

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:	14/11/2025
Decision Maker (Officer):	Deputy Chief Executive and Corporate Director for Place & Wellbeing
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). 4.4.1(1) All Corporate Directors have the authority to incur expenditure (with the exception of external legal resources) in accordance with the Budget and Policy Framework, Financial Procedure Rules and Procurement Procedure Rules Cabinet, 20th December 2024 (Minute 99 refers) - link Cabinet, 17th March 2025 (Minute 149 refers) - link Executive Decision of the Portfolio Holder for Economic Growth, Regeneration and Tourism dated 5th August 2025 - link
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr Ivan Henderson, Deputy Leader of the Council and Portfolio Holder for Regeneration and Tourism Supporting Portfolio Holder: Cllr Gary Scott, Portfolio Holder for Arts, Culture & Heritage
Ward Member(s) consulted?	Not required
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To enter contract with Affinity Fire Engineering (company number 07872124) for the provision of fire

	engineering consultancy services for the Ten_10 Seafront Micro Venue project which is being delivered as part of the Community Regeneration Partnership funding programme. The services have a total cost of £23,166 plus VAT (including 10% contingency).
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	On 20 December 2024, Cabinet accepted the Community Regeneration Partnership funding and commenced delivery. Prior to this, the programme was accepted into the Policy Framework by Full Council on 8 June 2024 and the principle of entering the Partnership approved by Cabinet on 26 July 2024. Subsequently, the funding has been received and a Memorandum of Understanding entered with MHCLG which includes TDC as the Accountable Body. The funding period lasts until 31 March 2026. The appointment of the required services are necessary to progress the project through to delivery, including achieving defrayment in line with the MOU. The Council has conducted a procurement process in line with the constitution to procure competent fire engineer consultant chartered with the IFE (Institution of Fire Engineers). The appointment includes works required by legislation under the Regulatory Reform (Fire Safety) Order 2005 and the 2022 Building Safety Act that places a legal duty on clients to appoint all competent people to undertake works. Furthermore, fire strategies are recommended within the Building Safety Act for existing buildings undergoing refurbishment which is what is included in the scope of this project, and given the importance of fire safety in a building which includes fuel storage.
Highlight any associated risks/finance/legal/equality considerations:	The services have been procured in line with the Procurement Procedure Rules as set out within Part 5 of the Council's Constitution: Section 4, 4.2 Quotations (Procurement up to £50,000 excluding VAT) 4.2.2 Procurement over £10,000, but not expected to exceed £50,000 (excluding VAT) Funding has been secured for the project through the Community Regeneration Partnership and allocated to the project by Cabinet as set out earlier in this notice. The Ten_10 project was approved by Cabinet in

	December 2024 and the project implementation was approved by Portfolio Holder in August 2025. The appointment of a suitably qualified fire engineer team will support the Council to deliver a high quality outcome and to be able to proactively manage cost and risk during the process of project delivery including during the construction phase. An equality impact assessment has been prepared as part of the Project Initiation Document.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	The appointment duration concludes prior to the timescales of Local Government Reorganisation. Reassignment terms are incorporated within the Council's standard terms of appointment, which allows for the appointment to be transferred to a future authority, if required. The wider project will include works to provide improved amenities to residents of and visitors to the district and deliver improvements to the condition of existing public realm and open spaces owned by the Council, with a view to improving condition and managing the ongoing maintenance burden of such sites.
Details of any Alternative Options Considered and rejected (together with reasons):	Option 1 – Not to appoint this company: In line with the Procurement Procedure Rules for this value level, a minimum of three quotations were sought electronically on the basis of a written specification. Five compliant quotations were received. The proposed appointment was evaluated by a panel of officers as meeting the Council's requirements and providing value for money. Option 2 – Not to appoint at this time: Delaying appointing this key role in the project team could negatively impact on the safety of the project and increase overall risk for the Council now, as the Client, and in the future as the landlord. Option 3 – Not to appoint an external consultant: this approach was not selected due to there not being a sufficiently qualified and experienced personnel within Council teams to be resourced to the project.
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the	Not applicable

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 [and report] 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
<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:

Title: Deputy Chief Executive and Corporate Director
for Place & Wellbeing

In consultation with:

Signed:

**Portfolio Holder For Economic Growth,
Regeneration and Tourism**

Signed:

Portfolio Holder For Arts, Culture & Heritage

Dated: