



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Officer Decision/Mayoral Decision No.:	ODN No. ODN93-2019
DECISION TITLE: Eastern Agri-Tech Growth Initiative 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: 10/01/2019	

Responsible Director/Mayor:	John T. Hill, Director of Business and Skills
Report Author and contact details:	Martin Lutman Agri-Tech Sector Specialist Cambridgeshire & Peterborough Combined Authority www.cambridgeshirepeterborough-ca.gov.uk E: martin.lutman@cambridgeshirepeterborough-ca.gov.uk Tel: 01480 277180
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 Hewdon Consulting Ltd, company number 4187876 whose registered office is at 634 Linen Hall, 162-168 Regent Street, London W1B 5TG.
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	<p>This decision notice reflects a decision taken by the Cambridgeshire & Peterborough Combined Authority to engage external support as part of the overall resource needed to deliver the Eastern Agri-Tech Growth Initiative and that the specific requirements of this element of support warranted exemption from the procurement process.</p>
<p>Authorisation (<i>delete as appropriate</i>)</p>	<p>This decision has been taken under: General authorisation (<i>those decisions delegated to officers as per the Constitution</i>): Officer Scheme of Delegation and Proper Officers. (Ch 13 para 1.3 and Ch 13 Para 3.3).</p>
<p>Background Information</p>	<p>Currently the Agri-Tech programme has 5 grant applications that are in need of urgent appraising from businesses seeking grant support with a combined value of £280k. The final decision about which projects are approved is taken by the Eastern Agri-Tech Programme Board – the aim is to have the full appraisal completed on each of these applications to enable the Programme Board to consider these applications on 28th February.</p> <p>We are arranging Agri-Tech Board dates for remainder of 2019 – the Board usually meets monthly. CPCA is currently in discussion with potential grant applicants for post February Board meetings that may also need appraisal if they come forward quickly.</p> <p>The Agri-Tech team in the CPCA is seeking approval to appoint Hewdon Consulting Ltd to provide project appraisal/assessment/due diligence reports on business case applications to the fund.</p> <p>Hewdon Consulting Ltd would provide project appraisal/assessment/due diligence reports to a maximum of ten business case applications until the CPCA has undergone a full procurement exercise.</p> <p>The CPCA is now under time pressure constraints to ensure this important piece of process continues and Hewdon Consulting Ltd has the experience and track record with other authorities on conducting this work to a high standard. Hewdon Consulting has confirmed it has the capacity to be able to deliver this work.</p> <p>Hewdon Consulting Ltd is already known to the CPCA from its work with other LEPs, LAs and Govt. departments and providing appraisal services to the former GCGP LEP.</p> <p>The contract start date is 10/01/2019 until 31/05/2019.</p>
	<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-May 2019 period. 2. Do not any enter into a contract at this time – not preferred option as the CPCA would have no independent appraisal of Agri-Tech fund applications and therefore would be asking the Eastern Agri-Tech Programme 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> <p>The proposed charging structure for this contract is for an anticipated up to 10 appraisal assessments with a charging structure for conducting this work proposed by Hewdon Consulting Ltd is [REDACTED]. This funding comes from the Agri-Tech budget cost centre (CX0090).</p>	
Consultation	<p><i>List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.</i></p>	<p><i>Name and Date approved (or indicate if not applicable) –</i></p>
	Chief Executive	N/A
	Responsible Director/Chief Officer	John T Hill, 08/01/2019
	Monitoring Officer	Patrick Arran, 08/01/2019
	S73	Noel O'Neil, 09/01/2019
	Portfolio Holder	N/A
	Other	N/A
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<p><i>List the names of any member who has been consulted on and declared an interest in relation to the decision.</i></p> <p>None to be noted.</p>	
Supporting documentation	<p><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></p> <p>Email exchanges with Procurement Manager & Legal Team</p> <p>Deviation to CPCA Procurement Form</p> <p>Officer Decision Notice</p>	

<p>Officer/Mayor signature</p>	 <p>John T Hill Director Business & Skills</p>	<p>Date</p> <p>10/01/2019</p>
<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>		