

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 th November 2025
Decision Maker (Officer):	Kieran Charles – Head of Sport and Leisure
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, Place and Wellbeing has delegated operational matters relating to the supply and delivery of Building Cleaning Services at Clacton Leisure Centre to the Head of Sport and Leisure
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr Mick Barry
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	A) To the award and the entering into Contract with Kingdom Clean for Contract Cleaning at Clacton Leisure Centre until March 2029, with the option to extend. B) For the total cost of this contract is £213,099.56 for the 4-year period, each year reflecting an inflation increase, year 1 starting at £47,925.00 to year 4 reaching £58,874.95 to be funded from the Clacton Leisure Centre revenue accounts The funding for this contract was brought forward to Cabinet on 25th July 2025. This was listed under item 48 - Report of the Corporate Finance & Governance Portfolio Holder - A.5 - Overview of the Financial Outturn 2024/25 and Proposed

	Allocation of the General Fund Variance for the Year and other In-Year Budget Adjustments 2025/26. Under A.5 Appendix A, section3 – in year budget adjustment 2025/26 (Net Nil Impact) - Leisure Facilities and the Princes theatre it advises that Contract Cleaning budget should be adjustments for allowance of the new contract. As such, the recommendation read, '(e) the budget adjustments for 2025/26, as set out in Appendix A (Sections 2 and 3), be approved. Therefore, this budget adjustment was agreed upon to fund the contract for year 25/26, please note there is a requirement of a permanent virement to fund years 3-4 this will be needed to be included within the 26/27 budget setting process.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	Clacton Leisure Centre continues to experience high usage and maintaining a clean and hygienic environment remains a core priority for our service. The centre is committed to upholding these standards by sourcing services and products that offer the best value for money while ensuring the highest quality throughout the centre. In areas such as leisure centres, which have high footfall, high touch points, high energy activities, and wet and damp environments, make these areas susceptible to harmful bacteria build ups, making the need for professional cleaning even more vital, not only to protect only the users, but our staff working in these facilities too. This in hand, will make for a more pleasant and professional experience for users, reducing the reputational damage and complaints received in associated with low maintenance and standards of cleanliness. In the past, Clacton Leisure Centre has had significant recruitment challenges to fill vacant cleaning positions, and due to the growing nature of the centre, it was not a viable option to look back at this recruitment process. A procurement process with Colchester City Council was undertaken whereby, four tenders was received. Following a consensus scoring Kingdom Cleaning Ltd was the strongest bid under lot 3 for Tendring District Council.
Highlight any associated risks/finance/legal/equality considerations:	Not appointing a contract cleaning service will lead to increased customer complaints due to essential standards being unattainable within the current staffing levels available. Not having a high standard of cleaning in area such as leisure centres, which a susceptible to harmful bacterial build up due to damp and wet conditions and high-volume touch points, and through traffic could also lead to a health risk for users and staff.

	This not only impacts customer satisfaction levels but also could lead to income loss due to reputation damage and low retention rates within memberships and product sales.	
NEW : Details of Local Government Reorganisation and/or Devolution considerations	This contract is due to run to 2029 which could overlap with LGR, however this contract is in partnership with Colchester City Council, Colchester Borough Homes, Braintree District Council and Tendring District Council which could act as an aid to LGR.	
Details of any Alternative Options Considered and rejected (together with reasons):	Revert back to recruiting to a cleaning position, however due to research done previously, and the unsuccessful appointment to this role it is unlikely to be successful. In addition to this, the current contract expiring this will leave the centre without any cleaning provisions, leading to health and safety risks.	
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> <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:
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Officers

Signed: K. Charles

Title: Head of Sports and Leisure

Signed:

Title:

In consultation with:

Signed:

Portfolio Holder for Leisure and Public Realm

Signed:

Signed:

Section 151 Officer (if required)

Signed:

Monitoring Officer (if required)

Dated: