

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:	30/06/2026
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?	No
Is it a Key Decision?	No
Is it subject to call-in?	No

Decision Made:	To approve variation to the contract dated 23rd October 2025 between TDC and Publica Associates Limited (company number: 7225685). The additional fees are £2,557.91 (cost + 10% contingency, excluding VAT). These additional fees result from additional scope requirements, including in person attendance at 1:1 stakeholder consultation interviews and additional online and in-person meetings not allowed for within the original scope.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	Background 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. Reason The additional fee is based on additional scope requirements, including in person attendance at 1:1 stakeholder consultation interviews and additional online and in-person meetings not allowed for within the original scope. These additional items were considered requirements to ensure meaningful engagement not only with local stakeholders but with Portfolio Holders too. Value for Money They have demonstrated value for money of the fee to date, through the successful delivery of the project to date. They have undertaken a significant number of additional edits to the Final Report at no additional cost. Furthermore, this fee is utilising last year's rates (making it extremely competitive) and TDC have already negotiated this fee down with the consultant. The acceptance of this fee will ensure the project progresses in a meaningful way, as per the Council's commitment to date and as set out in the Project Initiation Document.
Highlight any associated risks/finance/legal/equality considerations:	Funding 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_14 Cultural Masterplan project was

	approved by Cabinet in December 2024 and the project implementation was approved by Portfolio Holder in August 2025. The original contract sum (£82,762.00) and the additional fee claim (£2,325.38) accumulate to £85,087.38, which sits below the PA 23 threshold of £100,000.00. Legal The additional fee claim is for work that has already been undertaken, and as Publica's contract is at its end, no contract variation is required. Continuity It was beneficial to the successful delivery of the project to have Publica in-person attendance at 1:1 stakeholder consultation interviews and additional online and in-person meetings. This was to ensure that the information gathered could be meaningfully fed into the Culture-Led Framework and associated Action Plan.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	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 accept: This would not be possible due to the additional work already having been undertaken. Option 2 – Not to appoint an external consultant: This approach was not selected due to there not being the necessary expertise within Council teams.
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:	Not applicable

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: