improved participants' physical fitness but also enhanced their mental well-being, resilience, and self-esteem. Several young females have reported feeling stronger, more confident, and better able to manage stress and anxiety as a result of these activities.* *The programme has also successfully fostered trusted relationships between young people and mentors, creating safe spaces for open discussion and guidance. This has led to improved engagement in education, more positive peer relationships, and a noticeable reduction in risky behaviours among participants.* *<u>TIC Stronger Together</u>* *A mixed response has been received by the schools as some were very engaging and supportive of this project however unfortunately some schools were difficult to get responses from or declined to be part of the project.* *<u>Sixth Form Lift Clacton</u> – 2 productions were delivered on the 26th and 27th February 2026. The feedback received from the teachers and students was extremely positive and they have requested two more dates for June and July 2026 after exam time has finished.* *<u>Manningtree</u> – We are working with the teacher to finalise dates as unfortunately the school cancelled the previous date, but they are still keen to work with delivering this project within the school.* *<u>Colne</u> – We are working with the school to finalise dates in the near future.* *Clacton Costal Academy – 3 productions were delivered on the*

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<td>14th November 26th and 27th November. The feedback was again extremely positive.
Tendring Technical - We are working with the school to finalise dates in the near future.
<u>Clacton County High</u> – Declined the offer of this project

<u>Women's Safety Charter</u>
This project was only launched on the 24th February and the initial training to local businesses and organisations was held on the 13th March so we are unable to provide a comprehensive update at this stage, however this will be provided later in the year as the project progresses.

Essex Police - Please find Rolling 12 months to February 2026
<table>
<tr><th>Top Level</th><th></th><th colspan="4">Offences</th></tr>
<tr><th>Crime Type</th><th>% DA 2026</th><th>2025</th><th>2026</th><th># diff.</th><th>% diff.</th></tr>
<tr><td>Anti-Social Behaviour (incidents)</td><td>-</td><td>1061</td><td>1166</td><td>105</td><td>9.9</td></tr>
<tr><td>All Crime (excl. Action (NFIB) Fraud)</td><td>21.1</td><td>12842</td><td>12408</td><td>-434</td><td>-3.4</td></tr>
<tr><td>- State Based Crime</td><td>8.4</td><td>1914</td><td>1713</td><td>-201</td><td>-10.5</td></tr>
<tr><td>- Victim Based Crime</td><td>23.1</td><td>10928</td><td>10695</td><td>-233</td><td>-2.1</td></tr>
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<td>Can you confirm that Appendix A (Tendring Strategic Assessment) covers the period from 1 October 2024 to 30 September 2025.</td>
<td>TDC - This is correct. This information is on page 4 under 1.2 Data Parameters.</td>
</tr>
<tr>
<td>Please could the Committee be given access to the training resources provided by Karen Whybrow, with the opportunity to consider inviting her to present at a future meeting to support the Committee in forming relevant recommendations.</td>
<td>TDC - Karen Whybrow contact details are <u>karenwhybro@gmail.com</u> Karen will be able to provide her full range of training resources and her availability to attend any future meetings.</td>
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<td>What stance has the Cabinet adopted in relation to the Women's Safety Charter?</td>
<td>TDC - Cllr Peter Kotz attended the launch of the Women's Safety Charter at the Town Hall on Tuesday 24th February and the first training for local businesses and organisations took place Friday 13th March. Further training sessions are to be planned throughout the year in which Counsellors are welcome to attend. A wider public launch of the charter will follow later in 2026.</td>
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<td>The report notes that £18,900 has been allocated by the Office of the Police, Fire and</td>
<td>TDC - The amount allocated to the Community Safety Partnership is decided by the Office Police, Fire and Crime Commissioner. To date the Community Safety Partnership has been able to support many local organisations with their funding request however, in the last year due to the volume of</td>
</tr>
</table>

Crime Commissioner. In your view, is this funding adequate for the Community Safety Partnership to support programmes addressing the 2026/27 priority areas?	*applications we have not always been able to support the applicants with their full funding request but have supported with a smaller amount to help them, but we have signposted them to other funding streams which maybe able to support their project as well.*
In relation to the Health Profile Statistics in report A (pages 44-46), is there a risk in relying on data that is 7–8 years old when developing the strategy, particularly given how much the world has changed post-Covid? Is more up-to-date data available?	***TDC -** This data was provided by Essex County Council.*

Members of the Committee then proceeded to ask the following supplementary questions at the meeting:

Questions by Members:	Answers:
Do you think the data suggests a link between the recent closure of the front desk at Clacton Police Station and residents' reduced ability to report crime in person?	(Chief Inspector Stuart Austin) No, I don't believe so. While there are reductions in some areas, there are also increases in others. If the ability to report in person at the station were a significant factor, we would expect to see reductions across the board. Whilst I would prefer to see the Front Desk open to the public, Essex Police had a decision to make and upon review of what was being reported at the Clacton Front Office, the majority of interactions were enquiries rather than crime reports. I'm confident that the decrease in reporting is not linked to the closure of the front desk.
I am interested in the Stronger Together initiative and concerned that CCHS has declined to take part. Could you explain	(Leanne Thornton) I don't yet have the full details on which schools have completed the course. Once the

the reasons behind this decision, especially given that other schools have embraced the initiative?	end-of-year statistics are available, we should be able to identify the reasons for any lack of engagement. I'll need to provide that information at a later date. (Councillor Kotz) We will explore ways to encourage greater engagement from schools.

The Committee noted that the Stronger Together initiative provided a valuable opportunity for children and young people to receive education on Violence Against Women and Girls and expressed disappointment that some schools had declined to participate.

Questions by Members:	Answers:
Is ShopSafe helping prevent shoplifting?	(CI Stuart Austin) Yes, it is. It's especially beneficial when businesses collaborate and share information, although some prefer not to participate or choose alternative solutions instead.
Domestic abuse–related death reviews show ongoing concern that suicide rates remain high. How can we better prevent these tragedies?	(CI Stuart Austin) We need a whole-system approach where every partner plays an active role — policing, health, wellbeing services, and others. It would be helpful to understand whether there are any local hotspots, either in public spaces where targeted initiatives could be effective, or within private households or facilities where closer collaboration with health services may be needed to provide appropriate leadership. (Leanne Thornton) Domestic Homicide Reviews are increasingly identifying cases linked to suicide. We are working with the Samaritans and other partners to strengthen suicide-prevention efforts. The Domestic Review Board at ECC is also examining domestic-related suicides, which remain a high priority on their agenda. (Councillor Kotz) One of the things we're focusing on within the Community Safety Partnership is the outcomes, and we may need look more deeply into working closely with our health colleagues to examine the outcomes of

	underlying processes in greater depth.
Could you clarify the earlier point about shoplifting — specifically, that the rise in reported incidents was due to one store recording unscanned items as shoplifting offences? Has that now been corrected in the system.	(CI Stuart Austin) Yes, it has. We're now seeing a reduction in shoplifting, although part of that decrease reflects the fact that the retailer responsible for those mis-logged incidents dropped out of the data over a year ago. While the statistics show a downward trend, we may need another six months to understand whether this represents a genuine reduction or simply the impact of that retailer no longer appearing in the 12-month figures.
Could this be due to some businesses choosing not to participate in the ShopSafe scheme?	(CI Stuart Austin) That is a possibility. In this case, the issue involved a multinational retailer that my team, together with the Essex Police Business Crime Team, engaged with directly. There had been significant over-reporting, but their data is now aligned with what we would expect. Once we are able to assess the figures without the distortion caused by that retailer's previous reporting, we will be in a better position to determine whether shoplifting has genuinely decreased in Tendring.
How does Operation Vigilant work in practice? If officers are patrolling in public spaces, do they proactively approach women, or how is engagement managed? We need to ensure people feel supported rather than uncomfortable.	(CI Stuart Austin) Operation Vigilant is Home Office funded. The Minister for Safeguarding, Jess Phillips MP, visited Colchester around three months ago to see the work firsthand. The operation uses a mix of uniformed and plain-clothes officers. The plain-clothes teams focus on identified hotspots, looking for individuals displaying concerning behaviours who may need to be spoken to. Even if no offence has been committed, early engagement is important, and uniformed officers will then step in to carry that out. The approach is adapted from counter-terrorism tactics, where initiating a conversation with a potential offender can be enough to disrupt or deter harmful behaviour. The aim is to have a visible and proactive presence in the places where people feel most

	vulnerable.
With resources being directed to areas of highest need, are you satisfied that other areas are still receiving adequate coverage?	(CI Stuart Austin) I'd always welcome more resources, but yes — I'm content with the current level of coverage. Last summer we rebranded Neighbourhood Policing and saw an uplift in neighbourhood officers, with further increases expected over the next six months once final numbers are confirmed. Tendring is a particularly challenging district to resource because of its seasonality: we have sufficient capacity in winter, but demand rises sharply in summer, which is common across seaside areas. To support this, Operation Sunbeam provides additional officers in the District between June and September, working on a response model focused on getting to 999 calls as quickly as possible, alongside the strengthened neighbourhood teams. Historically, neighbourhood officers have had to backfill response during the summer, but with these changes we should see far greater visibility and presence throughout the peak season.
Regarding the hotspots — particularly McDonald's in the town centre, where the same individuals are repeatedly involved — has there been any consideration of reducing licensing hours or increasing police presence in these locations?	(CI Stuart Austin) Two of those locations are already designated Operation Guardian hotspots, so we have additional officers deployed there. McDonald's tends to attract youth-related ASB, and we make use of the PSPO powers to seize alcohol and disperse groups when necessary. However, the perception of safety is influenced by more than police presence alone. It requires a whole-system, partnership approach, as well as consideration of the wider community factors. I'm confident that, through the CSP, we're making strong progress in addressing these issues.
Can you give an example of a community group that receives greater protection?	(CI Stuart Austin) Yes — there are several examples where we provide enhanced engagement. For instance,

	we work closely with the Jaywick community, supported by our Fraud Prevention Officer, Tammy, who delivers targeted fraud-prevention workshops to make sure we're reaching residents effectively. We also use channels like *Your Local Update* and the *Dispatch* newsletter to keep people informed in ways that suit the district's communication habits. We tailor our engagement to the needs and circumstances of different groups, including African families with established links in the district and other communities who may benefit from more focused support.
To what extent does the redeployment of officers, including those volunteering to work on rest days, place additional pressure on the overall budget?	(CI Stuart Austin) When there is significant disorder — such as the incidents in Epping last summer or the Just Stop Oil protests on the M25 — the associated costs can be reclaimed by the force through a Home Office grant. Regardless of these deployments, we always ensure that officers are backfilled within the district so that Tendring continues to have the appropriate level of policing.
In the context of the programme updates, what assurances do we have regarding the individuals delivering these programmes, and are volunteers and social workers fully covered under our current arrangements?	(Leanne Thornton) As the Community Safety Partnership, we commission partner organisations to deliver these programmes on our behalf. It's the responsibility of those organisations to ensure they have the appropriately trained and equipped people in place to run and implement the programmes effectively. I'm as confident as I can be that they are meeting the standards and assurances they've committed to. (Councillor Kotz) The voluntary sector is well represented within the Community Safety Partnership.
Have you seen any changes in drinking patterns that have influenced local crime rates?	(CI Stuart Austin) I haven't seen any noticeable changes or impact on crime. The biggest shift in drinking behaviour actually came during COVID, which transformed town centres quite

	significantly. Tendring doesn't have a traditional nightlife economy, but we do experience an increase in crime during the summer months linked to tourism and higher levels of drinking in caravan parks and similar locations. This makes demand more sporadic and can complicate resourcing.
Considering Local Government Reorganisation (LGR), what assurances do we have that Tendring's heightened needs during the summer period will continue to be prioritised?	(CI Stuart Austin) I am confident. It's very likely that Essex Police will adjust policing areas to reflect the move to LGR, although no final decision has been made yet because the full picture wasn't known earlier. There is still some uncertainty about what the final operating model will look like. What we *have* seen, however, is a continued emphasis on neighbourhood policing and maintaining a strong presence at the heart of communities. That priority isn't going to change — it's just the structure around it that may look different.
What is the current level of hate crime in the District, and to what extent do residents understand what constitutes a hate crime?	(CI Stuart Austin) Generally, people don't always recognise when something constitutes a hate crime, and as a result it often goes unreported. We don't have a significant hotspot in the District overall. Pier Ward shows slightly higher levels, but that simply reflects the broader crime picture in that area rather than a specific pattern of hate crime. All reports are investigated by the neighbourhood policing team, with a focus on understanding the community impact. At present, there's no consistent pattern and no single group or type of incident that stands out as being highest.
Do you extract and monitor particular crime categories, and what processes are in place to respond to spikes in low-level crime, including issues like dog theft and hare coursing?	(CI Stuart Austin) We receive regular statistical updates — monthly, quarterly, and annually — through our analytic system. However, the numbers only tell part of the story. For example, robbery of business property is currently showing a 108% increase, but in real terms that equates to only around eight

	additional crimes over the year. This is why we place greater emphasis on volume rather than percentage change, as it provides a more accurate picture of who is actually being affected In terms of specific issues like hare coursing, we've worked with the Rural Engagement Team to raise awareness and improve understanding of what it involves. Even during periods where overall crime is reducing, we're still seeing an increase in solved crime, which is encouraging. We review the data month by month to understand what's happening across the District and to respond appropriately to any emerging trends.

The Committee **NOTED** Councillor Kotz's suggestion that future work programmes scheduled the Annual Progress Review of the Crime & Disorder Strategy agenda item for June, to ensure the full year's figures — including fourth-quarter data — were available and provided a clearer representation of trends.

46. REPORT OF THE ASSISTANT DIRECTOR (CORPORATE POLICY & SUPPORT) - A.2 - COMMUNITY GOVERNANCE REVIEW FOR CLACTON-ON-SEA, HOLLAND-ON-SEA, AND JAYWICK SANDS - PHASE II CONSULTATION AND FINAL RECOMMENDATIONS TO COUNCIL

The Committee was reminded of the approved terms of reference for the Community Governance Review (CGR) of Clacton-on-Sea, Holland-on-Sea and Jaywick Sands, together with the progress made in its implementation to date. Members were also advised of the outcome of the Phase II consultation exercise (Stage 4 of the Terms of Reference Timeline), including the expenditure incurred.

The report (A.2) built on that presented to the Committee on 17 November 2025, which had outlined the results of the Phase I consultation. That earlier consultation had shown that 74% of elector respondents across the review area considered it wrong that the whole area remained unparished. The response rate from electors had exceeded 7%. Stakeholder respondents had similarly expressed the view that the area should not remain unparished. The option receiving the highest level of support (44% of elector responses) was the creation of three separate parish councils for the three distinct communities. In both Jaywick Sands and Holland-on-Sea, over 50% of elector responses had supported separate parish councils.

The report (A.2), through its appendices, set out respondents' views on the principle of establishing parish councils and on the potential arrangements for those councils.

Having considered the findings from both consultation phases, the Committee was invited to approve its final recommendations to Council for the creation of separate parishes for the three communities, to take effect from 1 April 2027. A series of further final recommendations was presented to meet the requirements of Part 4 of the Local Government and Public Involvement in Health Act 2007. Proposed steps leading up to the potential elections for the three parish councils in May 2027 were also provided for the Committee's consideration.

The Committee was informed that the CGR for Clacton-on-Sea, Holland-on-Sea and Jaywick Sands had commenced on 1 July 2025 following the publication of the Terms of Reference.

For context, the chronology of the governance process for the CGR was reported as follows:

- **21 October 2024** – A motion was submitted to Full Council requesting a report outlining the process for undertaking a CGR in the review area.
- **15 November 2024** – Full Council received and approved a report proposing that a CGR be undertaken based on draft Terms of Reference. The Community Leadership Overview and Scrutiny Committee was designated as the oversight body for the Review, and the Chief Executive was authorised to update and publish the Terms of Reference on 1 July 2025.
- **20 December 2024** – Cabinet approved funding of £48,000 to meet anticipated CGR costs, subject to a review of sufficiency.
- **17 June 2025** – The Community Leadership Overview & Scrutiny Committee received a report on the proposed commencement of the CGR and agreed to refer a request to Cabinet for an increased budget of £68,000. The Committee also approved a date for reviewing the outcome of the first consultation stage and preparing for the next phase. This meeting was initially scheduled for 20 October but was later rearranged to 17 November 2025.
- **27 June 2025** – Cabinet accepted the revised CGR budget and authorised expenditure up to £68,000.
- **1 July 2025** – The Chief Executive formally published the Terms of Reference, thereby initiating the Review.
- **1 July – 30 September 2025** – Phase I consultation was undertaken to gather views on whether parishing was appropriate and whether any new governance arrangements should involve one, two or three parishes.
- **17 November 2025** – The Committee received the outcome of the Phase I consultation and approved draft recommendations proposing separate parishes for the three communities. The Committee also agreed to commence consultation on those recommendations.

It was reported that the purpose of the Review was to determine whether new parish or town councils should be created for the three areas, which remained the only unparished parts of the District. Collectively, the review area comprised approximately 30,000 properties, 44,000 registered voters and a wide range of stakeholders, including voluntary and community organisations.

Phase II Consultation – Basis Approved by the Community Leadership Overview and Scrutiny Committee

(1) Parishing of the Review Area
The Committee noted that, as the Phase I consultation had demonstrated support for parishing the area covered by the Community Governance Review, the Phase II consultation had proceeded on the basis of a draft recommendation that parishing should be implemented. Phase II therefore had sought views on the available options for parishing arrangements.

(2) Areas/Boundaries – Identities and Interests of Communities
It was reported that the option receiving the highest level of support during Phase I had been the creation of three separate local councils for Clacton-on-Sea, Holland-on-Sea and Jaywick Sands. This option had been therefore adopted as a draft recommendation for Phase II. As a result, the consultation had been structured to include separate elements for each of the three areas, enabling the Review to address statutory requirements relating to community identity, interests and effective governance.

The Committee was advised that the consultation materials had been set out appropriately for each of the three communities. To support this process, discussions had taken place with the Ward Councillors for the West Clacton & Jaywick Sands, St Bartholomew’s and Eastcliff Wards. Those discussions had been intended to ensure that any proposed parish arrangements accurately reflected the communities understood to constitute ‘Jaywick Sands’ and ‘Holland-on-Sea’. The meetings had included consideration of proposed boundaries that would have resulted in more narrowly defined parish areas for Jaywick Sands and Holland-on-Sea. The proposals presented in the report (A.2) for those potential parishes (and, by consequence, for a potential Clacton-on-Sea Parish) reflected the direction sought by the Ward Councillors involved.

The Committee was reminded that Section 93 of the Local Government and Public Involvement in Health Act 2007 required the Council, when conducting a Community Governance Review, to secure future arrangements that reflected the identities and interests of local communities. The legislation also required that such arrangements be convenient, effective, supportive of community cohesion and mindful of existing representational structures. Those considerations had been central to the discussions held with Ward Councillors.

Arising from this work, the draft recommendations for parishing in the three areas utilised the boundaries as set out in Appendices F–H of the A.2 report.

(3) Naming of Possible New Parishes and Parish Councils (and Council Style)
The Committee was advised that the draft recommendations had included proposed names for the possible new parishes as follows:

- West Clacton and Jaywick Sands
- Clacton-on-Sea
- Holland-on-Sea

Those names corresponded with the maps presented at Appendices F–H to the A.2 report.

It was reported that, in each of the three cases, the electorate of the proposed parish would exceed 1,000. In accordance with Section 94 of the Local Government and Public Involvement in Health Act 2007, the Council was therefore required to recommend the establishment of a parish council for each area, with no discretion available due to the electorate size.

The Committee acknowledged that the Review was also able to consider the style of any parish councils to be constituted. Following the discussions with Ward Councillors referred to earlier, draft recommendations had been approved on the basis of the following styles:

- West Clacton and Jaywick Sands Town Council
- Clacton-on-Sea Town Council
- Holland-on-Sea Village Council

It was confirmed that the use of the terms "Town Council" and "Village Council" did not alter the legal status of those bodies, which would remain parish councils in terms of their powers and responsibilities. Electors and stakeholders in all three areas had been presented during Phase II consultation with the full range of available parish council style options.

(4) Electoral Arrangements
The Committee was informed that the legal minimum number of parish councillors for any parish council was five, as set out in Section 16 of the Local Government Act 1972, and that there was no statutory maximum. It was noted that the National Association of Local Councils (NALC) had issued guidance in 1988 suggesting that five councillors were too few for effective administration, recommending instead a practical minimum of seven and a maximum of twenty-five.

In addition to the NALC guidance, the Committee had received specific advice from the Essex Association of Local Councils (EALC) regarding the appropriate number of parish councillors for each of the possible new parish councils. The following information was presented:

Possible Parish Council for	*Electorate 2025-26*	*Electorate Projection 2029-30*	*NALC guidance on Parish Councillor Numbers*	*EALC guidance on Parish Councillor Numbers*
West Clacton & Jaywick Sands	*4,227*	*4,417*	*12*	*12-14*
Clacton-on-Sea	*32,906*[1]	*33,943*	*25*	*21-24*
Holland-on-Sea	*6,855*[1]	*7,098*	*15*	*12-14*

Earlier assessments had suggested an electorate of 6,713 for the proposed Holland-on-Sea Parish and 33,048 for Clacton-on-Sea. A further reassessment had produced the updated figures shown, with suitable adjustments applied to the electorate projections based on the District Ward-level data included in the Terms of Reference.

The Committee noted that the Phase II draft recommendations had utilised the NALC guidance, while electors and stakeholders had also been directed to the EALC guidance. The consultation had sought views on the ranges presented.

It was reported that the five-year electorate projections from 2025 had been included in the Terms of Reference published on 1 July 2025.

A further draft recommendation in Phase II had proposed that elections to the parish councils for the possible West Clacton and Jaywick Sands Parish and the possible Holland-on-Sea Parish should be whole-council elections, with both parishes being unwarded. However, for the possible Clacton-on-Sea Town Council, the size and distribution of the electorate made a single unwarded election impracticable. It was also considered desirable that distinct parts of the area should have specific representation. Accordingly, the draft recommendations had sought views on warding arrangements for Clacton-on-Sea.

The Committee noted that Appendix H to the report (A.2) had contained a map of the draft parish ward proposals for a possible Clacton-on-Sea Parish. As the proposed parish wards were based on existing District Ward boundaries and names, the areas were considered easily identifiable and unlikely to disrupt local ties. It was acknowledged that the proposed boundary between the Clacton-on-Sea and Holland-on-Sea Parishes would run through the Eastcliff Ward, requiring an adjustment to the warding arrangements. It was therefore proposed that the St Paul's District Ward be combined with the part of Eastcliff District Ward falling within the proposed Clacton-on-Sea Parish to form a new St Paul's and Eastcliff Parish Ward. The five-year electorate forecasts for those wards, as set out in the Terms of Reference, had been taken into account in preparing the proposals.

It was confirmed that none of the above proposals sought to make any changes to the District Ward boundaries for Tendring District Council.

The Committee acknowledged the numbers of parish councillors proposed in the draft recommendations for each of the Clacton-on-Sea Parish Wards. Those numbers were based on the NALC guidance indicating a total of 25 parish councillors for the possible Clacton-on-Sea Parish:

	Electorate 2025-26	Electorate 2029-30 (forecast)	Proposed number of Parish Councillors	Electorate Ratio (2025-26)
Bluehouse Ward	4,059	4,105	3	1:1,353
Burrsville Ward	4,803	5,199	4	1:1,200
Cann Hall Ward	4,634	4,989	3	1:1,545
Coppins Ward	5,156	5,245	4	1:1,282
Pier Ward	1,928	2,065	1	1:1,928
St James' Ward	4,872	4,886	4	1:1,218
St John's Ward	4,965	4,965	4	1:1,241
St Paul's & Eastcliff	2,568	2,568	2	1:1,284

Ward				

The Committee was advised that the reference to Eastcliff related to the part of the current District Ward of Eastcliff that would not form part of the possible Holland-on-Sea Parish, comprising 339 electors. Earlier apportionment had suggested that 442 electors would fall within this part of Eastcliff Ward, resulting in a previously identified higher total of 2,671 electors for the proposed Parish Ward and an electoral ratio of 1:1,336.

The Committee noted that the overall electoral ratio in the table was 1 parish councillor to 1,306 electors (2025–26).

It was further reported that, in view of Local Government Reorganisation in Greater Essex, the Local Government Boundary Commission for England was expected to undertake an electoral review of the relevant Unitary Area, which would include the current District of Tendring. Any adjustments to parish wards arising from that review would follow the determination of the new Unitary Authority electoral boundaries. Such changes would apply electoral proportionality rules to parish wards as required.

(5) Precepts and Base Costs
The Committee was reminded that the public meetings held during Phase I of the consultation had included reference to Special Expenses. In 2025/26, the Council had allocated £682,999 as Special Expenses, of which £423,446 had been charged to Council Taxpayers in Clacton-on-Sea, Holland-on-Sea and Jaywick Sands. It was noted that, should parishing proceed, a reassessment of the total charge and its allocation would be required following the conclusion of the CGR. Those Special Expenses related to open space, playground and recreation costs incurred within the review area.

The Committee was informed that, should the Council adopt the final recommendations, it would be responsible for determining the initial precepts for the new parish councils. It was also noted that any allotments owned by the District Council within the review area would automatically transfer to the relevant new parish council. The only allotments affected by the Review were those at Rush Green, Clacton-on-Sea.

To support the Phase II consultation, the EALC had provided professional advice on the likely base costs of the possible parish councils. Those cost estimates were set out at Appendix E to the report (A.2) and had been referenced throughout the Phase II consultation materials.

As part of the Phase II consultation, consultees had also been invited to indicate any services, activities, events or arrangements that they wished a possible new parish council to be responsible for. This information was intended to inform any future consideration of responsibilities beyond the base operating costs of a parish council, should the establishment of such councils be approved.

Outcome from the Phase II Consultation
The Committee noted that the findings from the Phase II consultation were set out in Appendices A (A1 and A2) and C to the report (A.2). Those findings informed the proposed final recommendations to be submitted to Full Council on 2 June 2026.

It was reported that the response rate from electors across the review area had been marginally under 5% of all electors, although rounding to the nearest whole figure presented this as 5%. The response rate during Phase I had been somewhat higher.

The analysis of responses to the draft recommendations on which views had been sought was presented in Appendix A to the report (A.2), with annex A1 containing elector responses and annex A2 containing responses from others with an interest in the Review. Appendix C set out additional views gathered by CVST through their supplementary consultation work with ‘seldom heard’ groups in the review area.

The Final Recommendations

The Committee was advised that the final recommendations had been prepared on the basis of the consultation outcomes. Where differences of opinion existed between electors and other interested parties, the overall number of responses had been used to support the proposed recommendation. Appendix D to the report (A.2) provided a summary of the relevant provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007, confirming that all statutory requirements had been addressed in formulating the final recommendations.

The Committee noted that one of the proposed final recommendations concerned the term of office for the first cohort of councillors elected to any new parish councils. Civil servants had indicated, as part of preparations for local government reorganisation, that councillors for the new Unitary Authority would serve a five-year term, including one year on the initial shadow authority. As this Council had traditionally aligned parish council elections with those of Tendring District Council, the relevant recommendation had been drafted to ensure that the proposed new parish councils would, going forward, align their elections with those of the new Unitary Authority.

With the Chairman’s permission, the Leader of the Council addressed the Committee on the Community Governance Review. He noted that the process had progressed smoothly to date and reminded Members that the review had originally been proposed in anticipation of forthcoming LGR changes, intended as a means of giving residents greater influence over local matters.

Questions by Members:	Answers:
What similar processes have you had involvement with?	(Steph Robinson) The EALC have been engaged in several comparable processes. We were involved in the creation of Wickford Town Council that shares some similarities, and we’re currently working closely with Brentwood on Parishing following the LGR announcement. Now that the Unitary announcement has been made, it’s likely other authorities will move quickly to position themselves, but Tendring District Council remain several months ahead and are in a good position.

Councillor Griffiths recorded the Committee's thanks to Councillor Mark Stephenson and the administration for proposing the parishing of Clacton-on-Sea, Holland-on-Sea and Jaywick Sands. He also expressed appreciation to the Officers for their continued support and efforts, noting the seamless process and effective communication.

Councillor Doyle extended thanks to Steph Robinson and Michelle Harper, noting that their previous involvement in Holland-on-Sea had made a positive difference to residents.

It was moved by Councillor Griffiths, seconded by Councillor Ferguson and **RESOLVED** that:

(a) the contents of the report be noted in so much as it reminds the Committee of the approved terms of reference for the Community Governance Review of Clacton-on-Sea, Holland-on-Sea and Jaywick Sands and its implementation to this point;

(b) the outcome of the Phase II consultation exercise (Stage 4 in the Terms of Reference Timeline) as part of that Review (including the expenditure incurred) and comparator information around the base costs of Local Councils for the three separate areas be noted;

(c) this Committee formally recommends to Full Council the acknowledgement of the implementation of the Community Governance Review which commenced on 1 July 2025 with the Terms of Reference for that review, the outcome of the Phase I consultation (set out at Appendix I to the A.2 report) and the content of this report (including the outcome of the Phase II consultation);

(d) the following be submitted to Full Council on 2 June 2026 as the Committee's final recommendations arising from the Community Governance Review and it is noted that, formally, determination by Council of those final recommendations will conclude the review commenced on 1 July 2025:

   a. That the current unparished area of the District of Tendring be parished with effect from 1 April 2027 and that this parishing shall consist of three new parishes as identified in the maps set out at Appendices F, G and H to the A.2 report which, together, cover the entirety of that unparished area;
   b. That the names of the three new parishes referenced in a. above shall be Holland-on-Sea (for the area edged black in Appendix F to the report (A.2)), West Clacton & Jaywick Sands (for the area edged black in Appendix G to the A.2 report) and Clacton-on-Sea (for the area edged black in Appendix H);
   c. That, in accordance with Section 94 of the Local Government and Public Involvement in Health Act 2007, all three new parishes shall have their own parish councils;
   d. That the alternative styles of the three parishes shall be as immediately below:
      a. Village – for the parish council of Holland-on-Sea;
      b. Town – for the parish of Clacton-on-Sea;
      c. Community – for the parish of West Clacton & Jaywick Sands;
   e. That the total number of parish councillors to serve on the three separate parish councils shall be as follows:
      a. 15 - on Holland-on-Sea Village Council;
      b. 25 - on Clacton-on-Sea Town Council;
      c. 12 - on West Clacton & Jaywick Sands Community Council;

[Note: References to style do not negate the basic position that all three areas will become civil parishes.]

f. That no parish wards be created in the new parishes of Holland-on-Sea and West Clacton & Jaywick Sands;
g. That, in the new parish of Clacton-on-Sea, the following parish wards be created and the number of parish councillors to represent the parish ward concerned be as set out:

Parish Ward Name	Area of the Parish Ward by reference to the existing District Council Ward	Number of Parish Councillors to represent the Parish Ward on the Parish Council
Bluehouse Ward	Bluehouse Ward	3
Burrsville Ward	Burrsville Ward	4
Cann Hall Ward	Cann Hall Ward	3
Coppins Ward	Coppins Ward	4
Pier Ward	Pier Ward	1
St James' Ward	St James' Ward	4
St John's Ward	St John's Ward	4
St Paul's & Eastcliff Ward	St Paul's Ward and that part of Eastcliff Ward within the Clacton-on-Sea Parish	2

h. That the term of office of the first parish councillors elected in May 2027 shall be five years to the normal retirement day in May 2032 and all subsequent terms of office shall be four years. This would bring the term of office of the parish councillors in line with the second and subsequent elections to any unitary authority established for the area as part of local government reorganisation;
i. To provide for interim parish councillors, for the period 1 April-10 May 2027 (when newly elected parish councillors for the three parishes would take up office) for the councils of the three new parishes as follows:
    a. Holland-on-Sea Parish – the District Councillors for St Bartholomews and Eastcliff District Wards and the Essex County Councillor for Clacton South Electoral Division;
    b. Clacton-on-Sea Parish – the District Councillors for Burrsville, Coppins, Pier, St James', St John's, St Paul's and Eastcliff District Wards and the Essex County Councillors for Clacton North, Clacton South and Clacton West and St Osyth Electoral Divisions;
    c. West Clacton & Jaywick Sands Parish – the District Councillors for West Clacton & Jaywick Sands District Ward and the Essex County Councillor for Clacton West and St Osyth Electoral Division;
j. That the Corporate Director (Planning and Community) and the Corporate Director (Law and Governance) be requested to make the necessary arrangements to secure the transfer of title for the allotment land at Rush Green, which will be within the new parish of Clacton-on-Sea, to be transferred from the District Council to the council for that new parish with effect from 1 April 2027;

k. To authorise the Chief Executive to prepare the necessary Community Governance Order to bring the recommendations 4a.-i. above into being (and possibly 4j. too) and provide for the matters set out, for the Council's seal to be applied to that Order and the legal obligations in respect of the making of such Orders complied with;

(5) Officers be requested to publish the final recommendations to be submitted to Council on 2 June 2026 and to take appropriate steps to secure that persons who may be interested in the review are informed of those recommendations; and

(6) Cabinet be invited, once Council has determined the recommendations made in this community governance review, to consider the next steps to be undertaken and allocation of resources and, as part of this, to determine the steps the Council considers sufficient to secure that persons who may be interested in the review are informed of the outcome and the reasons.

47. REPORT OF THE ASSISTANT DIRECTOR (CORPORATE POLICY & SUPPORT) - A.3 - REVIEW OF THE WORK PROGRAMME (INCLUDING MONITORING OF PREVIOUS RECOMMENDATIONS AND SUMMARY OF FORTHCOMING DECISIONS)

The Committee was reminded of its approved Work Programme for 2025/26, feedback on decisions made in response to previous recommendations arising from completed enquiries, and a list of forthcoming decisions for which public notice had been issued.

It was reported that a review of the Committee's Work Programme, in the light of the recent Ministerial announcement on the next steps toward Local Government Reorganisation, had been deferred to the next meeting of the Committee, scheduled for 16 June 2026. In the meantime, the Chairmen of both of the Council's Overview and Scrutiny Committees were to meet with the Leader of the Council, the Deputy Leader, and Senior Officers to consider priorities for the forthcoming municipal year's Work Programmes. Members were therefore invited to submit any proposals or lines of enquiry for consideration at the June 2026 meeting.

It was highlighted to Members that preparatory work on the aforementioned Work Programme for 2026/27 had commenced, with the intention of submitting a report to Council on 11 August 2026. This report would be accompanied by the annual report on the Council's overview and scrutiny function for 2025/26. Both documents were to be considered at a future meeting of the Committee, prior to their submission to Council. Members of the Committee were encouraged to put forward proposals for the Work Programme and for the content of the annual report.

