



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Officer Decision/Mayoral Decision No.:	ODN No. ODN92-2019
DECISION TITLE: Project Appraisal / Due Diligence services contract award	
NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS: John T Hill, Director Business & Skills	
DATE OF OFFICER/MAYORAL DECISION: 02/01/2019	

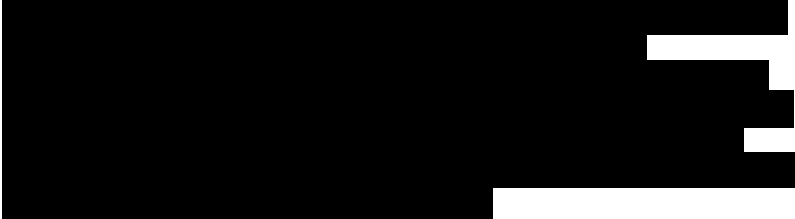
Responsible Director/Mayor:	<i>John T Hill, Director of Business and Skills</i>
Report Author and contact details:	<i>Steve Clarke Inward Investment Manager Cambridgeshire & Peterborough Combined Authority www.cambridgeshirepeterborough-ca.gov.uk E: steve.clarke@cambridgeshirepeterborough-ca.gov.uk M: +44 (0)7715 653901</i>
Is it a key decision?	NO
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	NO
KEY DECISIONS ONLY	N/A
Insert forward plan ref number	
Date when Mayor intend to make decision.	
Date report published on the website	
Implementation Date	
Does the report have any annex that contains exempt information?	

Decision taken	<i>Please provide the exact details of the decision taken.</i> John T Hill Director of Business & Skills formally agreed to award a short-term contract for provision of project appraisal/due diligence services to FSE C.I.C (Company Number 04463599) - registered office: Riverside House, 4 Meadows Business Park, Station Approach, Blackwater, Camberley, Surrey, GU17 9AB.
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<p>Authorisation (<i>delete as appropriate</i>)</p>	<p>This decision has been taken under:</p> <p>General authorisation (<i>those decisions delegated to officers as per the Constitution</i>):</p> <p>Officer Scheme of Delegation and Proper Officers. (Ch 13 para 1.3 and Ch 13 Para 3.3)</p> <p>Specific delegation by Board (<i>those decisions delegated to officers by the Board</i>)</p> <p>The Business Board minutes of 26th November 2018 state;</p> <p><i>It was resolved to:</i></p> <p>a. <i>note that 28 applications are undergoing initial internal appraisal before selection to undertake full business case and subsequent external appraisal;</i></p> <p>d. <i>recommend the Combined Authority give approval to procure and appoint independent project appraisers of business cases over £20,000.</i></p> <p>The CA Board minutes of 28th November 2018 state;</p> <p><i>It was resolved to note the decisions of the Business Board and, subject to confirmation from Government that local growth funds have been released for allocation by the Business Board, to:</i></p> <p>c) <i>give approval to procure and appoint independent project appraisers of business cases over £20,000.</i></p>
<p>Background Information</p>	<p>The Growth Deal funds about to be released from Gov to CPCA are required to be spent to deliver LEP outcomes before March 2021. This is driving a much tighter window/timetable than would be ideal hence the need to proceed with invited local applications to the Growth Fund and the need for project appraisal work to be completed is now at critical as project applications require assessing in this short timeframe before end of January Business Board meeting.</p> <p>The max funding of £24,500 is confirmed and allocated in the CPCA Business & Skills Directorate budget.</p> <p><i>The CPCA formally launched the process for companies and organisations to apply for Loan, Grant and Investment funding from its Growth Deal fund that the CPCA inherited from and was formally managed by the GCGP LEP. The period for applications closed on 30th Oct and the Authority received 23 Expressions of Interest from projects seeking investment above £20k. The next stage is for some of those projects to provide a full business case application which will need assessment and due diligence appraisal after the deadline closes on 7th Dec for those full applications and those assessments completed in time to meet forward agenda date of Business Board meeting at end of January 2019.</i></p>




	<ul style="list-style-type: none">• <i>The Growth fund team in CPCA is seeking approval to appoint Finance South East to provide project appraisal/assessment/due diligence reports on business case applications to the fund.</i>• <i>The Growth Fund team are now under time pressure constraints to get this important piece of process into place and Finance South East have the experience and track record with other authorities on conducting this work to a high standard, they have also confirmed they have the capacity to be able to deliver this work.</i>• <i>Finance South East are already known to the Growth Fund/Hub team from their work with other LEP's, LA's and Gov departments – especially with neighbouring New Anglia LEP. FSE are currently providing assessment service to British Business Bank after FSE was selected via OJEU procurement exercise: 2018/S 041-089830</i>• <i>The CPCA has never previously used Finance South East as a supplier of services.</i>• <i>The start date is 02/01/2019 until end of April 2019 for the contract and this contract duration may be extended or renegotiated if another call launched for EoI submissions to the Growth Fund in Feb/Mar 2019.</i>
Alternative options considered.	<p><i>List alternative options considered and rejected and the reasons for rejection. Do not leave this section blank or put 'None'. There is always an alternative even if it is to do nothing.</i></p> <p>Options:</p> <ol style="list-style-type: none">1. Award this short-term contract and move to a full procurement exercise of this service in the January-March 2019 period.2. Do not any enter into a contract at this time – not preferred option as CPCA would have no independent appraisal of growth fund applications and therefore would be asking the Business Board to take decisions at risk with no appraisal/due diligence feedback.
Financial Implications	<p><i>Please include the total costs and how the project will be funded. Please include budget codes for your directorate</i></p> <ul style="list-style-type: none">•  <p>The max funding of £24,500 is confirmed and allocated in the CPCA Business & Skills Directorate budget.</p>



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Consultation	<i>List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.</i>	<i>Name and Date approved (or indicate if not applicable) –</i>
	Chief Executive	N/A
	Responsible Director/Chief Officer	John T Hill, 02/01/2019
	Monitoring Officer	Patrick Arran, 02/01/2019
	S73	Noel O'Neil, 29/11/2018
	Portfolio Holder	N/A
	Other	N/A
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<i>List the names of any member who has been consulted on and declared an interest in relation to the decision.</i> None to be noted	
Supporting documentation	<i>List any supporting documentation available in relation to this decision (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> Email exchanges with S151 Officer, Procurement Manager Emails related to contract development with Legal Team Deviation to CPCA Procurement Form Business Board (26/11/2018) and CA Board (28/11/2018) minutes Officer Decision Notice	

Officer/Mayor signature	 John T Hill Director Business & Skills	Date 02/01/2019
<p>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</p> <p>If a public report, pass to Democratic Services and we will arrange publication.</p>		