

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:	03/09/2026
Decision Maker (Officer):	Deputy Chief Executive and Corporate Director for Place & Wellbeing / or Corporate Director Operations and Delivery.
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 Cabinet, 20th March 2026 - link Cabinet, 24th April 2026; Financial Update Report - link
Identify which Portfolio Holder(s)/Committee Chairman consulted?	N/A
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To approve the appointment of Acorns Projects Ltd to undertake a Stage 1 Road Safety Audit for the

	Brooklands Road scheme forming part of the Ten_09 Jaywick Sands Public Open Spaces project, together with a 10% contingency allowance, giving a total approved value of up to £1,100 + VAT.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	This decision forms part of the wider Ten_09 Jaywick Sands Public Open Spaces project approved by Cabinet and the Portfolio Holder and supports the progression of the Brooklands Road scheme towards procurement and delivery. The requirement for a Stage 1 Road Safety Audit was identified through discussions with Essex Highways and reinforced through feedback received during the Pre-Market Engagement exercise. Completion of the audit prior to tender will identify and address road safety issues at an early stage, reduce design and procurement risk, and provide greater certainty for future project delivery. Three quotations were obtained for the commission. Acorns Projects Ltd submitted the lowest compliant quotation and confirmed delivery within the required programme. The quotation represents best value and supports the timely progression of the project.
Highlight any associated risks/finance/legal/equality considerations:	The commission will be funded from the approved Ten_09 Jaywick Sands Public Open Spaces project budget within the Community Regeneration Partnership Programme. Undertaking the Road Safety Audit at this stage will: • identify potential road safety issues early in the design process; • reduce the risk of design changes following tender; • provide greater cost and programme certainty; and • support the delivery of a safe and compliant highway scheme. Failure to undertake the audit prior to tender could result in increased project risk, additional costs and programme delays. A 10% contingency allowance has been included to accommodate any minor variations in the final commission cost.

	No additional legal or equality implications have been identified beyond those already considered through previous project approvals.	
NEW : Details of Local Government Reorganisation and/or Devolution considerations	The Road Safety Audit is short-term and not expected to have any impact in relation to Local Government Reorganisation or Devolution proposals. The wider project will continue to support environmental and public realm improvements within Jaywick Sands.	
Details of any Alternative Options Considered and rejected (together with reasons):	Option 1 – Do not undertake the Road Safety Audit Rejected as the requirement has been identified through discussions with Essex Highways and supported through market engagement feedback. Failure to undertake the audit would increase design, programme and delivery risk. Option 2 – Undertake the Road Safety Audit after procurement Rejected as this could result in significant design changes being identified following tender, potentially increasing costs and creating delays through contract variations and programme disruption. Option 3 – Appoint an alternative consultant Rejected as alternative quotations were either higher in cost or did not provide a clear programme. Acorns Projects Ltd submitted the lowest compliant quotation and offered the best overall value.	
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:	✓	Not applicable – Decision to be published
	If Report is not to be published – tick one of the following boxes:	
		The report supporting the Decision contains confidential information

<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>		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**

Dated: