

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:	1 st May 2025
Decision Maker (Officer):	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). As delegated by Cabinet on 26 July 2024: (e) notes the Chief Executive will undertake the activities required to recruit the necessary capacity within the Project Delivery Unit, as Head of Paid Service (being non-executive functions).
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Portfolio Holder for Economic Growth, Regeneration and Tourism
Ward Member(s) consulted?	No
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To enter into a Service Level Agreement (SLA) to the value of £3,000, to commission 'Public Practice' to initiate a recruitment process for a practitioner to undertake a placement with Tendring District Council, in order to fill the below existing post within the Project Delivery Unit, due to the current postholder relocating within the authority. The post details are: Grade 10 Project Manager

	Fixed term: expiring in November 2026 in line with the period defined for the Project Delivery Unit funding by Cabinet in July 2024 To fund the £3,000 from the Project Delivery Unit budget. The existing post already has budget allocated within the Project Delivery Unit budget, as approved by Cabinet on 26 July 2024 and is included within the formal restructure of the Place & Wellbeing directorate effective from 1 April 2025 and approved by the Head of Paid Service.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	In order to increase its project delivery capacity, the Cabinet approved funding to support a new Project Delivery Unit for two years (26 July 2024). Its primary goal is to improve the efficiency and effectiveness of project delivery, ensuring that projects are completed on time and within budget. In April 2025 an existing postholder served notice due to recruitment elsewhere within the Council. The Unit generally, and this post specifically, is focused on the delivery of the LUF/CRP and Community Regeneration Partnership funding programmes. With the fixed-term nature of the Unit, recruitment requires fixed term recruitment, and interim. Public Practice are a specialist social enterprise with the dedicated function to facilitate the availability of suitable specific skills for local authorities.
Highlight any associated risks/finance/legal/equality considerations:	The recruitment to refill the post has been presented for Workforce Panel consideration in the week commencing 28/4/25 and recruitment to the role following the SLA is subject to the outcome of this panel. The funding for the salary, pension and oncosts, and the travel cost for learning visits, will be paid for from the £1.176m allocated in the Cabinet report of the 26 July 2024 for the Project Delivery Unit. The Council may enter into an agreement but are not presented with an appropriate candidate to recruit: this risk is mitigated in this cycle as Public Practice model has also been updated since the Council's last experience, namely that multiple candidates will be provided for interview, allowing the Council to select the best match of skills and experience. Initial engagement with Public Practice has confirmed that there are multiple suitable candidates within the available pool.

Details of any Alternative Options Considered and rejected (together with reasons):	Option 1 - Recruit role as described Option 2 - Do not recruit to the role This would impact on the Project Delivery Unit's capacity and ability to deliver against the funding programmes allocated to the team which would impact on the Unit's ability to deliver on the mandate set by Cabinet. Option 3 -Do not recruit via Public Practice This is an option; however this is a tried and tested method that we have found successful to date. A key part of this is the knowledge transfer that is part of the contract which will support the organisation in the longer time. The Public Practice model has also been updated since the Council's last experience, namely that candidates are now provided year round (as opposed to twice a year as previous); the SLA fee has reduced by half; and multiple candidates will be provided for interview, allowing the Council to select the best match of skills and experience.	
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	N/A	
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <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>	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:
		☐ • Relates to an individual
		☐ • 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: [insert]	

Officers

Signed: Ian Davidson

Title: Chief Executive

Signed:

Title:

In consultation with:

Signed:
Growth and Tourism

Portfolio Holder For Regeneration, Economic

Signed:

Signed:

Dated: 1/5/25