

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:	21 st October 2026
Decision Maker (Officer):	Damian Williams / Grant Fenton-Jones
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	<p>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).</p> <p>The Corporate Director (Operations & Delivery) has delegated operational matters relating to the Port Health Delegation of Functions to the Assistant Director of Housing & Environment.</p>
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr Adrian Smith - Portfolio Holder for Environment
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To extend the agreement with Suffolk Coastal Port Health Authority until April 2029, to undertake all work associated at our ports around the district.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	Briefing note approved at Management Team to extend for three years rather than having to get approval every 12 months.

Highlight any associated risks/finance/legal/equality considerations:	Without the current agreement being extended the Council would not have the resources to deliver its statutory duty at our ports.	
Details of any Alternative Options Considered and rejected (together with reasons):	The current provider is the only service that has the capacity and expertise to deliver all work associated with goods coming through the border control post.	
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:	X	Not applicable – Decision [and briefing note] to be 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>	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	

	<p><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</p> <p>Reasons: None</p>
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Officers

Signed: Title: Corporate Director of Operations & Delivery

In consultation with:

Signed: **Portfolio Holder For Environment – Cllr Adrian Smith**

Signed: **Section 151 Officer (if required)**

Signed: **Monitoring Officer (if required)**

Dated: 21st October 2026