

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:	1 st June 2026
Decision Maker (Officer):	Lee Heley, Deputy Chief Executive & Corporate Director, Place and 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).
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr. Ivan Henderson, Deputy Leader & portfolio for Economic Growth, Regeneration & Tourism
Ward Member(s) consulted?	No
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To award [£42,000.00] to Colbea for the period 2026/7 under a contract for business support to provide advice to companies and individuals in the Tendring area.
Reason for Decision (if a report was produced to support the Decision, refer to it):	In April 2026 Cabinet approved funding in the value of £42,000.00 for the extension of the district wide business support for 2026 – 2027, link A Request for Quotation (RFQ) was completed in line with current procurement rules and regulations. Four business support companies were invited to respond; two submitted completed quotations, while two declined to participate. A scoring panel was established to assess the two submissions. To ensure impartiality, the panel was independent of the Economic Growth team. Each panel member evaluated the quotations separately and independently. A moderation meeting was then held to review and consolidate scores, and to agree the final scoring.

	Following this process, Colbea achieved the highest score of the two quotations received.
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Highlight any associated risks/finance/legal /Equality considerations:	No specific high impact risks identified.	
Details of any Alternative Options Considered and rejected (together with reasons):	The absence of a Tendring-based business support supplier could significantly impact the accessibility and relevance of support available to local businesses. This may lead to reduced engagement from the local business community, as well as a potential decline in business growth, innovation, and resilience within the district. A locally rooted supplier is more likely to understand the specific economic challenges and opportunities within Tendring, meaning their absence could limit the effectiveness and reach of support services. Proceeding with an alternative supplier who achieved a lower evaluation score introduces a potential risk to the overall quality and effectiveness of service delivery. This may result in reduced value for money, lower satisfaction levels among participating businesses, and a diminished ability to meet desired outcomes. It could also impact the credibility and long-term success of the programme if the supplier is less capable of delivering against key objectives.	
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)	Not applicable	
If relevant, a note of the dispensation granted by the Monitoring Officer:		
		The report supporting the Decision contains confidential information

Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions, <u>and</u></i> <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>		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: Lee Heley

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

Dated: 1st June 2026

