



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:	9 July 2026
Decision Maker (Officer):	Assistant Director (Corporate Policy and Support)
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Cabinet on 26 June 2026 determined, inter alia, concerning the "Consequential Matters in respect of the formation of New Parishes for Clacton-On-Sea, Holland-On-Sea and West Clacton & Jaywick Sands" <i>"To authorise the Assistant Director (Corporate Policy & Support) to commission Essex Association of Local Councils (subject to an approval from the Leader and the Council's Section 151 Officer in relation to the Council's Procurement Procedure Rules) to undertake a range of work with the District Council to support the transition from the decision to create the three new parish councils to them commencing in existence from 1 April 2027 in the sum of £52,500 (on the basis that £25,000 would be recoverable from across the three new parish councils)."</i> That decision was subject to 'call in' and this expired on 6 July 2026. No 'call in' request was received and, accordingly, the decision is able to be implemented.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	In accordance with the decision of Cabinet on 26 June 2026 set out above, and the Procurement Procedure Rules, the Leader of the Council has been consulted on the award of a contract to Essex Association of Local Councils (along with consultation with the Council's S151 Officer).
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No

Decision Made:	(1) To note that the Leader of the Council and the Council's Section 151 Officer agree to the exemption from the Council's Procedure Rules to enable the award of a contract in (2) below on the basis that it provides for the continuation of work already undertaken during the CGR process and the specialist nature of the work for which the contractor is best placed to supply; and (2) To enter into a contract with Essex Association of Local Councils to undertake a range of work with the District Council to support the transition from the decision to create three new parish councils to them commencing in existence from 1 April 2027 in the sum of £52,500 (on the basis that £25,000 would be recoverable from across the three new parish councils).
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The timeframe to undertake community engagement across the three new parish councils to be formed on 1 April 2027 and to support the budget development activity to then underpin the ultimate precept setting by the District Council in January 2027 for those parish councils requires an early appointment of a specialist contractor and commencement of that work. A delay will risk undermining that process. The nature of the work represents a continuation of work undertaken by the contractor during the CGR process.
Highlight any associated risks/finance/legal/equality considerations:	As referenced above, not commencing this work swiftly could risk undermining the steps to developing three separate initial budgets for the three new parish councils and the decision making by the District Council in determining the precepts to be levied for those parish councils. This, in turn could risk the financial sustainability of those parish councils.
Details of any Alternative Options Considered and rejected (together with reasons):	The District Council did consider the option of undertaking the necessary work itself. However, capacity would have prevented that. In addition, the specialist nature of the work would have required knowledge that would, itself, have been problematic for the District Council to secure. The timeline to the new parish councils coming into existence required the work to be undertaken swiftly.
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)	N/A

If relevant, a note of the dispensation granted by the Monitoring Officer:			
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		
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:			

Officers

Signed:

Keith Simmons

Title: Assistant Director (Corporate Policy and Support)

I confirm that I am content that the Procurement Procedure Rules be disapplied to enable the work to be commissioned as set out:

Signed:



Cllr Mark Stephenson
Finance and Governance

Title: Leader of the Council and Portfolio Holder for Corporate

Signed:



Richard Barrett

Title: Corporate Director Finance and IT

Dated: 09/06/2026

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