



Please read guidance note before completing

Officer Decision/Mayoral Decision No.:	ODN 172-2020
DECISION TITLE: Procurement of £100k Homes Seminar/Exhibit stand from Korten Ltd	
NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS: Roger Thompson, Director of Housing and Development	
DATE OF OFFICER DECISION: 22 January 2020	

Responsible Director/Mayor:	<i>Roger Thompson</i>
Report Author and contact details:	<i>Luke Page: luke.page@cambridgeshirepeterborough-ca.gov.uk, 07867 962932</i>
Is it a key decision?	NO
All reports will be published on the CA website. Does your report include exempt or confidential information?	NO
KEY DECISIONS ONLY	This section only needs to be completed if the decision is a key decision. Only the Mayor can make key decisions
Insert forward plan ref number	Key Decision No: xxxxxx 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. (Debbie Forde or Anne Gardiner)
Date when Mayor intend to make decision.	xx/xx/xxx Insert date when the Mayor intends to make the decision. The date should be the date it is published on the website. It is your responsibility to ensure it is on the website. The decision cannot be implemented on the date of publication as it is subject to call in. Normally only the Mayor can make a key decision.
Date report published on the website	xx/xx/xxx Send copy of report to Scrutiny Manager for circulation to Overview and Scrutiny Committee.
Implementation Date	xx/xx/xxx Insert the proposed date for implementation. The decision cannot be implemented until 5 clear working days after the date the decision was taken and published on the website. The decision is subject to call in during that period, so you need to check with the Scrutiny Manager that it has not been called in at the end of the call in period.
Does the report have any annex	YES / NO




that contains exempt information?	If yes, specify number of exempt annex (eg Annex 1), the reason for exemption and explain the application of the public interest test. Keep the exempt information separately from this report on the shared drive.

Decision taken	To procure a portable exhibition stand and components for the delivery of £100K Homes seminars/exhibits from Korten Ltd, and which can also be repurposed for other Combined Authority programmes as required.	
Authorisation <i>(delete as appropriate)</i>	<p>General authorisation <i>(those decisions delegated to officers as per the Constitution):</i></p> <p>Chapter 17 of the Combined Authority Constitution [Officer Scheme of Delegation and Proper Officers] - Paragraph 3.3</p> <p>Contracts between £5,000 and £50,000: The Chief Officer can award a contract up to £50,000 in value.</p>	
Background Information	<p>The £100k Homes programme requires stakeholder engagement through a range of means, including seminars and exhibits.</p> <p>Three written quotations have been obtained, as well as verbal quotations from other suppliers. Korten were selected because they were able to deliver on what was a unique brief and specification.</p>	
Alternative options considered.	To have a very scaled back presentation offering, but successful and impactful stakeholder engagement will help achieve the overall objectives of the £100k Homes programme.	
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 cost of engaging Korten Ltd to provide the exhibition stand will be £7,495 + VAT (£1,499) = £8,994</p>	
Consultation	List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.	As below.
	<i>Chief Executive</i>	Kim Sawyer
	<i>Responsible Director/Chief Officer</i>	Roger Thompson
	<i>Monitoring Officer</i>	Dermot Pearson
	<i>S73</i>	Jon Alsop
	<i>Portfolio Holder</i>	N/A



	<i>Other</i>	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> N/A	
Supporting documentation	Successful quote	

Officer/Mayor signature		Date 23/04/2020
Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register. If a public report, pass to Democratic Services and we will arrange publication.		