The Chairman, Councillor Steady, formally recorded his thanks to fellow Committee Members for the three recommendations submitted to Cabinet on three separate items.

The meeting was declared closed at 8.09 pm

Chairman

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MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE, HELD ON WEDNESDAY, 22ND APRIL, 2026 AT 10.00 AM IN THE COMMITTEE ROOM - TOWN HALL, STATION ROAD, CLACTON-ON-SEA, CO15 1SE

Present:	Councillors J Henderson (Chairman), Talbot (Vice-Chairman), Alexander, Casey and Wiggins
In Attendance:	Lisa Hastings (Corporate Director (Law & Governance) & Monitoring Officer), Karen Hayes (Corporate Governance, Performance & Procurement Manager), Bethany Jones (Democratic Services Officer) and Katie Koppenaal (Democratic Services Officer)
Also Present:	David Irvine (Independent Person) and Jane Watts (Independent Person)

16. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Codling (with no substitution) and Sue Gallone (one of the Council's Independent Persons).

17. MINUTES OF THE LAST MEETING

It was moved by Councillor Casey, seconded by Councillor Alexander and unanimously:-

RESOLVED that the Minutes of the last meeting of the Committee held on Wednesday, 11 March 2026 be approved as a correct record and be signed by the Chairman.

18. DECLARATIONS OF INTEREST

There were no Declarations of Interest made on this occasion.

19. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

No Questions on Notice had been submitted by Members pursuant to Council Procedure Rule 38 on this occasion.

20. TOWN AND PARISH COUNCILS' STANDARDS SUB-COMMITTEE

The Committee formally **NOTED**, for its information only, the minutes of the meeting of the Town and Parish Councils Standards Sub-Committee held on Thursday 12 February 2026.

21. REPORT OF THE MONITORING OFFICER - A.1 - ANNUAL REPORT ON DECLARATIONS OF INTEREST AND ASSOCIATED MATTERS

Members recalled that it had been agreed at the meeting of the Standards Committee held on 29 June 2016 that, as part of its annual work programme, the Committee would receive an annual report on declarations of interest and associated matters. The report now before the Committee covered the period from 1 April 2025 to 31 March 2026 and provided statistics on:

- *the number of Declarations of Interest made at meetings;*

- *the number of offers of gifts and hospitality that had been registered by Members during this period; and*
- *updates to the Members' Register of Interests.*

The data had been collated from the Committee system Modern.Gov which the Council had started using as of August 2016 and from Members' submissions.

Register of Members' Disclosable Pecuniary Interests

The Committee was made aware that the Council was required to publish the 'Register of Disclosable Pecuniary Interests' on its website in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, which prescribed the categories of interest.

It was confirmed that the Council's website included a Register of Disclosable Pecuniary Interests and Other Registerable Interests for all District Councillors and that this was updated when an individual Member provided details of an amendment directly to the Monitoring Officer. Any entry which was relevant to a business item on an agenda, must be declared by the individual Member and they must subsequently remove themselves from the meeting, unless a prior dispensation had been granted by the Monitoring Officer.

The Committee was informed that there had been a dispensation for all District Members granted by the Monitoring Officer at full Council on 17 February 2026 for the purpose of the report of the Corporate Director (Finance & IT) as follows:

*"Tendring District Council adopted the LGA Model Members' Code of Conduct which does not include the provisions confirming Members do not have a declarable interest which relates to the function of setting the Council Tax under the **Local Government Act 1992**. Therefore, to enable you to debate and vote on the budget item to set the Council Tax, the email of 9 February 2026 provided all District Councillors with a dispensation under Section 33(2)(a) to (e) of the Localism Act 2011. Consequently, you will not be required to declare an interest based on the fact that you live in the District and therefore have to pay Council Tax.*

*However, Members are importantly reminded of **Section 106 of the Local Government Act 1992**, which provides that any Member, who is in arrears by at least 2 months with their Council Tax payments cannot vote on matters concerning either the level of or administration of Council Tax. It is important to note that this also covers Council Tax liabilities outside of the District and property which may not be your main residence. If present at the meeting, a Member to whom this provision applies must disclose the fact and may speak on the item but cannot vote. Non-compliance with this section is a criminal offence. Therefore, should this provision apply to any Member, this should be declared at the Declaration of Interest agenda item."*

Declarations of Interest at meetings

Members were required to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests at meetings and those recorded on the Committee system, as declared by District Councillors for the period 1 April 2025 to 31 March 2026 were set out in the Appendix A to the Monitoring Officer's report (A.1). The minutes of the relevant meetings also recorded the declarations.

Use of blanket dispensations

The Committee was reminded that this Council's Members' Code of Conduct did not include blanket dispensations. Consequently, the Monitoring Officer had provided District Members with a blanket dispensation for the purposes of setting Council Tax under the Local Government Finance Act 1992, at the District Council's budget meeting on 17 February 2026 (minute 108 referred) (as referred to earlier within the Officer report (A.1). The Monitoring Officer had also stated the following in relation to that item:-

"A recorded vote is mandatory on any decision relating to the budget or Council Tax. This includes not only on the substantive budget motions agreeing the budget and setting Council Taxes, but also on any amendments proposed at the meeting.

I can inform Members that no budget amendments were submitted to the Council's Section 151 Officer by the deadline set out in Council Procedure Rule 2.

For other types of Interest, which need to be considered, Disclosable Pecuniary Interests (DPIs), Other Registerable Interests (ORIs) or Non-Registerable Interests, are defined in the Code of Conduct and for DPIs and ORIs, these have been (or should have been) registered in advance, and with the exception of the Council Tax exemption for residing in the District, you should still consider if any other interest do apply. A blanket exemption/dispensation has not been applied for all."

Declarations of offers/receipt of gifts and hospitality

Following the Standards Committee's previous review of the Council's Gift and Hospitality Policy for Members, guidance and a notification form had been produced for all District Councillors in May 2016. Reference to declarations of offers/receipt of gifts and hospitality had been included within the mandatory Members' Code of Conduct training delivered by the Monitoring Officer in June and July 2023, and any subsequent Code of Conduct training.

There had not been any recorded declarations of offers/receipt of gifts and hospitality made by District Councillors in the time period covered by this Officer report.

Members' Register of Interests

The Committee was made aware that, pursuant to the Localism Act 2011, within 28 days of becoming a Member or re-election or re-appointment to office, Members must register with the Monitoring Officer their interests which fell within the categories set out in Table 1 of the Members' Code of Conduct, namely Disclosable Pecuniary Interests (DPIs) which were as described in 'The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012'. Members should also register details of other personal interests which fell within the categories set out in Table 2 (Other Registerable Interest (ORIs)).

It was reported that, at the conclusion of the May 2023 District, Town and Parish Council elections, all Members had received the relevant Disclosable Pecuniary Interest and Other Registerable Interests form as part of their induction procedure, to complete and return to the Monitoring Officer, for inclusion on the Council's website within a central register. Registration and the obligations to disclose DPIs, ORIs and Non-Registerable

Interests and the effect on participation had been covered within the mandatory Members' Code of Conduct training delivered by the Monitoring Officer in June and July 2023 and the refresher training provided on 18 June 2025.

In line with the requirements of the Council's External Auditors, an annual reminder had been sent to all District Members to ensure that all interests were up to date and that remained ongoing. At the time of writing this Officer report (A.1), 23 out of 48 had been received; that figure was updated to 35 out of 48 at the meeting.

It was moved by Councillor Wiggins, seconded by Councillor Talbot and unanimously:-

RESOLVED that the Committee requests that Members be formally reminded to keep their Register of Interests' entries up to date and to respond to Officer requests to confirm that their Members' Register of Interests entries are up to date.

22. REPORT OF THE MONITORING OFFICER - A.2 - REVIEW OF THE MEMBERS' GIFTS AND HOSPITALITY POLICY

The Committee heard that the current Members' Gifts and Hospitality Policy (the Policy) had been last considered by the Standards Committee at its meeting held on 14 March 2016.

Members were informed that the Council had adopted the Local Government Association's Model Members' Code of Conduct (the Code) with effect from May 2023, which Members must adhere to. The General Principles of Councillor conduct stated:-

"Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life; also known as the Nolan Principles. Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- *I act with integrity and honesty*
- *I act lawfully*
- *I treat all persons fairly and with respect; and*
- *I lead by example and act in a way that secures public confidence in the role of councillor.*

In undertaking my role:

- *I impartially exercise my responsibilities in the interests of local community*
- *I do not improperly seek to confer an advantage, or disadvantage, on any person*
- *I avoid conflicts of interest*
- *I exercise reasonable care and diligence; and*
- *I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest"*

The Committee was told that under the "protecting your reputation and the reputation of the local authority" heading within the Code, Members were required to register and disclose their interests and consider their position with regard to Gifts and Hospitality.

"10. Gifts and Hospitality

As a Councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance."

Members were made aware that Section 2 of the Bribery Act 2010 made it a criminal offence for a person to request, agree to receive, or accept a financial, or other advantage, to improperly perform or not perform, whether by her/himself or another, a relevant function or activity. In the context of the Council, the relevant function or activity meant a public activity which a reasonable person would expect to be performed in good faith, impartially, or in a particular way by a person performing it in a position of trust.

Officers also made the Committee aware that the Members' Gifts and Hospitality Policy had been based upon the previous guidance which had essentially remained unchanged; however, the Code provisions had been replaced with the current Code of Conduct requirements.

Members also heard that the Policy aimed to provide a clear set of rules for the protection of both Members and the Council, and which set out the General Principles to be applied when deciding whether it would be proper to accept any gift or hospitality; along with the procedure for declaring any such gift or hospitality.

It was reported that the Policy included at section (b)(viii) a list of circumstances, which the Committee was requested to agree, in which it would be appropriate for Members to choose to accept gifts and hospitality. Declarations would still be required in accordance with the Policy.

It was the responsibility of each individual Member to observe the Policy, but that the Monitoring Officer and Leadership Support Officers would assist where possible.
It was moved by Councillor Alexander, seconded by Councillor Wiggins and unanimously:-

RESOLVED that the Committee:-

1) notes the outcome of the review of the Members' Gifts and Hospitality Policy, as set out in Appendix A of the Officer report (A.2); and

2) approves the updated Members' Gifts and Hospitality Policy for circulation to all District Councillors.

23. <u>REPORT OF THE MONITORING OFFICER - A.3 - REVIEW OF SOCIAL MEDIA GUIDANCE FOR MEMBERS</u>

Members heard that the current Social Media Guidance for Members (the Guidance) had been last considered by the Standards Committee at its meeting held on 2 February 2022 and was attached as Appendix A of the Officer report (A.3), detailing Officers' comments after conducting their review.

The Committee was informed that, whilst the 2022 guidance was not incorrect, it was felt necessary to produce a new draft based on current use of social media platforms and terminology.

Members were also informed that the Council recognised the benefits of communication between Members and residents that social media platforms afforded and utilised by most Members with varying frequency. Social media could reach a demographic of society that might not always be reached by more traditional methods, along with the speed with which communication could take place, providing both potential benefit and pitfall, than traditional correspondence.

The Committee was told that, as part of their work programme, the Committee was requested to review the Guidance in association with Officers, to ensure that it was clear in order to assist elected Members in understanding social media and their use of it.

The Committee was made aware that Members had last received dedicated social media training on 27 January 2022 which had broadly covered the following topics:

- *Identifying strengths and weaknesses of major social media channels*
- *Working within the majors 'dos' and 'don'ts' of social media*
- *Finding and targeting an audience*
- *Building a 'brand' across social media platforms*
- *Managing trolls and keyboard warriors*
- *Applying the Seven Principles of Public Life (Nolan Principles) and Members' Code of Conduct to the use of social media*
- *Identifying Tendring District Council's existing policies for social media use (and development of future policies)*
- *Identifying the point for reporting misuse of social media*

Officers reported that, through the Members' induction programme in 2023, Code of Conduct training (which had been refreshed in 2025) had referenced the Council's Social Media Guidance and the Local Government Association's published Social Media Guidance for Councillors.
Following the Committee's consideration of the draft Social Media Guidance for Members, it was planned to develop an updated training session in association with the

Council's Communications Team, to deliver to Members to accompany the reviewed Guidance, taking into consideration the review and the Committee's subsequent comments.

The Guidance and proposed training package would highlight that inappropriate use of social media could amount to a breach of the Members' Code of Conduct, and that it was the individual responsibility of each Member to consider the Guidance when using social media.

It was proposed that the training be delivered to District Councillors on the draft Guidance, to seek feedback and comments on the draft Guidance, in particular whether anything else needed to be covered, and report to the Committee, to enable it to approve a final version.

The Committee and the Independent Persons present put forward the following comments/views/suggestions/requests et cetera:-

- *The percentage of how many complaints related to social media;*
- *A few training sessions on the Social Media Guidance such as a morning session, evening and one on MS Teams;*
- *Would more training be provided after the Guidance came back to the Committee?; and*
- *Would there be Freedom of Expression training?*

The Monitoring Officer responded to the points made as appropriate.

It was moved by Councillor Talbot, seconded by Councillor Casey and unanimously:-

RESOLVED that the Committee:-

1) note the contents of the Officer report (A.3) and the new draft Social Media Guidance for Members, as set out in Appendix A of that report;

2) following the comments as mentioned above, approves Appendix A of the report, as draft guidance for the purposes of training with District Councillors; and

3) receives feedback following that training with Members, to approve a final version of the Social Media Guidance to ensure it is comprehensive and clearly understood.

24. REPORT OF THE MONITORING OFFICER - A.4 - STANDARDS COMMITTEE WORK PROGRAMME 2026/27

The Committee considered the following draft Work Programme for 2026/27:-

April 2026

- Annual report on Declarations of Interest (including meetings, gifts and hospitality)

- Updates by Monitoring Officer covering complaints and national policy changes
- Annual Work programme for 2026/27

- Social Media Guidance review

- Gifts and Hospitality Policy review

July 2026

- Updates by the Monitoring Officer covering complaints and national policy changes

- Social Media Guidance review update

- Case review and guidance update for the Committee on decisions and actions taken nationally

- Update on mandatory Members' Code of Conduct training

- Licensing and Registration Probity Protocol

October 2026

- Updates by the Monitoring Officer covering complaints and national policy changes

- Town and Parish Councils' Code of Conduct and Interests review – including Local Government Reorganisation (LGR) implications

- Role of the Monitoring Officer and review of administrative delegated powers

February 2027

- Updates by the Monitoring Officer covering complaints and national policy changes
- Update on mandatory training for Members

Members were made aware that the above meeting dates were provisional pending ratification at the Annual Meeting of the Council to be held on 19 May 2026 and that, in addition, individual matters might be referred to those meetings by the Monitoring Officer, in accordance with the Committee's Terms of Reference as necessary, for example, an appeal against a dispensation decision or a Code of Conduct hearing.

Having duly considered and discussed the contents of the draft work programme:-

It was moved by Councillor Wiggins, seconded by Councillor Alexander and unanimously:-

RESOLVED that the Work Programme for the Standards Committee for 2026/27 be approved and adopted.

25. UPDATE BY THE MONITORING OFFICER COVERING COMPLAINTS AND NATIONAL POLICY CHANGES

The Committee had before it, as set out below, the Monitoring Officer's update on existing and new conduct complaints cases.

TENDRING DISTRICT COUNCIL MONITORING OFFICER UPDATE April 2026				
Council	**Complainant**	**Current status**	**Final outcome**	**Comments**
Existing Cases from last update:				
Council	**Complainant**	**Current status**	**Final outcome**	**Comments**
PARISH	PARISH CLLR – received 05 Mar 2025	CLOSED	No further action as the investigation did not identify evidence of a breach of the Code. Recommendations had been given to the Parish Council for training and operating procedures.	Matter related to behaviour between Parish Councillors whilst acting in an official capacity.
DISTRICT	PUBLIC – received 11 Mar 2025	ONGOING	Investigation – internally appointed Investigator	Matter relates to communications between parties.
PARISH x 3	PUBLIC – received 28 Oct 2025	ONGOING	External investigator appointed	Matter relates to conduct at public meetings and declaration of interests.
PARISH	PUBLIC – received 06 Nov 2025	ONGOING	External investigator appointed (to be run in parallel with above investigation)	Matter relates to use of social media.
DISTRICT	DISTRICT CLLR – received 02 Feb 2026	CLOSED	No further action – complaint was without merit & politically motivated	Matter related to declaration of interests.

<u>General Notes – 2025/26 Summary:</u>

Overall, eleven cases had been received in 2025/26. In 2026/27, so far, no complaints had been received.

Since the last update, one case remained being investigated by an internally appointed investigator and two cases were being investigated by an externally appointed investigator. One case had been closed with no further action as the complaint was politically motivated. One investigation had been concluded and closed with no further action. No breaches of the Members' Code of Conduct had been identified, but recommendations had been given to the relevant Parish Council relating to training needs and fully adhering to operating procedures.

Those had been acknowledged by the Clerk.
Requests for dispensations:
None since the last update.

The Committee **NOTED** the foregoing.

The meeting was declared closed at 10.57 am

Chairman

COUNCIL

2 JUNE 2026

JOINT REPORT OF THE MONITORING OFFICER AND THE CABINET

A.1 PROPOSED AMENDMENTS TO THE COUNCIL'S CONSTITUTION: NEW PROCUREMENT PROCEDURE RULES

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To enable Council to consider proposed amendments to the Council's Constitution in respect of the Procurement Procedure Rules.

EXECUTIVE SUMMARY

At its formal meeting held on 24 April 2026 (minute 140 refers), and in accordance with the Council's adopted Procurement Strategy, Cabinet considered a report of the Assets & Community Safety Portfolio Holder (A.1) which sought Cabinet's approval for the Procurement Procedure Rules developed through Essex Procurement Partnership to be recommended onto Full Council for adoption, thereby replacing the Council's current Procurement Procedure Rules, contained with the Rules of Procedure set out in Part 5 of the Council's Constitution. The report also provided a high-level update of the Local Government Reorganisation for Greater Essex, Procurement and Contracts System Working Group.

Cabinet had resolved *"that Cabinet -*

(a) approves in principle, the draft Procurement Procedure Rules, as set out in Appendix A to report A.1, as developed by the Essex Procurement Partnership, of which Tendring District Council is an active Member Authority, for recommendation onto Full Council for adoption;

(b) authorises the Corporate Director (Law & Governance), being the responsible Officer for the Council's corporate procurement function and the Council's statutory Monitoring Officer, to make any necessary minor amendments and to produce a final draft of the Procurement Procedure Rules, in consultation with the Portfolio Holder for Assets and Community Safety, for Full Council to consider;

(c) recommends to Council that the final draft Procurement Procedures Rules be adopted, replacing the Council's current Procurement Procedure Rules, as contained with the Rules of Procedure set out in Part 5 of the Council's Constitution;

(d) endorses the review to be undertaken by both Internal Audit and the Audit Committee to ensure the Council's corporate governance requirements continue to be maintained through the new Rules and lessons learnt have been captured;

(e) notes the update of the activity within the Essex Procurement Partnership and the Local Government Reorganisation for Greater Essex, Procurement and Contracts System Working Group; and

(f) notes Officers will present the outcome of the detailed analysis of the Council's Contracts Register in due course in readiness for the transition phases of LGR."

Cabinet resolution (c) is pertinent to this meeting of the full Council.

RECOMMENDATION
That the final draft Procurement Procedures Rules, as set out at Appendix 1 to this report, be approved and formally adopted, and that they replace, with immediate effect, the Council's current Procurement Procedure Rules, as contained with the Rules of Procedure set out in Part 5 of the Council's Constitution.

REASON(S) FOR THE RECOMMENDATION(S)
Having considered the Cabinet's recommendation arising from its consideration of the aforementioned matter, and to enable that recommendation to be approved and adopted.

ALTERNATIVE OPTIONS CONSIDERED
(1) Not to approve the Cabinet's recommendation; or (2) To amend or substitute the Cabinet's recommendation.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
Agreeing the proposed change will ensure that the Council demonstrates good governance and operates efficiently in pursuit of its priorities. A number of the Council's priorities and statutory services rely on the procurement function to deliver their objectives. From 24th February 2025, all contracting authorities were mandated to deliver the objectives as defined in the Act, being value for money, maximise public benefit and act with integrity throughout the procurement process.
OUTCOME OF CONSULTATION AND ENGAGEMENT
Consultation has taken place in the creation of the Essex Procurement Partnership with representation across the member Councils, at elected Member, senior officer and operational levels. The EPP member authorities are now taking this proposal through their respective decision-making bodies.

LEGAL REQUIREMENTS (including legislation & constitutional powers)			
Is the recommendation a Key Decision (see the criteria stated here)	**~~YES~~/NO**	**If Yes, indicate which by which criteria it is a Key Decision**	**☐ Significant effect on two or more wards** **☐ Involves £100,000 expenditure/income** **☐ Is otherwise significant for the service budget**
		And when was the proposed decision published in the Notice of forthcoming decisions for the	Not Applicable in this instance

		Council (must be 28 days at the latest prior to the meeting date)	

X	**The Monitoring Officer confirms they have been made aware of the above and any additional comments from them are below:**

Article 15 of the Council's Constitution provides that changes to the Constitution are approved by Full Council after receiving a recommendation from Cabinet following consideration of a proposal from the Monitoring Officer and a recommendation via the Portfolio Holder with responsibility for corporate governance. Article 15 also provides authority to the Monitoring Officer to make minor changes to the Constitution arising from changes to the organisational structure of the Council.

Article 12 of the Constitution provides that the Council's Monitoring Officer will ensure the Constitution is up to date. This function takes into account legislative requirements and best practice.

In accordance with Section 37 of the Local Government Act 2000, as amended, a local authority, operating executive arrangements, must prepare and keep up to date a document which contains a copy of the authority's standing orders for the time being and such other information as the authority considers appropriate.

Schedule 1 to the Local Authorities (Functions and Responsibilities) Regulations 2000, as amended, sets out functions which must not be the responsibility of the Executive and therefore rests with Council or its committees. The power to make amendments to the standing orders and the Constitution rests with full Council.

All comments within the Monitoring Officer's responsibility are picked up throughout the content of the report, where the principles around Officers exercising delegated powers is being emphasised. This is also to reflect the requirements of the revised Best Value Statutory Guidance issued in May 2024.

The Monitoring Officer was the author of the original report to Cabinet in April 2026.

FINANCE AND OTHER RESOURCE IMPLICATIONS

Risk

Providing clarity through clearer and consistent procedure rules contained within the Constitution prevents confusion and different interpretation and enhances the Council's overall governance arrangements.

X	**The Section 151 Officer confirms they have been made aware of the above and any additional comments from them are below:**

There are no comments over and above those set out in the report to Cabinet which is appended to this report.

USE OF RESOURCES AND VALUE FOR MONEY

The following are submitted in respect of the indicated use of resources and value for money indicators:

A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;	Best value authorities must demonstrate good governance, including a positive organisational culture, across all their functions and effective risk management.

B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and	The Constitution sets out the Council's standing orders and associated scheme of delegation, policies and procedures for decision making.
C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.	Governance is a theme of the Best Value Duty and is described (amongst other things) as ensuring decision-making processes, within clear schemes of delegation, should be transparent, regularly reviewed, clearly followed and understood, enabling decision-makers to be held to account effectively. There should also be evidence of the decisions following good public law decision making principles (reasonableness, rationality, proportionality, legality, fairness etc).

MILESTONES AND DELIVERY

Submission of relevant recommendation to the formal Cabinet meeting held on 24 April 2026.

Submission of Cabinet's recommendation to Council for approval and adoption – 2 June 2026.

Implementation of approved change to the Constitution –immediate effect.

ASSOCIATED RISKS AND MITIGATION

Not implementing the amendment to the Constitution will negatively impact the Council's efficiency in its governance and procurement arrangements. The report to Cabinet which is appended to this report sets out further risks and mitigation.

EQUALITY IMPLICATIONS

The purpose of the Constitution is to:

1 Provide key elements of the Council's overall governance arrangements;
2 Enable decisions to be taken efficiently and effectively;
3 Create an effective means of holding decision-makers to public account;
4 Enable the Council to provide clear leadership to the community, working in partnership with the local community, businesses and other organisations for the long term well-being of the District;
5 Support the involvement of the local community in the process of local authority decision making;
6 Ensure that no one will review, or scrutinise, a decision in which they were directly involved;
7 Help Councillors represent their residents more effectively;
8 Ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for their decisions; and
9 Provide the framework and structure in which cost effective quality services to the community are delivered.

SOCIAL VALUE CONSIDERATIONS

One of the key objectives of the partnership between EPP has been to introduce a common approach to social value/climate agenda to sourcing activity for members.

At its meeting in November 2024 (Minute No. 82), Cabinet approved a Social Value Policy to demonstrate how the Council will deliver corporate priorities by achieving social value through procurement. Ensuring the additional benefit to the community which we can derive, over and

above the direct purchasing of goods, services and outcomes, where these quality criteria are relevant and proportionate to the subject matter of the contract and non-discriminatory.
IMPLICATIONS RELATED TO DEVOLUTION AND/OR LOCAL GOVERNMENT REORGANISATION
These are detailed in the report to Cabinet which is appended to this report.
IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2030
These are detailed in the report to Cabinet which is appended to this report.
OTHER RELEVANT CONSIDERATIONS OR IMPLICATIONS
Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.

Crime and Disorder	None
Health Inequalities	None
Area or Ward affected	None directly.

PART 3 – SUPPORTING INFORMATION

BACKGROUND

At its meeting held on 24 April 2026 and in accordance with the Council's adopted Procurement Strategy, Cabinet had considered a report of the Assets & Community Safety Portfolio Holder (A.1) which had sought Cabinet's approval for the Procurement Procedure Rules developed through the Essex Procurement Partnership to be recommended onto Full Council for adoption, thereby replacing the Council's current Procurement Procedure Rules, contained with the Rules of Procedure set out in Part 5 of the Council's Constitution. The report had also provided a high-level update of the Local Government Reorganisation for Greater Essex, Procurement and Contracts System Working Group.

Members had been aware that Tendring District Council (TDC) formed part of the Essex Procurement Partnership (EPP) (Cabinet 21 February 2025 minute no. 128 referred) through its agreement to enter into a Collaboration Agreement for the delivery of joint procurement services for a three-year period together with:

- Braintree District Council
- Castle Point Borough Council
- Epping Forest District Council
- Essex County Council

Those Parties had agreed through the Collaboration Agreement to create common procurement documentation including common tender documents, a shared set of procurement rules and a procurement strategy. Following Cabinet's recommendation, Full Council had adopted the Procurement Strategy on 25 March 2025 (minute no. 132 referred).

The Parties had also agreed at that time, as an interim measure, to adopt the EPP Procurement Rules where they were not in conflict with the Constitution of each Party. The Parties had agreed this with the objective of moving to formal joint procurement procedure rules to be embedded within their respective organisations over the period of the Agreement.

Cabinet had been informed that reducing duplication was included within the rationale for collaboration both within the Collaboration Agreement and Procurement Strategy, as:

"Both in terms of procurement activities but also in documentation and adherence to procurement rules, allowing the Parties to focus on additional cost saving activity. This will also provide benefit to the entire supplier community, particularly Small to Medium Enterprises and Voluntary sector organisations, reducing the time to understand bid documents."

Through its decision making in 2025, Cabinet and Council had been informed that following adoption of the Procurement Strategy, a review of the Procurement Procedure Rules which had commenced and was in progress, would follow for approval, to meet the partnership's collaborative objectives.

Cabinet had recalled that the Portfolio Holder for Assets and Community Safety, being the Executive member responsible for procurement, represented this Council at the Member Advisory Group (MAG) with elected members from each local authority. The MAG had been established in September 2023 and provided executive member oversight of the EPP by reviewing the performance of EPP in delivering against its objectives and acting as both critical friends and champions of the partnership.

It had been reported that the MAG had met in January 2026, when Officers had informed Members that the draft Procurement Procedure Rules had been designed to provide a framework of best practice for all procurement activities to deliver against the Procurement Rules and support the Councils in achieving value for money and delivering the Councils' corporate objectives. The draft documentation, at that time, was being refined further for EPP purposes, following a review undertaken by this Council's Corporate Director (Law and Governance) and the Corporate Governance, Performance and Procurement Manager.

Members had been made aware that, in February 2026, the Leader of the Council & Portfolio Holder for Corporate Finance and Governance had received a report detailing the impact of the levels for tender exercises on the Council's resources and capacity and their being potentially disproportionate to the increased costs for purchasing costs and services. Following consideration of the report, the Leader of the Council had granted for, an interim period, an exemption applying to all procurements with the value of £50,000 - £100,000 to follow the Council's Request for Quotation Rules, as set out in the Council's Procurement Procedure Rules. That exemption remained in place until full Council formally considered the revised Procurement Procedure Rules, which at the time were being drafted by the Essex Procurement Partnership, in accordance with the Council's adopted Procurement Strategy and Collaboration Agreement.

<u>High level Introduction to the new draft Procurement Procedure Rules ("the Rules"):</u>

Cabinet had been advised that the draft Procurement Procedure Rules were new and if approved would replace the Council's existing Rules. However, through development of the Rules, elements of the existing rules had been included where it had been considered necessary to do so.

The new Rules were designed to provide a framework of best practice for all procurement activities which supported the Council in achieving value for money and delivering the Council's corporate vision and priorities.

All Councils within EPP remained the Contracting Authority in all cases and the decision makers with regards to procurement activity and contract management. The Rules would apply to each member of the Partnership, following approval and adoption by the respective full Councils, with the exception of Essex County Council whose Procurement Policy closely mirrored these.

Part 1 of the Rules detailed the Roles and Responsibilities applicable to all Members and Officers, Part 2 set out the Rules for all Tenders and Request for Quotations when conducting procurement activity and Part 3 was specifically for the EPP.

The Rules would form part of the Council's Constitution and so would apply to all Council Officers who would need to familiarise themselves with their contents prior to commencing any procurement-based activity. Following adoption of the Rules, training would be provided across the Council, which would include, at a high level, to Members.

It was important to note that these Rules related to procurement activity and that the Council's other Procedure Rules, such as financial and decision making/governance requirements remain unaffected and still applied.

It was reported that the EPP had a suite of process documents known as the "Procedures" which supported delivery of the Procurement Procedure Rules and the Council's adopted Procurement Strategy.

In producing new Rules, they had had to reflect the National Procurement Policy Statement (NPPS) which set out the UK Government's strategic priorities for public procurement and explained how contracting authorities must support their delivery. The NPPS was a statutory requirement under section 13 of the Procurement Act 2023, the latest version of which had come into effect on 24 February 2025.

It had been pointed out that the Rules mirrored the NPPS in their focus on the following key strategic priorities:

- *Delivering Value for Money*
- *Driving Economic Growth*
- *Enhancing Social Value*
- *Supporting Net Zero and Environmental Goals*
- *Improving Supplier Access and Market Diversity*
- *Commercial Capability and Innovation*

Cabinet had been advised that Authorities must consider the NPPS in all procurement decisions and document how NPPS objectives had influenced their choices, and to align processes with growth, social value, and capability goals. This was a new statutory requirement and would be necessary for all procurement activity irrespective of value (i.e. both below the Procurement Act 2023 threshold and above).

Members had been reminded that one of the main objectives of the Rules was to 'build' on existing procedure rules as part of ensuring that the Council's procurement activities and tenders continued to be carried out in accordance with the legislation, and in particular applying the principles of value for money, best value, public benefit, transparency, integrity, protection from fraud, fair treatment, consideration of SME, equal treatment and non-discrimination. Those principles also applied to both procurements above the UK public procurement thresholds and those below.

It had been highlighted that the new Rules included a section on Spend Thresholds providing a classification of the sourcing activity (procurement route) based on contract value. This determined the correct process and established who led the procurement process. The spend threshold was the first factor considered but Officers would need to consider the complexity of the requirement. If the requirement involved significant resources to implement, deliver, or manage for example, then spend alone might not be the determining factor.

The Rules provided different values to the existing rules and increased the Request for Quote process from £49,999 to £100,000 reflecting inflation, resources and capacity. However, good governance and value for money was still provided through a number of controls.

It had been recommended to Cabinet that, upon adoption by the Council and training to Contracting Services across the Council, the Council's Internal Audit Team and the Audit Committee review the Rules and operational requirements to ensure the Council's corporate governance requirements were being maintained. Any suggested revisions would be reported to Cabinet by the end of 2026/27, ready for the next financial year.

Cabinet had been informed that through Local Government Reorganisation, the Procurement and Contracts workstream across Greater Essex had been active and updates had been provided within the Portfolio Holder's report, with recommendations on next steps.

To reduce duplication and to ensure that the Council had up to date, appropriate and proportionate controls, systems and standards to manage procurement risk and to comply with legal requirements:-

Cabinet had duly ***RESOLVED*** *that Cabinet -*

(a) approves in principle, the draft Procurement Procedure Rules, as set out in Appendix A to report A.1, as developed by the Essex Procurement Partnership, of which Tendring District Council is an active Member Authority, for recommendation onto Full Council for adoption;

(b) authorises the Corporate Director (Law & Governance), being the responsible Officer for the Council's corporate procurement function and the Council's statutory Monitoring Officer, to make any necessary minor amendments and to produce a final draft of the Procurement Procedure Rules, in consultation with the Portfolio Holder for Assets and Community Safety, for Full Council to consider;

(c) recommends to Council that the final draft Procurement Procedures Rules be adopted, replacing the Council's current Procurement Procedure Rules, as contained with the Rules of Procedure set out in Part 5 of the Council's Constitution;

(d) endorses the review to be undertaken by both Internal Audit and the Audit Committee to ensure the Council's corporate governance requirements continue to be maintained through the new Rules and lessons learnt have been captured;

(e) notes the update of the activity within the Essex Procurement Partnership and the Local Government Reorganisation for Greater Essex, Procurement and Contracts System Working Group; and

(f) notes Officers will present the outcome of the detailed analysis of the Council's Contracts Register in due course in readiness for the transition phases of LGR.

PREVIOUS RELEVANT DECISIONS

Cabinet 21st February 2025 (minute no. 129) Essex Procurement Partnership Update and Procurement Strategy.

Full Council 25th March 2025 (minute no. 132) Adoption of the Procurement Strategy.

Cabinet 24th April 2026 (minute no. 140) Proposed new Procurement Procedure Rules

developed through the Essex Procurement Partnership.
BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL
Published minutes of the Cabinet meeting held on 24 April 2026.

