

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:	10 June 2025
Decision Maker (Officer):	Kieran Charles – Head of Sport and Leisure
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	<p>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 were considered appropriate in the circumstances (paragraph 4.3 (4)(ii) – Part 3.39).</p> <p>In terms of procurement, Para 4.3.8 Part 5.77, sets out the associated Officer delegation in consultation with the relevant Portfolio Holder.</p> <p>Additionally, Section Two - Exemption From Procurement Rules, 2.1, point G sets out the associated Officer delegation where existing partnership arrangement has been entered into with a contractor or a supplier as a result of competitive tendering, and the proposed procurement is within or related to the documented scope of that partnership arrangement.</p>
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Councillor Mark Stephenson Councillor Jayne Chapman
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	<p>A. Officers will collaborate with MHR iTrent and enter into a contract under the G Cloud Framework to complete the scoping exercise. The total one-time cost is £2,700 to confirm the configuration and implementation costs of the rostering, paid time and reporting.</p> <p>B. Officers will fund this scoping exercise from Revenue budget, as approved at Full Council in February 2025 as part of the General Fund budget (General Fund Budget and Council Tax report – 2025/26).</p>

	<p>C. Officers will then make an informed decision on the next steps of implementation once this cost is known, and a further decision will be published accordingly.</p>
<p>Reason for Decision (if a report was produced to support the Decision, refer to or attach it):</p>	<p>On 31st August 2023, a decision was made to authorise officers to award the contract to MHR iTrent as the replacement for the joint HR and Payroll System, for a term of four years (3 + 1), following the recent procurement exercise.</p> <p>The report references a flexible approach that allows Tendring District Council (TDC) to implement and use any additional module(s) according to their own timetable and requirements.</p> <p>Recently, it has been noted that there is a need to enhance operational efficiency by implementing the Rostering and Paid Time modules within iTrent, a system already utilised for HR and payroll functions. This initiative aims to modernise workforce management within the Sport & Leisure division, by streamlining processes and reducing manual workloads.</p> <p>A scoping exercise is necessary to determine the build and implementation cost. The total one-time cost is £2,700, with £1,800 allocated for Rostering and £900 for Paid.</p> <p>It should be noted that the rostering annual subscription is £648 annually and paid time is already a part of the current agreement.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>The current challenges faced by the Leisure division include:</p> <ul style="list-style-type: none"> • Manual rostering processes that are time-consuming and prone to human error. • Dual data entry across multiple systems, increasing the risk of inaccuracies. • Lack of a centralised platform for managing workforce schedules and tracking paid time. <p>Integrating the Rostering and Paid Time modules within iTrent will centralise all workforce data, ensuring consistency, accuracy, and compliance. This streamlined approach will reduce administrative burdens, improve data integrity, and support better decision-making through real-time insights.</p>
<p>Details of any Alternative Options Considered and rejected (together with reasons):</p>	<p>Choosing not to proceed with the implementation of the Rostering and Paid Time modules will result in the continued reliance on manual processes. This approach is likely to perpetuate existing issues, such as time-consuming tasks and a high risk of human errors.</p> <p>Manual data entry and the lack of a centralised system for managing workforce schedules and tracking paid time will continue to cause inaccuracies and inefficiencies, ultimately</p>

	hindering operational effectiveness and decision-making capabilities.	
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>	✓	Not applicable – Decision 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"> • 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
<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:		

Officers

Signed: K. Charles

Title: Head of Sport and Leisure Operations Manager

Signed:

Title:

In consultation with:

Signed:

Signed:

Signed:

Signed:

Section 151 Officer (if required)

Signed:

Monitoring Officer (if required)

Dated: