



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:	02/09/2026
Decision Maker (Officer):	Damian Williams, Corporate Director, Operations and Delivery
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Tendring District Council Constitution – Part 3 (Responsibility for Functions / Scheme of Delegation), Schedule 3 (Executive Functions delegated to Officers), paragraph 4.3(1) – Corporate Directors have delegated authority to discharge executive functions within their respective service areas, subject to appropriate consultation (paragraph 4.3(4)(ii)).
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Portfolio Holder for Assets and Community Safety – consulted and concurrence obtained.
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To award a contract to Olympus Mechanical Services, for the provision of replacement boilers and control services at the Town Hall. A tender exercise has been undertaken by the Essex Procurement Partnership, via an open tender exercise. A specification was prepared outlining the scope of the works required to replace the existing wet heating system and its controls within the Town Hall.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The existing Boilers and control systems within the Office Accommodation in the Town Hall are life expired and in need of replacement.

Highlight any associated risks/finance/legal/equality considerations:	Due to the systems age, a failure to replace the existing systems is likely to result in a failure of the heating system as well as an increase in running costs due to a lack of control of the system. A system failure would also limit the extent to which the Town Hall could be used during the winter months.	
Details of any Alternative Options Considered and rejected (together with reasons):	No other option considered for the reasons stated above. A failure to provide a reasonable level of heating would result in the Council failing its duty towards staff and visitors.	
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:	N/A	
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

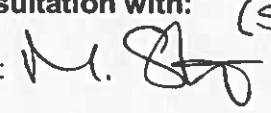
	• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
	<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information Reasons: [insert]

Officers

Signed:  Title: Corporate Director, Operations and Delivery

Signed: Title:

In consultation with: (Signed on behalf).

Signed:  Portfolio Holder For Assets and Community Safety

Signed: Section 151 Officer (if required)

Signed: Monitoring Officer (if required)

Dated: 2 September 2024