APPENDICES	
Appendix 1 = Final draft Procurement Procedures Rules **Appendix 2 = Portfolio Holder for Assets and Community Safety's report (A.1) to the formal meeting of the Cabinet held on 24 April 2026.**	
REPORT CONTACT OFFICER(S)	
Names	**(1) Ian Ford** **(2) Lisa Hastings**
Job Titles	**(1) Democratic Services Manager** **(2) Corporate Director (Law and Governance) & Monitoring Officer**
Email/Telephone	**iford@tendringdc.gov.uk** **(01255) 686 584** **lhastings@tendringdc.gov.uk**

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A.1 APPENDIX 1

Essex Procurement Partnership

The Procurement Procedure Rules

April 2026

A.1 APPENDIX 1

Issue Control		
Version	**Date**	**Description**
1	August 2025	First draft in line with council and EPP versions
2	December 2025	LH TDC review
3	February 2026	Response to comments with additional drafting
4	March 2026	Clean version with flow chart
5	April 2026	Updated waiver/exemption detail following comments from Karen Hayes (TDC)
6	April 2026	LH TDC review for Cabinet Report
7	April 2026	Amendments approved through EPP ready for Reports and Governance

A.1 APPENDIX 1

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A.1 APPENDIX 1

Introduction and Purpose of this Document

Following adoption of the Procurement Strategy, these Procurement Procedure Rules have been created for the members of the Essex Procurement Partnership ('EPP'). This is a collaboration of a number of Councils who have one collective approach to undertaking procurements on their behalf.

The Councils remain the Contracting Authority in all cases and the decision makers with regards to procurement activity and contract management.

The Procurement Procedure Rules apply to each member of the Partnership, following approval and adoption by the Councils, with the exception of Essex County Council whose Procurement Policy closely mirrors these Procurement Procedure Rules.

These Rules apply to the procurement activity and do not contain all the Council's Policies and Procedures, which are set out elsewhere in the Constitution. Anyone referring to this document should ensure that they understand the totality of the corporate governance framework when commencing procurement and committing the Council. Procurement can only take place where budgetary provision is available to fund the goods, works or services required.

The Rules apply to the procurement of ALL goods, works or services. The approved electronic ordering system will be used for all procurement, except where otherwise detailed within these Procurement Procedure Rules.

This document sets out the dos and don'ts when spending the Council's money on third party goods, services and works.

Part 1 of this document details the rules applicable to all Council Officers and Members when conducting procurement activity, Part 2 is specifically for the EPP.

The Procurement Procedure Rules ***(The Rules)*** form part of the Council's Constitution so apply to **all** Council Officers who should familiarise themselves with the content of this document prior to commencing any procurement-based activity.

The EPP has a suite of process documents known as the **"Procedures"** which supports delivery of these Procurement Procedure Rules, the Council's Procurement Strategy and Social Value Policy.

These Rules reflect the National Procurement Policy Statement (NPPS) which sets out the UK Government's strategic priorities for public procurement and explains how contracting authorities must support their delivery. The NPPS is a statutory requirement under section 13 of the Procurement Act 2023, the latest version came into effect on 24 February 2025.

These Rules mirror the NPPS in focus on the following key strategic priorities:

- Delivering Value for Money
- Driving Economic Growth (includes strengthening supply chains by giving SMEs and VCSEs a fair chance)

A.1 APPENDIX 1

- Enhancing Social Value (includes working in partnership across organisational boundaries)
- Supporting Net Zero and Environmental Goals
- Improving Supplier Access and Market Diversity
- Commercial Capability and Innovation (includes standards are in place for to procure and manage contracts effectively and to collaborate with other authorities to deliver best value)

Contracting Authorities (the Council) must consider the NPPS in all procurement decisions and document how NPPS objectives influence their choices, and align processes with growth, social value, and capability goals.

One of the main objectives of the Rules is to ensure that the Council's tenders are carried out in accordance with legislation which, for the purpose of this document is defined as including the:

- Public Contract Regulations 2015
- the Procurement Act 2023 supported by the Procurement Regulations 2024
- Public Services (Social Value) Act 2012; and
- the Health Care Services (Provider Selection Regime) Regulations 2023.

In particular, applying the principles of value for money, public benefit, transparency, integrity, fair treatment, consideration of SME, equal treatment and non-discrimination.

These principles apply to both procurements above the UK public procurement thresholds and those below. The legislation and NPPS requirements will be kept under review and these Rules may be amended under the Monitoring Officer's delegated authority as set out in Article 15 of the Council's Constitution, following consultation with the Section 151 Officer and relevant Portfolio Holder(s) responsible for the corporate procurement function and governance responsibilities.

The Rules are designed to provide a framework of best practice for all procurement activities which support the Council in achieving value for money and delivering the Council's corporate objectives. This document will clarify who should conduct the activity and the appropriate methodology to be used.

A.1 APPENDIX 1

PART 1 - Who is this document for?

A. The Role of elected Members

The role of elected Members is based on their four-fold responsibility for policy shaping, decision-making, governance and scrutiny. Their responsibilities are to be administered in a manner consistent with the Constitution of the Council. The primary responsibilities in relation to procurement are to:

(i) Set the strategic direction of the Council's Procurement Strategy.

(ii) Align procurement activity with the Council's Budget and Corporate Vision/Plan, priorities and objectives.

(iii) Members are decision makers for the activity being authorised.

(iv) Make decisions on awarding contracts in accordance with these Rules following the procurement process and evaluation conducted by Officers.

(v) Monitor and review the corporate performance of the procurement function via the Cabinet Member/Portfolio Holder for Procurement.

(vi) Individual Portfolio Holder responsibility for Service Areas.

(vii) Scrutinise contract management and co-operate with any scrutiny relating to procurement which relates to a particular portfolio of a Cabinet Member.

(viii) Audit Committee – Overseeing the effective development and monitoring of key Council policies and internal control arrangements which includes the procurement strategy and wider associated governance arrangements. This extends to considering such arrangements and supporting any necessary actions to ensure compliance with its own and other published standards and controls.

B. The Role of Officers

(i) **All** Council Officers should familiarise themselves with the content of this document prior to commencing any procurement-based activity.

(ii) Before undertaking any procurement, Departments should satisfy themselves that:

- The works, goods or services are required and a need can be demonstrated
- There are no reasonable alternatives e.g. sharing or utilising spare capacity/inventories elsewhere within the Council
- They are aware of the current statutory contract value thresholds in accordance with the legislation (as amended) as shown on the Council's Intranet.

- Where relevant, they have considered the requirements of the Public Services (Social Value) Act 2012 and have recorded/evidenced the outcomes against the associated requirements:-

  - *how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area*
  - *how, in conducting the process of procurement, it might act with a view to securing that improvement.*

(iii) If you intend to engage an approved third party, such as a consultant, company, or contracting agent to procure goods, services or works on behalf of the Council, you must engage with the Council's in-house procurement support or EPP first and ensure that the third party is aware of and complies with the Rules and requirement to declare any potential Conflicts of Interest.

(iv) Resources and capacity are required to undertake procurement activity in a timely manner therefore, Service Areas need to engage early with procurement teams to ensure the activity is captured on the Council's procurement project pipeline so that the necessary resources and support can be planned appropriately.

(v) The Rules do not apply to:

(a) Contracts of employment.
(b) The acquisition, lease or disposal of buildings or land save where those buildings or land form part of a development agreement.
(c) Non trade mandatory payments to third parties, including insurance claims, pension payments and payments to public bodies.
(d) A declared emergency as determined by the Minister of the Crown.
(e) Awarding of grants – note grant expenditure may be subject to a tender process and subsidy control requirements.

Council Officers should seek advice from the Council's relevant directorate responsible for the corporate procurement function/service if they are unsure whether these Rules apply or not. For Tendring District Council, this is Law & Governance.

(vi) Any failure to comply with these Rules will be treated as a serious matter, which may lead to disciplinary action in the case of an Officer or a complaint to be investigated by the Monitoring Officer in the case of a Councillor.

(vii) Where an Officer becomes aware of a failure to comply with the Rules that cannot be remedied after seeking advice from the relevant Procurement Specialist or if an act of non-compliance gives rise to, or is likely to give rise to illegality, then the matter must be notified to the Council's Monitoring Officer at the earliest opportunity.

(viii) Any questions relating to the application of Rules, or where further procurement guidance and support is needed, should be directed to the EPP in the first instance with support sought from Legal Services where required.

(ix) The Chief Finance Officer is responsible for ensuring the proper administration of the Council's financial affairs and integral to decisions on procurement activity using Council funds, value for money considerations, the exemption process and supporting the audit function.

(x) The Senior Responsible Officer for procurement is required to ensure adherence to these Rules by the Service Areas and procurement team, working with senior colleagues across the Councils. Essex Procurement Partnership support the Councils to ensure these Rules are known and embedded.

(xi) Senior Officers within each Council, with responsibility for Directorates, Departments or Service Areas are responsible for ensuring those officers within their Service Areas know the Rules, are competent in applying them to their service requirements and are complied with.

(xii) A Service Area Officer should be appointed to each procurement activity with ultimate responsibility for compliance with the Council's Rules and Procedures, delivery and risk management.

(xiii) All Officers must comply with the latest legislation which applies to public procurement activity.

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(C) The Role of the Contracting Service Areas

(i) In addition to the general responsibilities for all Officers, referred to above, the primary responsibilities for any Officer within a Service Area wishing to externally procure services and/or works, are to:

(a) Follow the Rules contained within this document.
(b) Ensure the budget is available and compliance with the Council's Financial Procedure Rules.
(c) Ensure skills and resources are available within the Service Area to specify the service's requirements, support relevant documentation, evaluations, assessments and contract management etc.
(d) Ensure that the appropriate governance/decision making is in place to proceed to tender and advice has been sought on the type of contract being used.
(e) Write a specification for the services to be commissioned – ensuring that the specification does not favour any one supplier to ensure fair competition and to cover the entire procurement & contractual requirement in order to negate foreseen contract variation.
(f) Complete the necessary decision making to award contracts giving reasons following an evaluation process.
(g) Ensure that contracts are managed in accordance with the guidance relevant to value (see section entitled Contract Management) and that due diligence checks are undertaken in relation to insurance requirements and up to date policies throughout the life of the contract.

(ii) In line with Table 1, it is the Service Areas Responsibility to undertake RFQ's up to £50,000 for the life of the contract. The Officer within the Service Area should ensure that any awarded Request for Quotations are notified to the EPP to be logged onto the Council's Contracts Register and the relevant notices are published for any contract over £30,000 (excluding VAT) for the whole life of that contract.

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D. The Role of the Essex Procurement Partnership

(i) Essex Procurement Partnership (EPP) is a collaboration of Local Authorities in Essex which has been formed with the aim to enable effective and professional procurement, maximising the value for every pound spent by local authorities across Essex to the benefit of local residents. EPP is made up of officers from across the member Councils who, as one team, work as part of each council as their procurement resource within that council's own governance arrangements.

(ii) EPP is responsible for supporting the Council's Contracting Service Area with the procurement sourcing activity with a value of £50,000 (excluding VAT) or more over the life of the contract on behalf of the Council (see section entitled Contract Management).

(iii) EPP:

(a) Works alongside Service Areas to develop and implement strategies for major projects and key areas of the Council's third party spend, including business cases and option appraisals.

(b) Provide support, advice and guidance to the Service Area to be able to initiate a tender exercise.

(c) Provide support, advice and guidance to the relevant decision maker to commence re-procurement of, or exit from, a contract.

(d) Undertakes market engagement and analysis of available markets,

(e) Supports Councils to develop suitability of frameworks.

(f) Manage the development of supplier markets in both the private and third sector.

(iv) The responsibilities of EPP include:

(a) Consulting the Service Areas and subject matter experts to develop for Member approval, implement and manage delivery of the Council's Procurement Strategy.

(b) Developing and maintaining the framework within which procurement activity is conducted, including provision of:

- The Procurement Procedure Rules and Procedures.
- Guidance and templates to support procurement processes.
- Electronic tools to enable an efficient and transparent process.
- Supports the Council governance process for the award of contracts and decision making.
- Measures and reporting processes.
- A procurement learning and development plan.
- Create and maintain processes and documentation for self-

service activity.

- o Ensure guidance and training for the wider organisation is available to support service users and self-service delivery.
- o Identification and production of future policies
- o National benchmarking – analysis once published, identification of training requirements and further actions to develop the EPP offering (link to policy production above)
- o Social value reporting

(c) Implementing sustainable approaches which support delivery of the Council's corporate objectives.
(d) Providing market intelligence to identify opportunities for collaboration and to leverage supply market opportunities.
(e) Providing professional procurement expertise, support and advice to Officers and Members to deliver value for money and compliance with legislation, National Procurement Policy Statement and these Rules.
(f) Leading sourcing processes as applicable detailed in Table 1.
(g) Supporting the Council to maintain its Corporate Contract Register for all sourcing activity over £50k.
(h) Providing professional advice to non-procurement Officers within the Councils.
(i) Leading the development of markets.

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Spend Thresholds

When there is no alternative available and there is a requirement to spend money, **the total contract value (exclusive of VAT below threshold value) and extension options, where applicable, is used to determine the process to be followed (see below guidance on total contract value).** Tender activity should commence only where, following assessment, any applicable existing arrangements or frameworks have expired, elapsed or are deemed to be unsuitable for the requirement.

Prior to selecting the sourcing activity, Officers must ensure that they have the required governance and approvals in place, the Table below determines the route not the prior approval process.

All sourcing activity is assigned a classification in accordance with Table 1. This determines the correct process and establishes who leads the procurement process. The spend threshold is the first factor considered but Officers will need to consider the complexity of the requirement. If the requirement involves significant resources to implement, deliver, or manage for example, then spend alone may not be the determining factor and advice should be sought from the EPP.

Where any requirement involves any of the specialised terms and conditions listed below, the value-based assignment of procurement approach in Table 1 **does not apply** and the Procurement Specialist with the Head of Service will allocate a risk tier to the contract. Officers must not undertake any activity on procurement for any of the following, without advice from EPP to ensure the correct considerations are given to how to procure. Specialised terms and conditions include:

- Transfer of Staff (TUPE)
- Information Governance (Data Processing).
- Contracts where a supplier will be receiving payment from users of a service or works rather than, or as well as, the Council.
- Technology-related tenders.

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Table 1 – CLASSIFICATION OF SOURCING ACTIVITY: SPEND THRESHOLDS (CONTRACT VALUE)

Value Classification	Total value including any extensions	Procurement Method	How should I approach the market?	Should I use Electronic Sourcing Tool?	Who is authorised to carry out this procurement?	Must the contract be formally advertised?	What type of contract is required?	Who must approve the contract award	Who signs the contract on behalf of the Council?	Contract Award Notice needed?
Very low value	**£0 to £10,000 (excluding VAT)**	Pcard (if used); or Raising of Purchase Order through the Councils recognised ordering system; or Mandatory Corporate Contracts	At least one written quote with Value for Money evidenced (an alternative price is preferable)	No	Any authorised officer, within Service Area with budget holder approval	No	As a minimum a written statement (included within PO) of what the contract is for & required to do to ensure it is clear what is being purchased and write down requirements in case of dispute	Budget Holder or someone authorised on their behalf in accordance with Financial Procedure Rules	If there is a written contract it should be signed in accordance with Article 14 [by or on behalf of the budget holder]	No

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Value Classification	Total value including any extensions	Procurement Method	How should I approach the market?	Should I use Electronic Sourcing Tool?	Who is authorised to carry out this procurement?	Must the contract be formally advertised?	What type of contract is required?	Who must approve the contract award	Who signs the contract on behalf of the Council?	Contract Award Notice needed?
Low Value	**£10,001 to £49,999 (excluding VAT)**	Request for Quotation (RFQ)	Minimum of three written quotes (preferably invite five people to ensure that three are received). Prioritise local SMEs where possible	No - RFQ Template is available on EPP Sharepoint site	For 10,001 to £49,999 - Any authorised officer within Service Area with budget holder approval	No	Standard Council T&Cs must be used	Head of Service or delegated manager – In line with the financial delegations or Scheme of Delegations	Written contract it should be signed in accordance with Article 14 following published recorded decision [by or on behalf of the budget holder PO sent out with T&Cs following award.]	Yes (send RFQ form to EPP EPP will enter into the system and publish notice

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Value Classification	Total value including any extensions	Procurement Method	How should I approach the market?	Should I use Electronic Sourcing Tool?	Who is authorised to carry out this procurement?	Must the contract be formally advertised?	What type of contract is required?	Who must approve the contract award	Who signs the contract on behalf of the Council?	Contract Award Notice needed?
Low to Medium Value	**£50,000 to £100,000**	Request for Quotation (RFQ)	Minimum of three written quotes (preferably invite five people to ensure that three are received). Prioritise local SMEs where possible	No - RFQ Template is available on EPP Sharepoint site	For £50,000 to £100,000 the Service Area is required to consult the relevant Portfolio Holder before referring to EPP.	No	Standard Council T&Cs must be used	Head of Service or delegated manager – In line with the financial delegations or Scheme of Delegations	Written contract it should be signed in accordance with Article 14 following published recorded decision [by or on behalf of the budget holder PO sent out with T&Cs following award.	

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Value Classification	Total value including any extensions	Procurement Method	How should I approach the market?	Should I use Electronic Sourcing Tool?	Who is authorised to carry out this procurement?	Must the contract be formally advertised?	What type of contract is required?	Who must approve the contract award	Who signs the contract on behalf of the Council?	Contract Award Notice needed?
Medium Value	**£100,001 (excluding VAT) to relevant Procurement Act 2023 Threshold (inclusive of VAT)**	Simplified Tender Process or Enhanced Request for Quotation or RFQ +	Tender or Quotation Giving regard to SME requirements	Yes	EPP	Enhanced Quotation – No Simplified Tender Process - Yes	Council's Standard Terms and Conditions for Medium Value Contracts ~~Medium risk T&Cs~~	Goods and Services - Budget Holder/ Or Authorised Officer within delegations (general scheme or specific)	In accordance with Article 14 following published recorded decision [in line with the financial scheme of delegation]	Yes, as required by legislation
High Value	**Over Procurement Act 2023 Threshold (inclusive of VAT)**	Legislation compliant process	Tender Giving regard to SME requirements	Yes	EPP	Yes, as required by legislation	High Risk T&Cs	Formal governance will determine approver	In accordance with Article 14 following published recorded decision [Sealed as deed via the Council legal team]	Yes, as required by legislation

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Contract Management

Notices

Contract Management is undertaken within each Council by Officers within the service area. It is the service areas responsibility to undertake contract management and assess performance of suppliers against Key Performance Indicators where they are contained within the contract

It is the responsibility of the officers within the Service Area to advise EPP where;

- any contract changes have been made
- the contract has terminated, including where the contract has ended at the conclusion of its term
- a dynamic market is opened to enable bidders to apply
- The contract is over £5m, with the responsibility to share performance annually on at least three Key Performance Indicators.

this is to enable EPP to publish the required notices as required under the Procurement Regulations 2024.

Due Diligence throughout Contract

It is the responsibility of the officers within the Service Area to check up to update insurance cover, policies and consents required through the specification.

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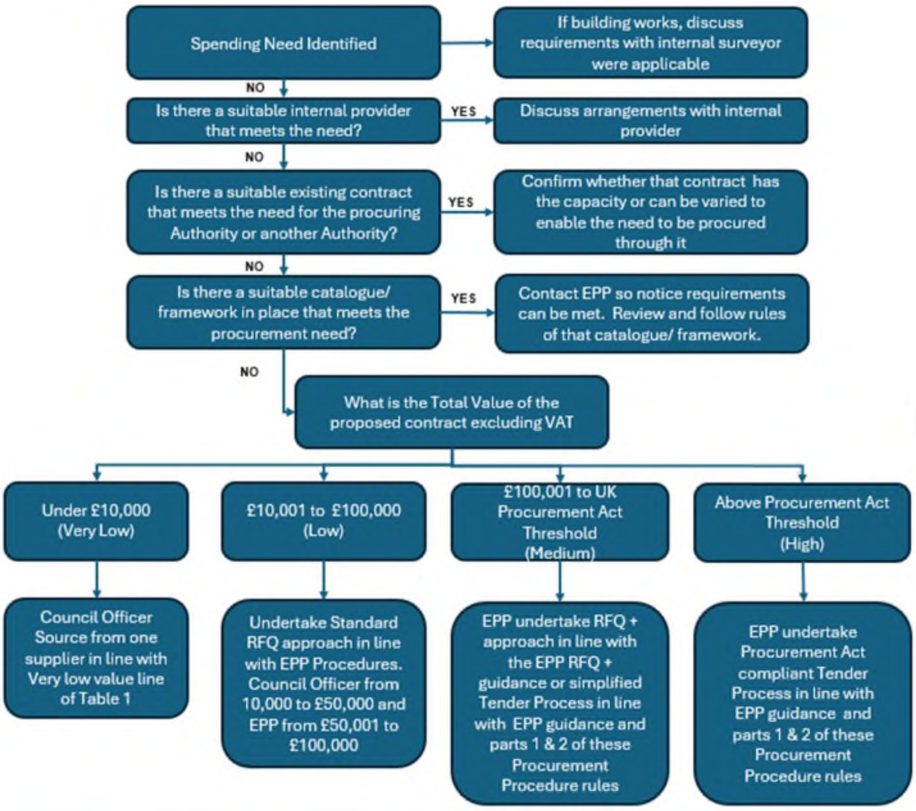
Part 2 - The Rules for all Tenders and Request for Quotations

Procurement Process Flow Chart



1. General

1.1. All Officers must comply with the Council's Code of Conduct when undertaking a procurement process.

1.2. Directors and Managers must ensure that all their staff involved in the selection of suppliers, award and management of contracts comply with the Council's:

(a) Procurement Strategy,

(b) these Rules,

(c) Social Value Policy

(d) the EPP Procurement Procedures, and

(e) decision making requirements,

in addition to the Council's Budget and Policy requirements and legislation and receive the appropriate procurement training to enable them to do so including, training on Modern Day Slavery and the Prevent Duty.

1.3. All Officers shall ensure that all procurement activity is undertaken in accordance with these Rules, Council's policies and procedures and the Council's Financial Regulations.

1.4. All Officers conducting tenders must ensure that all activity is undertaken with the aim of:

- Achieving the best value for money reasonably possible,
- maximising public benefit,
- acting in a transparent way and with integrity,
- treating suppliers fairly
- giving appropriate consideration as to how to make opportunities attractive to small and medium sized enterprises and how to remove barriers to SME's in bidding for these opportunities
- Considering how social value can be maximised through the contract

1.5. The approved electronic ordering system will be used for all procurement, except where otherwise detailed within these Procurement Procedure Rules.

1.6. The electronic sourcing tool must be used to conduct all competitive tender processes over £100,000.

1.7. Where a contract has a value of over £10,000

(a) Officers must record and keep a record of prices obtained and of the decision taken.

(b) Officers must send Request for Quotation (RFQ) award notification forms to EPP via the form on the EPP Sharepoint site which can be accessed via the Procurement pages on the Council's intranet site. This process to be followed so that EPP have sight of the end information in order to be able to publish under the requirements of the Act.

1.8. Contracts must be in writing; oral contracts are not allowed, and all contracts must clearly specify what the contractor is required to do.

1.9. No contract may provide for money to be paid to a third party on terms which require money to be held by the third party and then paid out on the Council's instructions unless there is a clear justification for this action agreed by the Section 151 officer, a clear purpose for the spending and a transparent process for releasing funds. Use of subcontractors is permitted as set out in the terms and conditions but must be in accordance with the quotation or tender documentation.

1.10. When buying services that involve the contractor in some form of processing personal information on behalf of the council, Officers must seek guidance from the Council's Information Governance Officer

1.11. Budget holders must ensure that they are properly trained to undertake tender activities and that anyone else undertaking such activities on their behalf are trained.

1.12. Officers must ensure that all procurement activity is based upon business needs which must be carefully specified in any procurement documents. Officers should be mindful that inaccurate specifications may lead to a contractor not being required to meet the Council's needs or a misunderstanding or confusion amongst potential bidders, or a tender which is not priced to reflect the council's actual requirements.

1.13. In addition to the general principles in paragraph 1.4 Officers must ensure that:

1.13.1. Requirements are specified based on the desired outcome rather than how the outcome is to be met, thereby encouraging flexibility and innovation wherever possible.
1.13.2. appropriate records are kept so that the reasons for decisions can be evidenced.
1.13.3. Ensure that Conflicts of Interest are declared using the Declaration of Interest forms and no one may take part in a procurement if they have an identified conflict of interests unless they have the prior written permission of the monitoring officer and comply with any conditions attached to that permission.

1.14. All procurement activities undertaken by the Council must be properly authorised in accordance with Council's Constitution.

1.15. Suppliers invited to respond to an invitation to submit a bid must be given an adequate period in which to prepare and submit a compliant tender, consistent with the complexity and urgency of the Council's requirement.

1.16. Officers must ensure that all notices required by law are published in line with procurement legislation.

2. Total Contract Value

2.1. The total contract value must be used to determine the appropriate spend threshold and sourcing activity process, as classified in accordance with Table 1. Spend cannot be disaggregated to artificially lower the contract value. The total contract value must be calculated as the total of:

2.1.1. The total anticipated spend under the contract over the entire contract period, assuming that any contractual extension is exercised which the Council pays **AND**

2.1.2. The total value of all similar contracts which could reasonably have been tendered together with the proposed requirement. Contracts must not be split or shortened to artificially reduce the value of individual contracts **AND**

2.1.3. The estimated value of all contracts where a single requirement for work of the same or a similar kind involves more than one contract.

2.2. Where the value of the quotes or tenders received exceeds the threshold in Table 1 above for the process used the contract may not be awarded unless (a) it is lawful and (b) in consultation with the Council's Section 151 Officer and Monitoring Officer.

2.3. The contract documentation must be appropriate to the type of contract being procured, its value, the Council's standard terms and conditions or those agreed with Legal Services and signed or executed for completion in accordance with Article 14 of the Council's Constitution.

3. Framework or Dynamic Purchasing System (DPS)

3.1. Where

(a) The Council has established a framework agreement, dynamic purchasing system (DPS) or dynamic market, or

(b) there is another such arrangement which is available for the Council to use and

(i) Officers have satisfied themselves that the Framework created by other organisations are appropriate and lawful (taking advice where necessary);

(ii) which and meets the business requirements in terms of the suppliers on the framework and the prices quoted; and

(iii) it has been procured in a way which complies with the relevant procurement legislation; and

(iv) the Service Area has taken into account the terms and conditions of the Framework Agreement, The Council's compliance requirements including the Call-Off Agreement.

(v) due diligence of the Framework or DPS will not routinely be conducted by the Council's Finance Department, and only upon exception where concerns are raised.

this should normally be considered as the preferred route to market for all spend over £100,000 (excluding VAT). Nothing in this rule requires the Council to use a framework of doubtful legality.

3.2. Where an Officer wishes to use a framework agreement, DPS or Dynamic Market which has been set up by another organisation they must check that the Council is permitted to use the framework. Advice about the use of framework agreement, DPS or Dynamic Market should be sought from EPP.

3.3. EPP and the relevant Service Area will discuss the benefits of framework call off vs open tender. Following advice, the final decision on which route to take will be recorded as the procurement approach for that procurement, alongside advice given.

4. Direct Award

4.1. Direct awards can only be made where:

4.1.1. The value falls below £10,000 (excluding VAT), or

4.1.2. A Framework Agreement allows for this procedure and the Council's relevant Officer, agrees that there is justification to not compete, or

4.1.3. The goods or services are procured from an in-house team, or

4.1.4. For the engagement of Counsel by the Corporate Director – Law and Governance, or

4.1.5. Where a partnership arrangement has been entered into with a contractor or a supplier as a result of competitive tendering, and the proposed procurement is within or related to the documented scope of that partnership arrangement. In such cases the Corporate Director/Head of Department must be able to demonstrate that the proposed procurement through such a partnership arrangement is advantageous to the Council (e.g.

continuity of service or product supply or extension of existing arrangements).

4.1.6. It is lawful to award the contract in this way, legal advice has been sought and a waiver has been granted with the necessary decision being recorded.

4.1.7. The Council is under a non-discriminatory obligation when making direct awards above or below Procurement Act 2023 threshold and compliance must be demonstrated.

4.2. Where a direct award is permissible, a transparency notice must be published before a contract is directly awarded if the contract is valued above the procurement legislation threshold.

~~4.3.~~ Direct award exemptions are available for extreme circumstances or in a matter of urgency as determined by the appropriate Corporate Director following consultation with the responsible Portfolio Holder or Leader of the Council, Section 151 Officer and Monitoring Officer, with the necessary decision being recorded.

5. Concession Contracts

5.1 A concession contract is an agreement in which a public authority grants a private operator the right to deliver and manage a service or asset, allowing the operator to earn revenue—often from users—in return for investing in, operating, and maintaining that service or asset.

5.2 Where a service is seeking a Concession Contract, Officers must seek advice from EPP.

6. Sustainable Procurement

6.1 Sustainable procurement is the practice of acquiring goods, services, and works in a way that delivers value for money while minimising environmental impact, supporting social wellbeing, and promoting long-term economic sustainability.

6.2 Tenders must be designed having regard to the needs of Small and Medium Enterprises (SMEs).

6.3 Template documents and processes must be drafted to be kept as simple as possible to ensure SMEs are not disadvantaged.

6.4 When using the Request for Quotation process, or directing below-regulation spend, focus must be given to targeting local SMEs.

6.5 When agreeing the award criteria for a contract valued over £100,000, Social Value must be included for all tenders, up to 20% weighting, in line with the Social Value Policy adopted by the EPP Councils except where an exemption has been approved by the Strategic Officer Group Authority Representative.

6.6 An Equalities Impact Assessment (EIA) must also be completed for any requirement classified as Medium or High Value~~.~~

6.7 Business Continuity Planning must be considered for all tenders valued High (over the legislation threshold) or where the service is identified as critical to the Council or as determined through the Council's Risk Management.

7. Collaborative Working/Partnerships

7.1. Where the Council is collaborating with another body which is acting as the procurement lead organisation, other than ECC as the Accountable Body of EPP, the Officer must ensure that the Council does not enter into any arrangements unless satisfied that the Council will achieve value for money and be capable of maintaining proper control that is consistent with the Council's Procurement Procedure Rules and Procedures.

7.2. Officers must seek financial and legal advice before proceeding with collaboration with another body.

8. Local Authority and Other Delivery Vehicles

8.1 Any partnership arrangement which involves the creation of or participation in separate legal entities such as joint ventures, trusts or limited companies requires the prior agreement at Cabinet to ensure all of the necessary governance arrangements have been considered, various options taken into account and reasons for the decision are properly set out and recorded.

8.2 No agreement may be entered into if it means that the Council will act as guarantor for a third party or accountable body unless the prior written agreement of the Director of Finance has been obtained following legal and financial advice. Any such agreement must also comply with the Council's Financial Regulations.

9. TUPE

9.1. If there is any doubt as to whether a procurement exercise might be impacted by TUPE, the Officer must always seek advice from Legal Services and EPP.

10. IR35

10.1. Before purchasing consultancy or the services of interim staff who work through their own intermediary, officers must undertake appropriate checks as to whether off-payroll working rules (IR35) apply. Officers can check if the off payroll working rules apply using the Check employment status for tax service website.

10.2. Consultancy arrangements are contracts for services and the normal values and thresholds apply.

11. Negotiation

11.1. Officers must not conduct post-tender negotiations without the prior agreement of the EPP. Only undertaken where it is lawful to do so relating to the procurement route taken and the contract terms & conditions (if awarded).

11.2. Notwithstanding 11.1, Officers may, as part of the tender, seek and receive clarifications from bidders or submit clarifications to all bidders involved. The clarification process during a tender is a means by which both bidders and Officers are able to seek further information, either in respect to the content of a tender or in relation to a bid that has been received, e.g. something in the specification, pricing model, an element of response is missing or the bidder has forgotten to provide an additional document referenced in their response.

12. Evaluation and Award Process

12.1 All procurement exercises must follow a fair, transparent, and non-discriminatory process. Evaluation must be based solely on the Published Evaluation Criteria and applied consistently to all bidders.

12.2 The Evaluation Criteria is developed by the Service Area with support from EPP.

12.3 For Low Value procurements one evaluator from the Service Area will assess the returned RFQ documentation –

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12.4 For Low to Medium Value, if the price is the sole criteria for selection, one evaluator can assess the returned RFQ documentation, should non-financial criteria be included, a second evaluator is required.

12.5 For Medium Value and above procurements, the Service Area will allocate at least three evaluators (the Panel).

12.6 The Service Area will agree suitable Evaluators who must evaluate in line with the Published Evaluation Criteria using objective, proportionate criteria with clear weightings. Evaluators will score independently before consensus.

12.7 In evaluating **Quality** evaluators will assess methodology, experience and social value at a minimum. Scoring will be against the Council's scoring matrix with full justification given by evaluators for each score against this matrix

12.8 In evaluating **Social Value**, EPP with the Service Area will evaluated using the Themes and Outcome Measures in line with the Social Value Policy, with this score included as part of the quality evaluation

12.9 In evaluating **Price,** a transparent price evaluation must be applied via lowest price, total cost of ownership, or scoring formula agreed by the Service Area ahead of the tender or RFQ. EPP will check accuracy and compliance with the pricing criteria set out in the tender.

12.10 In undertaking the Moderation and Consensus of Medium Value procurements and above. All evaluators will review individual scores and the rationale for those scores with those discussions resulting in an agreed consensus score. Full notes and rationale for the final agreed score must be kept for a full audit trail. Average scores cannot be used.

12.11 Using the scores from the moderation and consensus session alongside Price and Social Value, EPP will determine in a robust and transparent way the Most Advantageous Tender. Award will be to the highest combined Price and Quality (including Social Value) score.

12.12 Following the identification of the Most Advantageous Tender, necessary due diligence checks will be undertaken by EPP with support which may include financial vetting (undertaken by the Finance team of the Council), reference checks and the verification of legal or accreditation requirements according to the requirements of the procurement.

12.13 The Service Area, with support from EPP, will produce the Award Decision Report and gain any necessary governance approvals. EPP will, on agreement with the Service Area, notify bidders and issue standstill letters where applicable.

12.14 EPP will finalise the contract (together with Legal Services) after standstill where required, notify bidders and issue standstill letters where applicable.

12.15 EPP with the Service Area must maintain a full audit trail including scores, clarifications, decisions and communications.

13. Contract Variations

13.1. No contract may be varied unless it is lawful to do so. Advice from Legal Services and EPP should be sought before amending or agreeing to amend any contract which value is low to medium, medium, high or very high-value, as there are legal requirements and financial considerations for contract variations.

14. Purchase Orders

14.1. Unless specifically agreed by the Section 151 Officer, all contract spend, unless using one of the other specified options for Very Low Value (see Table 1), must be confirmed via a Purchase Order using the Council's approved official ordering system.

Where a requisition is raised, the details of or copies of the applicable contract (and any Procurement Waiver) must be sent with the requisition

15. Terms and Conditions

15.1. For all tender processes, the terms and conditions of contract must be available as part of the tender documents when the requirement is published.

