



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:	12 August 2025
Decision Maker (Officer):	Damian Wiliams – Corporate Director, Operations & Delivery
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) This decision is made in accordance with a delegation to the Corporate Director for Operations & Delivery provided by Cabinet on 23 May 2025: Authorises the Corporate Director for Operations & Delivery, in consultation with the Leader of the Council, Portfolio Holder for Environment & ICT, Portfolio Holder for Assets and Community Safety, Section 151 and Monitoring Officers, following the dialogue stage, to determine the detailed revised service specification for the Invitation to Submit Final Tenders stage, ensuring the principles set out in (f) above are adhered to
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr Adrian Smith - Portfolio Holder for Environment & ICT Cllr P Kotz – Portfolio Holder for Assets and Community Safety Cllr M Stephenson – Leader of the Council
Ward Member(s) consulted?	No
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To approve the detail of the service specification and other related documentation associated with the

	Invitation to Submit Final Tenders stage of the waste contract procurement.	
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	A decision is required in accordance with the delegation from Cabinet dated 23 May 2025.	
Highlight any associated risks/finance/legal/equality considerations:	None, other than those already covered in the July 2024 and May 2025 Cabinet reports.	
Details of any Alternative Options Considered and rejected (together with reasons):	Alternative options are covered in the July 2024 and May 2025 Cabinet reports	
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:	☒	Not applicable – Decision to be published
<i>Tick one or more of the specific exemptions,</i>	If Report is not to be published – tick one of the following boxes:	
<u>and</u>	☐	The report supporting the Decision contains confidential information
<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>	☐	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:

Officers

Signed:

Damian Williams

Title: Corporate Director – Operations & Delivery

Signed:

Lisa Hastings

Title: Corporate Director – Governance

Richard Barrett

Title: Corporate Director – Finance & IT

In consultation with:

Signed:



Councillor Adrian Smith

Portfolio Holder for Environment

Councillor Peter Kotz

Portfolio Holder for Assets and Community Safety

Councillor Mark Stephenson

Leader of the Council

Dated:

Corporate Director – Operations &
Delivery
Town Hall
Station Road
Clacton on Sea
Essex CO15 1SE

Cllr A Smith
Portfolio Holder for Environment & ICT

Cllr P Kotz
Portfolio Holder for Assets and Community
Safety

Cllr M Stephenson
Leader of the Council

12 August 2025

Dear Damian,

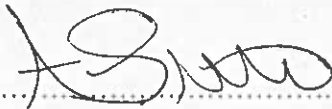
Concurrence with Officer Decision to be taken by Damian Williams, Corporate Director for Operations & Delivery: To determine the detailed revised service specification for the Invitation to Submit Final Tenders stage

Thank you for your letter of 12th August 2025.

I note the proposed decision to:

To approve the detail of the final service specification and other documentation in respect of the waste contract procurement

* I concur ~~do not concur~~ with the actions you propose.



Cllr A Smith

Date 12 August 2025

Portfolio Holder for Environment & ICT

Cllr P Kotz
Portfolio Holder for Assets and Community Safety

Cllr M Stephenson
Leader of the Council

Additional comments (if any):

