

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	4th March 2024
Decision Maker (Officer):	Assistant Director Governance, Lisa Hastings
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Cabinet 17.9.21 Minute No. 42(2)(c)(d), Officer Decision 24.08.22 – ECC SLA and 17.03.23 Cabinet Minute No. 137. Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.4 (1) – the Assistant Director Governance has delegated authority to discharge executive functions within their respective service areas. All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.4 (4(ii) – Part 3.43). The Assistant Director has delegated authority for operational matters relating to the provision of procurement functions.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Portfolio Holder for Assets made the decision to extend the existing Service Level Agreement with Essex County Council in November 2023 for a further 6 months to allow the Share Procurement Service to progress and a Partnership Agreement to be completed. Variation to the SLA was identified within the report supporting the decision.
Ward Member(s) consulted?	Not applicable – corporate function, not ward based.
Is it a Key Decision?	No – budget and expenditure already approved for the provision of additional capacity.
Is it subject to call-in?	No
Decision Made:	To vary the Service Level Agreement for the delivery of procurement functions with Essex County Council to increase capacity and provide additional services. The

	cost of the extension was £31,997.50 from 1 st October – 31 st March 2024 and increased capacity for additional services is £52,763.62 for October 23-September 24.	
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The reasons for the decision were set out in the Report of Portfolio Holder for Assets dated 3rd November 2023 (attached for reference). A further Portfolio Holder decision will be requested for April to September 2024 (due to the Partnership Agreement remaining uncompleted) therefore a PO will only be raised for 50% at this stage.	
Highlight any associated risks/finance/legal/equality considerations:	As set out in the Report of Portfolio Holder for Assets dated 3rd November 2023 (attached for reference). Since the decision was made in November 2023, the permanent position of a Category and Contract Assistant Manager has been recruited to by ECC and has been undertaking work for TDC, at ECC's risk so far.	
Details of any Alternative Options Considered and rejected (together with reasons):	As set out in the Report of Portfolio Holder for Assets dated 3 rd November 2023 (attached for reference).	
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)	N/A	
If relevant, a note of the dispensation granted by the Monitoring Officer:		
Reason Decision, or supporting Report, is not published:	X	Not applicable – Decision [and report] to be published
	If Report is not to be published – tick one of the following boxes:	
	☐	The report supporting the Decision contains confidential information
	☐	The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
<i>Tick one or more of the specific exemptions,</i>	☐	• Relates to an individual
<u>and</u>		

<i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>		• Likely to reveal the identity of an individual
		• Relating to financial or business affairs of a person or organisation
		• Relates to a claim for legal professional privilege in legal proceedings
		• Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
		• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information Reasons: N/A		

Officers



Signed:

Title: Assistant Director (Governance)

Dated: 4th March 2024