16. Waivers/exemptions -

16.1. Officers may be exempt from the need to obtain competitive quotations/prices as set out in these Rules by following the Procurement Waiver process.

16.2. Advice from EPP and the Council's Legal Service must be sought with sufficient time to allow these Rules to be applied to any procurement activity, before a waiver decision is taken by the relevant decision maker. Failing to programme procurement activity in accordance with the Council's arrangements, capacity and resources is not a reason to seek a procurement waiver/exemption.

16.3. A Procurement Waiver/Exemption should be sought and completed in line with the Waiver/ Exemption process in place within the Council.

16.4. Any Procurement Waiver/ Exemption should demonstrate how value for money is being achieved. A Waiver/Exemption will not be granted unless Value for Money is demonstrated.

16.5. The following Table describes the approval levels required for waivers:

TDC Estimated total value of contract (aligning with Spend Thresholds in Table 1)	**TDC Approval needed**
Very Low Value (£0 to £10,000)	Approval of the relevant Corporate Director in consultation with the Chief Financial Officer (Section 151 Officer). Procuring Service Area must produce and publish an Officer Decision to record this.
Low Value (£10,001 to £50,000)	Approval by Chief Financial Officer (Section 151 Officer) in consultation with the Corporate Finance and Governance Portfolio Holder. Procuring Service Area must produce and publish an Officer Decision to record this.
Low to Medium Value (£50,001 to £100,000)	Approval of the CFO in consultation with Portfolio Holder(s) for Corporate Finance and Governance and Corporate Procurement and Monitoring Officer. Procuring Service Area must produce and publish an Officer Decision to record this.
Medium Value (below threshold) £100,001 to relevant Procurement Act 2023 threshold	Portfolio Holder(s) for Corporate Finance and Governance and Corporate Procurement following consultation with the Chief Financial Officer (Section 151 Officer) and Monitoring Officer. Procuring Service Area must produce and publish an Executive Decision to record this.

High Value (above threshold) Over relevant Procurement Act 2023 threshold	Approval by Cabinet with detailed report prepared by the Procuring Service Area with necessary advice included, specific focus on exemptions with the legislation being relied upon and why.

16.6. The waiver process and/or any other applicable governance must be successfully completed prior to an order being placed or contract being entered into with a supplier.

16.7. Where a waiver is granted, the procurement may go ahead without complying with the specific rule for which a waiver is granted but no contract may be entered into without the requirements being clearly specified.

16.8. All Waivers are required to be registered and reported to the Council's Audit Committee.

17. Contract Management

17.1. Contracts must manage the contract in accordance with the guidance provided by EPP.

A.1 APPENDIX 1

Part 2 - Rules for the EPP

These rules are for EPP. Certain procurement activities must only be performed by Procurement Officers with the appropriate level of experience and who are authorised to do so.

18. Defining the Need

18.1. Prior to commencing a tender, unless already approved through formal decisions, Procurement Officers will ensure there is an appropriate critical friend challenge to the Council's requirements to ensure that such requirements are actually required and consider whether alternative methods of meeting these needs could be utilised including where appropriate, mandated contracts (listed on the Intranet), recycling or re-use of existing resources.

19. Types of Contract

19.1 Ensure the Service Area or EPP directly engages with the Council's Legal Services (or as authorised by the Council's Monitoring Officer) to ensure that the appropriate type of contract documentation has been discussed and agreed upon for the type of services or works to be procured.

19.2 The necessary Contract Data has been complied by the Service Area in consultation with Legal Services prior to advertising or publication of notices.

19.3 The Council's approved Standard Contract and its terms and conditions must not be varied without prior approval, following justification being provided to Legal Services.

19.4 Framework Agreements, Call-Off contracts and use of any industry specific terms and conditions advice must be sought from the Council's Legal team to avoid the Council being exposed to unnecessary risk.

19.5 Where a contract contains a mix of supplies, works and/or services the following must be applied:

19.5.1 Where a contract covers both services and supplies, the classification must be determined by the respective values of the two elements.

19.5.2 Where a contract covers works/supplies or works/services, it must be classified according to its predominant purpose.

19.5.3 Where a contract provides for the supply of equipment and an operator it must be regarded as a services contract.

19.5.4 Contracts for software must be considered to be for supplies unless the majority of the value of the contract is the cost of configuring the system or tailoring the software to the purchaser's specification, in which case they are services.

20. E-Sourcing Tool

20.1. Where the E-Sender tool is used, all communication between the Council and bidders must be conducted through the tool.

20.2. In exceptional circumstances where the E-Sender tool is not used or where another procurement authority's E-Sender tool is used, a record of all communications and decisions with detailed rationale must be recorded for audit purposes and to demonstrate proper conduct in accordance with the regulations and Procurement Policy and Procedures.

General Principles Across all Medium and High- Value ~~Risk~~ Tenders

21. Pre Market Engagement

22.1 Pre-Market Engagement is the process through which the Council interacts with the market before formally beginning a procurement, enabling Officers to understand current industry capabilities, market conditions, innovation opportunities, and potential delivery models. It supports the development of well-informed specifications and evaluation criteria, helping to ensure that procurement routes are proportionate, competitive, and attractive to suppliers—particularly SMEs and voluntary sector organisations.

22.2 Before undertaking Pre Market Engagement, Officers with the support of EPP must ensure the requirements to undertake the procedure are fulfilled, for example, a Preliminary Market Engagement Notice is published on the Central Digital Platform.

22.2 In undertaking this Officers should ensure the Pre-Market Engagement is open, transparent, and non-discriminatory, offering equal access to information for all potential bidders and avoiding any activity that could distort competition or provide an unfair advantage.

23. Advertising

23.1. All Medium and High Value classified tenders must be appropriately advertised (including Light Touch Services), in line with the relevant legislation.

23.2. The Central Digital Platform must be used to advertise all tenders with a total contract value in excess of £100,000 (excluding VAT). This is through a Tender Notice. Where the RFQ+ process is used, the requirement does not need to be advertised.

23.3. The Central Digital Platform must also be used to advertise the outcome of any procurement over £30,000 (inclusive of VAT).

23.4. Where required, High Value contracts must be the subject of a call for competition by publishing the relevant Notice using the Central Digital Platform.

24. Selection and Award Criteria

24.1. Officers must define and publish all tender documents at the time of publication including the selection criteria (i.e. the criteria used at the pre-qualification stage – High Value procurements only) and assessment criteria (i.e. the criteria for the tender stage).

24.2. Processes and documents must be appropriate and proportionate to the risks of the tender and designed to secure an outcome that will provide best value for the Council, based on the following principles:

24.2.5. ‘Highest price’ if payment is to be received by the Council; or

24.2.6. ‘Most advantageous tender’ where payment is to be made by the Council and consideration other than price applies.

25. Invitation to Tender (ITT)

25.1. The ITT must state that the Council is not bound to accept any tender and may decide not to award any contract and, in such circumstances, bidders will be wholly liable for their bid costs.

25.2. All organisations invited to tender must be issued with the same information, at the same time and be subject to the same conditions.

26. Managing Tenders

26.1. All requirements covered by the Procurement Act 2023, Public Contract Regulations 2015 and Procurement Regulations 2024 or Health Care Services (Provide Selection Regime) Regulations 2023 must follow the time periods specified in the Regulations.

26.2. Should only one bidder participate in a Medium Value process then no contract may be awarded without consultation with the Council’s Section 151 and Monitoring Officers (for TDC).

26.3. Should fewer than five eligible bidders request to participate in a Competitive Flexible Procedure then no contract may be awarded without the written permission of the Monitoring Officer

27. Contract Award

27.1. For High Value Tenders officers must provide an assessment summary to each supplier at the same time and before the Contract Award Decision Notice is published.

28. General Principles Across **High Value Tenders**

28.1. Officers involved in High Value ~~Risk~~ tenders must familiarise themselves and remain up to date on current interpretation of the legislation to ensure the Council is not exposed to avoidable risk.

28.2. Officers must ensure that they are familiar with the current legislation to ensure that all tenders subject to their requirements are let in a compliant manner.

29. Standstill Period

29.1. Notwithstanding the Contract Award Decision, where required under the legislation, the contract must not be awarded until a mandatory ‘standstill’ period of eight working days beginning with the day the contract award notice is published.

30. Framework Procedures

30.1. Framework requirements will differ depending upon the terms and condition of the Framework Agreement and call-off arrangements as set out in the Framework Agreement must be adhered to.

30.2. Call-offs from a framework will either be via a direct award process (where this meets legislative requirements) or further competition.

30.3. The scoring methodology is pre-described and should be adhered to unless express provision is made in the framework that this can be altered. This will be subject to any necessary approvals and governance.

30.4. Awards under a Framework must be published on the Central Digital Platform.

30.5. Framework terms and conditions will not be altered where a direct award process is being used.

30.6. The necessary governance and notice requirements must still be complied with.

31. Execution of Contract

31.1. Unless otherwise advised by the Monitoring Officer, or their nominated delegate, all contracts (including framework agreements) in excess of £50,000 (for TDC) £1,000,000 must be executed under the Common Seal of the Council.

31.2. Outside of the above criteria all contracts must be signed in accordance with Article 14 of the Constitution (which covers Finance, Contracts &

Legal Matters) (for TDC) the relevant section of the Scheme of Delegation.

31.3. All contracts should be executed by the supplier and by the Council before the contract may commence.

32. Contracts Register

32.1. Procurement Officers must ensure that all contracts, tendered by the EPP and awarded above £50,000 (including VAT) are recorded on the Council's contracts register within one month of the contract commencement date.

32.2. Where a Request for Quotation has been completed by the Service Area EPP must ensure that they log the award on the Council's contracts register once notified by the relevant contract owner.

33. Records

33.1. Contracts and Records must be retained for audit purposes for a period of seven years from conclusion of the contract, or twelve years where the contract is under seal.

33.2. All correspondence is automatically stored on the Council's e-Sourcing platform where that tool is used.

33.3. Records of any challenges and outcomes must be fully documented and retained.

34. Contract Management of Tier 1 and Tier 2 Contracts

34.1. Workflows should be followed unless a formal deviation is submitted for approval to the relevant Council Director in whose service the contract sits.

34.2. Records must be kept ensuring that transparency requirements can be met.

34.3. Modifications and variations must be carried out in accordance with legislation and transparency requirements must be followed.

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CABINET

24 APRIL 2026

REPORT OF PORTFOLIO HOLDER FOR ASSETS & COMMUNITY SAFETY

A.1 PROPOSED NEW PROCUREMENT PROCEDURE RULES DEVELOPED THROUGH THE ESSEX PROCUREMENT PARTNERSHIP

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
In accordance with the Council's adopted Procurement Strategy, this report seeks Cabinet's approval for the Procurement Procedure Rules developed through Essex Procurement Partnership to be recommended onto Full Council for adoption, replacing the Council's current Procurement Procedure Rules, as contained within the Rules of Procedure set out in Part 5 of the Council's Constitution. The report also provides a high-level update of the Local Government Reorganisation for Greater Essex, Procurement and Contracts System Working Group.

EXECUTIVE SUMMARY
Tendring District Council (TDC) forms part of the Essex Procurement Partnership (EPP) (Cabinet 21 February 2025 minute no. 128 refers) through its agreement to enter into a Collaboration Agreement for the delivery of joint procurement services for a three-year period together with: • Braintree District Council • Castle Point Borough Council • Epping Forest District Council • Essex County Council The Parties agreed through the Collaboration Agreement to create common procurement documentation including common tender documents, a shared set of procurement rules and procurement strategy. Following Cabinet's recommendation Full Council adopted the Procurement Strategy on 25 March 2025 (minute no. 132). The Parties also agreed, at the time as an interim measure, to adopt the EPP Procurement Rules where they were not in conflict with the Constitution of each Party. The Parties agreed with the objective of moving to formal joint procurement procedure rules to be embedded within their organisations over the period of the Agreement. Reducing duplication is included within the rationale for collaboration both within the Collaboration Agreement and the Procurement Strategy, as: *"Both in terms of procurement activities but also in documentation and adherence to procurement rules, allowing the Parties to focus on additional cost saving activity. This will also provide benefit to the entire supplier community, particularly Small to Medium Enterprises and Voluntary sector organisations, reducing the time to understand bid documents."*

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Through its decision making in 2025, Cabinet and Council were informed that, following adoption of the Procurement Strategy, a review of the Procurement Procedure Rules which had commenced and was in progress, would follow for approval, to meet the partnership's collaborative objectives.

The Portfolio Holder for Assets and Community Safety (being the Executive member responsible for procurement) represents the Council at the Member Advisory Group (MAG) with elected members from each local authority. The MAG was established in September 2023 and provides executive member oversight of the EPP reviewing the performance of EPP in delivering against its objectives and acting as both critical friends and champions of the partnership.

The MAG met in January 2026, when Officers informed Members that the draft Procurement Procedure Rules had been designed to provide a framework of best practice for all procurement activities to deliver against the Procurement Rules and support the Councils in achieving value for money and delivering the Councils' corporate objectives. The draft documentation, at that time, were being refined further for EPP purposes, following a review undertaken by TDC's Corporate Director (Law and Governance) and the Corporate Governance, Performance and Procurement Manager.

In February 2026, the Leader of the Council & Portfolio Holder for Corporate Finance and Governance received a report detailing the impact of the levels for tender exercises on the Council's resources and capacity and being potentially disproportionate to increased costs for purchasing costs and services. Following consideration of the report, the Leader had granted for an interim period, an exemption applying to all procurements with the value of £50,000 - £100,000 to instead follow the Council's Request for Quotation Rules as set out in the Council's Procurement Procedure Rules. This exemption remains in place until the Council formally considers the revised Procurement Procedure Rules, which at the time were being drafted by the Essex Procurement Partnership, in accordance with the Council's adopted Procurement Strategy and Collaboration Agreement. Further information to support the exemption and increase in values is set out in the background section of this report.

High level Introduction to the new draft Procurement Procedure Rules ("the Rules"):

The draft Procurement Procedure Rules, set out at Appendix A, are new and if approved will replace the Council's existing Rules, however through development of the Rules, elements of the existing rules have been included where considered necessary to do so.

The new Rules are designed to provide a framework of best practice for all procurement activities which support the Council in achieving value for money and delivering the Council's corporate vision and priorities.

All Councils within the EPP remain the Contracting Authority in all cases and the decision makers with regards to procurement activity and contract management. The Rules will apply to each member of the Partnership, following approval and adoption by the Councils, with the exception of Essex County Council whose Procurement Policy closely mirrors these.

Part 1 of the Rules, as set out in Appendix A, details the Roles and Responsibilities applicable to all Members and Officers, Part 2 sets out the Rules for all Tenders and

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Request for Quotations when conducting procurement activity and Part 3 is specifically for the EPP.

The Rules will form part of the Council's Constitution so will apply to all Council Officers who should familiarise themselves with the content prior to commencing any procurement-based activity. Following adoption of the Rules, training will be provided across the Council.

It is important to note that these Rules relate to procurement activity and the Council's other Procedure Rules, such as Financial and decision making/governance requirements remain unaffected and still apply.

The EPP has a suite of process documents known as the **"Procedures"** which supports delivery of the Procurement Procedure Rules and the Council's adopted Procurement Strategy.

In producing new Rules, they had to reflect the National Procurement Policy Statement (NPPS) which sets out the UK Government's strategic priorities for public procurement and explains how contracting authorities must support their delivery. The NPPS is a statutory requirement under section 13 of the Procurement Act 2023, the latest version came into effect on 24 February 2025.

The Rules mirror the NPPS in focus on the following key strategic priorities:

- Delivering Value for Money
- Driving Economic Growth
- Enhancing Social Value
- Supporting Net Zero and Environmental Goals
- Improving Supplier Access and Market Diversity
- Commercial Capability and Innovation

Authorities must consider the NPPS in all procurement decisions and document how NPPS objectives influence their choices, and align processes with growth, social value, and capability goals. This is a new statutory requirement and will be necessary for all procurement activity irrespective of value (below Procurement Act 2023 threshold and above).

One of the main objectives of the Rules is to 'build' on existing procedure rules as part of ensuring that the Council's procurement activities and tenders continue to be carried out in accordance with the legislation, and in particular applying the principles of value for money, best value, public benefit, transparency, integrity, protection from fraud, fair treatment, consideration of SME, equal treatment and non-discrimination. These principles also apply to both procurements that are above the UK public procurement thresholds and those below.

The new Rules include a section on Spend Thresholds providing a classification of the sourcing activity (procurement route) based on contract value. This determines the correct process and establishes who leads the procurement process. The spend threshold is the first factor to be considered but Officers will need to consider too the complexity of the requirement. If the requirement involves significant resources to implement, deliver, or manage for example, then spend alone may not be the determining factor.

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The Rules provide different values to the existing rules and have increased the Request for Quote process from £49,999 to £100,000 thereby reflecting inflation, resources and capacity. However, good governance and value for money is still provided through a number of controls.

It is recommended that, upon adoption by the Council and training being given to Contracting Services across the Council, the Council's Internal Audit team and the Audit Committee review the Rules and operational requirements to ensure the Council's corporate governance requirements are being maintained. Any suggested revisions will be reported to Cabinet by the end of 2026/27, ready for the next financial year.

Through Local Government Reorganisation, the Procurement and Contracts workstream across Greater Essex has been active and updates have been provided within the Report, with recommendations on next steps.

RECOMMENDATION(S)

It is recommended that Cabinet:

(a) approves in principle, the draft Procurement Procedure Rules, as set out in Appendix A, as developed by Essex Procurement Partnership, of which Tendring District Council is an active Member Authority, for recommendation onto Full Council for adoption;

(b) subject to (a) delegates authority to the Corporate Director (Law & Governance), being responsible for the Council's corporate procurement function and Monitoring Officer, to make minor amendments and produce a final draft of the Procurement Procedure Rules in consultation with the Portfolio Holder for Assets and Community Safety, for Full Council to consider;

(c) recommends to Council that the final draft Procurement Procedures Rules be adopted, replacing the Council's current Procurement Procedure Rules, contained with the Rules of Procedure set out in Part 5 of the Council's Constitution;

(d) endorses the review to be undertaken by Internal Audit and the Audit Committee to ensure the Council's corporate governance requirements continue to be maintained through the new Rules and lessons learnt have been captured;

(e) notes the update of the activity within the Essex Procurement Partnership and the Local Government Reorganisation for Greater Essex, Procurement and Contracts System Working Group; and

(f) notes Officers will present the outcome of the detailed analysis of the Council's Contracts Register in due course in readiness for the transition phases of LGR.

REASON(S) FOR THE RECOMMENDATION(S)

Tendring District Council (TDC) forms part of the Essex Procurement Partnership (EPP) (Cabinet 21 February 2025 minute no. 128 refers) through its agreement to enter into a Collaboration Agreement for the delivery of joint procurement services for a three-year period together with:

- Braintree District Council
- Castle Point Borough Council

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- Epping Forest District Council
- Essex County Council

The Parties agreed through the Collaboration Agreement to create common procurement documentation including common tender documents, a shared set of procurement rules and procurement strategy. Following Cabinet's recommendation Full Council adopted the Procurement Strategy on 25 March 2025 (minute no. 132).

The Parties also agreed, at the time as an interim measure, to adopt the EPP Procurement Rules where they were not in conflict with the Constitution of each Party. The Parties agreed with the objective of moving to formal joint procurement procedure rules to be embedded within their organisations over the period of the Agreement.

Reducing duplication is included within the rationale for collaboration both within the Collaboration Agreement and Procurement Strategy, as:

- **Reduced Duplication** – Working together to have one common approach to procuring and social value will both create efficiencies for the procurement team and reduce administrative burden to those bidding for procurements. Small to Medium Enterprises and Voluntary Sector Organisations who tend to have limited resources to bid, should be particularly advantaged by this approach.

In addition, recommending the Procurement Procedure Rules onto Full Council to be included within the Council's Constitution ensures the Council has up to date, appropriate and proportionate controls, systems and standards to manage procurement risk and to comply with legal requirements.

Procurement is also a key workstream for the preparation of LGR, with more information provided elsewhere within the report.

ALTERNATIVE OPTIONS CONSIDERED

(1) Not agreeing the EPP Procurement Procedure Rules for adoption by the Council, with the Council either continuing with its current Rules or creating a revised version.

Disbenefits – The Council did agree through adoption of the Procurement Strategy in 2025, it would work towards a common set of Procurement Procedure Rules, which the Council's own officers have been involved with. Resources would have been wasted, and it would be against the principles of the Collaboration Agreement the Council has signed up to.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

Tendring District Council adopted its Corporate Plan 2024-28 ('Our Vision') at full Council in November 2023 (Minute No. 76 refers) with Community Leadership and listening to, and delivering for, our residents and businesses to be recognised as cross cutting elements of the

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Plan. The Corporate Plan Themes are:

- Pride in our area and services to residents
- Raising aspirations and creating opportunities
- Championing our local environment
- Working with partners to improve quality of life
- Promoting our heritage offer, attracting visitors and encouraging them to stay longer
- Financial Sustainability and openness

> *"To continue to deliver effective services and get things done we must look after the public purse; that means carefully planning what we do, managing capacity, and prioritising what we focus our time, money and assets on. Tough decisions will not be shied away from, but will be taken transparently, be well-informed, and based upon engagement with our residents. We will give clarity on where the Council spends the money it is provided with."*

A number of the Council's priorities and statutory services rely on the procurement function to deliver their objectives. From 24th February 2025, all contracting authorities were mandated to deliver the objectives as defined in the Act, being value for money, maximise public benefit and act with integrity throughout the procurement process.

The National Procurement Policy Statement (NPPS) is provided for at section 13 of the Act (which also came into force on 24 February 2025). Contracting authorities are required to have regard to the policy objectives contained within the NPPS that is current at the time they are carrying out a procurement.

The NPPS contains the following Priorities:

- **Delivering Value for Money:**
  In carrying out a procurement covered by the Act, a contracting authority must have regard to the importance of delivering value for money. Achieving value for money is always the overarching priority in public procurement. This must include consideration of outcomes and quality to avoid waste from low value, poor quality bids. This means optimising the use of public funds by balancing effectiveness, efficiency and economy over the life cycle of a product, service or works to achieve the intended outcomes of the procurement. This includes wider socio-economic and environmental benefits and impacts. The Act will deliver a step change in the transparency of public procurement that will drive value for money, bringing greater visibility of pipelines of future opportunities through to individual contract performance. Contracting authorities will need to ensure they have the right capability to benefit from the new commercial tools and deliver greater value for money.

- **Driving economic growth and strengthening supply chains by giving small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs) a fair chance, creating high quality jobs and championing innovation.**

- **Delivering social and economic value that supports the Government's missions including by working in partnership across organisational boundaries where**

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appropriate.

- **Ensuring the right commercial capability and standards are in place to procure and manage contracts effectively and to collaborate with other contracting authorities to deliver best value.**

In entering into the Collaboration Agreement for EPP, the Council agreed to create common procurement documentation including common tender documents, a shared set of procurement rules and procurement strategy. Following Cabinet's recommendation, Full Council adopted the Procurement Strategy on 25 March 2025 (minute no. 132).

The Parties also agreed, at the time as an interim measure, to adopt the EPP Procurement Rules where they were not in conflict with the Constitution of each Party. The Parties agreed with the objective of moving to formal joint procurement procedure rules to be embedded within their organisations over the period of the Agreement.

Reducing duplication is included within the rationale for collaboration both within the Collaboration Agreement and Procurement Strategy, as:

"Both in terms of procurement activities but also in documentation and adherence to procurement rules, allowing the Parties to focus on additional cost saving activity. This will also provide benefit to the entire supplier community, particularly Small to Medium Enterprises and Voluntary sector organisations, reducing the time to understand bid documents."

OUTCOME OF CONSULTATION AND ENGAGEMENT

Consultation has taken place in the creation of the Essex Procurement Partnership with representation across the member Councils, at elected Member, senior officer and operational levels. The document provided as Appendix A have been developed with these officers.

The EPP member authorities are now taking this proposal through their respective decision-making bodies.

LEGAL REQUIREMENTS (including legislation & constitutional powers)

Is the recommendation a Key Decision (see the criteria stated here)	**No**	**If Yes, indicate which by which criteria it is a Key Decision**	◻ **Significant effect on two or more wards** ◻ **Involves £100,000 expenditure/income** ◻ **Is otherwise significant for the service budget**
		And when was the proposed decision published in the Notice of forthcoming decisions for the Council (must be 28 days at the latest prior to the meeting date)	N/A

The Member Authorities have decided to work collaboratively together to pool resources to deliver day-to-day procurement activities and wider specialist procurement advice and support on behalf of each other.

The Collaboration Agreement entered into by the member authorities, documents how the parties will work collaboratively.

The Procurement Procedure Rules set out in Appendix A are currently in draft form, and Tendring District Council is the first member authority to take the document through its decision-making processes. A delegation is recommended authorising the Corporate Director (Law & Governance) to make minor amendments to the document, so long as the principles remain the same, and she has already been working with EPP on the drafting of the current document.

A review of contracts also forms a huge part of the work programme for EPP, and this work will also feed into the LGR workstreams.

PART 5 CONSTITUTION - PROCUREMENT PROCEDURE RULES

The Council's Procurement Procedure Rules are contained within Part 5 of the Constitution and therefore must be recommended onto Full Council for approval via Cabinet. Article 15 of the Constitution provides the Monitoring Officer with the authority to suggest proposed changes via reporting to Cabinet.

PROCUREMENT ACT 2023:

These objectives set out the matters contracting authorities must give proper consideration to in the course of carrying out a procurement:

- value for money;
- maximising public benefit;
- transparency; and
- integrity.

With respect to equal treatment and non-discrimination, the Act provides, at sections 12(2) and (3), that contracting authorities must treat suppliers the same unless a difference between suppliers justifies different treatment (equal treatment).

Ensuring value for money in procurement is key to ensuring the optimum utilisation of limited public resources. Within the Act there is the explicit recognition (at section 12(1)(a)) that value for money is a key objective of public procurement.

Section 12(4) requires contracting authorities to have regard to the difficulties faced by small and medium-sized enterprises (SMEs) who wish to participate in public procurements and consider whether these can be mitigated. The definition of SMEs is found in section 123(1).

The objectives in section 12 provide signifiers as to what contracting authorities must do, and have regard to, in order to carry out fair procurements in a proportionate manner; but a noticeable difference from the previous legislation is that there is no underlying principle of proportionality in the Act. That is not to say that proportionality is not an important principle. Under the Act, where proportionality must be considered, this is expressly set out in the relevant

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sections.

The Procurement Review Unit (PRU) will manage the oversight regime on behalf of the government. The PRU will monitor compliance by contracting authorities, focusing mainly on investigations into contracting authorities who demonstrate ‘institutional non-compliance’ across its procurements (section 108 of the Act). Their role could be seen as similar to the Local Government and Social Care and Housing Ombudsmen but not to determine on the lawfulness of any particular activity. If an investigation is being conducted, the PRU may by notice require the contracting authority to provide relevant documentation as is reasonably required for the purposes of the investigation. It is an avenue, aggrieved suppliers can utilise, being able to raise queries akin to the current Ombudsman processes.

INFORMATION SHARING DUTY:

The Act creates an environment of ‘transparency by default’ by imposing procedural transparency obligations at each stage of the procurement so that contracting authorities are clear about exactly what they are required to publish.

The information-sharing objective at section 12(1)(c) complements these procedural transparency obligations by introducing an overarching, general requirement for contracting authorities to have regard to the importance of sharing information for the purpose of allowing suppliers and others to understand the authority’s procurement policies and decisions.

This duty does allow the contracting authority some discretion in deciding what to share beyond the specific procedural transparency requirements although the purpose of the objective in its own right must be borne in mind.

Notices and Decisions made in respect of procurement activity will increase in scale and detail.

BEST VALUE DUTY:

The Best Value Duty relates to the statutory requirement for local authorities and other public bodies defined as best value authorities in the Local Government Act 1999 to “*make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness*”.

The Best Value Statutory Guidance issued in May 2024, makes reference to the procurement function in 4 of the Best Value Themes demonstrating how important it regards the process to achieve value for money, and standards expected as characteristics of a well-functioning authority:

- **Governance -** *Effective procedures are in place and followed to ensure members and all officers comply with the Nolan Principles, relevant codes of conduct and policies, including procurement. This includes adequate protections and support for whistle-blowers and adherence to Contract Procedure Rules.*
- **Use of resources -** *Sustainable corporate functions including procurement and IT which deliver value for money.*
- **Service delivery -** *Procurement processes ensure economic, efficient and effective outcomes of contract procurement and management.*

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	• **Partnerships and community engagement -** *The authority drives social and environmental value in their place through mechanisms like procurement and employment.* An indicator of failure is described as having inefficient or uncompetitive procurement arrangements that do not deliver value for money.
YES	**The Monitoring Officer confirms they have been made aware of the above and any additional comments from them are below:**
The Monitoring Officer is the author of this report.	
FINANCE AND OTHER RESOURCE IMPLICATIONS	
One of the revisions proposed is to increase the Request for Quote (RFQ) process from £50,000 to £100,000, other partners within EPP will also be suggesting the increase in values. The values for RFQ have not been reviewed for at least 15 years and are therefore considered potentially disproportionate to the increase in costs for purchasing goods and services, and the Council's resources are being impacted, due to increase in procurement activity by undertaking a full tender process. General inflationary uplifts for the last 15 years would approximately equate to £50,000 being the value of £80,000 in present terms. The approach adopted can also be seen as the start of the necessary alignment processes required as part LGR activities, whilst also continuing to balance value for money, assurance and good governance. As part of any governance process, through its operational implementation, it is recognised that adjustments might be required within the above context which can be responded to in a timely manner via delegations within the recommendations above.	
YES	**The Section 151 Officer confirms they have been made aware of the above and any additional comments from them are below:**
There are no significant comments over and above those set out elsewhere in the report. It is however worth highlighting the original context of the proposed approach by 'building' on the current partnership arrangements to support the Council's on-going best value / value for money arrangements through the implementation of frameworks of best practice, with the procurement policy being a key document for the Council. It is also noted that this underlying approach will be further supported via internal reviews such as those by the Audit Committee that enable the Council to continue to maximise opportunities for strengthening arrangements over the next two years and as part of the wider LGR activities.	
USE OF RESOURCES AND VALUE FOR MONEY	
The following are submitted in respect of the indicated use of resources and value for money indicators:	

A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;	Covered elsewhere throughout the report.
B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and	

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C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.	

MILESTONES AND DELIVERY

Subject to Cabinet's decision - Procurement Procedure Rules recommended to Full Council for adoption as part of the Council's Rules of Procedure within Part 5 of the Council's Constitution – Council meeting on 2 June 2026.

Continuation of raising awareness of the Procurement Act requirements, Collaboration Agreement and Prioritisation Approach, Procurement Strategy and the recommended revised Procurement Procedure Rules with staff and stakeholders from May 2026 onwards.

Review by Internal Audit and Audit Committee later in 2026 in readiness for any revised recommendations to be considered by the end of 26/27.

ASSOCIATED RISKS AND MITIGATION

There is a risk that with a wider Essex Procurement Partnership, Tendring District Council's procurement activity is reduced in prioritisation however, this is mitigated through further development of the Procurement Project Pipeline for Tendring and referenced in the Collaboration Agreement (Schedule 3).

The agreed Prioritisation Approach sets out the order in which sourcing projects of each Authority are undertaken. Projects will be evaluated in line with the Prioritisation Tool embedded within Schedule 3 as follows:

a. Projects graded A-E will be placed on the forward plan.
b. Projects with time limited funding or where the contract will expire will be prioritised in line with the parameters set out in sourcing grading tool.
c. All other projects will be scheduled on the forward plan considering when the contract is required and in order of the grading i.e. Grade A first

Where a project not on the forward plan requires immediate resource, the grading will be assessed against projects currently being undertaken and where there is an opportunity to pause an existing project this will be done to enable the urgent project to be undertaken.

Where a project cannot go ahead due to resource not being available, discussions will be held with the member Authority affected to consider options for example a short exemption to enable a procurement to be undertaken. The Partners Working Group will be updated as part of the monthly reporting cycle.

The robustness of the Council's Procurement Project Pipeline is essential to fed into the Prioritisation Approach and to date the quality and timeliness of the information has put the procurement resources under particular strain. Further discipline is required across the Council's services to understand the importance of the data and the consequences of failing to keep the information up to date.

EQUALITY IMPLICATIONS

The Public Sector Equality Duty applies to the Council when it makes decisions.

A.1 APPENDIX 2

The duty requires us to have regard to the need to:

(a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes discrimination etc. on the grounds of a protected characteristic unlawful

(b) Advance equality of opportunity between people who share a protected characteristic and those who do not.

(c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex, and sexual orientation. The Act states that ‘marriage and civil partnership’ is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

SOCIAL VALUE CONSIDERATIONS

One of the key objectives of the partnership between EPP has been to introduce a common approach to social value/climate agenda to sourcing activity for members.

At its meeting in November 2024 (Minute No. 82), Cabinet approved a Social Value Policy to demonstrate how the Council will deliver corporate priorities by achieving social value through procurement. Ensuring the additional benefit to the community which we can derive, over and above the direct purchasing of goods, services and outcomes, where these quality criteria are relevant and proportionate to the subject matter of the contract and non-discriminatory.

IMPLICATIONS RELATED TO DEVOLUTION AND/OR LOCAL GOVERNMENT REORGANISATION

As part of the preparation for Local Government Reorganisation, a number of working groups has been established across Greater Essex, of which the Procurement & Contracts System Working Group is one.

The terms of reference for the group are wider than the remit of EPP, however all of the partner member authorities are involved with the Working Group and there is a degree of overlap with the work being undertaken within EPP, although it is not duplication but using resources collectively to support the procurement and contracts function. Its Objectives cover:

- Ensuring new Unitary Authorities have a good understanding of their third-party commitments, high level opportunities and risk and priority activities to enable decisions to be made quickly and with the right information on how to deliver third party provided services to residents.

- Giving visibility of key procurement decisions which will be inherited by the new Unitary Authorities to representatives across existing councils to enable influence over decision making.

- Enabling alignment of procurement practices and policies where possible, which will support procurement staff to quickly adapt in the new Unitary Authorities, improving delivery of the procurement service. Alignment also supports businesses working with the existing and future Councils, particularly SME's, through standardisation of bidding documentation and approaches.

- Supporting transparent decision making and partnership principles between now and vesting day with regards to contracting activity, continuing to deliver best value and support collaborative decision making.
- Enabling senior leadership across the Essex system to understand the requirements for effective sourcing and management of third party spend ahead of the creation of the Unitary Authorities.
- To identify current and required contract management practice.

Recent activity within the Working Group is being focused at this stage on the following outcomes:

(a) Developed Contracts Registers from each existing Authority that accurately reflect those Council's third party spend.

