A.3 APPENDIX B

Appendix A
to item 7

Memorandum of Understanding
Between Tendring District Council (Accountable Body) and the Clacton Town Board For the Delivery of the Pride in Place Programme in Clacton-on-Sea

1. Purpose
This Memorandum of Understanding (MoU) establishes the framework of cooperation between Tendring District Council (TDC), acting as the Accountable Body, and the Clacton Town Board, responsible for overseeing and delivering the Pride in Place Programme in Clacton-on-Sea. It sets out governance, assurance, and programme management arrangements to ensure transparency, accountability, and effective delivery.

2. Objectives
- Deliver the Pride in Place Programme in line with government priorities and funding conditions.
- Ensure robust governance and assurance mechanisms consistent with *Managing Public Money* and Best Value principles.
- Promote inclusive community engagement and maximise local impact across the three programme themes: **Safe & Lively, Prosperous, and Healthy**.
- Maintain transparency and accountability through published decisions, reporting, and audit.

3. Governance Arrangements

Clacton Town Board
- Established March 2024, with representation from private, public, and voluntary/community sectors.
- Operates under Terms of Reference approved by MHCLG, covering meetings, communications, and decision-making.
- Adheres to the **Seven Principles of Public Life (Nolan Principles)**.
- Maintains a Register of Interests lodged with TDC's Monitoring Officer; conflicts of interest are actively managed.
- Chaired by an independent, experienced leader.
- Meetings and papers are published on TDC's website to ensure transparency.
- Utilises task-and-finish groups and dedicated working groups aligned to programme themes, supported by a Programme Manager.

Relationship with Accountable Body
- Decisions made by the Board are communicated to TDC, which ensures compliance with governance, legal, procurement, and financial requirements before implementation.
- TDC publishes Board decisions to promote transparency and accountability.
- Investment proposals recommended by the Board are subject to TDC's governance processes (including decision making processes as necessary), along with risk, value for money, equality, climate impact, and financial analysis.

- Reports are reviewed by TDC's Monitoring Officer, Section 151 Officer, and Management Team.
- The Board will respond timely to questions and enquiries made by TDC in connection with the delivery of the Pride in Place Programme.

4. Programme and Project Management

- All investment decisions are assessed against criteria including strategic fit, deliverability, value for money, community support, and social/ environmental/ economic impact.
- Delivery routes include:
    - Public sector partners (via direct delivery or grant agreements).
    - Private sector developers/operators (via procurement under the Procurement Act 2023 and Subsidy Control Act 2022).
    - Community organisations (via procurement, grants, or service contracts).
- Due diligence is undertaken on all delivery partners.
- Programme oversight will adapt to Local Government Reorganisation, with continuity ensured through collaboration with MHCLG.
- Robust project management and monitoring will implemented by the Board, including regular reporting to TDC that also aligns with its Accountable Body obligations

5. Assurance Framework

Best Value

TDC ensures continuous improvement in economy, efficiency, effectiveness, and performance under the Local Government Act 1999.

Managing Public Money

All funds are managed in line with HM Treasury guidance, ensuring regularity, propriety, value for money, accountability, and fairness and where applicable the implementation of effective controls both financial and non-financial, that includes:

- The mitigation of the risk of fraud.
- Ensuring compliance with all public sector statutory obligations, including equality.
- The effective management of information and data in compliance with data protection legislation.

Key Assurance Mechanisms

- **Section 151 Officer**: Provides independent financial oversight, signs off commitments, and issues annual Assurance Letters and Statements of Grant Usage to Government.
- **Financial Controls**: Compliance with TDC Financial Procedure Rules, Contract Standing Orders, and procurement legislation.
- **Audit**: Internal audit reviews governance and financial controls; recommendations are tracked and implemented.
- **Monitoring & Reporting**: Bi-monthly reports to the Board, annual public reporting, and reporting to Government as required.

- **Risk & Fraud Oversight**: Comprehensive Risk Register maintained and reviewed quarterly, with escalation protocols to TDC's Management Team and Audit Committee.

