

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:	21/10/2024
Decision Maker (Officer):	Lee Heley, Deputy Chief Executive
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4(ii) – Part 3.39).
Identify which Portfolio Holder(s)/Committee Chairman consulted?	N/A – Consultation undertaken with Clacton Town Board, which includes Cllr Mark Stephenson (Leader of the Council)
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To award a contract for creation of a website for the independent Clacton Town Board to We Create Digital.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The award follows a Request for Quotation (RfQ) procurement exercise and an evaluation panel scoring decision based on five submitted quotations. We Create Digital scored most highly based on the criteria set out in the RfQ process.
Highlight any associated risks/finance/legal/equality considerations:	Financial considerations: Budget has been assigned to this project by the Clacton Town Board from the capacity funding it has received from government as

	<p>part of the Long Term Plan for Towns. This budget is held by Tendring District Council (TDC), which acts as the accountable body; and therefore TDC procurement procedure rules were followed in this process. TDC has allocated funding to this specific project (see Portfolio Holder Decision here: Decision - Clacton Town Board Capacity Funding Allocation).</p> <p>Equality: Part of the specification criteria were that all submissions must deliver a website which meets at minimum Web Content Accessibility Guidelines 2.2 AA standard, to comply with public sector duty in this regard. The chosen submission did meet this criterion.</p> <p>Legal considerations/risk: The quotation submission gave the panel considerable confidence in the business's ability to deliver the contract; there is sufficient mitigation within the TDC standard contract should this prove not to be the case.</p>				
<p>Details of any Alternative Options Considered and rejected (together with reasons):</p>	<p>Four other RfQ submissions were considered, but these scored lower in the evaluation panel assessment.</p> <p>Not proceeding with a website (based on quotations): ruled out as all quotations submitted met the minimum criteria.</p> <p>Not producing a website: The decision to proceed with a website has been made by the independent Clacton Town Board, for which Tendring District Council acts as the accountable body. A website will support accountability and transparency of the Board, and seeks to highlight the positive regeneration work being carried out across Clacton as well as outline opportunities for potential investors.</p>				
<p>Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)</p> <p>If relevant, a note of the dispensation granted by the Monitoring Officer:</p>	<p>N/A</p>				
<p>Reason Decision, or supporting Report, is not</p>	<table border="1"> <tr> <td data-bbox="576 1910 635 1944">X</td> <td data-bbox="635 1910 1372 1944">Not applicable – Decision to be published</td> </tr> <tr> <td colspan="2" data-bbox="576 1944 1372 2016">If Report is not to be published – tick one of the following boxes:</td> </tr> </table>	X	Not applicable – Decision to be published	If Report is not to be published – tick one of the following boxes:	
X	Not applicable – Decision to be published				
If Report is not to be published – tick one of the following boxes:					

<p>published:</p> <p><i>Tick one or more of the specific exemptions,</i></p> <p><u>and</u></p> <p><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></p>		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:
		<ul style="list-style-type: none"> • Relates to an individual
		<ul style="list-style-type: none"> • Likely to reveal the identity of an individual
		<ul style="list-style-type: none"> • Relating to financial or business affairs of a person or organisation
		<ul style="list-style-type: none"> • Relates to a claim for legal professional privilege in legal proceedings
		<ul style="list-style-type: none"> • 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
		<ul style="list-style-type: none"> • Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
		<p><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</p> <p>Reasons:</p>

Officers

Signed: 

Title: Deputy Chief Executive

Signed: 

Title: Communications Manager

Dated: 21/10/24