(b) An analysis report, created by Crown Commercial Services, considering the Contracts Registers data and identifies:

- Breakdown by spend category and sub-category (where appropriate)
- Opportunities to merge / extend / transfer contracts
- Opportunities to aggregate contracts
- Opportunities to collaborate where councils have suppliers in common
- Contracts which present risk, e.g. long-term contracts which extend beyond the "Vesting Day" of any new Unitary Authorities

(c) This report will be used by the LGR Procurement System Working Group to identify procurement opportunities and risks for the Unitary Authorities.

(d) Identification of Strategic suppliers including those undertaking critical activities

(e) Aligned procurement practice with a common contracts register format and LGR clauses with the ambition to agree common procurement documentation with LGR Procurement Workstream Members.

(f) Review of Contract Management Activity – Review current approaches, consider best practice and consider where there may be gaps

EPP currently consists of three of the four predecessor councils that will be abolished and replaced with the new proposed North East Essex Unitary Council. EPP has already developed a positive collaboration with a strong collective culture, working together with shared aims and objectives, developing common documentation, which can only be a huge benefit working

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towards Vesting Day on 1st April 2028.
IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2050
Our Social Value Themes, Outcomes and Measures (TOMs) adopted in November 2024, have been agreed by our partners to directly to contribute towards achieving each partner's Corporate Priorities. TOMs will be used in the evaluation process, and which ones are used will be dependent on the nature of the procurement. Tenderers will have to demonstrate they will achieve benefits in the TOM to score points. The Measures represent added value that we would like our suppliers to deliver locally to the respective Borough, City or District of the Contracting Authority and as a result of the contract being tendered unless otherwise stated in the tender documents. Within the Policy: Priority 4 (**Theme**) '*A high-quality environment*', **Outcome** – "*Suppliers contribute to the delivery of net zero targets; reduced greenhouse gases; reduced waste; and strengthened climate resilience'*. For an example "**Measure -** *Saving car miles on the contract through green transport programmes such as cycle to work and car-pooling programmes or public transport'* (EPP23a)
OTHER RELEVANT CONSIDERATIONS OR IMPLICATIONS
Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.

Crime and Disorder	There are no implications from the subject matter of this report, however each project and new procurement opportunity will consider these implications through the individual decision making.
Health Inequalities	
Area or Ward affected	None

PART 3 – SUPPORTING INFORMATION

BACKGROUND
The Collaboration Agreement sets out how EPP will deliver the objectives in detail and the governance structure which oversees its operation. The Member Advisory Group works closely with the Strategic Officer Group, consisting of Director level representation from each EPP Member Authority with responsibility for: • Setting the strategic direction of the collaboration, ensuring the service meets the defined service objectives. • Agreeing the priorities of the collaboration within the resources available and supporting the process for ensuring sufficient resources are provided by each party to enable the objectives to be delivered. • Monitoring the performance of the service delivered by the Lead Party (ECC) to ensure it is working effectively and in line with the work plan agreed by the parties. • Agreeing to the growth of the collaboration with new Local Authorities joining.

A.1 APPENDIX 2

The above groups are supported by the Officer Operational Group and Partner Working Group with a greater operational focus to ensure confidence that sourcing activity is being done effectively and demands from each Member Authority are being effectively met.

These groups ensure that the work and strategic direction of EPP and procurement in the Member Authorities are set by the parties in partnership. It is a collaboration of resources from across these Member Authorities rather than a service being delivered by one Council on behalf of others although as the Lead Party, ECC will have some additional responsibilities as set out in this report.

The objectives of the Procurement Act 2023 transform public sector procurement, driving innovation, delivering better outcomes and embedding transparency at each point of the procurement pathway. Crucially, it will let everyone access procurement data and understand how money has been spent.

In line with the above objectives, the Act sets out the following four stages, note the emphasis on pre procurement activity:

- Plan
- Define
- Procure
- Manage

The new act brings in considerable flexibility, but this requires planning and defining the route to be taken ahead of procurement. EPP have undertaken a significant amount of training on the new Act and have worked with Essex County Council to develop procurement approaches, standard templates etc. for the new Act.

The Government's Commercial Function produced on 29 Janaury 2025, an updated short guide for Senior Leaders on the Act, some extracts are included for reference.

> It will create simpler, more flexible and effective procurement. The Procurement Act will bring a range of benefits, including:
>
> - creating a simpler and more flexible commercial system that better meets our country's needs, while remaining compliant with our international obligations.
> - opening up public procurement to new entrants, such as small businesses and social enterprises, so that they can compete for and win more public contracts.
> - taking tougher action on underperforming suppliers and excluding suppliers who pose unacceptable risks.
> - embedding transparency throughout the commercial lifecycle so that the spending of taxpayers' money can be properly scrutinised.

The purpose of the new Rules is to create flexibility and enhancing the use of SMEs, whilst achieving Value for Money and Best Value duties. The Rules set out roles and responsibilities and should be clear and easy to follow, and training undertaken across the Council.

The new Rules have been developed via Essex Procurement Partnership, giving consideration to the requirements of existing and new legislation, National Procurement Policy Statement and best practice being adopted. Whilst the new rules will replace those

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contained within the Council's Constitution, the existing rules have been used to form the basis of the review and the Council's Corporate Director (Law and Governance) and Corporate Governance, Performance and Procurement Manager, have been heavily involved.
PREVIOUS RELEVANT DECISIONS
Cabinet 21st February 2025 (minute no. 129) Essex Procurement Partnership Update and Procurement Strategy. Full Council 25th March 2025 (minute no. 132) Adoption of the Procurement Strategy.
BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL
None
APPENDICES
APPENDIX A – Draft Procurement Procedure Rules

REPORT CONTACT OFFICER(S)	
Name	**Lisa Hastings**
Job Title	**Corporate Director (Law & Governance) and Monitoring Officer**
Email/Telephone	**lhastings@tendringdc.gov.uk** **01255 686561**

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COUNCIL

2 JUNE 2026

REFERENCE REPORT FROM THE COMMUNITY LEADERSHIP OVERVIEW & SCRUTINY COMMITTEE

A.2 COMMUNITY GOVERNANCE REVIEW FOR CLACTON-ON-SEA, HOLLAND-ON-SEA AND JAYWICK SANDS – PHASE II – FINAL RECOMMENDATIONS

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To enable Council to consider the Community Leadership Overview & Scrutiny Committee's final recommendations following the Community Governance Review undertaken for the currently unparished areas of the District.

EXECUTIVE SUMMARY

At its meeting held on 30 March 2026 (minute 46 refers), the Community Leadership Overview and Scrutiny Committee ("the Committee") had considered a report of the Assistant Director (Corporate Policy & Support) that had informed the Committee of the current point in the community governance review process, the outcome of the Phase II consultation and which sought to enable the Committee to determine the recommendations to be submitted to Council in respect of the conclusion of the review.

That report had supported the Committee in its constitutional role in respect of Community Governance Reviews (as set out at Article 6.02 of the Council's constitution – as follows):-

"The Community Leadership Overview & Scrutiny Committee, in accordance with Section 9F (d) and (e) of the Local Government Act 2000 (as amended) will also perform the functions relating to community governance reviews as provided for by Part 4 of the Local Government and Public Involvement in Health Act 2007 ("the 2007 Act") where those functions have been delegated to the Committee by full Council (as set out in Part 3 Schedule 2 Responsibility for Council (Non-Executive) Functions).

In performing its delegated functions, the Committee is required, by section 100(4) of the 2007 Act, to have regard to the guidance, which is issued by the Secretary of State, under section 100(1) and (3), and the LGBCE under section 100(2) of the same Act."

The Committee had resolved that –

(1) the contents of the report be noted in so much as it reminds the Committee of the approved terms of reference for the Community Governance Review of Clacton-on-Sea, Holland-on-Sea and Jaywick Sands and its implementation to this point;
(2) the outcome of the Phase II consultation exercise (Stage 4 in the Terms of Reference Timeline) as part of that Review (including the expenditure incurred) and comparator information around the base costs of Local Councils for the three separate areas be noted;
(3) this Committee formally recommends to Full Council the acknowledgement of the implementation of the Community Governance Review which commenced on 1 July 2025 with the Terms of Reference for that review, the outcome of the Phase I consultation (set out at Appendix I to the A.2 report) and the content of this report (including the outcome

of the Phase II consultation);

(4) the following be submitted to Full Council on 2 June 2026 as the Committee's final recommendations arising from the Community Governance Review and it is noted that, formally, determination by Council of those final recommendations will conclude the review commenced on 1 July 2025:

a. That the current unparished area of the District of Tendring be parished with effect from 1 April 2027 and that this parishing shall consist of three new parishes as identified in the maps set out at Appendices F, G and H to the A.2 report which, together, cover the entirety of that unparished area;

b. That the names of the three new parishes referenced in a. above shall be Holland-on-Sea (for the area edged black in Appendix F to the report (A.2)), West Clacton & Jaywick Sands (for the area edged black in Appendix G to the A.2 report) and Clacton-on-Sea (for the area edged black in Appendix H);

c. That, in accordance with Section 94 of the Local Government and Public Involvement in Health Act 2007, all three new parishes shall have their own parish councils;

d. That the alternative styles of the three parishes shall be as immediately below:

a. Village – for the parish council of Holland-on-Sea;

b. Town – for the parish of Clacton-on-Sea;

c. Community – for the parish of West Clacton & Jaywick Sands;

e. That the total number of parish councillors to serve on the three separate parish councils shall be as follows:

a. 15 - on Holland-on-Sea Village Council;

b. 25 - on Clacton-on-Sea Town Council;

c. 12 - on West Clacton & Jaywick Sands Community Council;

[Note: References to style do not negate the basic position that all three areas will become civil parishes.]

f. That no parish wards be created in the new parishes of Holland-on-Sea and West Clacton & Jaywick Sands;

g. That, in the new parish of Clacton-on-Sea, the following parish wards be created and the number of parish councillors to represent the parish ward concerned be as set out:

Parish Ward Name	*Area of the Parish Ward by reference to the existing District Council Ward*	*Number of Parish Councillors to represent the Parish Ward on the Parish Council*
Bluehouse Ward	*Bluehouse Ward*	*3*
Burrsville Ward	*Burrsville Ward*	*4*
Cann Hall Ward	*Cann Hall Ward*	*3*
Coppins Ward	*Coppins Ward*	*4*
Pier Ward	*Pier Ward*	*1*
St James' Ward	*St James' Ward*	*4*
St John's Ward	*St John's Ward*	*4*
St Paul's & Eastcliff Ward	*St Paul's Ward and that part of Eastcliff Ward within the Clacton-on-Sea Parish*	*2*

h. That the term of office of the first parish councillors elected in May 2027 shall be five years to the normal retirement day in May 2032 and all subsequent terms of office *shall be four years. This would bring the term of office of the parish councillors in line with the second and subsequent elections to any unitary authority established for the area as part of local government reorganisation;*

i. *To provide for interim parish councillors, for the period 1 April-10 May 2027 (when newly elected parish councillors for the three parishes would take up office) for the councils of the three new parishes as follows:*
   a. *Holland-on-Sea Parish – the District Councillors for St Bartholomews and Eastcliff District Wards and the Essex County Councillor for Clacton South Electoral Division;*
   b. *Clacton-on-Sea Parish – the District Councillors for Burrsville, Coppins, Pier, St James', St John's, St Paul's and Eastcliff District Wards and the Essex County Councillors for Clacton North, Clacton South and Clacton West and St Osyth Electoral Divisions;*
   c. *West Clacton & Jaywick Sands Parish – the District Councillors for West Clacton & Jaywick Sands District Ward and the Essex County Councillor for Clacton West and St Osyth Electoral Division;*

j. *That the Corporate Director (Planning and Community) and the Corporate Director (Law and Governance) be requested to make the necessary arrangements to secure the transfer of title for the allotment land at Rush Green, which will be within the new parish of Clacton-on-Sea, to be transferred from the District Council to the council for that new parish with effect from 1 April 2027;*

k. *To authorise the Chief Executive to prepare the necessary Community Governance Order to bring the recommendations 4a.-i. above into being (and possibly 4j. too) and provide for the matters set out, for the Council's seal to be applied to that Order and the legal obligations in respect of the making of such Orders complied with;*

(5) *Officers be requested to publish the final recommendations to be submitted to Council on 2 June 2026 and to take appropriate steps to secure that persons who may be interested in the review are informed of those recommendations; and*

(6) *Cabinet be invited, once Council has determined the recommendations made in this community governance review, to consider the next steps to be undertaken and allocation of resources and, as part of this, to determine the steps the Council considers sufficient to secure that persons who may be interested in the review are informed of the outcome and the reasons.*

RECOMMENDATIONS

That Council formally -

(a) acknowledges the implementation of the Community Governance Review which commenced on 1 July 2025 with the Terms of Reference for that review, the outcomes of the Phase I and Phase II consultations and the final recommendations from the review as determined by the Council's Community Leadership Overview and Scrutiny Committee;

(b) approves that the current unparished area of the District of Tendring be parished with effect from 1 April 2027 and that this parishing shall consist of three new parishes, as identified in the maps set out at Appendices F, G and H appended hereto this reference report which, together, cover the entirety of that unparished area;

(c) approves that the names of the three new parishes referenced in (b) above shall be Holland-on-Sea (for the area edged black in the aforementioned Appendix F), West Clacton & Jaywick Sands (for the area edged black in the aforementioned

Appendix G) and Clacton-on-Sea (for the area edged black in the aforementioned Appendix H);

(d) approves that, in accordance with Section 94 of the Local Government and Public Involvement in Health Act 2007, all three new parishes shall have their own parish councils;

(e) approves that the alternative styles of the three parishes shall be as immediately below:

Village – for the parish council of Holland-on-Sea;
Town – for the parish of Clacton-on-Sea;
Community – for the parish of West Clacton & Jaywick Sands;

(f) notes that references to style in (e) above and (f) below do not negate the basic position that all three areas will become civil parishes;

(g) approves that the total number of parish councillors to serve on the three separate parish councils shall be as follows:

15 - on Holland-on-Sea Village Council;
25 - on Clacton-on-Sea Town Council;
12 - on West Clacton & Jaywick Sands Community Council;

(h) concurs that no parish wards be created in the new parishes of Holland-on-Sea and West Clacton & Jaywick Sands;

(i) approves that, in the new parish of Clacton-on-Sea, the following parish wards be created and that the number of parish councillors to represent the parish ward concerned be as set out immediately below:

Parish Ward Name	Area of the Parish Ward by reference to the existing District Council Ward	Number of Parish Councillors to represent the Parish Ward on the Parish Council
Bluehouse Ward	Bluehouse Ward	3
Burrsville Ward	Burrsville Ward	4
Cann Hall Ward	Cann Hall Ward	3
Coppins Ward	Coppins Ward	4
Pier Ward	Pier Ward	1
St James' Ward	St James' Ward	4
St John's Ward	St John's Ward	4
St Paul's & Eastcliff Ward	St Paul's Ward and that part of Eastcliff Ward within the Clacton-on-Sea Parish	2

(j) approves, in order bring the term of office of the parish councillors in line with the second and subsequent elections to any unitary authority established for the area as part of local government reorganisation, that the term of office of the first parish councillors elected in May 2027 shall be five years to the normal retirement day in May 2032 and that all subsequent terms of office shall be four years;

(k) approves, in order to provide for interim parish councillors, for the period 1 April to 10 May 2027 (when newly elected parish councillors for the three parishes would take up office) for the councils of the three new parishes as follows:

Holland-on-Sea Parish – the District Councillors for the St Bartholomews and Eastcliff District Wards and the Essex County Councillor for the Clacton South Electoral Division;

Clacton-on-Sea Parish – the District Councillors for the Burrsville, Coppins, Pier, St James', St John's, St Paul's and Eastcliff District Wards and the Essex County Councillors for the Clacton North, Clacton South and Clacton West and St Osyth Electoral Divisions;

West Clacton & Jaywick Sands Parish – the District Councillors for the West Clacton & Jaywick Sands District Ward and the Essex County Councillor for the Clacton West and St Osyth Electoral Division;

[Note: Council's attention is drawn to the Monitoring Officer's section of this report in respect of the above.]

(l) requests that the Corporate Director (Planning and Community) and the Corporate Director (Law and Governance) be requested to make the necessary arrangements to secure the transfer of title for the allotment land at Rush Green, which will be within the new parish of Clacton-on-Sea, to be transferred from the District Council to the council for that new parish with effect from 1 April 2027;

(m) authorises the Chief Executive to prepare the necessary Community Governance Order(s) to bring the Council's formal decisions on this matter into being and to provide for the matters set out above, and for the Council's seal to be applied to that Order and to ensure that the Council's legal obligations in respect of the making of such Order(s) are fully complied with; and

(n) invites Cabinet to consider the next steps to be undertaken and allocation of resources and, as part of this, to determine the steps the Council considers sufficient to secure that persons who may be interested in the review are informed of the outcome and the reasons behind the Council's decisions in this matter.

[Note: In respect of recommendation (n), the matters set out in the Section 151 Officer's section of this report around special expenses and initial precepts will be matters referred to Cabinet for consideration.]

REASON(S) FOR THE RECOMMENDATION(S)

Having considered the Committee's recommendation arising from its consideration of the aforementioned matter, and to enable those recommendations to be approved and adopted.

ALTERNATIVE OPTIONS CONSIDERED

(1) Not to approve the final recommendations from the Community Leadership Overview and Scrutiny Committee following the Community Governance Review to which this report refers; or

(2) To amend or substitute some or all of the Committee's recommendations.

In considering the alternatives identified, Council must have regard to the views of local government electors and others with an interest in the review as expressed during the Community Governance Review concerned.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
The Corporate Plan 2024-28 has a central theme around community leadership, and the Council is undertaking this role in placing the issue of community governance in front of local electors and others with an interest in the review.

OUTCOME OF CONSULTATION AND ENGAGEMENT
This is fully detailed in the report to the Community Leadership Overview and Scrutiny Committee which is appended to this report.

<table>
<tr><th colspan="4">LEGAL REQUIREMENTS (including legislation & constitutional powers)</th></tr>
<tr><td rowspan="2">Is the recommendation a Key Decision (see the criteria stated here)</td><td rowspan="2"><s>YES</s>/NO</td><td>If Yes, indicate which by which criteria it is a Key Decision</td><td>☐ Significant effect on two or more wards
☐ Involves £100,000 expenditure/income
☐ Is otherwise significant for the service budget</td></tr>
<tr><td>And when was the proposed decision published in the Notice of forthcoming decisions for the Council (must be 28 days at the latest prior to the meeting date)</td><td>Not Applicable in this instance</td></tr>
</table>

X	**The Monitoring Officer confirms they have been made aware of the above and any additional comments from them are below:**

The Community Governance Review has been undertaken in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007 and the statutory guidance in respect of such reviews. A fundamental element of the 2007 Act's provisions and the guidance is that local government electors and others with an interest in the review are consulted and that the views expressed in the consultation are taken into account in determining the final outcome.

In the event that Council is minded to accept the recommendations from the Community Governance Review referenced in this report, the following is relevant in respect of recommendation (k) in the recommendations section. Recommendation (k) covers, among others, the proposed interim parish council arrangements for West Clacton and Jaywick Sands. This element of the recommendation envisages a three Member body for those interim arrangements. The three Member body is important as Paragraph 12 of Schedule 12 to the Local Government Act 1972 provides:

"no business shall be transacted at a meeting of a parish council unless at least one-third of the whole number of members of the council are present at the meeting; but, notwithstanding anything in that paragraph, in no case shall the quorum be less than three."

However, in the case of West Clacton and Jaywick Sands those interim arrangements would result, at this point, in a two Member body as the newly elected County Councillor for Clacton West & St Osyth is also the District Councillor for West Clacton & Jaywick Sands. In view of this, Council is invited to consider an amendment to the interim arrangements recommendation to approve a delegation to the Chief Executive (in consultation with the Ward Councillors for West Clacton and Jaywick Sands) to identify an additional appointee role to the interim parish council and to include that appointee role in the community governance order. This would then ensure that the interim parish council had at least three individuals to serve for the few weeks between the establishment of the parish council and the inaugural elected parish councillors taking up office in May 2027.

FINANCE AND OTHER RESOURCE IMPLICATIONS

These are broadly outlined in the report to the Community Leadership Overview and Scrutiny Committee which is appended to this report.

A budget of £68,000 was allocated for this Community Governance Review. The projected costs incurred, to date, are summarized below:

Newspaper Adverts/Online	£2,279.35
Letters to households	£47,343.24
Letters to Stakeholders	£1,466.40
Freepost postage charge	£3,917.33
Banner Signs	£1,336.53
Look Magazine	£504.00
Commissioned work with community groups/professional advice	£12,722.50
Social media Paid for Posts	£1,099.87
Public Meetings/Miscellaneous costs	£666.86
TOTAL	**£71,336.08**

It is important to highlight that the position above includes a number of estimated amounts. In line with associated governance requirements, the Council’s Section 151 Officer has been kept informed of the position and, if the currently projected overspend of £3,336.08 remains once all costs have been finalised, then this will be met from within the Council's overall budgeted position.

Any additional expenditure relating to the implementation plan will be considered as part of the Council’s existing management of cost pressure processes.

X **The Section 151 Officer confirms they have been made aware of the above and any additional comments from them are below:**

There are no significant additional comments over and above those set out elsewhere in the report at the present time. However, it is important to note that in the event that the Council approves the final recommendations as identified in this report, as part of recommendation (n) in the recommendations section, Cabinet will need to consider the potential impact / options on special expenses for both the new incoming organisations along with the existing arrangements. This is in addition to the wider governance arrangements relating to council tax setting activities and the budgets and precepts relating to the incoming organisations ahead of the 2027/28 financial year, which will need to be considered via the Council’s detailed budget setting process over the second half of the year. Initial discussions to inform that process will need to commence well ahead of that.

USE OF RESOURCES AND VALUE FOR MONEY	
The following are submitted in respect of the indicated use of resources and value for money indicators:	
A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;	Best value authorities must demonstrate good governance, including a positive organisational culture, across all their functions and effective risk management.
B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and	The Constitution sets out the Council's standing orders and associated scheme of delegation, policies and procedures for decision making.
C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.	Governance is a theme of the Best Value Duty and is described (amongst other things) as ensuring decision-making processes, within clear schemes of delegation, should be transparent, regularly reviewed, clearly followed and understood, enabling decision-makers to be held to account effectively. There should also be evidence of the decisions following good public law decision making principles (reasonableness, rationality, proportionality, legality, fairness etc).

MILESTONES AND DELIVERY

Submission of relevant Officer recommendations to the Community Leadership Overview and Scrutiny Committee meeting held on 30 March 2026.

Submission of the Committee's recommendation to Council for approval and adoption – 2 June 2026.

Implementation of the outcome will be in accordance with the Council's formal decisions on this matter together with any relevant statutory requirements.

ASSOCIATED RISKS AND MITIGATION

Not implementing the Committee's recommendations (in accordance with public expectations on this matter) will negatively impact the Council's reputation as it would be contrary to the outcome of the two phases of the public consultation. The report to Committee which is appended to this report details any relevant further risks and mitigation.

EQUALITY IMPLICATIONS

The creation of three new parish councils in accordance with the recommendations submitted will:

1 Provide key elements of those Council's overall governance arrangements;
2 Create an effective means of holding decision-makers to public account;
3 Enable those Councils to provide clear leadership to the community, working in partnership with the local community, businesses and other organisations for the long-term well-being of those parishes;
4 Support the involvement of the local community in the process of local authority decision making affecting those parishes.

SOCIAL VALUE CONSIDERATIONS

There are no direct implications.

IMPLICATIONS RELATED TO DEVOLUTION AND/OR LOCAL GOVERNMENT REORGANISATION
These are detailed in the report to the Community Leadership Overview & Scrutiny Committee which is appended to this report.

IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2030
These are detailed in the report to Cabinet which is appended to this report.

OTHER RELEVANT CONSIDERATIONS OR IMPLICATIONS	
Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.	
Crime and Disorder	None
Health Inequalities	None
Area or Ward affected	All those within the currently unparished area of the District.

PART 3 – SUPPORTING INFORMATION

BACKGROUND
The relevant background is fully set out within the Officer's report to the meeting of the Community Leadership Overview and Scrutiny Committee held on 30 March 2026 together with the published minutes of that meeting. Both of those documents can be found via the following links: - Agenda for Community Leadership Overview and Scrutiny Committee on Monday, 30th March, 2026, 6.30 pm Minutes Template In addition, the aforementioned report of the Assistant Director (Corporate Policy & Support) is appended to this report.

PREVIOUS RELEVANT DECISIONS
Council on 17 September 2024 (Minute 50 refers) requested the submission of proposals for a Community Governance Review to enable Council to determine whether to proceed with such a review. Council on 26 November 2024 (Minute 75 refers) sets out the decision of Council following consideration of the proposals for a community governance review. Community Leadership Overview and Scrutiny Committee on 17 June 2025 (Minute 6 refers) – ahead of the publication of the updated Terms of Reference by the Chief Executive Chief Executive on 1 July 2025 – publishing the Terms of Reference for the review (as approved in draft by Council on 26 November 2024) and received by the Community Leadership Overview and Scrutiny Committee on 17 June 2025. Community Leadership Overview and Scrutiny Committee on 17 November 2025 (Minute 23 refers) – authorising the draft recommendations for the Phase II consultation.

Community Leadership Overview and Scrutiny Committee on 30 March 2026 (Minute 46 refers) – considered the outcome of Phase II of the public consultation on the CGR proposals and decided to submit its final recommendations to full Council.
BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL
Published minutes of the Community Leadership Overview & Scrutiny Committee meeting held on 30 March 2026.

APPENDICES	
Appendix = Report (and its appendices) of the Assistant Director (Corporate Policy & Support) (A.2) to the meeting of the Community Leadership Overview & Scrutiny Committee held on 30 March 2026.	
REPORT CONTACT OFFICER(S)	
Names	**(1) Ian Ford** **(2) Keith Simmons**
Job Titles	**(1) Democratic Services Manager** **(2) Assistant Director (Corporate Policy & Support)**
Email/Telephone	**iford@tendringdc.gov.uk** **(01255) 686 584** **ksimmons@tendringdc.gov.uk** **(01255) 686 580**

A.2 APPENDIX

COMMUNITY LEADERSHIP OVERVIEW AND SCRUTINY COMMITTEE

30 MARCH 2026

REPORT OF ASSISTANT DIRECTOR (CORPORATE POLICY AND SUPPORT)

A.1 COMMUNITY GOVERNANCE REVIEW FOR CLACTON-ON-SEA, HOLLAND-ON-SEA, AND JAYWICK SANDS – PHASE II CONSULTATION AND FINAL RECOMMENDATIONS TO COUNCIL

PURPOSE OF THE REPORT/INQUIRY
The report reminds the Committee of the approved terms of reference for the Community Governance Review of Clacton-on-Sea, Holland-on-Sea and Jaywick Sands and its implementation to this point. The Committee is also advised of the outcome of the Phase II consultation exercise (Stage 4 in the Terms of Reference Timeline) as part of that Review (including the expenditure incurred to date). The report builds on that presented to the Committee on 17 November 2025 with the outcome of the Phase I consultation exercise. That exercise revealed that 74% of elector respondents across the review area thought it was wrong that the whole area was still unparished. There was over a 7% response rate from electors across the review area. Stakeholder respondents likewise thought it was wrong that the area was unparished. The option for parishing the area that gained the most support (44% of elector responses) was three separate parish councils for the three separate communities. In Jaywick Sands and in Holland-on-Sea over 50% of elector responses were in favour of separate parish councils. This report, through its appendices, sets out the views of respondents on the basic principle of establishing parish councils and then on what the arrangements for those councils could/should be. Taking account of the two Phases of consultation, the Committee is invited to approve its final recommendations to Council around the creation of separate Parishes, for the three communities referred to, with effect from 1 April 2027. A series of further final recommendations from the review are then set out to meet the requirements of Part 4 of the Local Government and Public Involvement in Health Act 2007 ("the 2007 Act") for such reviews. Proposed steps up to the elections to the possible three Parish Councils, in May 2027, are then provided to the Committee to consider.

SCOPE - THE AIMS AND OBJECTIVES OF THE REPORT
The aim of the report is to inform the Committee of the current point in the community governance review process and the outcome of the Phase II consultation. At this point, it is for the Committee to determine the recommendations to be submitted to Council in respect of the conclusion of the review. This supports the Committee in its constitutional role in respect of Community Governance Reviews (as set out at Article 6.02 of the Council's constitution – as follows): *"The Community Leadership Overview & Scrutiny Committee, in accordance with Section 9F (d) and (e) of the Local Government Act 2000 (as amended) will also perform the functions relating to community governance reviews as provided for by Part 4 of the Local Government and Public Involvement in Health Act 2007 ("the 2007 Act") where those functions have been delegated to the Committee by full Council (as set out in Part 3 Schedule 2 Responsibility for Council (Non-Executive) Functions).*

In performing its delegated functions, the Committee is required, by section 100(4) of the 2007 Act, to have regard to the guidance which is issued by the Secretary of State, under section 100(1) and (3), and the LGBCE under section 100(2) of the same Act."

INVITEES

Steph Robinson (Chief Executive Officer) Michelle Harper (Member Support) – Essex Association of Local Councils) ("EALC")

BACKGROUND

The Community Governance Review (CGR) for Clacton-on-Sea, Holland-on-Sea, and Jaywick Sands began on 1 July 2025, as a consequence of the publication of the Terms of Reference for that Review.

By way of reminding the Committee of the chronology around the governance process for the CGR, the following is provided:

- 21 October 2024 – Motion at Full Council seeking a report setting out the process for undertaking a CGR in the review area.
- 15 November 2024 – Report to, and approval from, Full Council for the CGR to be undertaken based on draft Terms of Reference, designation of the Community Leadership Overview and Scrutiny Committee as the oversight Committee for the CGR and authorisation of the Chief Executive to update the Terms of Reference and publish these on 1 July 2025.
- 20 December 2024 – Approval of funding of £48K by Cabinet to meet the anticipated costs of the CGR (subject to a review being undertaken to ensure this would be sufficient).
- 17 June 2025 – Report to and decision of the Community Leadership Overview & Scrutiny Committee for the proposed commencement of the CGR and reference to the Cabinet in respect of an increase in the budget for the CGR to £68K. The Committee also approved a date for its review of the outcome of the first stage of consultation and preparation for the next phase. This was originally scheduled for 20 October and was, subsequently, rearranged to 17 November 2025.
- 27 June 2025 – Decision of Cabinet to accept the revised budget for the CGR and authorise expenditure up to £68K on the CGR.
- 1 July 2025 – Formal decision of the Chief Executive to publish the Terms of Reference for the CGR and thereby commence the review process.
- 1 July to 30 September 2025, Phase I consultation undertaken to seek views on whether people thought parishing was right now and whether parishing should be on a one, two or three parish basis.
- 17 November 2025, this Committee received the outcome of the Phase I consultation and approved draft recommendations based on possible separate parishing for the three communities based on the views from the Phase I consultation and to commence consultation on those recommendations.

The review aims to determine whether new parish or town councils should be created for these areas, which are currently the only unparished parts of the District. Together, they include around 30,000 properties, 44,000 registered voters and many other stakeholders (including voluntary and community organisations) in the review area.

A.2 APPENDIX

RELEVANT CORPORATE PLAN THEME/ANNUAL CABINET PRIORITY
The Corporate Plan 2024-28 has a central theme around community leadership, and the Council is undertaking this role in placing the issue of community governance in front of local electors and others with an interest in the review.

DESIRED OUTCOME OF THE CONSIDERATION OF THIS ITEM/INQUIRY

- To note the update provided in respect of the CGR to this point (including the expenditure incurred);
- To receive and consider the outcome of the Phase II consultation under the CGR;
- To confirm that, taking account of the outcome of the two phases of consultation, final recommendations be submitted to Council on 2 June 2026 for the creation of the separate parishes of Clacton-on-Sea, Holland-on-Sea and West Clacton & Jaywick Sands with individual Councils for each, with effect from 1 April 2027.
- The final recommendations arising from the CGR need to address matters required by the provisions of Part 4 of the 2007 Act and the Committee is invited to approve these based on the views of local electors and stakeholders in the three community areas.
- In order to move from any decision to create new parishes and Parish Councils to their establishment and new Parish Councillors taking up post, further recommendations are set out for the Committee to determine and submit if satisfied. These include financial options.

DETAILED INFORMATION

Consultation & Engagement

The Phase I consultation and engagement with the general public and stakeholders commenced on 1 July 2025 and ran until 30 September 2025. In that period, a range of steps were taken to bring the review to the attention of the public and others in the review area and provide various means for individuals/organisations to submit views. These measures included:

- Dedicated community governance review webpages
- Information on the Council's consultation webpages on the review
- Public meetings at locations across the review area
- Publicity banners at locations in the review area where local people visited
- Landscape banners attached to public railings in several places in the review area
- Press releases generating press articles in the local newspaper and other journals and their online versions
- Paid for advertisement in the local newspaper.
- Organic and paid for social media posts from the Council
- Posters placed in the window space of local shops at locations in the review area
- Attendance at stakeholder events in the review area
- Several emails to over 22,000 electors in the review area with information on the review
- Letters sent by Royal Mail to all 30,434 households in the review area with a survey form
- Emails to over 403 stakeholder organisations with an interest in the review.

The Council, in recognising the crucial representational role of District Councillors, has engaged directly with those Councillors in the review area. This included dedicated briefings with those Councillors on 22 May 2025, 15 October 2025 and (most recently) 19 March 2026. The meeting on 19 March was also attended by Mike Eldred (Chair) and Steph Robinson (Deputy CEO) of

EALC. These sessions also provided interactive sessions to gain insight into information to inform the following phases of consultation. These sessions were separate to the Council's All Members' Briefings held on 20 November 2024, 25 June 2025 and 23 October 2025 where the CGR process was relayed to Councillors from across the District.

The Phase II consultation mirrored the approach taken in the Phase I consultation in respect of engaging with stakeholders, emailing electors in the review area (where the Council held email addresses), writing directly to households and holding public meetings across the review area.

Echoing the above, in the Phase II consultation, the Council specifically approached the stakeholders listed in Appendix B. All were sent a physical letter and, if Officers held an email for them, an email. This included a business reply envelope to return the survey form.

Stakeholders were provided with detailed information, links to the Council's website where further information could be found, a copy of the CGR survey and a pre-paid envelope for reply. These stakeholders included Essex County Council (as required by the Local Government and Public Involvement in Health Act 2007).

An email to 16,824 electors in the potential Clacton-on-Sea parish area, 2,006 electors in the West Clacton & Jaywick Sands potential parish area and 3,336 electors in the potential Holland-on-Sea parish area was sent which detailed the consultation, where to get further information and how to have their say. This was followed by a letter to 22,224 households in Clacton-on-Sea, 4,345 in Holland-on-Sea and 3,923 in West Clacton & Jaywick Sands. This contact followed the same basic format and content as the stakeholder communication.