6. Communication and Transparency

- Board meetings, papers, and minutes are published on TDC's website.
- Decisions are communicated and published by TDC to ensure transparency.
- Annual public reporting ensures accountability to the community.

7. Duration and Review

- This MoU takes effect upon signature and remains valid for the duration of the Pride in Place Programme.
- It will be reviewed annually, or sooner if required, to reflect governance changes, including Local Government Reorganisation.

8. Signatures
Signed on behalf of Tendring District Council (Accountable Body):

Name: ____________________________ Position: _________________________

Date: ____________________________

Signed on behalf of the Clacton Town Board:

Name: ____________________________ Position: _________________________

Date: ____________________________

A.3 APPENDIX B

Annexes to support the Memorandum of Understanding between Tendring District Council (Accountable Body) and the Clacton Town Board

Introduction
These Annexes provide stakeholders with a consolidated reference to the supporting materials underpinning the Memorandum of Understanding (MoU). It sets out the **Investment Appraisal Criteria and Routes to Market** (Annex A) and the **Assurance Mechanisms** (Annex B). Together, these annexes ensure transparency, accountability, and clarity in how projects are assessed, delivered, and monitored under the Pride in Place Programme in Clacton-on-Sea.

Annex A

Investment Appraisal Criteria and Routes to Market

Investment Appraisal Criteria	Description
Strategic Fit	Alignment with Vision pillars (*Safe & Lively, Prosperous, Healthy*) and Pride in Place objectives.
Programme Alignment	Consistency with other local, regional, and national programmes and initiatives.
Deliverability & Readiness	Evidence that the project can be delivered effectively and is ready to proceed.
Value for Money	Demonstration of economic efficiency, cost-effectiveness, and measurable benefits relative to costs.
Match & Leveraged Funding	Ability to attract additional funding or investment to complement Pride in Place resources.
Community & Stakeholder Support	Evidence of engagement and backing from local residents, businesses, and organisations.
Social, Environmental & Economic Impact	Contribution to wider outcomes including equality, climate change, sustainability, and local prosperity.
Delivery Routes to Market	Clear and compliant pathways for implementation, procurement, or partnership.

Routes to Market

Route	Delivery Approach	Compliance Requirements
Public Sector Partners	Direct delivery by TDC or via Grant Agreements with partners such as Essex County Council, NHS, Essex Police.	Compliance with TDC governance and statutory obligations.

A.3 APPENDIX B

Private Sector Developers/Operators	Procurement of private sector partners to deliver projects.	Procurement Act 2023; Subsidy Control Act 2022.
Community Organisations	Delivery through procurement, grants, or service contracts with local voluntary/community groups.	Due diligence checks; TDC Financial Procedure Rules; Contract Standing Orders.

Annex B

Assurance Mechanisms

Mechanism	Description	Oversight/Compliance
Section 151 Officer	Provides independent financial oversight, signs off commitments, issues annual Statement of Grant Usage and Assurance Letter to Government.	Ensures compliance with *Managing Public Money* principles and fraud controls.
Financial Controls	All expenditure follows TDC Financial Procedure Rules, Contract Standing Orders, and Procurement Act 2023. Due diligence applied to all third parties.	Maintains audit trails and ensures transparency in financial administration.
Audit	Internal audit reviews governance, financial controls, and compliance. Recommendations tracked and implemented.	Independent assurance provided as required by Government funding agreement.
Risk & Fraud Oversight	Comprehensive Risk Register maintained and reviewed quarterly, with escalation protocols to TDC Management Team and Audit Committee.	Mitigates risks and strengthens fraud prevention.
Value for Money	Demonstrated at appraisal, delivery, and post-completion stages. Costs benchmarked, benefits quantified, evaluations conducted.	Ensures economy, efficiency, and effectiveness under Best Value duty.
Monitoring & Reporting	Bi-monthly reports to Town Board, annual public reporting, and reporting to Government. Performance measured against Pride in Place objectives.	Provides transparency, accountability, and community feedback integration.