

### 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

<b>Date of Decision:</b>	7 March 2025
<b>Decision Maker (Officer):</b>	Lee Heley, Corporate Director (Place and Economy)
<b>Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):</b>	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).
<b>Identify which Portfolio Holder(s)/Committee Chairman consulted?</b>	Councillor Ivan Henderson, Portfolio Holder for Economic Growth, Regeneration, and Tourism.
<b>Ward Member(s) consulted?</b>	No
<b>Is it a Key Decision?</b>	No
<b>Is it subject to call-in?</b>	No
<b>Decision Made:</b>	To award a photography commission to the chosen supplier, Steve Brading Photography.
<b>Reason for Decision (if a report was produced to support the Decision, refer to or attach it):</b>	To gather images of Clacton to support the development of a website for the Clacton Town Board.
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	Financial considerations: Budget has been assigned to this project by the Clacton Town Board from the capacity funding it has received from government as part of the Long Term Plan for Towns. This budget is held by Tendring District Council (TDC), which acts as

	<p>the accountable body; and therefore TDC procurement procedure rules were followed in this process. TDC has allocated funding to the website project, of which this is a part (see Portfolio Holder Decision here: <a href="#">Decision - Clacton Town Board Capacity Funding Allocation</a>).</p> <p>This is a very small contract award.</p> <p>Equality: N/A.</p> <p>Legal considerations/risk: The quotation submission gave 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><b>Details of any Alternative Options Considered and rejected (together with reasons):</b></p>	<p>A Request for Quotation exercise was carried out; other submissions were ruled out on the basis of cost.</p> <p>Not commissioning photography; this was ruled out as the website requires up-to-date landmark images beyond the skill set of officers.</p>																
<p><b>Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)</b></p> <p><b>If relevant, a note of the dispensation granted by the Monitoring Officer:</b></p>	<p>N/A</p>																
<p><b>Reason Decision, or supporting Report, is not published:</b></p> <p><i>Tick one or more of the specific exemptions,</i></p> <p><b><u>and</u></b></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>	<table border="1"> <tr> <td data-bbox="576 1395 635 1473" style="text-align: center;">X</td> <td data-bbox="635 1395 1385 1473">Not applicable – Decision [and report] to be published</td> </tr> <tr> <td colspan="2" data-bbox="576 1473 1385 1552">If Report is not to be published – tick one of the following boxes:</td> </tr> <tr> <td data-bbox="576 1552 635 1630"></td> <td data-bbox="635 1552 1385 1630">The report supporting the Decision contains confidential information</td> </tr> <tr> <td data-bbox="576 1630 635 1731"></td> <td data-bbox="635 1630 1385 1731">The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</td> </tr> <tr> <td data-bbox="576 1731 635 1776"></td> <td data-bbox="635 1731 1385 1776"> <ul style="list-style-type: none"> <li>• Relates to an individual</li> </ul> </td> </tr> <tr> <td data-bbox="576 1776 635 1821"></td> <td data-bbox="635 1776 1385 1821"> <ul style="list-style-type: none"> <li>• Likely to reveal the identity of an individual</li> </ul> </td> </tr> <tr> <td data-bbox="576 1821 635 1933"></td> <td data-bbox="635 1821 1385 1933"> <ul style="list-style-type: none"> <li>• Relating to financial or business affairs of a person or organisation</li> </ul> </td> </tr> <tr> <td data-bbox="576 1933 635 2033"></td> <td data-bbox="635 1933 1385 2033"> <ul style="list-style-type: none"> <li>• Relates to a claim for legal professional privilege in legal proceedings</li> </ul> </td> </tr> </table>	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:		<ul style="list-style-type: none"> <li>• Relates to an individual</li> </ul>		<ul style="list-style-type: none"> <li>• Likely to reveal the identity of an individual</li> </ul>		<ul style="list-style-type: none"> <li>• Relating to financial or business affairs of a person or organisation</li> </ul>		<ul style="list-style-type: none"> <li>• Relates to a claim for legal professional privilege in legal proceedings</li> </ul>
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	<ul style="list-style-type: none"> <li>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</li> </ul>
	<ul style="list-style-type: none"> <li>Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</li> </ul>
	<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: Communications Manager

Signed: Lee Heley

Title: Corporate Director (Place and Economy)

Dated: 7/3/2025