As referenced in the web information on the CGR, four public meetings were held during Phase II of the CGR consultation. These meetings were held as follows:

Date in 2026	Time	Location
Monday 2 February	6:30pm - 7:30pm	Holland Public Hall, 137-139 Frinton Road, Holland-on-Sea CO15 5UR
Tuesday 3 February	6:30pm - 7:30pm	Essex Hall, Town Hall, Station Road, Clacton-on-Sea CO15 1SE
Wednesday 4 February	6:30pm - 7:30pm	Sunspot, Business Centre, Jaywick Sands, Brooklands, Clacton-on-Sea CO15 2JG
Thursday 5 February	6:30pm - 7:30pm	St Johns Church Hall, Great Clacton, St Johns Road, Clacton-on-Sea CO15 4BP

At the request of the Golf Green Public Hall management committee, Officers scheduled a further meeting which took place at Golf Green Hall, Golf Green Road, Jaywick, Clacton-on-Sea, CO15 2RH on Tuesday 24 February 2026 at 6:30pm. In addition, a drop-in session was arranged for Clacton Town Hall's Committee Room, held on Wednesday, 25 February 2026, from 1-3.30pm.

Overall, the turnout for each meeting was good and engagement by attendees was active throughout. Overall turnout during the Phase II consultation was lower than in the Phase I consultation. However, the weather and the darker evenings were possible reasons for this. Notwithstanding this, the meetings were considered to be a good engagement tool and that the reactions provoked helped to deepen the messaging to the electorate around the CGR process. Copies of the survey were available for attendees to complete.

Ward Councillors in the review area were also approached with details of the consultation underway on 8 December 2025 and they were invited to consider their own means of alerting the public to the consultation.

Officers are grateful to the Holland-on-Sea Residents' Association for its efforts to bring the consultation to the attention of households in that community who were members of the Association.

While the above work generally sought to bring the CGR to the attention of electors and stakeholders in the review area, there was an understanding that those seldom heard in such consultations should have the opportunity to engage in the process. To this end, during the Phase I consultation, Community Voluntary Services Tendring (CVST) had been appointed to ensure a diverse range of community voices could be heard through structured discussions. This was achieved through five public engagement events held across Clacton-on-Sea and surrounding areas. These were:

- Clacton Dementia Café – Social group for people with dementia and their carers
- Summit – Adults with Learning Disabilities
- Clacton Sister Circle – Multicultural Women's Group
- Phoenix Explorer Scout Group – Young people aged 14 to 17
- Afro-Caribbean Drop-in – Family Drop-in for people of all ages from African and Caribbean backgrounds.

During phase II, CVST consulted and engaged with further groups of residents and organisations including:

- Volunteer Forums
- Tendring Together Voluntary Sector Partnership
- Afro-Caribbean Drop-in
- Monday Friendship Club
- Various arts, crafts and social groups

Feedback from those events and activities is set out in Appendix C to this report.

The questions from the survey used in the Phase II consultation and the outcome of that consultation are set out in Appendix A (A1 and A2).

Timeline

The Terms of Reference for this Community Governance Review referenced a timeline for the review. This was adjusted by the Community Leadership Overview and Scrutiny Committee at its meeting held on 17 November 2025. It is now intended to submit the final recommendations to the Council meeting on 2 June 2026; as shown below:

	17/11/25 Revised CGR Timeline	Proposed revisions to the Timeline
Stage 1: Terms of reference are published.	1 July 2025	
Stage 2: Initial submissions are invited (Phase I consultation)	1 July 2025 – 30 September 2025	
Stage 3: Consideration of submissions received and draft Recommendations are prepared	October-November 2025	

Stage 4: Draft Recommendations are published - consultation on them (Phase II consultation)	1 December 2025- 28 February 2026	
Stage 5: Consideration of submissions received and Final Recommendations are prepared and published; interested parties informed	March 2026	
Recommendation and draft Order submitted to Council	April 2026	2 June 2026
Application of Decision and reasoning and interested parties informed. Copy of Order with map(s) placed on deposit and notification as required.	As soon as practicable thereafter	

The revised date for submission of final recommendations to Council takes account of the preelection period guidance and avoids final decisions being taken in the period of heightened sensitivity around the Essex County Council elections taking place on 7 May 2026.

Financial Position
A budget of £68,000 was allocated for this Community Governance Review. The projected costs incurred, to date, are summarised below:

Newspaper Adverts/Online	£2,279.35
Letters to households	£47,343.24
Letters to Stakeholders	£1,466.40
Freepost postage charge	£3,917.33
Banner Signs	£1,336.53
Look Magazine	£504.00
Commissioned work with community groups/professional advice	£12,722.50
Social media Paid for Posts	£1,099.87
Public Meetings/Miscellaneous costs	£666.86
TOTAL	**£71,336.08**

It is important to highlight that the position above includes a number of estimated amounts. In-line with associated governance requirements, the Council's Section 151 Officer has been kept informed of the position and, if the currently projected overspend of £3,336.08 remains once all costs have been finalised, then this will be met from within the Council's overall budgeted position.

Devolution and Local Government Reorganisation
The decision to commence the Community Governance Review pre-dated the Government publishing its White Paper on 16 December 2024 titled "English Devolution".

This announcement was quickly followed by the creation of a Devolution Priority Programme that Essex County Council, and Thurrock and Southend on Sea City Councils applied to join. The plans for local government reorganisation (LGR) across Greater Essex were submitted on 26 September 2025. A statutory consultation process took place in December 2025-January 2026. Once the Government announces its decision for LGR across Greater Essex, proposals for the required Structural Change Order with interim structures leading to new Unitary Councils from 1 April 2028 will be stepped up.

In a letter from the Deputy Directors at the Ministry of Housing, Community and Local Government in respect of LGR, dated 3 June 2025, the following text was directed to Chief Executives in the Greater Essex area:

> *"The Government welcomes the steps areas are taking to consider how to maintain strong community voice. Local Government Reorganisation should facilitate better and sustained community engagement and needs a clear and accountable system of local area-working and governance. Neighbourhood Area Committees, led by frontline ward councillors, offer a model of place-based engagement and leadership which maximises the structural efficiencies brought about by Local Government Reorganisation and strengthens localism and community participation across all areas. Neighbourhood Area Committees help councils fulfil their commitments to working in partnership with communities at the neighbourhood level. They can also include other service providers, such as town or parish councillors, when applicable, along with co-opted members from local community organisations.*
>
> *Areas considering new town or parish councils should think carefully about how they might be funded, to avoid putting further pressure on local authority finances and/or new burdens on the taxpayer. The Government recognises the value that town and parish councils offer to their local communities, but they are independent institutions and are not a substitute for meaningful community engagement and neighbourhood working by a local authority. The Government wants to see every local authority hardwiring local community engagement into their own structures, preferably through neighbourhood Area Committees."*

Officers are content that, notwithstanding the above, proceeding with this community governance review was appropriate as the approval of the review pre-dated the publication of the Government's White Paper on 16 December 2024 on devolution and local government reorganisation and the commencement of the Devolution Priority Programme. In addition, the outcome of this Community Governance Review will not directly impact on the Government's announced expectation for new Unitary Councils to establish appropriate neighbourhood Area Committees to facilitate engagement with residents in their Unitary Area.

In the event that there is a Government announcement in respect of LGR ahead of the meeting of the Committee, an oral update will be provided.

Phase II Consultation – basis approved by the Community Leadership Overview and Scrutiny Committee

(1) Parish the Review Area

On the basis that the findings from the Phase I consultation indicated support for the parishing of the area covered by the CGR (as defined in the Terms of Reference), the Phase II consultation adopted as a draft recommendation that parishing for that area proceeds. Phase II of the consultation under the CGR therefore sought views on the options for parishing.

(2) Areas/Boundaries – Identities and Interests of communities

Looking at the options for parishing, the highest level of support for a single option (from the Phase I consultation) was for three separate local Councils covering (respectively) the communities of Clacton-on-Sea, Holland-on-Sea and Jaywick Sands. As such this was a draft recommendation in the Phase II consultation. By implication, this meant separate elements of the consultation for the three areas (Clacton-on-Sea, Holland-on-Sea and Jaywick Sands). This enabled the required elements for decisions arising from a Community Governance Review to be set out as appropriate for Clacton-on-Sea, Holland-on-Sea and for Jaywick Sands. Facilitating this process, there were discussions with the Ward Councillors for West Clacton & Jaywick Sands, St Bartholomew's and Eastcliff Wards to ensure that any new parish arrangement appropriately constituted the communities considered to form 'Jaywick Sands' and 'Holland-on-Sea'. These meetings involved proposed boundaries that would have seen more narrowly drafted proposals for a possible Jaywick Sands Parish and a Holland-on-Sea Parish. The proposals set out in the report for those possible parishes (and consequentially for a possible Clacton-on-Sea Parish) reflected the direction sought by the Councillors in the three Wards referenced.

Section 93 of the Local Government and Public Involvement in Health Act 2007 requires that this Council (in conducting the CGR) secures future arrangements that reflect the identities and interests of the communities in the area. It also requires that those future arrangements are both convenient and effective while supporting community cohesion and having regard to the existing representational structures. These considerations were articulated during the meetings with the Ward Councillors referred to.

Arising from the above, the draft recommendations on parishing in the three areas utilised the areas/boundaries as set out in Appendices F-H of this report.

(3) <u>Naming of Possible New Parishes and Parish Councils (and Council style)</u>

Further to the above, the draft recommendations reference the possible parish names as follows:

(a) West Clacton and Jaywick Sands
(b) Clacton-on-Sea
(c) Holland-on-Sea

These names are referenced on the maps set out at Appendices F-H.

In all the cases set out in (a)-(c) above, the electorate for the possible parishes would be above 1,000 in number. By consequence of Section 94 of the 2007 Act , this Council MUST recommend that such parishes have a parish council. There is no discretion on this point given the electorates involved.

The review can address the style name of any parish councils to be constituted. Again, arising from the discussions identified above, draft recommendations were approved on the basis of the following styles:

(a) West Clacton and Jaywick Sands Town Council
(b) Clacton-on-Sea Town Council
(c) Holland-on-Sea Village Council

Local Councils utilising the styles of Town and Village Councils are, and remain, parish councils in so far as their powers and responsibilities are concerned. In all three cases, the electorate and stakeholders were provided in the Phase II consultation with the full range of options for Parish Council styles.

(4) <u>Electoral Arrangements</u>

The legal minimum number of parish councillors on an individual parish council is five (Section 16 of the Local Government Act 1972). There is no maximum number of parish councillors on <u>an individual parish council. In 1988, the National Association of Local Councils (NALC),</u>

published guidance on suggested parish councils. NALC's starting point was that five parish councillors was too low a number to deliver effective administration and that organisation referenced instead a practical minimum number of seven parish councillors. It had suggested that 25 parish councillors should be the maximum number for an individual parish council.

In addition to the NALC guidance, specific advice was sought from the Essex Association of Local Councils (EALC) as part of this review; their respective recommendations for the numbers of parish councillors for the possible new parish councils were as follows:

Possible Parish Council for	Electorate 2025-26	Electorate Projection 2029-30	NALC guidance on Parish Councillor Numbers	EALC guidance on Parish Councillor Numbers
West Clacton & Jaywick Sands	4,227	4,417	12	12-14
Clacton-on-Sea	32,906[1]	33,943	25	21-24
Holland-on-Sea	6,855[1]	7,098	15	12-14

[1]Earlier assessments of the electorate for the proposed Holland-on-Sea Parish suggested that it would be 6,713 and, consequently, for the Parish of Clacton-on-Sea the figure would be 33,048. A further reassessment now identifies the figures shown. Suitable adjustments have then been applied to the electorate projection figures based on the figures included within the Terms of Reference at District Ward level.

The draft recommendation consulted on in Phase II utilised the NALC guidance and electors and stakeholders were referenced to the EALC guidance. The consultation sought views having been provided with the ranges set out above.

Electorate data projections for five years from 2025 (including the current year) has been included in the CGR Terms of Reference published on 1 July 2025.

A further Phase II draft recommendation was that the elections to the Parish Councils for the possible West Clacton and Jaywick Sands area and the Holland-on-Sea area should be whole Council elections (the parishes would be unwarded). However, for the possible Clacton-on-Sea Town Council, the number and distribution of electors for its possible area would make a single election of all parish councillors impracticable. It is also considered desirable that separate parts of that area are specifically represented on such a possible council. Accordingly, this was a draft recommendation in Phase II on which views were sought.

At Appendix H, there is a map of the draft recommendations on parish wards for a possible Clacton-on-Sea Parish. Given that the parish wards utilise the existing areas/boundaries and names as existing District Ward boundaries it is considered that the areas remain easily identifiable and do not break local ties. Obviously, in view of the proposed boundary between Clacton-on-Sea and Holland-on-Sea Parishes running through the Eastcliff Ward this will need to be addressed in the Warding arrangements. In that case, it is proposed to combine the St Paul's District Ward's area with that part of the Eastcliff District Ward within the proposed Clacton-on-Sea Parish and to create a new St Paul's and Eastcliff Parish Ward. The five-year electorate forecasts for each of these Wards was set out in the Terms of Reference and regard to those forecasts has been given in preparing those proposals.

Nothing in the above seeks, or will, make any change to District Ward Boundaries for Tendring District Council.

Further to the above, the numbers of parish councillors that this draft recommendation identifies to be elected for each of the proposed Clacton-on-Sea Parish Wards would be as follows (given the NALC recommendation for 25 Parish Councillors in total):

	Electorate 2025-26	Electorate 2029-30 (forecast)	Proposed number of Parish Councillors	Electorate Ratio (2025-26)
Bluehouse Ward	4,059	4,105	3	1:1,353
Burrsville Ward	4,803	5,199	4	1:1,200
Cann Hall Ward	4,634	4,989	3	1:1,545
Coppins Ward	5,156	5,245	4	1:1,282
Pier Ward	1,928	2,065	1	1:1,928
St James' Ward	4,872	4,886	4	1:1,218
St John's Ward	4,965	4,965	4	1:1,241
St Paul's & Eastcliff Ward[1]	2,568	2,568	2	1:1,284

[1]The reference to Eastcliff concerns that area of the current District Ward of Eastcliff that would not form part of the possible Parish of Holland-on-Sea (comprising 339 electors). Earlier apportionment had suggested that 442 electors would be within this part of Eastcliff Ward and so a higher figure overall, of 2,671, had been identified as the Parish Ward total electorate (with an electoral ration of 1:1,336).

The overall electoral ratio in the above table is 1 Parish Councillor to 1,306 Electors (2025-26).

In view of Local Government Reorganisation in Greater Essex, the Local Government Boundary Commission for England is anticipated to undertake, in due course, an electoral review of the relevant Unitary Area that will include the current District of Tendring. This review would result in any adjustments to parish wards necessary as a consequence of the Unitary electoral area boundaries determined through the LGBCE review. Any such changes would apply electoral proportionality rules to any parish wards.

(5) Precepts and base costs.

The public meetings for Phase I of the CGR consultation included reference to Special Expenses. In 2025/26, this Council allocated £682,999 as Special Expenses and £423,446 of that total was charged to Council Taxpayers in Clacton-on-Sea, Holland-on-Sea and Jaywick Sands. A reassessment of the total charge and the allocation of it would follow this community governance review in the event that parishing in the review area took place. The special expenses relate to Open Space, Playgrounds and Recreation costs incurred in the review area.

In the event that the final recommendations are adopted by the Council, it would be this Council that would determine the initial precepts for the funding of those Parish Councils. One asset that would automatically be transferred to any new Parish Council would be any allotments held within the ownership of the District Council in the review area. The only allotments that this review concerns are those at Rush Green.

To assist with the CGR Phase II consultation, EALC identified (using its professional knowledge), the likely base costs of the possible parish councils referred to here. This is set out at Appendix E to this report. References to those costs were included in various elements of the Phase II consultation.

As part of the Phase II consultation, consultees were also invited to indicate services, activities, events or arrangements that they would wish to see a possible new Parish Council be responsible for. This information can then inform a future process of looking beyond the base costs of operating a Parish Council in the event that establishing such Parish Councils is approved.

Outcome from the Phase II consultation

The findings from the Phase II consultation are set out at Appendices A (A1 and A2) and C to this report. They inform the proposed final recommendations to be submitted to Full Council on 2 June.

The response rate from electors across the review area was marginally under 5% of all electors in Phase II. Rounding to the nearest figure though shows this as 5%. The response rate in Phase I was somewhat higher.

The analysis of the responses to the questions identified above (as the draft recommendations on which comments were sought) are set out in Appendix A (A1 being elector responses and A2 being responses from others with an interest in the review). Appendix C sets out the additional views expressed to CVST through their additional consultation work, on behalf of this Council, with the previously mentioned ‘seldom heard’ groups in the review area.

The Final Recommendations

These are set out below and have been prepared on the basis of the consultation outcome. Where a difference of opinion has existed between electors and others with an interest in the review the overall numbers of responses has been used to support the proposed final recommendation. Appendix D sets out a summarised version of the provisions of Part 4 of the 2007 Act around final recommendations and determinations of those recommendations. It includes confirmation that the requirements have been addressed in developing the final recommendations.

One of the proposed final recommendations concerns the term of office of the first cohort of councillors elected to the proposed new parish councils. As part of the preparations for local government reorganisation, civil servants have indicated that the new Unitary Authority Councillors will have a total term of five years (one of which will be on the initial shadow authority). This Council has traditionally favoured aligning parish council elections in its area with the elections to Tendring District Council. The relevant recommendation has been included to accommodate this for the proposed new parish councils identified in this report and to therefore align them, going forward, with the elections to the new Unitary Authority.

RECOMMENDATION

That the Committee:

(1) **notes the contents of the report in so much as it reminds it of the approved terms of reference for the Community Governance Review of Clacton-on-Sea, Holland-on-Sea and Jaywick Sands and its implementation to this point;**

(2) **receives and considers the outcome of the Phase II consultation exercise (Stage 4 in the Terms of Reference Timeline) as part of that Review (including the expenditure incurred) and comparator information around the base costs of Local Councils for the three separate areas;**

(3) **That Full Council be recommended to acknowledge the implementation of the Community Governance Review commenced on 1 July 2025 with the Terms of Reference for that review, the outcome of the Phase I consultation (set out at**

Appendix I to this report) and the content of this report (including the outcome of the Phase II consultation);

(4) submits the following to Full Council on 2 June 2026 as the Committee's final recommendations arising from the Community Governance Review and notes that, formally, determination by Council of those final recommendations will conclude the review commenced on 1 July 2025:

a. That the current unparished area of the District of Tendring be parished with effect from 1 April 2027 and that this parishing shall consist of three new parishes as identified in the maps set out at Appendices F, G and H which, together, cover the entirety of that unparished area;

b. That the names of the three new parishes referenced in a. above shall be Holland-on-Sea (for the area edged black in Appendix F), West Clacton & Jaywick Sands (for the area edged black in Appendix G) and Clacton-on-Sea (for the area edged black in Appendix H);

c. That, in accordance with Section 94 of the Local Government and Public Involvement in Health Act 2007, all three new parishes shall have their own parish councils;

d. That the alternative styles of the three parishes shall be as immediately below:

   a. Village – for the parish council of Holland-on-Sea;
   b. Town – for the parish of Clacton-on-Sea;
   c. Community – for the parish of West Clacton & Jaywick Sands;

e. That the total number of parish councillors to serve on the three separate parish councils shall be as follows:

   a. 15 - on Holland-on-Sea Village Council;
   b. 25 - on Clacton-on-Sea Town Council;
   c. 12 - on West Clacton & Jaywick Sands Community Council;

   [Note: References to style do not negate the basic position that all three areas will become civil parishes.]

f. That no parish wards be created in the new parishes of Holland-on-Sea and West Clacton & Jaywick Sands;

g. That, in the new parish of Clacton-on-Sea, the following parish wards be created and the number of parish councillors to represent the parish ward concerned be as set out:

Parish Ward Name	Area of the Parish Ward by reference to the existing District Council Ward	Number of Parish Councillors to represent the Parish Ward on the Parish Council
Bluehouse Ward	Bluehouse Ward	3
Burrsville Ward	Burrsville Ward	4
Cann Hall Ward	Cann Hall Ward	3
Coppins Ward	Coppins Ward	4
Pier Ward	Pier Ward	1
St James' Ward	St James' Ward	4
St John's Ward	St John's Ward	4
St Paul's & Eastcliff Ward	St Paul's Ward and that part of Eastcliff Ward within the Clacton-on-Sea Parish	2

h. **That the term of office of the first parish councillors elected in May 2027 shall be five years to the normal retirement day in May 2032 and all subsequent terms of office shall be four years. This would bring the term of office of the parish councillors in line with the second and subsequent elections to any unitary authority established for the area as part of local government reorganisation;**

i. **To provide for interim parish councillors, for the period 1 April-10 May 2027 (when newly elected parish councillors for the three parishes would take up office) for the councils of the three new parishes as follows:**
   a. **Holland-on-Sea Parish – the District Councillors for St Bartholomews and Eastcliff District Wards and the Essex County Councillor for Clacton South Electoral Division;**
   b. **Clacton-on-Sea Parish – the District Councillors for Burrsville, Coppins, Pier, St James', St John's, St Paul's and Eastcliff District Wards and the Essex County Councillors for Clacton North, Clacton South and Clacton West and St Osyth Electoral Divisions;**
   c. **West Clacton & Jaywick Sands Parish – the District Councillors for West Clacton & Jaywick Sands District Ward and the Essex County Councillor for Clacton West and St Osyth Electoral Division;**

j. **That the Corporate Director (Planning and Community) and the Corporate Director (Law and Governance) be requested to make the necessary arrangements to secure the transfer of title for the allotment land at Rush Green, which will be within the new parish of Clacton-on-Sea, to be transferred from the District Council to the council for that new parish with effect from 1 April 2027;**

k. **To authorise the Chief Executive to prepare the necessary Community Governance Order to bring the recommendations 4a.-i. above into being (and possibly 4j. too) and provide for the matters set out, for the Council's seal to be applied to that Order and the legal obligations in respect of the making of such Orders complied with;**

(5) To request that officers publish the final recommendations to be submitted to Council on 2 June 2026 and to take appropriate steps to secure that persons who may be interested in the review are informed of those recommendations; and

(6) To invite Cabinet, once Council has determined the recommendations made in this community governance review, to consider the next steps to be undertaken and resources and, as part of this, to determine the steps the Council considers sufficient to secure that persons who may be interested in the review are informed of the outcome and the reasons.

PREVIOUS RELEVANT DECISIONS

Council on 17 September 2024 (Minute 50 refers) requested the submission of proposals for a Community Governance Review to enable Council to determine whether to proceed with such a review.

Council on 26 November 2024 (Minute 75 refers) sets out the decision of Council following consideration of the proposals for a community governance review.

Community Leadership Overview and Scrutiny Committee on 17 June 2025 (Minute 6 refers) – ahead of the publication of the updated Terms of Reference by the Chief Executive

Chief Executive on 1 July 2025 – publishing the Terms of Reference for the review (as approved in draft by Council on 26 November 2024 and received by the Community Leadership Overview and Scrutiny Committee on 17 June 2025.

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Community Leadership Overview and Scrutiny Committee on 17 November 2025 (Minute 23 refers) – authorising the draft recommendations for the Phase II consultation.
BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL
The joint statutory guidance issued by Government and the Local Government Boundary Commission for England in respect of community governance reviews under the 2007 Act is available here– https://assets.publishing.service.gov.uk/government/uploads/system/uploads/
attachment_data/file/8312/1527635.pdf
APPENDICES
Appendix A – Phase II Public Consultation Survey Outcomes (Electors – A1, and Others with an interest in the review – A2) Appendix B – List of those organisations with an interest in the review area consulted Appendix C - Community Governance Review Engagement Programme Phase II Report by CVST Appendix D – Summarised provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007 and relationship to proposed final recommendations. Appendix E – costings piece using base information from Essex Association of Local Councils. Appendix F – Proposed Area of Holland-on-Sea Parish Appendix G – Proposed Area of West Clacton & Jaywick Sands Parish Appendix H – Proposed Area of Clacton-on-Sea Parish - with proposed Parish Wards Appendix I – Phase I summary outcome of consultation as part of community governance review

REPORT/INQUIRY CONTACT OFFICER(S)	
Name	**Keith Simmons** **Nikki Nepean** **Will Lodge**
Job Title	**Assistant Director – Corporate Policy and Support** **Elections and Member Support Manager** **Corporate Communications Manager**
Email/Telephone	**ksimmons@tendringdc.gov.uk / 01255 686580**
	nnepean@tendringdc.gov.uk / 01255 686152
	wlodge@tendringdc.gov.uk / 01255 686338

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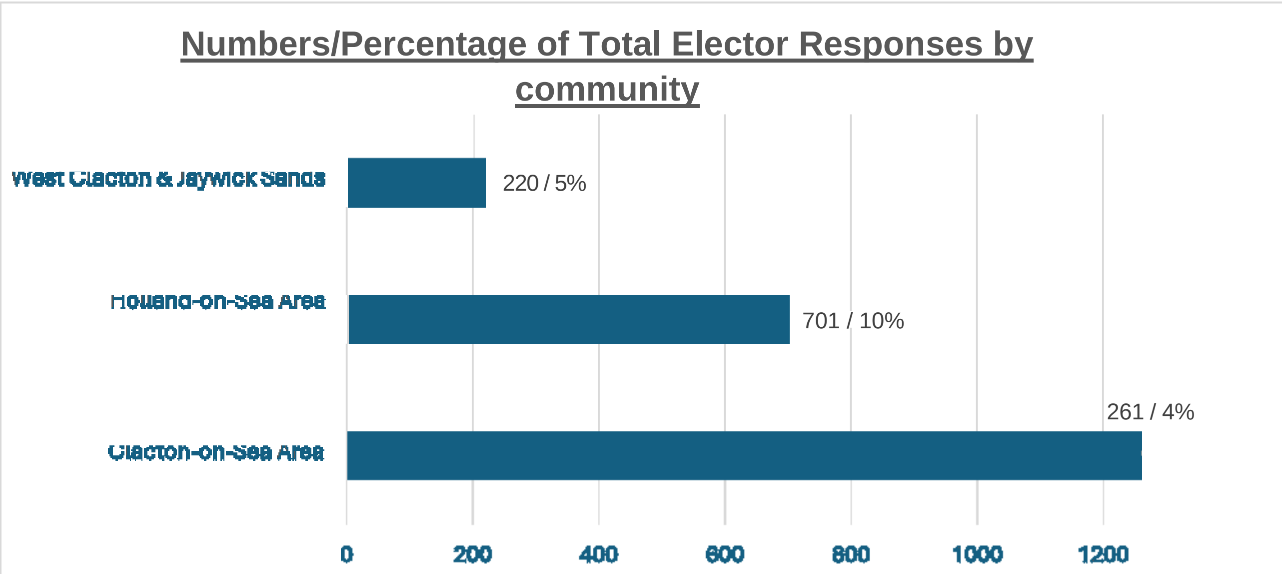
Appendix A1

Community Governance Review for Clacton-on-Sea, Holland-on-Sea and Jaywick Sands Phase II summary of responses from Electors

The whole review area, set out above, was consulted as part of the Phase II consultation within the community governance review process. The Phase II consultation was undertaken from 1 December 2025 to 28 February 2026. In total 2,685 responses from electors, residents (non-electors), businesses, voluntary organisations and others with an interest in the area responded. Of those, we have been able to assess that 2,182 were electors. Overall, this equates to a 5% (4.91%) response rate among electors.

Looking at the three communities in the review area the response spread and percentage response rate among electors was as follows:



This is a slightly lower response rate to the Phase I consultation which saw an overall response of 3,444, of which elector responses were 3,297 (or 7% - 7.49%) from electors in the review area.

The first substantive question in the Phase II consultation, asked separately for the respondents about the communities of Clacton-on-Sea, Holland-on-Sea and West Clacton & Jaywick Sands was:

Is a new parish for [your community] the right way to secure its voice is heard and to hold others to account for decisions affecting that community?

The responses from the separate communities were as follows:

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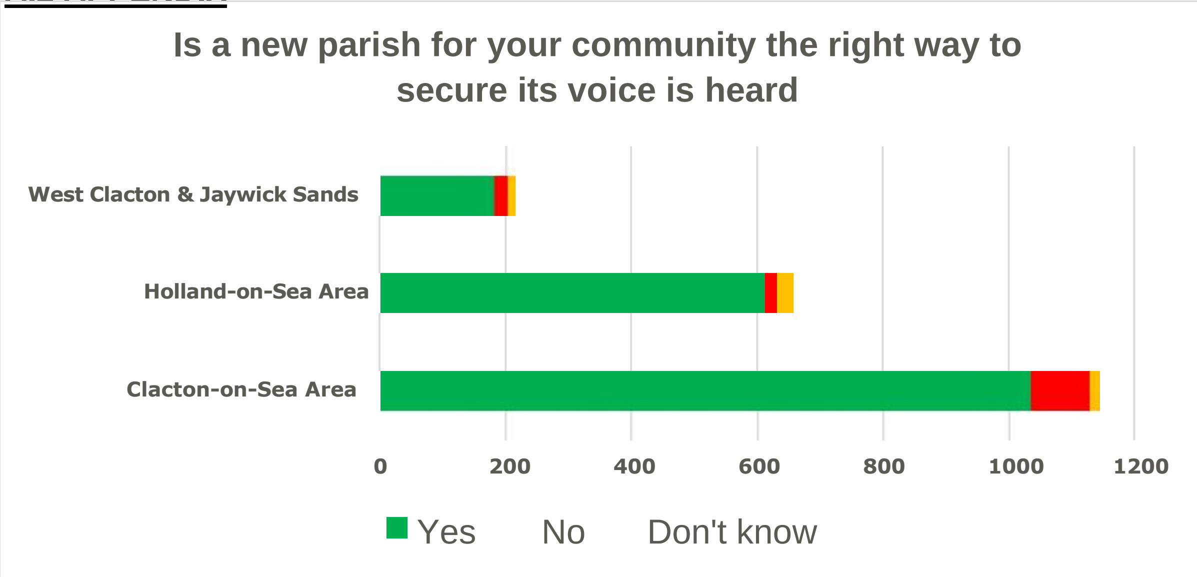

In all three areas the overall response was to say that a new parish for their community was the right way to proceed. The percentage of elector respondents saying it was the right to proceed was 90% in Clacton-on-Sea, 93% in Holland-on-Sea and 85% in West Clacton and Jaywick Sands.

Respondents were asked what most influenced this view and the comments have been summarised using Co-Pilot as follows:

- Local voice and representation
- Protecting the distinct identity
- Accountability and being over looked by larger bodies.

Electors and Stakeholders were provided with the relevant map for a possible new parish based on the three communities. Smaller versions of the maps are reproduced here:

Respondents were asked whether the map supplied for the area they were responding about adequately covered the community concerned. The responses from electors in the three communities was:

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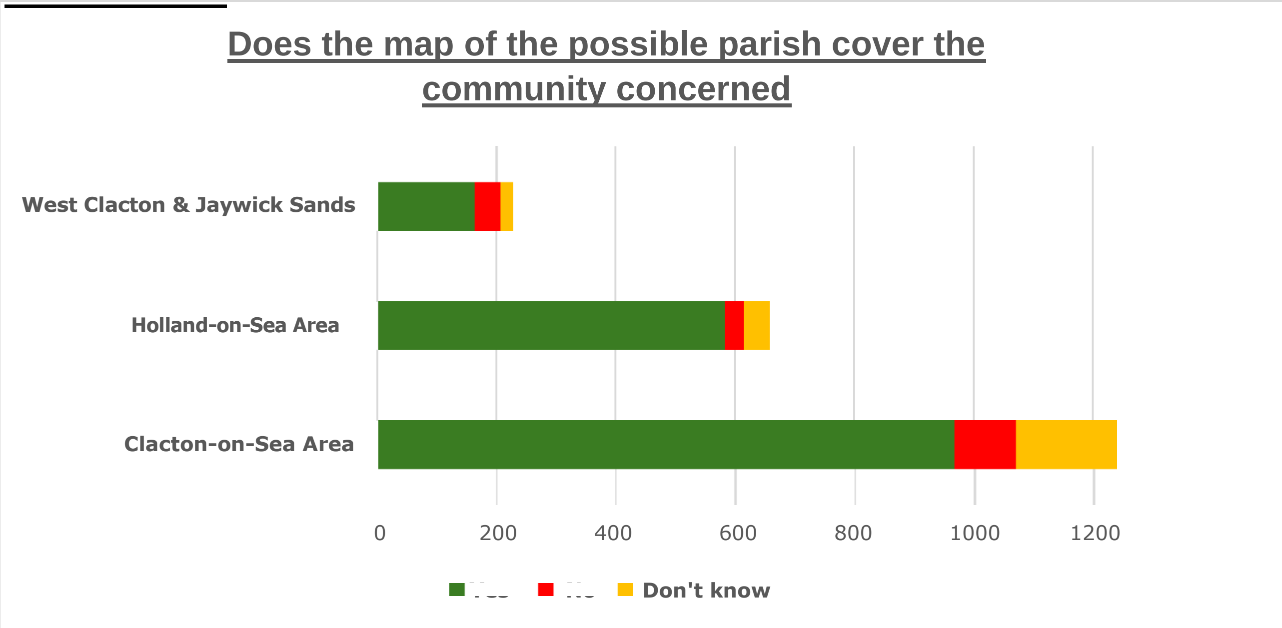

A clear majority of elector respondents to this question across all three communities said the map concerned did adequately cover their community. The percentage of elector respondents saying the relevant map did adequately cover their community was 78% in Clacton-on-Sea, 89% in Holland-on-Sea and 78% in West Clacton and Jaywick Sands.

The next two questions respondents were asked were about the name for the parish and their style (town, parish, community, village, neighbourhood). The powers of a parish council are not dependent upon the style chosen. The table below summarises the most popular choice of name and style for each parish from the elector respondents in those areas:

Name	% of Elector respondents choosing this	Style	% of Elector respondents choosing this
West Clacton & Jaywick Sands	68%	Community	35%
Holland on Sea	96%	Village	68%
Clacton on Sea	87%	Town	70%

In the case of West Clacton & Jaywick Sands, several respondents either suggested just West Clacton or just Jaywick Sands as the name and yet another option proposed was to call the new parish Jaywick Sands and West Clacton. There is clearly a not insignificant minority of respondents who would support an alternative name to West Clacton & Jaywick Sands. In respect of the style to apply to the proposed new parish, community had the highest level of support among respondents. The next most popular options were 'Town' and 'Parish' (21% of elector respondents each) followed by 'Village' (18% of elector respondents). As with the name of the proposed parish, there are clearly differences of opinion.

