



## DECISION NOTICE - OFFICER/ MAYORAL

To grant a permission or a licence, affect the rights of individuals, to award a contract or incur expenditure over £250k, to amend budgets, or apply a Key Decision over £500k.

| DECISION INFORMATION – to be completed by Project Owner for all Decisions   |  |
|---|--|
| 1. DECISION TITLE   | Change the Officer delegated authority under MDN28-2020  |
| 2. DECISION No.   | MDN32-2021   |
| 3. DECISION DATE  |  |
| 4. FORM AUTHOR  | Steve Clarke<br>steve.clarke@cambridgeshirepeterborough-ca.gov.uk  |
| 5. DESCRIPTION OF DECISION<br><br>(please select the required decision and delete the rest)   | <p>Change the officer delegated authority under MDN28-2020. Section 10 of MDN31-2021 currently states that:</p> <p>The Mayor, in consultation with the Combined Authority Board, delegate authority to the Senior Responsible Officer (Deputy Chief Officer) for Business Growth Service, in consultation with the Lead Member for Finance, the CPCA's Section 73 Officer and Monitoring Officer, authorise the release of the balance of the £14,295,833 Getting Building Funds subject to the project producing the documents listed as terms and conditions in the external appraiser's report.</p> <p>A revision is sought to this delegation as detailed below:</p> <p>The Mayor, in consultation with the Combined Authority Board, delegate authority to the <b><u>Interim Programme Manager</u></b>, in consultation with the Lead Member for Finance, the CPCA's Section 73 Officer and Monitoring Officer, authorise the release of the balance of the £14,295,833 Getting Building Funds subject to the project producing the documents listed as terms and conditions in the external appraiser's report.</p> <p>The delegated authority would consequently sit with the <b><u>Interim Programme Manager</u></b></p> |
| 6. AUTHORITY FOR DECISION<br><br>(please select the required authorisation – this should be the same bullet number as for box 5 above - then delete the rest) | Chapter 3 Paragraph 1.5 – <b>General Power of Competence</b> by the Mayor  |
| 7. DECISION TYPE  | Mayoral  |



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|   |   |     |
|---|---|-----|
| 8. DECISION OWNER<br><br>(please selected based on 6 above and delete the rest)                                 | Mayor   |     |
| 9. KEY DECISION INFORMATION<br><br>(only complete where implementing the delegated authority of a Key Decision) | FORWARD PLAN DATE                                       | N/A |
|   | FORWARD PLAN NUMBER                                     |     |
|   | DATE OF DECISION  |     |
|   | DATE REPORT PUBLISHED                                   |     |
|   | APPROVAL HYPERLINK                                      |     |
|   | IMPLEMENTATION DATE                                     |     |
|   | EXEMPT INFO/ ANNEX                                      |     |
| DECISION OVERVIEW – to be completed by Project Owner for all Decisions  |   |     |
| 10. SUMMARY OF REQUIREMENTS   | Change the officer delegated authority under MDN28-2020 |     |
| 11. PROJECT BACKGROUND  | See MDN28-2020  |     |
| 12. FINANCE INFORMATION   | VALUE OF DECISION                                       | 0   |
|   | BUDGET CODE(S)  | 0   |
|   | BUDGET DESCRIPTION(S)                                   | 0   |
|   | FUNDING TYPE  | 0   |
|   | FUNDING APPROVAL  | 0   |
|   | FUNDS AVAILABLE   | 0   |



