



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:	02 March 2026
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). In terms of procurement, Para 4.3.8 Part 5.77, sets out the associated Officer delegation in consultation with the relevant Portfolio Holder. Additionally, Section Two - Exemption from Procurement Rules, 2.1, point G sets out the associated Officer delegation where existing partnership arrangement has been entered into with a contractor or a supplier as a result of competitive tendering, and the proposed procurement is within or related to the documented scope of that partnership arrangement.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Councillor Mark Stephenson Councillor Jayne Chapman
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	A. The Portfolio Holder for Finance & Governance approves a procurement exemption to permit entering into a direct award with MHR ITrent for the provision of rostering, paid time, and Grosvenor Clocks modules for £30,961.84. This is a one-time expense and is costed under the G Cloud Framework. B. Subject to the above, The Portfolio Holder for Finance & Governance approves a procurement exemption to permit entering into an annual subscription of £967.20.

	C. Subject to A and B, officers will enter into a contract variation for the following modules: rostering, paid time, and Grosvenor Clocks under the G-Cloud Framework, following the 4-year (3+1) contract term. D. Officers will work with MHR iTrent and will proceed with the configuration and implementation of rostering and paid time. E. Officers will fund these above amounts from Revenue budget, as approved at Full Council in February 2025 as part of the General Fund budget (General Fund Budget and Council Tax report – 2025/26).
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	Officers are seeking an exemption from procurement regulations to permit a direct award. The council currently utilises the iTrent system for its broader HR functions; therefore, acquiring additional modules from the same provider ensures effective and efficient integration. Procuring modules from an alternative supplier could result in interoperability challenges and necessitate further staff training. Furthermore, this approach provides clear value for money, as it enhances our existing system within an established partnership. This avoids the substantial setup and onboarding expenses typically associated with implementing standalone solutions through separate procurement processes. On 31st August 2023, a decision was made to authorise officers to award the contract to MHR iTrent as the replacement for the joint HR and Payroll System, for a term of four years (3 + 1), following the recent procurement exercise. The report references a flexible approach that allows Tendring District Council (TDC) to implement and use any additional module(s) according to their own timetable and requirements. It was then noted that there is a need to enhance operational efficiency by implementing the Rostering and Paid Time modules within iTrent, a system already utilised for HR and payroll functions. This initiative aims to modernise workforce management with particular services, by streamlining processes and reducing manual workloads ahead of LGR. A scoping exercise was conducted, under the previous officer decision published 10.06.2025. The scoping exercise was to determine the build and implementation cost. The total one-time cost for implementation and configuration is £30,961.84. This is then followed by an annual cost of £648 per year, and Grosvenor Clocks, 4 Services Subs £319.20 per year for the length of the contract. It is believed that proceeding with this module purchase will be advantageous for the organisation.
Highlight any associated risks/finance/legal/equality considerations:	The current challenges faced by the Leisure division include: • Manual rostering processes that are time-consuming and prone to human error.

	• Dual data entry across multiple systems, increasing the risk of inaccuracies. • Lack of a centralised platform for managing workforce schedules and tracking paid time. Integrating the Rostering and Paid Time modules within iTrent will centralise all workforce data, ensuring consistency, accuracy, and compliance. This streamlined approach will reduce administrative burdens, improve data integrity, and support better decision-making through real-time insights.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	The implementation of the iTrent Rostering and Paid Time modules will support Tendring District Council's preparations for Local Government Reorganisation (LGR) by ensuring that workforce management processes are modern, standardised, and scalable ahead of any transition to a new authority-wide operating model. As LGR will require the harmonisation of systems, data, and operational practices across multiple teams, the move to an integrated rostering and paid time solution enables Tendring to significantly improve data quality, accuracy, and consistency at an early stage. By centralising all rostering and attendance information within iTrent, the Council will reduce reliance on manual processes and dual entry, strengthening the integrity of workforce records and ensuring they are suitable for future migration into a larger, consolidated organisation. Implementing this system now will also reduce operational pressure during the reorganisation period, freeing up staff time and building resilience by automating administrative tasks that currently depend on individual officers. The system's scalability means it can effectively support a larger workforce footprint under a new authority, and it provides a replicable model of good practice that can be extended across services. In addition to supporting LGR objectives, the implementation will deliver significant organisational benefits, including improved operational efficiency, reduced human error, and more accurate payroll processing through full integration with the existing iTrent HR and payroll modules. Real-time workforce data will strengthen decision-making, improve compliance, and offer better visibility of staffing and operational needs. The approach delivers strong value for money through a modest one-time configuration cost and low annual subscription, aligned with the existing G-Cloud contract arrangements. Overall, the system modernises workforce management, enhances governance, and ensures the Council is well-positioned, both operationally and strategically, for the forthcoming Local Government Reorganisation.

Details of any Alternative Options Considered and rejected (together with reasons):	Choosing not to proceed with the implementation of the Rostering and Paid Time modules will result in the continued reliance on manual processes. This approach is likely to perpetuate existing issues, such as time-consuming tasks and a high risk of human errors. Manual data entry and the lack of a centralised system for managing workforce schedules and tracking paid time will continue to cause inaccuracies and inefficiencies, ultimately hindering operational effectiveness and decision-making capabilities.	
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>	✓	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
And 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:		

EXEMPTION - MHR ITrent .

Officers

Signed: K. Charles

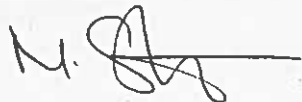
Title: Head of Sport and Leisure

Signed:

Title:

In consultation with:

Signed:



Portfolio Holder for Finance & Governance

Signed:

Signed:

Signed:

Section 151 Officer (if required)

Signed:

Monitoring Officer (if required)

Dated:

2/3/2026