Once established, there are mechanisms by which the parish and the local representatives on its council can change both the name of the parish and its style.

In Holland-on-Sea, the next most popular style for the possible new parish was 'Parish' (20% of elector respondents). This was also the second favourite style among elector respondents for Clacton-on-Sea (13% of elector respondents).

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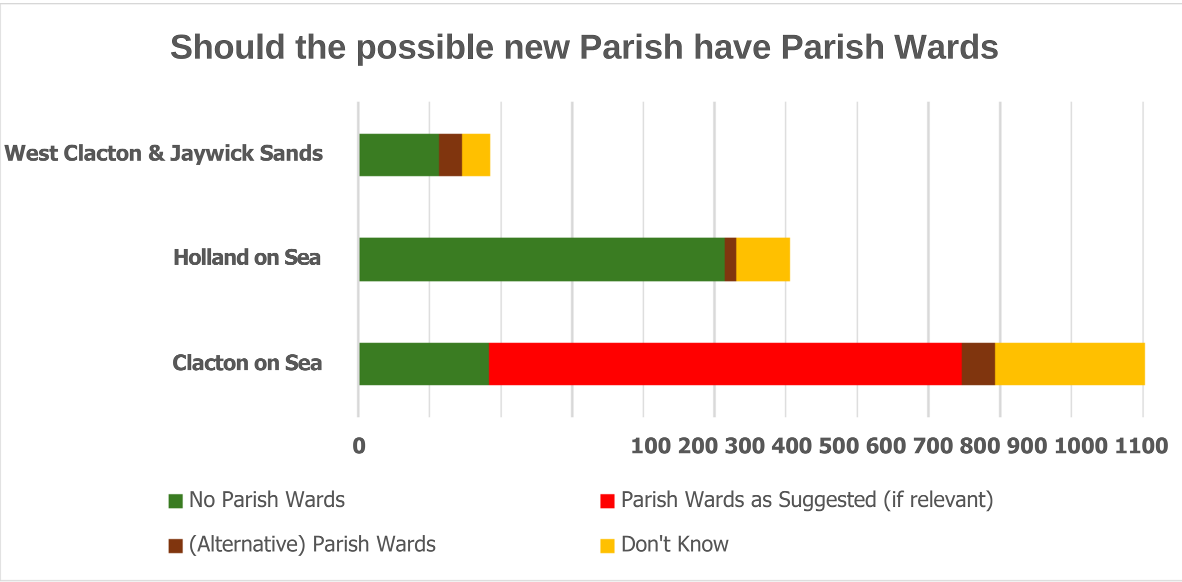
The next questions concerned the number of parish councillors that should form any new Parish Councils in the three areas. Respondents had information from the National Association of Local Councils (NALC) and Essex Association of Local Councils (EALC) as to the number and range that was considered appropriate given the different electorates in the three areas. Below gives the numbers of Parish Councillors given by way of guidance and the most popular number being suggested by elector respondents:

Potential Parish Area	NALC guidance on numbers of Parish Councillors	EALC range for an effective Parish Council of the relevant size	Most popular choice from elector respondents	Percentage of elector respondents choosing the stated choice.
West Clacton & Jaywick Sands	12	12-13	12	61%
Holland on Sea	15	12-14	15	48%
Clacton on Sea	25	21-24	25	60%

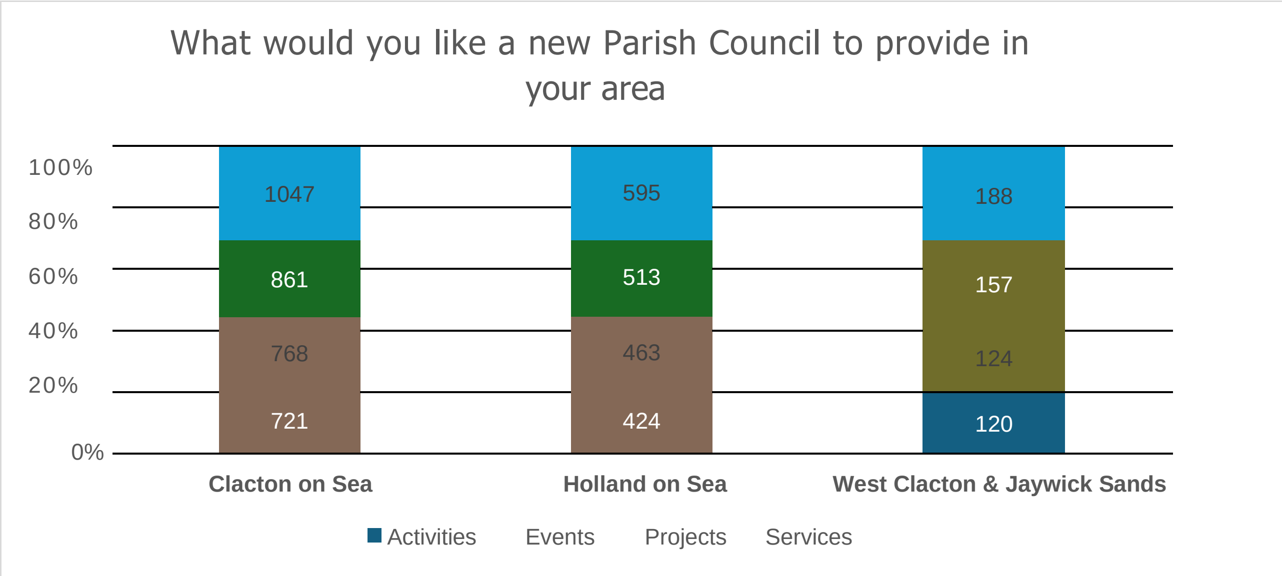
In all three cases there were suggestions made by elector respondents to the number of Parish Councillors that should constitute the possible new Parish Councils. Several suggestions were outside of the range identified in the table. Looking at the position, particularly in Holland-on-Sea, the next most popular option for the number of Parish Councillors was '12' for that Council (with 20% of elector respondents choosing that option).

The next issue on which opinions were sought was whether elections to the proposed new Parish Council should be on the basis of a single electoral area (the whole Parish) or whether Parish Wards should be created.



The above chart shows the extent of support for Parish Wards in the three communities. For West Clacton & Jaywick Sands and for Holland-on-Sea there is only minimal support for Parish Wards. In their respective cases creating a single electoral area for the entire Parish is supported by 62% of elector respondents in West Clacton & Jaywick Sands and by 85% of elector respondents in Holland-on-Sea. By contrast, in the much larger possible Parish of Clacton-on-Sea the majority of elector respondents agreed with creating Parish Wards based on the existing District Council Wards (59%). In Clacton-on-Sea only 16% of elector respondents disagreed with establishing Parish Wards.

The last questions were about what respondents would want the possible new Parish Councils to provide/support. If these possible Parish Councils were established, it will help inform the decision making for those bodies going forward.



The chart above demonstrates a broad range of anticipated benefits from having a new local Parish Council that can provide activities, events, projects and services. Across all three communities the single most common wish was for local services. That was supported by 31% of elector respondents in Clacton-on-Sea, 30% in Holland-on-Sea and by 32% in West Clacton & Jaywick Sands. The least popular of the four themes was 'activities' and the graph above shows that was broadly 20% of elector respondents in each of the three areas.

Respondents were then asked if there was anything else they wanted considered as decisions were being made on the community governance review outcome. The following summary was created by Co-Pilot as the top issues mentioned by elector respondents:

- Roads, pavements and general infrastructure
- Town Centre decline, shops and regeneration
- Council Tax, costs and value for money

Community Governance Review for Clacton-on-Sea, Holland-on-Sea and Jaywick Sands Phase II summary of responses from Others with an interest in the review

In the Phase II consultation, we received submitted responses from 529 individuals/organisations in respect of the issues covered in that consultation. The spread of the responses across the three communities was as follows:

118 from the Holland-on-Sea area
56 from the West Clacton & Jaywick Sands area
315 from the Clacton-on-Sea area

There were a further 40 responses that were from those based outside of the area or where the link to one of the three communities was not possible to confirm.

The remainder of this summary sets out findings from 'others with an interest' submissions for the three separate communities; commencing with Clacton-on-Sea.

Clacton-on-Sea

Q1: Is a new parish for the community of Clacton-on-Sea the right way to secure its voice is heard and to hold others to account for the decisions affecting that community?

301 of the responses answered this question and 237 (79% of responses) agreed that it was the right way to proceed.

Q2: Does the consultation map of a possible new parish adequately cover the community of Clacton-on-Sea?

212 of the 298 responses to this question (71%) replied that the map did adequately cover the community concerned.

Q3: Would 'Clacton-on-Sea' be the right name for the possible parish for this area?

Here we had 307 responses and 252 of those (82%) considered that this was the right name for the new parish.

Q4: After the name of a parish there is a style word to help reflect local sentiments of the community concerned. The suggestion here is that the style should be 'Town'. Most parishes use the style 'parish', but [...] we want to know whether 'Town' would be the right one?

Here, we received 260 responses to this question. 57 selected the alternative style of Community, 22 chose Parish, 12 preferred Neighbourhood and the clear majority (169 or 65% of responses) opted for Town.

Q5: How many local people should be a council for the possible parish. Parish Councils need these local people so that the work involved can be spread across them. [They

were then provided with the information from NALC and from EALC on the councillor numbers.] So tell us here what number you think there should be?

The most popular choice among respondents was for 25 parish councillors on this parish council. There were 272 responses and 100 opted for 25 (37%). A sizeable number indicated that they did not know (60 or 22%). The next most popular number chosen by respondents was a parish council of 21 councillors (55 respondents – 20%).

There is a suggestion here to sub-divide the possible parish so that some (of the total number of) people making up the parish council represent people living in different parts of the parish. The sub-divisions are called Parish Wards. [...] Is creating Parish Wards the right choice?

Here there was a very clear preference from respondents for Parish Wards being created. 195 of the 274 respondents selected this option based on the Parish Wards set out (generally reflecting existing District Wards). This amounts to 71% of respondents supporting this option. A further 5% still supported Parish Wards but on alternative proposed boundaries.

Holland-on-Sea

Q1: Is a new parish for the community of Holland-on-Sea the right way to secure its voice is heard and to hold others to account for the decisions affecting that community?

107 of the responses answered this question and 92 (86% of responses) agreed that it was the right way to proceed.

Q2: Does the consultation map of a possible new parish adequately cover the community of Holland-on-Sea?

84 of the 105 responses to this question (80%) replied that the map did adequately cover the community concerned.

Q3: Would ‘Holland-on-Sea’ be the right name for the possible parish for this area?

Here we had 106 responses and 94 of those (89%) considered that this was the right name for the new parish.

Q4: <u>After the name of a parish there is a style word to help reflect local sentiments of the community concerned. The suggestion here is that the style should be ‘Town’. Most parishes use the style ‘parish’, but [...] we want to know whether ‘Town’ would be the right one?</u>

Here, we received 102 responses to this question. 6 selected the alternative style of Community, 14 chose Parish, 1 preferred Neighbourhood, 6 considered Town was the appropriate style and the clear majority (68 or 67% of responses) opted for Village.

Q5: How many local people should be a council for the possible parish. Parish Councils need these local people so that the work involved can be spread across them. [They were then provided with the information from NALC and from EALC on the councillor numbers.] So tell us here what number you think there should be?

The most popular choice among respondents was for 12 parish councillors on this parish council. There were 100 responses and 31 opted for 12 (31%). A sizeable number indicated that they did not know (25 or 25%). The next most popular number chosen by respondents was a parish council of 15 councillors (26 respondents – 26%).

There is no suggestion here to sub-divide the possible parish so that some of the total number of people making up the parish council represent people living in different parts of the parish. Is this the right choice, or should there be sub-divisions of the possible parish?

77 of the 100 respondents said no to sub-dividing the parish into parish wards. Only 3 thought sub-divisions into parish wards was right.

West Clacton & Jaywick Sands

Q1: Is a new parish for the community of West Clacton & Jaywick Sands the right way to secure its voice is heard and to hold others to account for the decisions affecting that community?

53 of the responses answered this question and 47 (89% of responses) agreed that it was the right way to proceed.

Q2: Does the consultation map of a possible new parish adequately cover the community of West Clacton & Jaywick Sands?

44 of the 53 responses to this question (83%) replied that the map did adequately cover the community concerned.

Q3: Would 'West Clacton & Jaywick Sands' be the right name for the possible parish for this area?

Here we had 53 responses and 39 of those (74%) considered that this was the right name for the new parish.

Q4: After the name of a parish there is a style word to help reflect local sentiments of the community concerned. The suggestion here is that the style should be 'Town'. Most parishes use the style 'parish', but [...] we want to know whether 'Town' would be the right one?

Here, we received 42 responses to this question. 14 selected the alternative style of Community, 14 chose Parish, 1 preferred Neighbourhood with 8 feeling that Town was most appropriate. Here therefore, with relatively low numbers of responses from others with an interest, there was a split view between Community and Parish as the right style for the possible parish.

Q5: How many local people should be a council for the possible parish. Parish Councils need these local people so that the work involved can be spread across them. [They were then provided with the information from NALC and from EALC on the councillor numbers.] So tell us here what number you think there should be?

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The most popular choice among respondents was for 12 parish councillors on this parish council. There were 45 responses and 31 opted for 12 (69%). The next most popular number chosen by respondents was a parish council of 13 councillors (5 respondents – 11%).

There is no suggestion here to sub-divide the possible parish so that some of the total number of people making up the parish council represent people living in different parts of the parish. Is this the right choice, or should there be sub-divisions of the possible parish?

24 of the 48 respondents said no to sub-dividing the parish into parish wards (50%). 15 thought sub-divisions into parish wards was right (31%).

Open Questions Summary across all three communities

As with electors, others with an interest in the review were invited to indicate what had most influenced their responses around whether to create new parishes/parish councils. Co-Pilot summarised the most common responses received as follows:
- Local voice and democratic representation
- Distinct local needs and identity
- Cost, bureaucracy and complexity concerns

Stakeholders were also invited to outline anything else they wanted to be considered in the decision making on this topic. Co-Pilot has summarised those most popular responses as:
- Local representation and transparent governance
- Cost/council tax concerns and scepticism about creating new parish councils
- Transport, roads, parking and pavements

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Appendix B

List of Stakeholders sent material about the Community Governance Review

Stakeholder	Carpetright
7 two 11	Cash Exchange
A & R Jewellers	Century Cinema
A&G Furniture	
AFIUK	CEX
Age UK	Chair of the Clacton Town Board
Age Well East	CHAPS Men's Health Charity
Albert Edward Hall Community Association	Charnallies Restaurant & Bar
Aldi	Chief Inspector/Divisional Commander for Tendring, Essex Police
All That Jazz Nail salon	Choice Carpets & Beds
American Nails	Christ Church United Reformed Church (URC)
Anytime Fitness	Christines Hairdressers
Argos	Citizens Advice Tendring
Armstrongs	Clacton & North East Essex Arts and Literature Society
Aroy Thai	Clacton Angling Ltd
Arts Trust (Creative Tendring)	Clacton Art, Craft & Model Centre
B&M	
B&Q	Clacton Arts Centre
Bairstow Eves	Clacton Barbershop
Bamboo Garden	Clacton Bathroom and Kitchen Centre
Bargain Hunters Discounts	Clacton Bowl
Baz Cut Barbers	Clacton Business Services Ltd
BCollective Performing Arts	Clacton Car & MOT Centre
Beautiful Brides	Clacton Christian Spiritualist Church
Beauty Within	Clacton Concert Orchestra
Best Supermarket	Clacton County High School
Black Rock	Clacton Fancy Dress / Mutz Nuts
Blake & Thickbroom	Clacton Musical Theatre Society
Bluebird Tea rooms	Clacton Pavillion
BNF Insurance Services	
Bonds of Essex	
Bonmarche	Clacton Pier Company Ltd
Boots	Clacton Theatretrain
Boots	Clacton Tile Centre
Boots Opticians	Clacton Trading Co
Boots Pharmacy	Clacton-on-Sea Water
Boots the Chemist	Clarity Hair & Beauty
Bowen & Wallace Wool Shop	Clarks
Bread & Butter	Codgers
Bread of Life Community Church	Coffeelink
Brian Birt Carpets & Flooring	Coffey Brooks
British Heart Foundation	
Buffalo	
Buizer and Cole Optometrist	Community Voluntary Service Tendring

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Burcarts	Co-op Funeralcare
Café Bistro	Coop Travel
Caffe Dominic & Piccolo Deli	Coppins Hall Community Association
Cambridge Road Gospel Hall	
Camellia Florist	Costa Clacton
Cancer Research UK	Costa Coffee
Card Factory	Costa Factory Outlet
Crispins Sandwich Bar	Hampizz
Cup of Coffee	Hanslip Ward & Co
Currys / Carphone Warehouse	Harwich Connexions
Dalau	Hastys Adventure Farm
Dance Foundation	Hayward Moon Property Lawyers
Davey's Restaurant	Helping Hands Charity Shop
Deans Tackle	Hidden Hearing
Dental Implant Acadamy	Hindu Cultural & Heritage Centre
Dial-a pizza	Holland & Barrett
Diamond Nails	Holland Library
Disability 4Sport	Holland on Sea Baptist Church
Domino's Pizza	Holland on Sea Methodist Church
Dura Composites	Holland Residents Association
East Essex Aviation Museum	Holland-on-Sea Community Association
East India Takeaway	Household Clearance Specialists
Easy Mobility Services	HSBC Bank
Eclectic Art Studio	Hughes Electrical
Ecletic Art Studios	Iceland Foods
Elim Pentecostal Church	IDS Accountants
Elris	Immanuel Pentecostal Church
El'Rose	iMobile
Emmanuel Presbyterian Church	Impressions
Essex County Council	Indiglo Tattoo
Essex Sight (Essex Blind Charity)	Istanbul Traditional Barbers
Everything Everywhere / BT	J D's Pie 'n' Mash Café
Extra - Support for Families	J&M Motors
F Hinds Jeweller	JA Performing Arts
Family Pizza Company	Jackson Stores
Favorite Chicken & Ribs	Jardine's
Favorite Grill	Jaywick Community Resource Centre Association
FC Clacton Community Shop	Jaywick Library
Fisher Jones Greenwood	Jaywick Martello Tower
Fonezone	Jaywick Methodist Church
Gaiety Arcades	Jaywick Sands Community Forum
Gameshow Arcades	Jaywick Sands Revival (CIC)
Georgina's Café	JD Sports
Geos Fish Bar	Jennings Racing Betting Office
Glam Nails & Beauty	Jobcentre Plus
Golden Curry	John's Fish Bar
Golf Green Hall	Johnsons Linen
Great Clacton Community Association	Joywheel Gaming Amusements
Great Clacton Methodist Church	Just Flowers

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Great Clacton Post Office	K Nails
Greek Orthodox Church	Ken Green Fishmongers
Greggs	KFC
Gurkha Restaurant	Koekoek
H&T Pawnbrokers	Lavender
Haart Estate Agents	Leaders Estate Agents
Hair 4 U	Lesley Barlow Funeral Services
Halfords	Letting Link Estate Agent
Halifax	Levy & Co Solicitors
Lidl	PDSA
Lidl	Peacocks
Lillie Bell's Boutique	Peagrams Estate Agents
Living Hope Church	Peking Inn
Lloyds	Peppermint Dance Centre
Lloyds Pharmacy	Pie & Mash
Lolly Dolly Tanning Bar	Pier Avenue Baptist Church
Lost arts Social Club	
M&A Fish Bar	Pier Avenue Butchers
Mad about Theatre Company	Pier Avenue Stores
Magic City	Pins and Needles Tailoring
Magic Music	Pit Stop Sandwich Shop
Majestic Fish Restaurant	Pitch Black Tattoo Studio
Make it Mine at Bloomfields	Pizza Hut
Marks Mobility Centre	Pizza Hut Delivery
Marston Pub & Hotel	Police, Fire and Crime Commissioner for Essex
McColls	Polski Sklep Ozpol Ltd
McDonalds	Poppy's Parlour
	Pot Black Clacton
Member of Parliament for the Clacton Constituency	Poundland and Pep & Co
Mid & North East Essex Mind	Powis & Co. Solicitor
Mike Vincent Estate Agents	Premier Convenience Store
Mileybow Fabrics & Trimmings	Premier Inn
Mind	Prescriptions 2 you
Mini Euro	Prezzo
Mission Nutrition	Princes Theatre Youth Group
Mojito Barbers	PVS Old Road Off Licence
Moon & Starfish	Quality Diner
Morrisons	R lewis Car Sales
Music Mania	Rafiki Community CLC
Muttley Makeovers	RAMA
My Big Fat Greek Taverna	Regency Cottage Indian Restaurant
Myths and Magic	Reg's fish shop
Nail Studio	RnA Removals
Nancy's kitchen	Royal Beijing
Nat West Bank	Rujal News
Nationwide Building Society	Rush Green Allotments Trust
NEE Health & Wellbeing Alliance	Saffron
New Look	Salvation Army
Next	Salvation Army Charity Shop

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Nimmos Insurance Brokers	Sand & Sea
North road Pharmacy	Santander Bank
N-Tyce	Scott Sheen & Partners
Old Road Medical Centre	Second Hand shop
Old Road Paint & Wallpaper Suppliers	Send a Card
Our Lady of Light and St Osyth	Sense
Palmer & Partners	Sheens
Papa Johns	Shoe Zone
Parkdean holiday resorts Highfield Grange	Signature Dance Academy
Parkdean Resports Valley Farm	Signpost
PC Warehouse	
Skinners	The Tatshack
Snappy Snaps	The White Room
Soleil	The Works
Solutions Hair & Beauty	Thompson Smith & Puxon Solicitor
SonEF Barbers	Tinie Tempers Boutique
Sound Box Recordings	Titford Funeral Services
Sparkles Party Balloons	Toby Carvery
Specsavers	Tom Peppers
Sports Direct	Topps tiles
St Bartholomew's Church	Town Housing / MAF Housing Limited
St Christopher's Church	Town view Dental Care & Implants
	Travelodge
St Helena Hospice	TREE (Community Shop)
St James's Church	Tricky Escapes
St John's Church	Trinity Methodist Church
St Mark's Church	TUI Holiday Store
St Paul's Church	University of Essex
Stars Nails & Beauty	UnSealed
Station Kebabs	Valued Vapes
Stoneridge Estate Agents	Vaporever
Subway	Village Café
Super Wok Chinese	Vodafone
Superdrug	VPZ Clacton
Swan Taxi	Wagstaff Corner
Taste Café	Welcome chinese
Tasty House Chinese	West Clacton Jaywick Sands Coastal Neighbourhood Association
TC Group Accountants	West Clacton, Jaywick Sands Neighbourhood Association
Tendring Care	West Cliff Theatre
Tendring Community Clearance	Weston's Taxis
Tendring Community Transport	WH Smith, Post Office
Tendring Deen Education Centre	Wheeler & Pooch
Tendring District Talking Newspaper Association	William H Brown Estate Agents
Tesco Superstore	Wimpy
That's the spirit	World Food Aid
The Active Wellbeing Society	Wot a Gem
The Bakehouse	Yours

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The Brotherhood Community Hall Charity	Yummy King Chinese Takeaway
The Coffee Bean Café	
The Edinburgh Woollen Mill	
The Hairdresser	
The Kabin Café	
The Lasting Beauty Clinic	
The Lemon Tree Hotel (5th Avenue)	
The Library	
The Linen Shop	
The Plough	
The Queens Arms	
The Royal Hotel	
The Salvation Army Clacton Corps	
The Sandrock	
The Scout Shop	

CVST

BRINGING UNITY TO OUR COMMUNITY

Appendix C

Community Governance Review Engagement Programme

Phase 2 Report

Report to: **Keith Simmons, Assistant Director Corporate Policy & Support Tendring District Council**

Prepared by: **Lisa Andrews, Chief Executive Community Voluntary Services Tendring (CVST)**

1. Introduction

CVST was commissioned to undertake an engagement programme aimed at speaking to local residents in Clacton, Holland-on-Sea and Jaywick Sands to capture their views as part of Tendring District Council's Community Governance Review. An initial piece of work took place during September 2025 and this was followed up during February 2026 as part of Phase 2 of the engagement programme. This engagement used targeted surveys, focus groups and one-to-one conversations to add value to the wider consultation and to gather diverse perspectives, ensuring an inclusive and transparent review process.

2. Objectives

The objectives of the programme were to:

- Foster wider meaningful public engagement
- Gather qualitative and quantitative data
- Ensure representation of diverse community voices through structured discussions
- Add value to the District Council's consultation programme
- Promote and share details of the formal consultation events with diverse communities and encourage their involvement

A.2 APPENDIX

3. Overview

CVST staff attended a wide range of events and activities, speaking to **247 people** through:

- Volunteer Forums
- Tendring Together Voluntary Sector Partnership
- Afro-Caribbean Drop-in
- Monday Friendship Club
- Various arts, crafts and social groups

The focus for Phase II was to engage more broadly with people to:

- Share the outcome from Phase I
- Seek their views on the make up the new Councils
- Find out what services, events, activities and projects people would like to see; and
- Encourage completion of the Phase II questionnaire

These conversations, group discussions and presentations engaged a diverse cross-section of residents including older adults, carers, volunteers, and families.

Flyers and surveys were shared by CVST staff and volunteers through our Community Centre in Clacton and at CVST events and activities. TDC Social Media posts were also shared on CVST's Social Media pages.

Overall and across all events and activities, there was a clear trend of support that creating new parishes for Clacton-on-Sea, Holland-on-Sea and Jaywick Sands (C, H & J) was the right way to secure representation for the three areas.

Total Supportive Responses: 208 (84%)
Neutral Responses: 31 (13%)
Total Opposed Responses: 8 (3%)

Some participants completed the survey online during the events or discussions and others confirmed their intention to do so before the closing date.

4. Key Themes from Discussions

Community Support and Representation:

- Many participants expressed that a Town/Parish Councils would ensure that it would be positive as people in C, H & J would still be represented at a local level (after Local Government Reorganisation)
- A small number of people (4) expressed an interest in getting more involved in a much more local council either as a Councillor or more likely to attend Council meetings if issues relating to their immediate neighbourhood were being discussed.
- Overall, people were in support of retaining existing ward boundaries.
- There was a general sense of positivity that a more local Council would potentially be better suited to tackling local issues quickly and more effectively.

Awareness & Engagement:

- A number of individuals and groups reported that they thought this consultation was the same as the last one so had initially ignored it.
- Many struggled to understand what was being asked so the opportunity to discuss this in a forum or group setting was welcomed.

A.2 APPENDIX

Comments and Points Raised:

- The key themes around the services, events, activities and projects that people wanted to see were:
    - Ensuring that community spaces were retained and maintained incl. community centres, village halls, green space and parks
    - Community events such as Christmas light switch-ons, celebrations e.g. Jubilees and commemorative events
    - Retention and maintenance of leisure facilities
    - Maintenance of highways
    - Ensure appropriate refuse facilities maintained
    - Retaining public toilet facilities
    - Retaining car parks
    - Ensure effective transport provision incl. Community Transport
    - Good communication
    - Representation over health facilities, planning, housing and infrastructure
- Concerns about affordability and the additional cost of new Councils
- Concerns over ensuring wide ranging representation on local Councils (to which respondents were advised that subject to certain criteria, most local residents could stand for election – participants were directed to the NALC website for more information: How to become a parish or town councillor)

5. Conclusion

The Phase II consultation and engagement gathered a wide range of views providing additional opportunities for people who may not otherwise have engaged in the process being able to have their say.

The engagement events reinforced the outcomes from Phase I with over 80% in support of the establishment of Town or Parish Councils. The general outlook indicated that residents recognise the benefits of having a local organisation to advocate for their needs and tackle community issues.

Lisa Andrews
Chief Executive
Community Voluntary Services Tendring

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Appendix D

Summarised provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007 in respect of recommendations and post decision requirement in relation to community governance reviews

Section Reference	Summarised Provision	Commentary
86 (2) + (3)	Council may, by order, give effect to the recommendations made in a community governance review (unless these are protected arrangements following a LGBCE review).	Recommendation 4k proposes an Order be made and sets out the key provisions of the Order. There are no protected elements to consider in this instance.
(4)	The order must include a map of the affected area.	Recommendation 4a references the maps proposed to be included in the Order.
87 (1)	Recommendations must state that new parish / parishes should be constituted.	This is the intention of recommendation 4a.
87 (5)	There must be a recommendation as to the name of any new Parish.	Recommendation 4b sets out the proposed names.
87(7)	There must be a recommendation as to whether the parish should have one of the alternative styles (community, village, neighbourhood, etc).	Recommendation 4d addresses this matter.
89	For a council of a parish, a recommendation must cover the electoral arrangements that should apply.	Recommendations 4e-h address the intended electoral arrangements for the new parish councils.
93 (3)	Principal Council must consult: (a) Local government electors for the area (b) Any other person or body, which appears to have an interest in the review.	This has been the focus of the consultation phases undertaken in the review and reported to the Committee ahead of determining the final recommendations from the review.
93 (4)	It must have regard to the need to secure that community governance (a) Reflects the identities and interests of the community in the area. (b) Is effective and convenient	In the Phase I consultation we sought views from electors and others as to what would best reflect the interests and identities of the communities concerned. This was also addressed in the Phase II consultation as was the requirements for an effective and convenient community governance going forward.
93 (7)	As soon as practical after making, any recommendations, to principal council must (a) Publish the recommendations. (b) Take such steps as it considers sufficient to secure that persons who	Recommendation 5 provides for this to occur.

	may be interested in the review are informed of those recommendations.	
94 (2)	If the parish has 1,000 or more local government electors, the review must recommend that the parish should have a council.	All three of the possible new parishes have electorates of over 1,000 and as such Recommendation 4c identifies recommendation to establish parish councils.
95	The principal council must consider whether to recommend a parish should be divided into wards for the purpose of electing councillor, must consider: (a) The number and districts of local government electors for the parish would make a single election impractical as inconvenient. (b) Wherever it is desirable that any are of the parish should be separately represented on the Council.	Recommendation 4f identifies no proposal for parish wards in West Clacton & Jaywick Sands and in Holland on Sea possible parishes. Parish Wards for Clacton-on-Sea are proposed. The conclusion is that points (a) and (b) in the case of Holland on Sea and in West Clacton & Jaywick Sands would not require Parish Wards. However, in the case of Clacton-on-Sea the position is reversed where the numbers of electors would make a single election impracticable and the desirability of different neighbourhoods in the town to be separately represented is clear.
95 (4) + (5)	The principal council must determine the size and boundaries of parish wards and numbers of councillors to be elected for each parish ward. It must consider: (a) Number of local government electors for the parish. (b) The change in the number/distribution of electors over a 5 year period. (c) The desirability of fixing boundaries which are and will remain easily identifiable. (d) Any local ties which will be broken by the fixing of any particular boundaries.	Recommendation 4g sets out the proposed Parish Wards and the numbers of councillors to be elected for each. The Terms of Reference for the review identified the electorates of the existing District Council Wards and the five year projections. These have been reviewed in reaching the recommendation submitted. The reviewed figures are set out in the Electoral Arrangements section of the report. The existing District Council Ward boundaries remain relatively identifiable in respect of the neighbourhoods within those Wards. As such, there are no known ties that the use of these Wards as the basis for the District Wards would break.
95 (6)	If deciding not to create parish wards, the principal council must consider: (a) The number of local government electors for the parish. (b) The change in the number of electors over a five year period.	As identified above, Recommendation 4f identifies no proposal for parish wards in West Clacton & Jaywick Sands and in Holland on Sea possible parishes. The Terms of Reference for the

		review identified the electorates of the existing District Council Wards and the five year projections. These have been reviewed in reaching the recommendation submitted. The reviewed figures are set out in the Electoral Arrangements section of the report.
96 (2)	After determining recommendations from a community governance review, a principal council mist (a) Publish its decision and the reason for making it. (b) Take such steps as the council considers sufficient to secure that persons who may be interested in the review are informed of that decisions and its reasons.	Recommendation 6 seeks to provide for this and next steps more generally.
96 (4)	As soon as practical after making community governance order, the council must deposit at its principal office- (a) A copy of the reorganisation orders (b) A map which shows the effects of the order. These must be made available for public inspection at all reasonable times. The council must publicise the order and maps once available for public inspection. The secretary of state, LGBCE, ONS, Ordnance Survey and Essex County Council must be informed.	Recommendation 4k provides for the Chief Executive to implement such requirements.
98	Two copies pf the reorganisation order must be sent to the Secretary of State and to the LGBCE. A reorganisation order may include such incidental, consequential, transitional or supplementary provisions as may appear to the principal council to be necessary or proper for the purposes of, or in consequence of, or for going full effect to, the order. A reorganisation order may include:- (a) provision with respect to the transfer and management or custody of property.	Recommendation 4k provides for the Chief Executive to implement such requirements. Recommendation 4j addresses one such consequential matter.

	(b) provision with respect to the transfer of function, property, rights and liabilities.	
99	Any public bodies affected by a reorganisation of community governance may from time to time make agreements in respect to property, income, rights, liabilities and expenses of the parties to the agreement and to financial relation between the parties.	Should it be necessary, this could form part of the matters to be considered by Cabinet in response to recommendation 6.

Appendix E

Base costings for possible new Parish Councils in the Review Area

With the help of the Essex Association of Local Councils, some very broad base costs for new parish councils in Clacton-on-Sea, Holland-on-Sea and West Clacton & Jaywick Sands have been developed. These are just the base costs and the new parish councils would not be required to keep to them. They do not cover services, activities, events and other responsibilities of those parish councils. All costs would be something for the parish councils themselves to agree upon addressing the needs and requests from the communities they serve.

The base costs for possible new parish councils have been developed by the Essex Association of Local Councils using that organisation's knowledge of parish councils and has drawn on published information from existing similar sized local councils, such as:

West Clacton and Jaywick Sands – Lawford, Writtle, Galleywood, Hatfield Peverel, Ingatestone, St Osyth, Broomfield and Danbury.
Holland-on-Sea – Stansted, Brightlingsea, Chelmer, Heybridge, Springfield and Wivenhoe. **Clacton-on-Sea** – Rayleigh, Canvey Island and Maldon.