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|  |                                      |   |
|--|--------------------------------------|---|
|  | OTHER COMMENTS                       | -   |
| 13. PROCUREMENT CONSIDERATIONS   | DIRECT AWARD JUSTIFICATION           |   |
|  | REGULATION RISKS                     |   |
|  | VFM JUSTIFICATION                    |   |
| 14. LEGAL CONSIDERATIONS   | LEGAL RISKS                          | None  |
|  | CONTRACT/ GRANT INFORMATION          | See MDN28-2020  |
| 15. CONFLICTS OF INTEREST/ MITIGATION  | None                                 |   |
| 16. SUPPORTING DOCUMENTATION   | MDN28-2020 and supporting documents. |   |
| 17. CONFIDENTIAL INFORMATION   | N/A                                  |   |
| DECISION APPROVAL/ CONSULTATION- to be completed by consulted officers for all Decisions |                                      |   |
| PROCUREMENT  | NAME                                 |   |
|  | DATE                                 |   |
|  | COMMENT                              |   |
| FINANCE  | NAME                                 | Jon Alsop   |
|  | DATE                                 | 26.03.2021  |
|  | COMMENT & APPROVAL SIGNATURE         | No financial implications as this is purely a name change for the delegated authority.<br> |
| LEGAL  | NAME                                 | Rochelle Tapping  |



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|                            |                                       |   |
|----------------------------|---------------------------------------|---|
|                            | DATE                                  | 18.03.2021  |
|                            | COMMENT                               | The decision relates only to a change of officer delegated authority under MDN28-2020. There are no legal implications associated with this decision.   |
| CHIEF OFFICER/<br>DIRECTOR | NAME                                  | Robert Parkin   |
|                            | DATE                                  | 26 <sup>th</sup> March 2020   |
|                            | COMMENT<br>&<br>APPROVAL<br>SIGNATURE | The substantive decision made via MDN28-2020 remains. This decision seeks only to change the officer delegated authority under MDN28-2020 from Senior Responsible Officer (Deputy Chief Officer) to the Interim Programme Manager. There are no legal implications arising from the change of officer. The Mayor is advised to make this decision.<br><br>R PARKIN 26.03.2021 |
| OVERALL APPROVAL           |                                       |   |
| DECISION MAKER             | NAME                                  | James Palmer  |
|                            | DATE                                  | 26.03.2021  |
|                            | SIGNATURE                             |    |

**Please ensure all red guidance notes are removed before final sign off and adding to the ODN/  
Contract Register**

**TO BE COMPLETED BY LEGAL/ PROCUREMENT POST APPROVAL**

| ACTION  | DATE | COMPLETED BY |
|---|------|--------------|
| Reported to board                                   |      |              |
| Published on Website                                |      |              |
| Contract award notice published on contracts finder |      |              |
| Contract award notice published FTS                 |      |              |



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|                                     |  |  |
|-------------------------------------|--|--|
| Notification to Framework Owner     |  |  |
| Decision added to Decision Register |  |  |
| Contract signed                     |  |  |
| Contract added to Contract Register |  |  |

### **Officer or Mayoral Decision Notice**

Where an officer or the Mayor makes a decision, including under specific delegation from a meeting of a decision-making body, the effect of which is

- (a) to grant a permission or licence,
- (b) to affect the rights of an individual; or
- (c) to award a contract or incur expenditure, the decision-making officer must produce a written record of the decision as soon as reasonably practicable after the decision has been made.

### **Key Decisions**

1. A “key decision” means a decision, which in the view of the Overview and Scrutiny Committee is likely to:
  - (a) result in the Combined Authority **spending** or saving a significant amount, compared with the budget for the service or function the decision relates to;
  - or (b) have a significant effect on communities living or working in an area made up of two or more wards or electoral divisions in the area.
2. When assessing whether or not a decision is a key decision, Members must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will not generally be considered to be a key decision if that amount is less than **£500,000**.
3. A key decision which is considered to have a ‘significant’ effect on communities should usually be of a strategic rather than operational nature and have an outcome which will have an



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effect upon a significant number of people living or working in the area and impact upon: (a) the amenity of the community or; (b) quality of service provided by the Authority

4. Subject as below, a key decision may not be taken by the decision maker unless: (a) it is in the Forward Plan on the Combined Authority's website; (b) at least 28 clear days' notice has been given, or if this is impracticable, the decision has complied with the provisions set out in paragraph 12 or 13 below as they may apply; and (c) notice of the meeting has been given in accordance with these rules.