

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:	16 th December 2025
Decision Maker (Officer):	Corporate Director (Law & Governance) and the Corporate Director for Finance & IT
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). Cabinet, 26th July 2024 (Minute 32 refers) - link Cabinet, 15th November 2024 (Minute 83 refers) - link (e) in respect of the Project Delivery Unit budget: (i) authorises the Director for Governance and the Director for Finance & IT, in consultation with the Corporate Director (Place and Economy), to enter into an agreement with Essex County Council (ECC) to increase existing procurement capacity for Tendring District Council; (ii) agrees a sum of up to the value of £120,000 over two years from the associated approved budget to fund the additional procurement capacity from ECC;
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Not required – delegated authority from Cabinet to Officers.
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No

Is it subject to call-in?	No
Decision Made:	In accordance with the existing agreement with Essex Procurement Partnership additional procurement support was secured for the Project Delivery Unit, in the form of recruiting an additional Assistant Procurement Manager into an existing specialist procurement category team within Essex County Council. The initial period for the resource, was agreed in through email communication on 14th February 2025 for the period 1st April 2025 to 31st March 2026 and confirmed via the attached letter in October 2025. The annual cost of this resource is £52,762 including direct on costs (but excluding organisational overheads).
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The Community Regeneration Partnership (CRP2) (formerly Levelling Up Programme (LUP)) is a programme of 14 Capital and 1 Revenue projects that require additional procurement support. 10 of the capital projects are being delivered by the councils Project Delivery Unit, the remaining 4 by Essex County Council. Many of the projects are property / construction related, requiring specialist procurement support from Essex Procurement Partnership that requires additional recruitment. This funding would be to recruit an additional Assistant Procurement manager into an existing specialist procurement category team within Essex County Council. This resource has been programmed against a number of the projects within the CRP2 programme. At their meeting on 15 November 2024, Cabinet agreed the following in respect of the Project Delivery Unit budget: - authorises the Director for Governance and the Director for Finance & IT, in consultation with the Corporate Director (Place and Economy), to enter into an agreement with Essex County Council (ECC) to increase existing procurement capacity for Tendring District Council; - agrees a sum of up to the value of £120,000 over two years from the associated approved budget to fund the additional procurement capacity from ECC;

	- authorises the Chief Executive, in consultation with the Portfolio Holder for Economic Growth, Regeneration and Tourism, to agree further expenditure where capacity is procured from external bodies / organisations / individuals as an alternative to recruitment. This decision formalises the arrangements above and sets out the parameters for entering into agreement with Essex County Council to provide additional procurement support for the Project Delivery Unit.
Highlight any associated risks/finance/legal/equality considerations:	If the Council did not procure this specialist service, the Project Delivery Unit, as the property / construction specialism within the council, would need to recruit a specialist post within their team to support the procurement for the CRP2 projects. This may be more expensive and would require additional administration, given that the council depends on EPP to provide support for procurement for them. There is a further risk that the PDU may not be able to recruit to the post and would then have to administer the procurement activities directly. Whilst this is possible, it would draw resources away from project management and put the delivery of the projects within the programme envelope at risk. Furthermore, the new procurement legislation under the Procurement Act 2023, effective from February 2025, places additional parameters and requirements on public procurement, making dedicated specialist expertise even more essential for the proper and transparent administration of the CRP2 funding. <i>As highlighted above, associated costs are being met from within an existing budget.</i>
Details of any Alternative Options Considered and rejected (together with reasons):	Option 1 - As above Option 2 – Not to agree additional procurement support. Due to the number of projects being delivered by the PDU, within an agreed timeframe with Government, this would put significant pressure on the existing team which is not considered viable. The outcome of missing deadlines for delivery, would be the loss of funding and regeneration opportunities for Clacton and Jaywick Sands.
Details of any declarations of interest (by Portfolio	N/A

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:		
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:
		• 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	

Officers

Signed: *Lisa Hastings*

Title: **Corporate Director (Law & Governance)**

Signed: *Richard Barrett*

Title: **Corporate Director Finance & IT**

In consultation with:

Signed: *Lee Helay*

Title: **Corporate Director, Place & Wellbeing**

Dated: 17th December 2025