To: Councillor Mark Stephenson, Leader of the Council

From: Barbara Pole, Economic Growth and Enterprise Manager

Cc: Councillor Ivan Henderson, Portfolio Holder for Economic Growth, Regeneration and Tourism

Cc: Lee Heley, Corporate Director, Place and Economy

Date:

Background Information required for signing the Written Resolution approving the Freeport East Business Plan 2026/27

Dear Councillor Stephenson,

At the Freeport East Supervisory Board meeting on the 2nd March 2026, members were presented with the proposed Business Plan and Budget for 2026/27.

Minutes of the board meeting stated: *It was noted that the format of the Business Plan follows a similar style to that used last year and sets out the key priorities for the year (approved by the Supervisory Board in January), what will be delivered, and how, including the types of activities the Company will pursue, and the resources needed to deliver these. The Business Plan also provides a high-level summary of achievements against Freeport priority objectives, further detail of which will also be highlighted in the Company's Annual Report.*

The Board approved the draft Business Plan for 2026/27 for submission to Members for their approval.

Both Cllr. Ivan Henderson, Deputy Leader of the Council and Lee Heley, Deputy Chief Executive of the Council supported the adoption of the plan.

In order to adopt the plan a written board resolution is required as the plan formally authorises the Freeport's priorities, activities, and use of public funds for the year ahead. Under the Freeport's government-approved governance arrangements (including the Memorandum of Understanding and Full Business Case), key strategic and financial documents must be explicitly approved by the Board and recorded in writing to provide a clear audit trail and assurance to government, the Accountable Body, and partner councils.

The written resolution confirms that the Board has properly agreed the plan, ensures spending and delivery activity are lawfully authorised, supports local authority audit and accountability requirements, and protects board members by clearly evidencing the decision, particularly where approval is required outside the timing of a formal board meeting.

On the 24th May 2024 a report was considered and agreed by Cabinet entitled JOINT REPORT OF THE LEADER OF THE COUNCIL AND THE PORTFOLIO HOLDER FOR ECONOMIC GROWTH, REGENERATION & TOURISM

Decision:
RESOLVED that Cabinet –

(b) delegates authority to the Leader of the Council to approve future annual business plans on behalf of Tendring District Council as a Founding Member of Freeport East Ltd.;

If you are in agreement with the Freeport East Business Plan 2026/27, a Written Resolution has been provided which will require your signature. I will provide this, a copy of the Business Plan and an Executive Decision as attachments.

I would be grateful if you could confirm by return your agreement. If you require any further information then please do not hesitate to contact me.

Kind regards

Barbara Pole

Economic Growth & Enterprise Manager
Tendring District Council

Phone; 01255 686230
Email; bpole@tendringdc.gov.uk

To: Barbara Pole, Economic Growth and Enterprise Manager

From: Councillor Mark Stephenson, Leader of the Council

Cc: Councillor Ivan Henderson, Portfolio Holder for Economic Growth, Regeneration and Tourism

Cc: Lee Heley, Corporate Director, Place and Economy

Date: ______________________________

Dear Barbara,

Background Information required for signing the Written Resolution approving the Freeport East Business Plan 2026/27

Thank you for the information provided requesting approval of the Freeport East Business Plan 2026/27 and the request for my signature on the Written Board Resolution.

I agree/ do not agree that with the above.

Kind regards,

Councillor Mark Stephenson,
Leader of the Council