

RECORD OF EXECUTIVE DECISION

TITLE OF THE DECISION :- To award the contract for the Information and Advice Procurement to Citizen's Advice Tendring at the £100,000 per year price point.

Date	Decision Maker	Decision	Reason(s) for Decision	Alternative Options Considered	Conflicts of Interest Declared (and Dispensations granted by the Monitoring Officer)	Consultation with relevant Ward Member(s) Yes/No	Subject to Call-in? Yes/No
29 August 2025	Cllr Gina Placey	To award the Information and Advice Procurement contract to Citizen's Advice Tendring at the £100,000 price point for a period of three years (totalling £300,000) with the possibility to extend for one further year followed by one further year.	The Cabinet agreed in January 2025 to approve the provision of an information and advice service to local residents. Cabinet also agreed to the procurement of such services for a contract period of three years commencing 1 October 2025, and agreed to a modular procurement approach to determine what a provider could offer for various levels of potential funding e.g. £50,000, £100,000, or £150,000 per year. Cabinet authorised the Portfolio Holder for Partnerships, in consultation with the Deputy Chief Executive, to approve the specification for the provision of an information and advice service based on the	1.To not award any contract following the procurement process, although this was discounted as there is a need in the community for an information and advice service. 2. To allocate at the £150,000 price point, although the most effective provision which delivered a value for money service and accessibility for residents to access support is at the £100,000 price point. 3. To allocate at the £50,000 price point, although this was discounted as there was no winning bid at the £50,000 price point as no bid met the specification	None	No	Yes

			broad principles set out within the Cabinet report. Decision - Information and advice service for Tendring Procurement - Approval to out to Tender Following a compliant procurement process the winning bidder at the £100,000 and £150,000 price points was determined as Citizen's Advice Tendring. As part of the review of the services offered at both price points it was determined that the most effective provision which delivered a value for money service and accessibility for residents to access support is at the £100,000 price point.	requirements.			
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URGENT DECISIONS ONLY (If non-urgent go to "Agreement to Decision" below):-

GENERAL EXCEPTION APPLIES? (Rule 14 Access to Information Procedure Rules)	YES/NO	If yes, has at least 5 clear days notice been given to the Chairman of the relevant overview and scrutiny committee?	YES/NO
SPECIAL URGENCY APPLIES? (Rule 15 Access to Information Procedure Rules)	YES/NO	If yes, has the Chairman of the relevant overview and scrutiny committee's consent been obtained?	YES/NO
EXEMPTION FROM CALL-IN APPLIES? (Rule 18i Overview and Scrutiny Procedure Rules)	YES/NO	If yes, has the Chairman of the relevant overview and scrutiny committee's consent been obtained?	YES/NO
URGENT & OUTSIDE BUDGET OR POLICY FRAMEWORK? (Rule 6 Budget and Policy Framework Procedure Rules)	YES/NO	If yes, why is it not practical to convene a quorate meeting of full Council?	
		If yes, has the Chairman of the relevant overview and scrutiny committee's consent been obtained?	YES/NO

AGREEMENT TO DECISION:-

Signed:- Decision Maker	Date:-	Delegated Power Reference (in Part 3 of the Constitution):-
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Original signed copy to be retained by Service.

Electronic copy to be sent to democraticservices@tendringdc.gov.uk for publication.