

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	Midlife MOT – To accept the Grant Agreement Letter and approve the associated spend	
2. DECISION No.	ODN293-2021	
3. DECISION DATE	18/06/2021	
4. FORM AUTHOR	Fliss Miller Fliss.miller@cambridgeshirepeterborough-ca.gov.uk	
5. DESCRIPTION OF DECISION	1. Accept a Grant	
6. AUTHORITY FOR DECISION	1. Chapter 17 paragraph 5.5 – accept a grant by the Chief Finance Officer	
7. DECISION TYPE	Officer	
8. DECISION OWNER	Chief Finance Officer – Finance Decision	
9. KEY DECISION INFORMATION	FORWARD PLAN DATE	Xx/xx/xxxx
	FORWARD PLAN NUMBER	xxx
	DATE OF DECISION	Xx/xx/xxxx
	DATE REPORT PUBLISHED	Xx/xx/xxxxx
	APPROVAL HYPERLINK	https//
	IMPLEMENTATION DATE	Xx/xx/xxxx
	EXEMPT INFO/ ANNEX	e.g. personal data, commercially sensitive data
DECISION OVERVIEW – to be completed by Project Owner for all Decisions		
10. SUMMARY OF REQUIREMENTS	<p>I. To accept the Grant Agreement Letter and</p> <p>II. approve the associated spend (as listed below) without the requirement for seeking quotes where the value exceeds £10,000 for services; as per the conditions of funding.</p>	



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11. PROJECT BACKGROUND	<p>The Midlife MOT is a 10-week contract with £40k grant allocation from the DWP. Running in March and April.</p> <p>The funds will be spent on marketing and comms. A provisional break down of spend includes:</p> <ul style="list-style-type: none"> • Development of web portal via external agency £7,500 • Specialist contracted marketing and comms support £5,000 • Video creation and editing £1,500 • Paid for marketing campaign £20,000 • £6,000 to remain as contingency to add to budgets above as required. <p>The contract has already been reviewed by Legal.</p>	
12. FINANCE INFORMATION	VALUE OF DECISION	£40,000
	BUDGET CODE(S)	To be created once agreed
	BUDGET DESCRIPTION(S)	To be confirmed once agreed
	FUNDING TYPE	REVENUE
	FUNDING APPROVAL	14/16/2021 This is for the receipt of funding
	FUNDS AVAILABLE	£40,000
	OTHER COMMENTS	none
13. PROCUREMENT CONSIDERATIONS	DIRECT AWARD JUSTIFICATION	Not applicable
	REGULATION RISKS	Not applicable
	VFM JUSTIFICATION	Not applicable
14. LEGAL CONSIDERATIONS	LEGAL RISKS	none
	CONTRACT/ GRANT INFORMATION	The Grant Agreement Letter has been reviewed and it was concluded that the letter is fit for CPCA to be signed on behalf of the Business Board.
15. CONFLICTS OF INTEREST/ MITIGATION	none	
16. SUPPORTING DOCUMENTATION	none	
17. CONFIDENTIAL INFORMATION	none	

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DECISION APPROVAL/ CONSULTATION- to be completed by consulted officers for all Decisions.		
PROCUREMENT	NAME	Heidi Parker
	DATE	31/03/2021
	COMMENT	No procurement concerns
FINANCE	NAME	Vanessa Ainsworth
	DATE	22/03/2021
	COMMENT	The budget code for this project will be created once approval has been given and it will then be added to the MTFP upon approval from the CA Board.
LEGAL	NAME	David Cox
	DATE	8.4.2021
	COMMENT	This accords with CPCA's Constitution and is lawful.
CHIEF OFFICER/ DIRECTOR	NAME	John T Hill
	DATE	8.4.21
	COMMENT	
OVERALL APPROVAL		
DECISION MAKER	NAME	Jon Alsop
	DATE	12 th April 2021
	COMMENT	

**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

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ACTION	DATE	COMPLETED BY
Reported to board		
Published on Website		
Contract award notice published on contracts finder		
Contract award notice published FTS		
Notification to Framework Owner		
Decision added to Decision Register		
Contract signed		
Contract added to Contract Register		