



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.	ODN264-2021
2. Decision Title	Careers & Enterprise Company Contract Extension Jan 2021-Feb 2021
3. Name of Officer/Mayor making the decision	John T Hill
4. Date of decision	Click or tap to enter a date.
5. Responsible Director, if applicable. Please leave blank if this is a decision to be made by the Mayor.	John T. Hill,
6. Form author and contact details:	Fliss Miller - Felicity Miller@cambridgeshirepeterborough-ca.gov.uk
7. Does your form include exempt or confidential information?	No
8. Is it a key decision?	No
9. KEY DECISIONS ONLY	Section 9 only needs to be completed if the decision is a key decision.
Insert forward plan ref number	Click or tap here to enter text.



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="01/02/2021"/>
Does the report have an annex that contains exempt information?	<input type="text" value="No"/>

10. Description of decision/proposal Please consult with Legal prior to completing this section.	Extend the CEC contract with Form the Future for up to one month at a maximum value of £3125
11. Authorisation Please consult with Legal Team prior to completing this section.	<p>This decision has been taken under:</p> <p>1. <input type="text" value="Click or tap here to enter text."/></p> <p><input type="text" value="Click or tap here to enter text."/></p> <p>CPCA Constitution Page 154 Chapter 17 Officer Scheme of Delegation and Proper Officers Para. 3.4; Page 149 Chapter 16 Contract Procedure Rules Para. 46.2 (e) “The additional value of the extension or variation is not a material change, the need was unforeseeable, there is a proprietary right or there is urgency and the change does not exceed more than 50% of the original advertised value (Monitoring Officer).”</p>
12. Background Information	<p>Form the Future (FTF) have been delivering Careers and Enterprise Company services to the CPCA. The original contract expired at the end of July 2020, and delivery would then be undertaken as a part of the Business Growth Service Contract. Due to the delay in the procurement process, the decision has been made to extend the contract to ensure continuity of services until the provision can be transferred. The extension of the contract also ensures that jobs are protected during this COVID-19 period.</p> <ul style="list-style-type: none"> <input type="text" value="This is the fifth extension to this contract post the original procurement."/>



	<ul style="list-style-type: none">• The existing extension expires on the 31st January 2021• The new contract will end once the BGS contract is signed
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13. Alternative options considered.	Alternative options included contract termination or an alternative short time arrangement, but neither were considered practical due to the existing relationships within the network and mobilisation costs.	
14. Financial Implications	<p>This extension requires a maximum of £3125 to fund the costs of FTF, which will be taken from the CEC budget line.</p> <p>However, due to requirements to match fund certain elements of the provisions, there will potentially be an additional cost to the CPCA of approximately £500. This cost will be met by one of the other skills service budget lines to ensure that there is no impact on the CPCA budget.</p> <p>Whilst the CPCA will have to initially cashflow this extension, this will only be for a maximum of one month, as the costs will be recharged to the Growth Company as mentioned above. There is a possibility that the costs will be lower than this depending on the speed of the BGS contract being signed, hence the maximum costs are shown.</p>	
15. Comments from Finance Team	<p>At present, it is unclear which budget line will meet the potential additional £500 requirement, however, this is not considered to be material and will be managed within existing budgets. All skills budgets are under constant monitoring, and once the appropriate budget has been identified, this will be matched.</p> <p>There is also the possibility that there will be no additional spend due to the changes within the CEC contract.</p>	
16. Comments from Legal Team	This lawful extension to the contract shall be drafted by CPCA's external lawyers, Pinsent Masons and shall be checked as fit for purpose by CPCA Legal Services.	
17. Consultation Please retain emails to show the relevant officers have approved the decision/proposal.		<i>Please insert the name of consultee and date of written approval or insert N/A</i>
	<i>Chief Executive</i>	N/A
	<i>Responsible Director</i>	Click or tap here to enter text.
	<i>Monitoring Officer</i>	<i>R Parkin 29.01.21</i>
	<i>S73</i>	<i>J Alsop 29.01.21</i>
	<i>Lawyer</i>	<i>David Cox 29/01/2021</i>
	<i>Finance Manager</i>	<i>Vanessa Ainsworth, 28/01/2021</i>
18. Declarations/Conflicts of Interests (only if the decision falls under the 'Express authorisation' category)	N/A	
19. Supporting documentation - please include any relevant reports	N/A	

20. Officer/Mayor signature	<p>Signature: </p> <p>Name: John T Hill</p>	<p>Date 01.0 2.21</p> <p>Click or tap to enter a date.</p>
<p>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.</p>		