The Essex Association of Local Councils base costs for the three possible parish councils in this review are as follows:

Base cost description	For a parish council the size of		
	West Clacton & Jaywick Sands	Holland-on-Sea	Clacton-on-Sea
Staff resource - assumes no services delivered e.g. play areas, events etc	Part time Clerk - 28hrs a week	Full time Clerk – 37 hrs a week	Full time Clerk - 37 hrs a week Full time administrative support
Office hours	Part time public opening	Part time public opening	Part time public opening
Staff costs - no assets (including NI/Pension)	£28,000.00	£35,000.00	£65,000.00
Office expenses - rent, utilities, internet, IT equipment, payroll etc	£14,000.00	£20,000.00	£30,000.00
IT Services – e.g. financial software (such as Rialtus, Scribe), website, gov.uk emails	£3,500.00	£3,500.00	£3,500.00
New IT equipment	£1,000.00	£1,000.00	£2,000.00
Audit cost	£1,000.00	£1,200.00	£1,850.00
Insurance cost - assumes no assets such as buildings, play equipment, benches	£1,000.00	£1,000.00	£2,000.00
Room hire - if no suitable room available in office	£1,000.00	£1,000.00	£1,000.00

Training Budget - all councillors and untrained Clerk	£5,500.00	£6,000.00	£7,000.00
Subscriptions - NALC, EALC, SLCC	£1,500.00	£1,500.00	£3,000.00
Election reserve in case of by-elections	£1,500.00	£3,500.00	£8,000.00
Total Costs from above	**£58,000.00**	**£73,700.00**	**£123,350.00**

Based on indicative Council Tax bases, the above would mean Council Tax Band D elements for the three parish councils (if established) of between £8.63-£36.25 per year. As set out in the Terms of Reference for this review, the average parish council - Council Tax charge at Band D across the District of Tendring was £75.94 (£1.46 per week) in 2025/26. If this average was applied to the three areas, those parish councils would have the following income amounts from Council Tax in their respective areas:

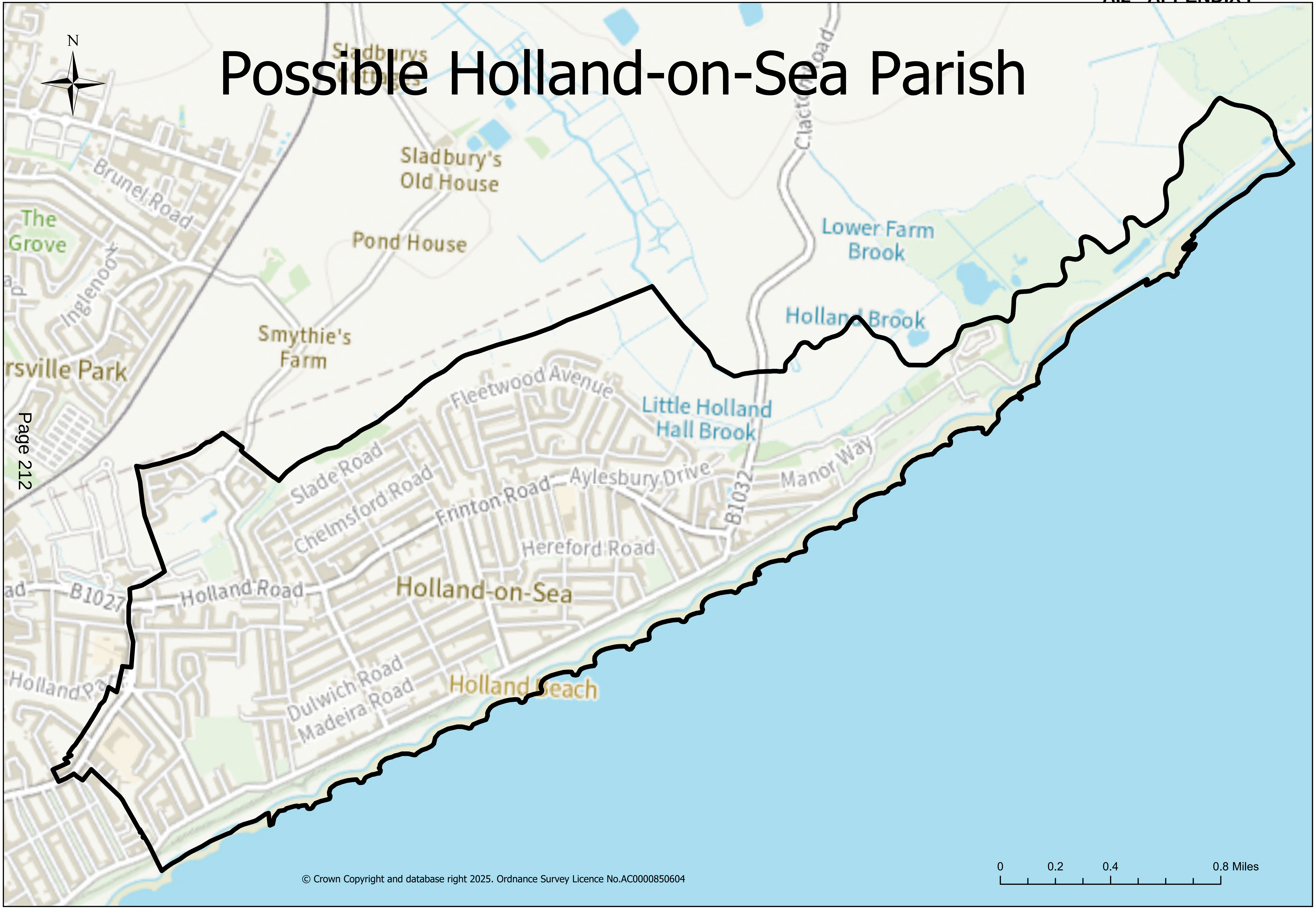
	West Clacton & Jaywick Sands	Holland-on-Sea	Clacton-on-Sea
Indicative (only) Council Tax base (equivalent number of Band D properties)[1]	1,600	2,400	14,300
Precept for/Income from Council Tax (to fund local services, activities events etc) using the parishes average of £75.94 per year	**£121,504**	**£182,256**	**£1,085,942**

[1]Provided by Tendring District Council's Chief Finance Officer

The above table does not mean that the precept/Band D charge for the three possible new parishes would be set at £75.94. However, at that level they would cover more than the respective base costs identified by the Essex Association of Local Councils for the three possible parish councils and there is an indication of the levels of flexibility to take on additional services and costs with no other income source (in response to the wishes of the local community) up to the average Band D amount for parish councils in the District of Tendring.

The Tendring District Council applies a special charge to households in the three communities of £23.13 (at Council Tax Band D) in 2025/26 for the provision and upkeep of open spaces, recreational areas and playgrounds across the three areas on the basis of specific calculations associated with the relationship between services provided by Tendring District Council and parish councils each year. If parish councils are established, there would be a reassessment of the costs across the new parish areas. Rather than £23.13 being applied to all households across the three communities there would be separate charges for the distinct communities based on actual District Council costs of open spaces, recreational areas and playgrounds in those three individual areas.

Possible Holland-on-Sea Parish



Possible West Clacton & Jaywick Sands Parish

Possible Clacton-on-Sea Parish (with possible Parish Wards)

Appendix I

Community Leadership Overview and Scrutiny Committee
30 March 2026 (originally submitted to the Committee on 17 November 2025)

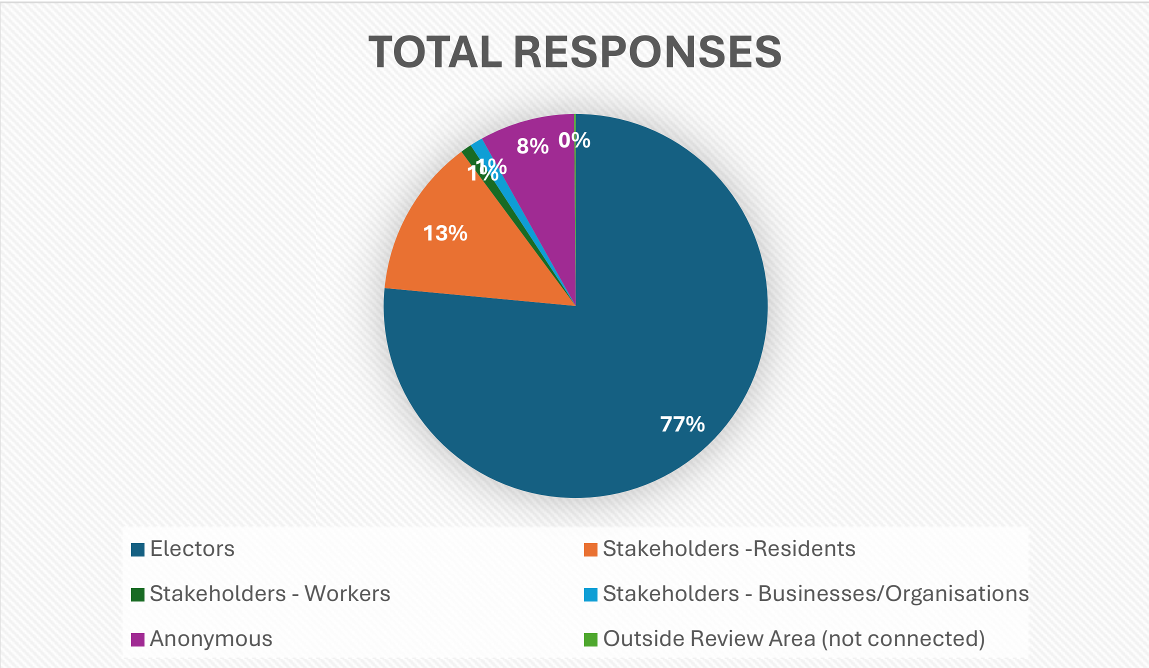
Community Governance Review – Outcome of Phase I Appendix

Note: The figures set out in this Appendix have been checked for accuracy by the Corporate Policy and Support Service. In addition, the Council's Internal Audit Service have been asked to provide its own verification of those figures.

RESPONSE LEVELS

During the Phase I consultation period (1 July to 30 September 2025) a total of 3444 response survey forms were received. These can be segmented as follows:

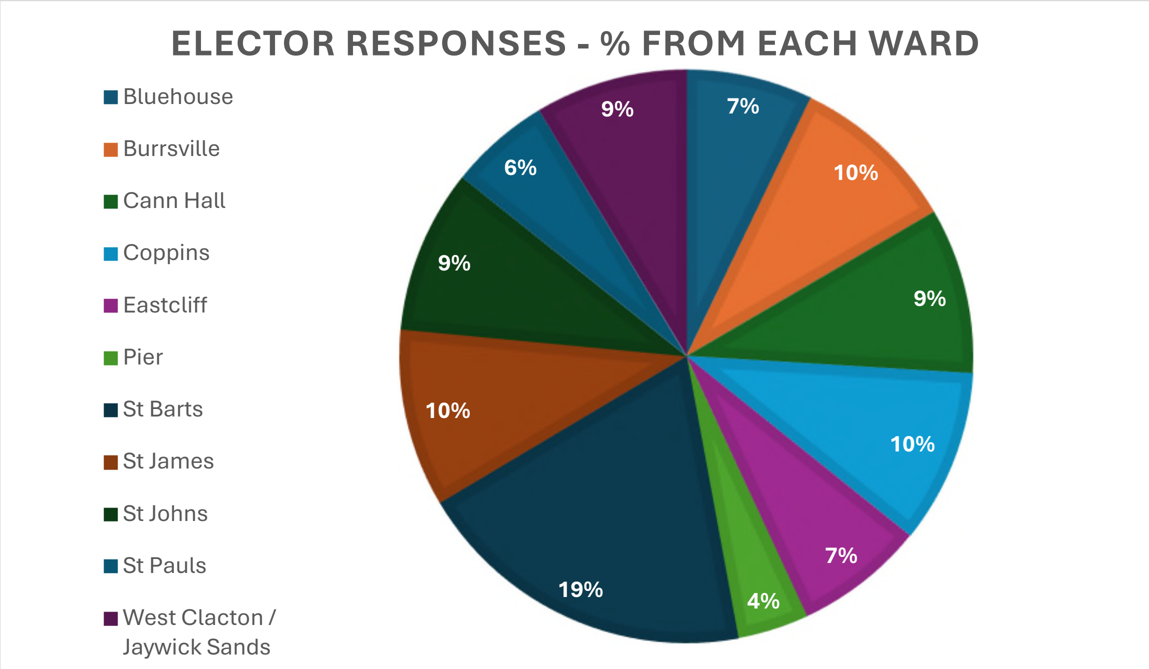
Electors	**2634**
Stakeholders -Residents	**460**
Stakeholders - Workers	**33**
Stakeholders - Businesses/Organisations	**37**
Anonymous	**275**
Outside Review Area (not connected)	**5**
TOTAL	**3444**



In relation to the responses from electors, whilst 2634 forms were received from households with electors, several of those forms contained responses from more than one elector at the property. As such the total number of elector respondents was 3297.

The overall electorate for the Community Governance Review area is 44,028. The survey forms returned with electors views represent an overall response of 7.49% of the entire electorate the review area.

Of the returns received, these have been analysed by District Ward area and are shown here:



Stakeholder Responses – Further Analysis;
460 forms were submitted by residents in the area who were either not on the electoral register or did not provide an address to confirm their electoral registration status.

From individuals working in the area, a further 33 forms were returned.

Among organisations, an additional 37 forms (two forms included multiple respondent addresses).

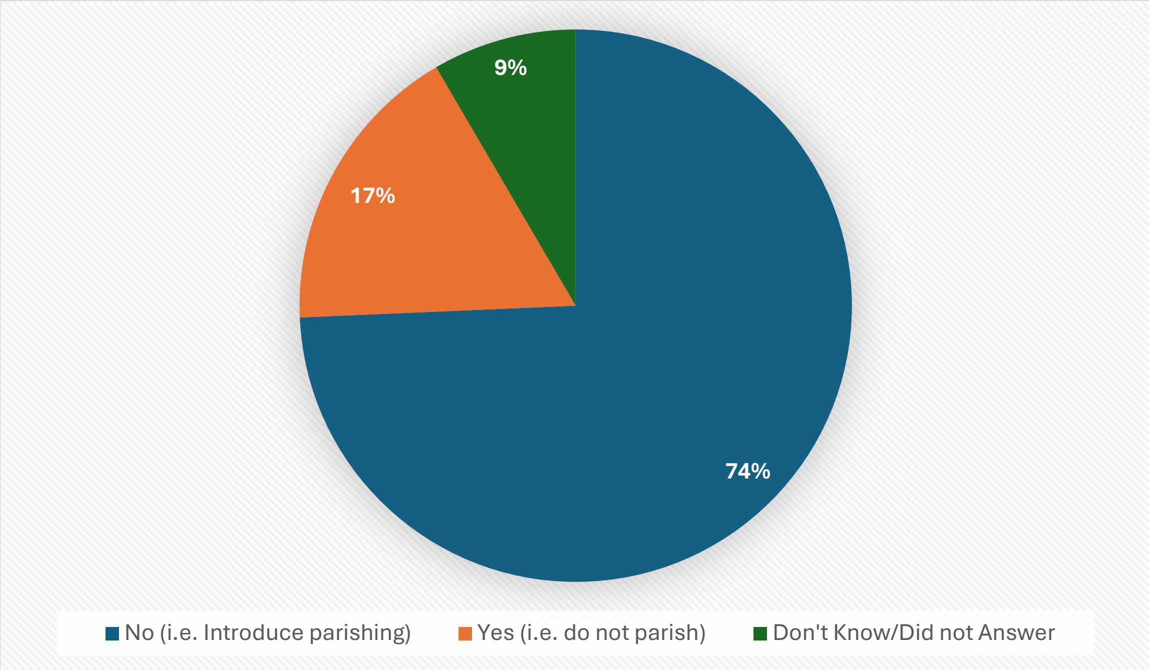
CONCLUSION FROM RESPONSE LEVELS

The Council had set its own minimum response level (5%) among electors in the review area and this was surpassed. The responses level overall provides evidence of engagement across the review area from local electors and from others with an interest in the review area.

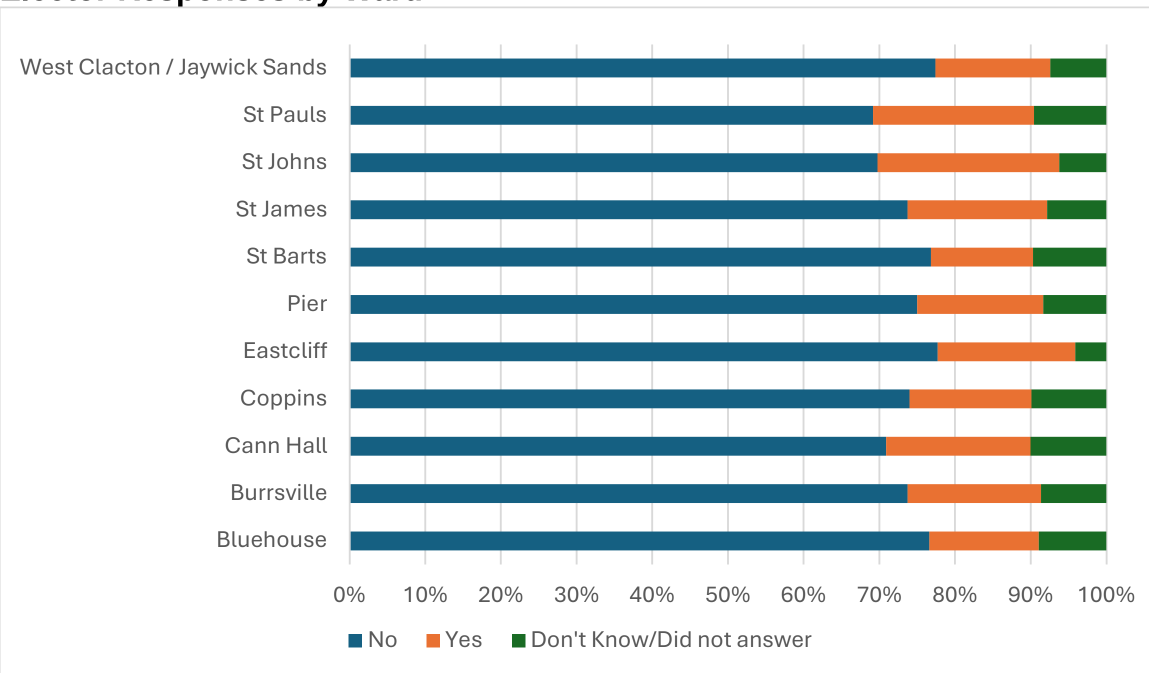
QUESTION 1 – SHOULD THE AREA REMAIN UNPARISHED

The opening question respondents were asked to provide their views on was:
1.Do you think it's right that Clacton-on-Sea, Holland-on-Sea and Jaywick Sands currently DO NOT have a Town Council?

Elector Responses for entire review area



Elector Responses by Ward



278 elector respondents across the review area did not answer this question or answered that they didn't know.

These are the Stakeholder answers to question 1.
From the non elector residents 306 were in favour of a town council, 96 were against and 58 didn't know.

Among organisations, an additional 39 responses were received, these responses supported parishing by a ratio of 3.5:1.

The majority of all respondents across the review area responded that a town council should exist. This was also the case across all wards.

CONCLUSION FROM QUESTION 1

There was generally strong support among respondents for parishing in the review area.

QUESTION 2 – ONE, TWO OR THREE PARISHES/COUNCILS

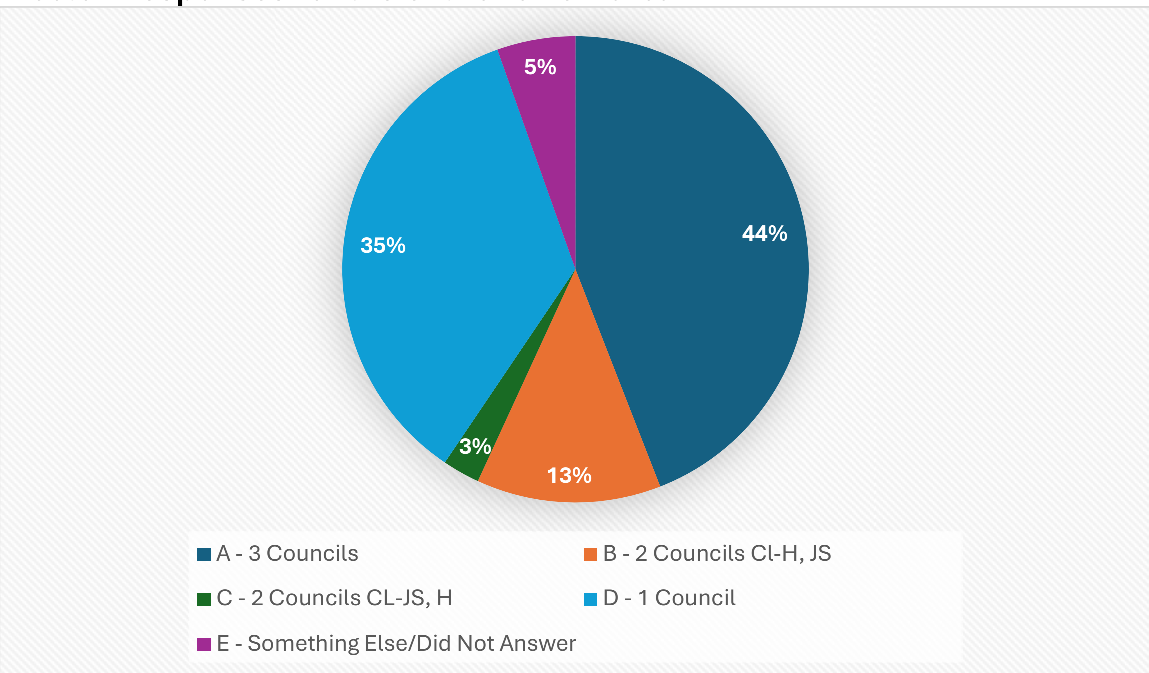
The next specific question about the future arrangements for the review area was:

2. If new local town council or councils for the review area were created what options below do you most support?

The options to choose from were:

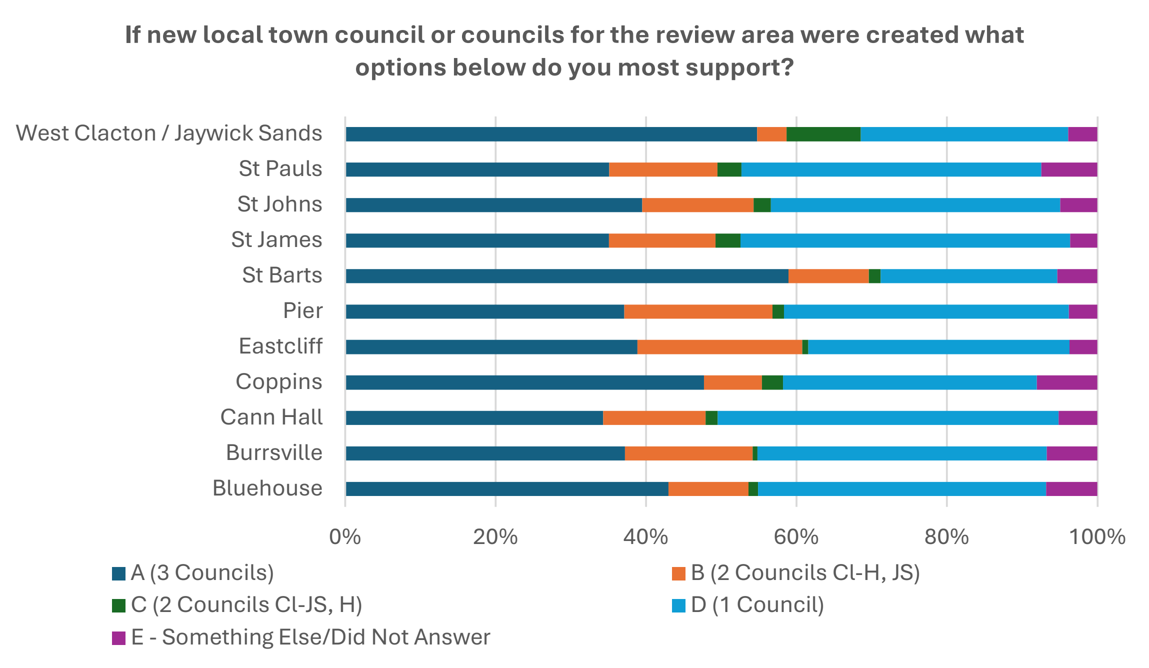
A. SEPARATE ones for Clacton-on-Sea, for Holland-on-Sea and for Jaywick Sands (Three Town Councils)
B. A COMBINED one for Clacton-on-Sea and Holland-on-Sea (Two Town Councils)
C. A COMBINED one for Clacton-on-Sea and Jaywick Sands (Two Town Councils)
D. A SINGLE COMBINED one for Clacton-on-Sea, for Holland-on-Sea and for Jaywick Sands (One Town Council)

Elector Responses for the entire review area



Key – Cl-JS stands for a combined Clacton and Jaywick Sands Council. CL-H stands for a combined Clacton and Holland Council. Cl, H and JS stand respectively for Clacton, Holland and Jaywick Sands.

Elector Responses by Ward



Key – Cl-JS stands for a combined Clacton and Jaywick Sands Council. CL-H stands for a combined Clacton and Holland Council. Cl, H and JS stand respectively for Clacton, Holland and Jaywick Sands.

179 respondents either did not answer or made alternative comments and suggestions to those provided in the survey.

It was not possible to provide this analysis for the 275 anonymous responses, as many questions had not been answered, and for most forms, it was not possible to identify the ward from which they came from or related to.

These are the Stakeholder answers to question 2.
Of the 460 non elector residents option A saw a response of 197, option B 64, option C 18, option D 132 and option E and don't know 49. The preference for three separate councils being the most preferred.

From 33 forms returned by individuals working in the area option A saw a response of 14, option B 4, option C 1, option D 10 and option E and don't know 4. The preference for the three-council option being highest.

Among organisations, an additional 39 responses option A saw a response of 16, option B 4, option C 0, option D 13 and option E and don't know 4. The preference for three separate councils being the most preferred.

CONCLUSION FROM QUESTION 2

The two options that secured most responses were Option A (3 Councils) and Option D (1 Council). Of these Option A received the highest number of responses.

While different Wards had differing levels of support for Options A and D (in particular), it is noteworthy that absolute majorities among respondents from the communities in West Clacton-Jaywick Sands and in Holland-on-Sea wished to see Option A pursued.

OPEN TEXT QUESTION – SEEKING ANSWERS

Do you have any questions about the Community Governance Review that you'd like us to answer during this consultation?

748 questions were raised out of the 3444 forms returned. A summary of the questions can be seen below.

Top Themes from the Questions (collated using the Co-Pilot AI software)

The frequency indicator in the table identifies the extent to which the issue was raised among the 748 questions.

1. **Cost & Funding**	*Examples:* ▪ "How much will this cost?" ▪ "Will council tax go up?" ▪ "Where will the money come from?"	o **Frequency:** Very high (hundreds of mentions)
2. **Decision-Making & Powers**	o *Examples:* ▪ "What powers will the town council have?" ▪ "Will they have authority over budgets?" ▪ "Will they be independent from Tendring District Council/Essex County Council?"	o **Frequency:** High
3. **Representation & Elections**	o *Examples:* ▪ "Who will be elected?" ▪ "How will councillors be chosen?" ▪ "Will residents have a say?"	o **Frequency:** High
4. **Impact on Services & Local Issues**	o *Examples:* ▪ "Will potholes and roads be fixed?" ▪ "Will there be more policing?" ▪ "What services will councils provide?"	o **Frequency:** High
5. **Purpose & Timing**	o *Examples:* ▪ "Why is this being considered?" ▪ "Why now?" ▪ "What is the point?"	o **Frequency:** Moderate
6. **Transparency & Consultation**	o *Examples:* ▪ "Will feedback be taken seriously?" ▪ "Is this just a box-ticking exercise?"	o **Frequency:** Moderate

CONCLUSION FROM THIS OPEN TEXT QUESTION

With just over 1/5th of responses from electors included questions demonstrates an interest in understanding the issues and giving an opportunity to consider relevant information. While some of the answers to the questions raised are on the Council's web page concerning the review, further work will be undertaken to expand the frequently asked questions and address the issues posed in the responses. Individual respondents will

be notified once the update is complete, so that they can use the material to inform their approach to the Phase II consultation.

<u>OPEN TEXT QUESTION – COMMENTS FROM RESPONDENTS</u>

What are the main things you were thinking about when answering the previous questions? And; Do you have any further comments you wish to make about the Community Governance Review or the idea of a town council or councils for the area?

398 comments were raised out of the 3444 forms returned. A summary of the comments can be seen below.

The table below provides a summary of the comments in the responses received.

Sentiment Summary **(collated using the Co-Pilot AI software)**

Positive Sentiment	• **Local Representation**: Support for creating separate councils for Clacton, Holland-on-Sea, and Jaywick Sands to give residents a stronger voice. • **Community Identity**: Appreciation for recognising unique identities - Holland-on-Sea as a “village,” Jaywick’s distinct challenges, and Clacton’s regeneration needs. • **Accountability**: Optimism that local councils could lead to more visible action and responsiveness.
Negative Sentiment	• **Cost Concerns**: Strong worry about higher council tax, extra bureaucracy, and unclear funding. • **Scepticism**: Doubts about whether new councils will improve services or just add complexity. • **Future Changes**: Anxiety over Tendring District Council being absorbed into a Greater Essex authority, reducing local representation.
Neutral / Mixed Sentiment	• **Governance Questions**: Requests for clarity on structure, number of councillors, powers, and responsibilities. • **Service Delivery**: Comments highlighting issues like potholes, policing, and transport—often framed as concerns but not always tied to strong emotion. • **Efficiency vs Identity**: Some residents weigh pros and cons of a single combined council versus separate councils.

CONCLUSION FROM THIS OPEN TEXT COMMENTS

The above comments will assist with the communications around the Phase II consultation. The comments demonstrate the range of opinions that electors expressed through the questions in Phase I.

COMMUNITY VOLUNTEER SERVICES TENDRING (CVST) SUMMARY OF FINDINGS

In addition to the work undertaken directly by the Council, CVST was commissioned to engage residents in Clacton, Holland-on-Sea, and Jaywick Sands about the issue of whether to parish the review area. CVST undertook engagement in September 2025 through surveys and focus groups. Their full report is available and set out as a separate Appendix to this report.

Key Findings
Overall Sentiment: Strong trend of support for forming a Town Council.
Supportive Responses: 70
Opposed Responses: 2
Neutral Responses: 39

Themes Identified:
Community Support & Representation: Residents believe a Town Council could better address local social issues and unmet needs.
Awareness & Engagement: Awareness varied, especially among younger people; QR codes and online surveys helped increase participation.

Concerns Raised:
Future of community buildings under a Town Council.
Questions about governance structure and leadership.

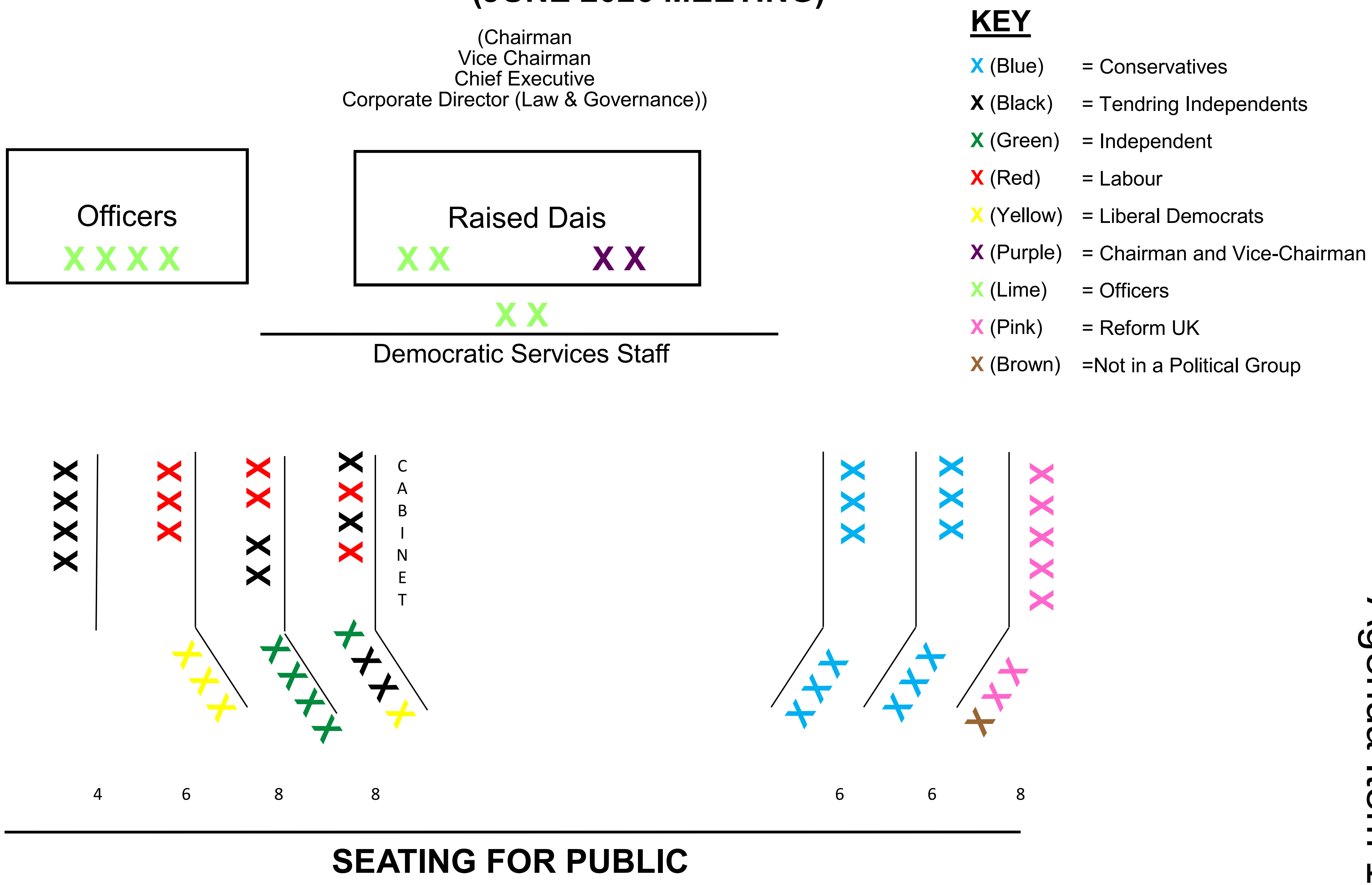
Demographic Insights
Strong support from older adults and community groups.
Youth showed interest in civic engagement, especially linked to personal development (e.g., badges).

Carers and individuals with learning disabilities engaged actively but needed more information.

CONCLUSION FROM CVST ENGAGEMENT

The CVST conclude that its engagement process was inclusive and transparent, revealing majority support for establishing a Town Council. While governance and infrastructure concerns remain, residents see value in having a local body to represent their interests and address community challenges.

LAYOUT FOR MEETING OF THE COUNCIL - PRINCES THEATRE (V2)
(JUNE 2026 MEETING)



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