

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:	19/09/2025
Decision Maker (Officer):	Gary Guiver – Corporate Director Planning and Community
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). The Corporate Director Gary Guiver has delegated operational matters relating to the Preparation of the Local plan and commissioning of evidence to this end including a District-wide Flood Risk Assessment.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	This decision to commission evidence for the Local Plan Review was taken and published on 12/01/2024
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	Decision to commission Essex County Council to undertake a Flood Risk Assessment in support of the revised Local Plan. ECC will be directly appointed under the Local Authority (Goods and Services) Act 1970
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	To appoint ECC to undertake the work of preparing a District-wide Flood risk Assessment (FRA) in accordance with the specification document.

Highlight any associated risks/finance/legal/equality considerations:	Costs as agreed.	
NEW : Details of Local Government Reorganisation and/or Devolution considerations	Government has made it clear that Local Planning Authorities should continue with the work to prepare Local Plans regardless of LGR. Moreover, it is very likely that our revised Local Plan will be submitted to Government before LGR is complete.	
Details of any Alternative Options Considered and rejected (together with reasons):	Option 1 – Appoint ECC to undertake the work. Option 2 – Appoint an external consultant at a less competitive rate. Previous studies and estimated costs indicate ECC would provide value for money compared to companies in the private sector. Option 3 – Not undertaking a Flood Risk Assessment increases the risk that the Plan will be found not to be sound when examined by a Government Inspector.	
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 [and report] to be 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>	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: William Fuller

Title: Senior Planning Officer

Signed: Gary Guiver

Title: Corporate Director (Planning and Community)