

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:	17/12/2025
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 replacement sport hall roller shutter doors, at Clacton Leisure Centre to the Head of Sport and Leisure.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To award and enter into a purchase order contract agreement with Essex Doors and Shutters Ltd for the amount of £7,590.00 to replace and commission the roller fire shutter doors in the Sport Hall at Clacton Leisure Centre. This will include removing and correcting the existing sub-standard works that previously took place in this area. This amount will be spent from the report that was presented to cabinet on 21st October 2024. As part of

	Cabinet meeting - Cabinet Members' Items - Report of the Corporate Finance & Governance Portfolio Holder - approves the proposed adjustments to the 2024/25 budget, as set out in Appendix 1H to the Portfolio Holder's report (A.2), the report approved the budget adjustments of £79,000 granted for repairs and maintenance for Clacton Leisure Centre which a proportion of this fund was allocated to the Main Hall Storage Fire Shutter Replacements. To note, this budget was carried forward into 25/26 as this project was outstanding.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The roller doors in the sports hall at Clacton Leisure Centre are currently not fitted in line with fire standards and regulations and are not in working order. To comply with standards and health and safety practises these doors must be fitted correctly, with the correct materials and commissioned to working order for the safety of the staff and users.
Highlight any associated risks/finance/legal/equality considerations:	Financial risk could include additional costs if additional problems are uncovered when removing the substandard previous work and replacing it, however, site visits have been undertaken prior to these works being quoted to mitigate this risk. Legally, these works need to be completed to ensure valid insurance policies, regulatory compliance to fire safety standards and building regulations. If a fire was to occur and there was injury or a fatality this could lead to negligence claims. There is a public duty of care to protect users of public facilities. Equality, community trust could be harmed if it is seen that these doors as not installed and commissioned to the correct standard.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	Completing these works in advance of Local Government Reorganisation, will support putting the Council's assets in good order, to support sustainability and reduce risk.
Details of any Alternative Options Considered and rejected (together with reasons):	Alternative would be to not go ahead, but this will make this area non-compliant and not in adherence to fire safety standard and building regulations causing a fire and health and safety risk to members and staff. This could also invalidate insurances and if anyone was injured leave TDC liable.

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: <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>	x	Not applicable – Decision [and report] to be published If Report is not to be published – tick one of the following boxes: <table border="1"> <tr> <td></td> <td>The report supporting the Decision contains confidential information</td> </tr> <tr> <td></td> <td>The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</td> </tr> <tr> <td></td> <td>• Relates to an individual</td> </tr> <tr> <td></td> <td>• Likely to reveal the identity of an individual</td> </tr> <tr> <td></td> <td>• Relating to financial or business affairs of a person or organisation</td> </tr> <tr> <td></td> <td>• Relates to a claim for legal professional privilege in legal proceedings</td> </tr> <tr> <td></td> <td>• 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</td> </tr> <tr> <td></td> <td>• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</td> </tr> </table> <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]		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
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Officers

Signed:

Title: Head of Sport & Leisure

Signed:

Title:

In consultation with:

Signed:

Signed:

Section 151 Officer (if required)

Signed:

Monitoring Officer (if required)

Dated: