

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:	15 July 2026
Decision Maker (Officer):	Tim R Clarke, Assistant Director – Housing and Environment
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). The Corporate Director (Operations and Delivery) has delegated operational matters relating to the Financial Assistance Policy for Housing to the Assistant Director – Housing and Environment.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Portfolio Holder for Housing & Planning
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To enter into and sign an agreement with Essex County Council for the provision of an Occupational Therapist working in the council's Housing Grants team for two years with the option to extend.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The council adopted a revised Financial Assistance Policy for Housing in January 2026. In addition to the specific changes that were made to the policy it was proposed to renew the Senior

	Occupational Therapist in Housing (SOTH) provision through ECC, increasing to a full-time post from part time pilot, aligning with the other SOTHs within Essex. The Occupational Therapist will work alongside housing officers to support the processing of disabled facilities grants and other adaptations / complex cases following successful part time provision. The arrangement will be funded from the Council's Disabled Facilities Grant budget for an initial period of two years with a proposed cost of £145,096 over this period. The aim of the arrangement is to provide a better service to residents and tenants who require home adaptations and to facilitate additional spending of the Council's disabled facilities grant budget. Housing officers will have direct access to an experienced Occupational Therapist for queries and assistance in designing adaptations. This arrangement aligns Tendring with other districts already employing the services of full time Occupational Therapists in Housing.
Highlight any associated risks/finance/legal/equality considerations:	The financial resources held for the delivery of the Financial Assistance Policy for Housing and likely future funding allocation are such that this has little financial risk. Essex County Council will employ the Occupational Therapist on the council's behalf.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	The contract proposed by Essex County Council has taken into account the implications of LGR and it can be extended by mutual agreement until such time as the new authority takes over the statutory requirements of the services in question.
Details of any Alternative Options Considered and rejected (together with reasons):	No alternative options have been considered at this stage.
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
<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:

Title:

Signed:

Title:

In consultation with:

Signed:

Portfolio Holder For Housing and Planning

Dated:

