



## OFFICER DECISION NOTICE (ODN)/MAYORAL DECISION NOTICE (MDN) FORM

**NOTE: Please read process sequence on page 6 before completing this form. Please hover over the text box for instructions on completion.**

1. Officer Decision or Mayoral Decision No.	ODN252-2020
2. Decision Title	Appointment of Jacob, through a loaned personnel agreement, to support the drafting of the Lot 2, CAM Programme Specification
3. Name of Officer/Mayor making the decision	Robert Parkin
4. Date of decision	22/12/2020
5. Responsible Director, if applicable. Please leave blank if this is a decision to be made by the Mayor.	Robert Parkin
6. Form author and contact details:	Heidi Parker Heidi.parker@cambridgeshirepeterborough-ca.gov.uk
7. Does your form include exempt or confidential information?	No  All completed forms will be published on the CA website. <b>NOTE: Put any confidential/exempt information as an appendix and state this is not for publication. Include the exemption category on the appendix.</b> <b>Please note that it is the responsibility of the Monitoring Officer to determine whether information is exempt or confidential.</b>
8. Is it a key decision?	No  If YES, please complete Question 9.
<b>9. KEY DECISIONS ONLY</b>	<b>Section 9 only needs to be completed if the decision is a key decision.</b>
Insert forward plan ref number	Click or tap here to enter text.  The key decision must be on the forward plan for at least 28 days before the decision is made. Please insert reference number from the published forward plan. If it is not in the forward plan, please contact the Governance Team for advice.



Date of decision	<input type="text" value="Click or tap here to enter text."/>
Date report published on the website	<input type="text" value="Click or tap here to enter text."/>
Implementation Date	<input type="text" value="Click or tap to enter a date."/>
Does the report have an annex that contains exempt information?	<input type="text" value="Choose an item."/>

<p>10. Description of decision/proposal</p> <p><b>Please consult with Legal prior to completing this section.</b></p>	<p>The award of a contract to Jacobs for £60,000 to support the writing of the Lot 2 CAM Programme procurement documents</p> <p>The appointment being made under a Direct award using ESPO 664</p>
<p>11. Authorisation</p> <p><b>Please consult with Legal Team prior to completing this section.</b></p>	<p><b>This decision has been taken under:</b></p> <p>1. Quote chapter and paragraph in constitution</p> <p>Chapter 17, paragraph 3.4 approval of a contract between £50,000 and EU threshold. <input type="text" value="Click or tap here to enter text."/></p> <p>OR</p> <p>2. For delegated decisions, please reference the delegation given including meeting date and minute reference.</p> <p><input type="text" value="Click or tap here to enter text."/></p>
<p>12. Background Information</p>	<p>As part of progressing the CAM Programme, the CPCA (on behalf of ONE CAM Ltd) need to develop a specification document to facilitate the procurement of LOT 2 - Engineering, technology and environmental requirements of the project so as to enable a long term arrangement to be procured that will facilitate and effective working relationship that demonstrates consistency whilst promoting economy of scale and overall value for money</p>




<p>13. Alternative options considered.</p>	<p><b>List alternative options considered and rejected including the reason for rejection. NOTE: Do not leave this section blank or put 'None'. There is always an alternative even if it is to do nothing.</b></p> <ul style="list-style-type: none"> <li>• Write the specification in-house – unfortunately the CPCA does not have the technical resource/ capacity to achieve this within the timescales available</li> <li>• Source a temp – this is prohibitive based on timescales</li> <li>• Carry out a mini competition – this is prohibitive based on timescales</li> </ul>	
<p>14. Financial Implications</p>	<p>Please include as applicable:</p> <p>£60,000 – this cost is covered in the current approved budgets</p> <p>Budget – CAM Innovation Company (CX0060)</p>	
<p>15. Comments from Finance Team</p>	<p>As set out in the financial implications, there is sufficient unallocated budget available in the CAM innovation company budget line to meet these costs.</p> <p><b>CPCA Board 30<sup>th</sup> September 2020, it was resolved to:</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Agree to enter into a Shareholder and SPV Agreement on the Heads of Terms accompanying this report.</li> <li>b) Approve the appointment of Lord Robert Mair as Chair of the SPV.</li> <li>c) Agree the annual remuneration for the role of Chair as £80,000.</li> <li>d) Agree to enter into a Service Level Agreement between the Combined Authority and SPV, to provide the SPV with operational resources and support.</li> <li>e) Approve the drawdown of £2,706,905 for the Delivery and Strategy Writing and a further £1,516,823 for Client Side Advisory from the Medium Term Financial Plan.</li> </ul> </div>	
<p>16. Comments from Legal Team</p>	<p>Legal Services have reviewed the terms and conditions of the Loaned Personnel Agreement and confirm they are fit for CPCA's purpose and for CPCA to sign.</p>	
<p>17. Consultation</p> <p><b>Please retain emails to show the relevant officers have approved the decision/proposal.</b></p>		<p><i>Please insert the name of consultee and date of written approval or insert N/A</i></p>
	<p>Chief Executive</p>	<p>N/A</p>
	<p>Responsible Director/Chief Officer</p>	<p>Name and Date or N/A Click or tap here to enter text.</p>
	<p>Monitoring Officer</p>	<p>David Cox on behalf of Robert Parkin 21/12/2020</p>
	<p>S73</p>	<p>Robert Emery, on behalf of Jon Alsop 21/12/2020</p>
	<p>Finance</p>	<p>Jilur Hussain 21.12.20</p>



	<i>Lawyer</i>	<i>David Cox 11.12.2020</i>
18. Declarations/Conflicts of Interests (only if the decision falls under the 'Express authorisation' category)	Click or tap here to enter text.	



19. Supporting documentation - please include any relevant reports	Click or tap here to enter text.  <b><i>NOTE - all of this information must be retained for public inspection for a period of at least 4 years – there is no provision for the release of exempt/confidential information).</i></b>	
20. Officer/Mayor signature	Signature:  Name: Kim Sawyer	<b>Date</b>  <b>22/12/2020</b>
<b>21. Please send the completed, signed form to Sue Hall. The Decision will be recorded on the Decision Notice Register and published on the website.</b>		



### **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; or
- (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 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.

The process sequence below will assist you to complete this form

### **Process Sequence**

**All questions on the form must be completed.**

1. Email Sue Hall for ODN/MDN number. Please include a description of the decision in your email to Sue. Sue will then email you an ODN number.
2. Please complete questions 1 to 9 on the form. Only complete question 9 if the decision is a key decision.
3. Speak to the Legal team prior to completing questions 10 and 11.
4. Complete questions 12 and 13.
5. Complete question 14, speaking to the finance team first, if you are unsure. Send the form to the finance team who will complete question 15.
6. Send form to the legal team (legal officer who is assisting you) to complete question 16.
7. Please complete question 17, as applicable with the relevant consultees. This is the person/s who approved of the decision and will always include the s73 Officer and the Monitoring Officer. You must insert their name and the date which written approval was received. All emails showing approvals by relevant officers need to be kept and stored in the folder with the ODN. Please send these to Sue Hall. If a contract exists, a copy needs to be attached to the ODN. Please insert N/A for consultees that are not applicable to the decision.
8. Complete Q18 and Q19. Supporting documents will include contracts, reports, approval emails, links to CA Board or Committee Reports etc.
9. Q20 When the decision notice is complete, it must be signed off by the correct authorised person.
10. The completed signed form must be sent to Sue Hall.