

Councillor Paul Honeywood
c/o Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE

5th March 2024

Dear Councillor P. Honeywood

Delegated Power Ref: 3.38 – Leisure Services – Princes Theatre
Request for Consent to use ‘Special Urgency’ Procedure

I propose to make the following key decision that is not in the Council’s Forward Plan:-

To appoint/award and enter into a concession agreement with Shone Productions Ltd to provide professional pantomimes at the Princes Theatre for the next three years. This is following a full tender process in accordance with the constitution of Tendring District Council.

This decision can not be reasonably deferred to allow me to give you at least five clear working days’ notice of this matter and wait five clear working days following receipt of the report relating to the decision for the following reasons:

Since 2009 the Princes Theatre has worked closely with professional pantomime producers to bring the people of Tendring every December a high quality, traditional pantomime. There is an identified and established revenue budget already in place to fund this provision.

In conjunction with Essex County Councils Procurement Department, a full tender process was undertaken and as a result the decision was made to award a concession contract to a new pantomime supplier/producer.

As a result of the tender, it was only identified after the procurement process had been concluded that the total value of the contract was likely to exceed the threshold for it to be a key decision.

If this was to be subject to the standard 28 day call in procedure, it would potentially change the outcome of the procurement process as there is a need for contracts to be signed after awarding to the successful bidder.

Furthermore, if the usual 28 days was to be enforced it would delay associated marketing and ticket sales, potentially causing a damaging loss in income which could render the pantomime unviable for this year.

I therefore propose to take the decision using the ‘Special Urgency’ procedure in

Rule 16 of the Access to Information Procedure Rules in Part 5 of the Council's Constitution. I would be grateful if you would send the attached Consent Form back to me indicating whether you agree with this course of action.

Yours sincerely

Mike Carran – Assistant Direct, Economic Growth, Culture and Leisure

Mike Carran
Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE

Dear Mike

**Delegated Power Ref: 3.38 – Leisure Services – Princes Theatre
Request for Consent to use ‘Special Urgency’ Procedure**

I refer to the letter from Kai Aberdeen dated 5th March 2024 concerning exercising the above delegated power in relation to the appointment of a new pantomime provider.

In view of the urgency of this decision, I note that you propose to use the Special Urgency procedure contained in Rule 16 of the Access to Information Procedure rules in Part 5 of the Council’s Constitution.

I agree / ~~do not agree~~* that the ‘Special Urgency’ procedure should be followed in this case.



.....
Councillor Paul Honeywood
Chairman of the relevant overview and scrutiny committee

7th March 2024

Dated

* Please delete as appropriate.

Additional comments (if any)