

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:	8/1/2026
Decision Maker (Officer):	Will Lodge, Corporate Communications Manager
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 (Law and Governance) has delegated operational matters relating to the Communications Service to the Corporate Communications Manager.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	N/A – though both the Leader of the Council (Portfolio Holder for Finance) and the Deputy Leader are members of the Clacton Town Board, which approved the overall budget)
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To award a video commission to the chosen company.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	As part of communications for the Clacton Town Board, a video is being commissioned to capture residents' views about the town to celebrate the area.

Highlight any associated risks/finance/legal/equality considerations:	Finance: This project has budget assigned to it from the Clacton Town Board (and appropriate Tendring District Council decisions to ratify budget allocations as the accountable body). Equality: The finished product will be accessible to ensure it can be watched by people regardless of any additional needs they may have.	
Details of any Alternative Options Considered and rejected (together with reasons):	Not procuring external video support: this was ruled out as the service does not have capacity or expertise to produce the project to the desired level. Using a different supplier: Five quotes were received as part of an RfQ exercise. This supplier was the joint lowest in price, demonstrating value for money, while still providing reassurance that the commission can be achieved within budget. Their previous work also aligns closely with our vision for the work, which led to this supplier being selected rather than the other at the same price point.	
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:
	☐	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:

Officers



Signed:

Title: Corporate Communications Manager

Dated: 8/1/2026