



## 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.	ODN257-2020
2. Decision Title	Exception to procurement – EU Transitional Business Readiness
3. Name of Officer/Mayor making the decision	John T Hill – Dir of Business & Skills
4. Date of decision	06/01/2021
5. Responsible Director, if applicable. Please leave blank if this is a decision to be made by the Mayor.	John T Hill – Dir of Business & Skills
6. Form author and contact details:	Louisa Simpson - <a href="mailto:louisa.simpson@cambridgeshirepeterborough-ca.gov.uk">louisa.simpson@cambridgeshirepeterborough-ca.gov.uk</a> 07923 250212
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NOTE: Put any confidential/exempt information as an appendix and state this is not for publication.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. 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."/> <p>Insert the date when the decision intends to be made. 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.</p>
Date report published on the website	<input type="text" value="Click or tap here to enter text."/> <p>Send a copy of the form to the Scrutiny Officer for circulation to the Overview and Scrutiny Committee</p>
Implementation Date	<input type="text" value="Click or tap to enter a date."/> <p>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.</p>
Does the report have an annex that contains exempt information?	<input type="text" value="Choose an item."/> <p>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 form on the shared drive.</p>

<p>10. Description of decision/proposal</p> <p><b>Please consult with Legal prior to completing this section.</b></p>	<p>Decision to directly award the procurement of services to deliver EU Transitional Business Readiness to the Cambridgeshire Chamber of Commerce which is expected to be ready to deliver service from 4<sup>th</sup> January 2021 and completed by 31<sup>st</sup> March 2021; the contract value is £110,000.00. This decision requires exemption from the CPCA Contract Procedure Rules to award the contract directly to Cambridgeshire Chamber of Commerce.</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><input type="text" value="Click or tap here to enter text."/></p> <p>Chapter 16 Contract Procedure Rules paras.38.1 (c) and 56.1</p> <p><input type="text" value="Click or tap here to enter text."/></p>
<p>12. Background Information</p>	<p>The 38 LEPS and MCAs have been allocated funding from BEIS to deliver a range of outreach and engagements with businesses on EU transition. At the time of drafting this ODN we are still unclear on the national approach to trade talks which may well affect some of the detail of the support available through this programme but not the overarching principal.</p> <p>The programme in its entirety must be delivered by 31<sup>st</sup> March 2021 and all agreed costs claimed by 31<sup>st</sup> March 2021.</p> <p>The total value of the contract is £110,000 exc VAT</p> <p>With the uncertainty over the outcome of trade talks relating to the exit of the UK from the EU it is paramount that whoever delivers the service has extensive</p>



knowledge of the current arrangements and of the potential future arrangements and that their knowledge of the local economy in particular the import and export companies is key to success.

First notice of the service delivery work was 5<sup>th</sup> Nov, with further detail 27<sup>th</sup> Nov. Development of the specification was completed 14<sup>th</sup> Dec a timeline for procurement was investigated at that point with potential to run for one week, but the specialist nature of the required support would reduce the field of applicants and the short timeline further reduce this taking into account the Christmas period and general staff holidays. We have previously procured Brexit support services via mini competition through the ESPO framework for consultants, this resulted in only one submission, the field of expertise is limited in terms of knowledge of the current position, knowledge of the local economic landscape, the access to local businesses who will be importing & exporting and the potential future implications of the trade discussions whichever way they go.

Our previous procurement via the framework resulted in just one submission:

- V4 Services - £280,825 for a 12-month programme of support comprising workshops and media event, and some 121 support. The cost for the 121 support was between £80 & £365 per session depending on the length of time for each intervention.


The Chamber of Commerce have proposed to deliver the support on a day rate of £230 and will employ 4 FT members of staff as required by the BEIS Team to target the 3600 business that are our target as set by BEIS. The Chamber are ideally placed having already in place the data base of importers and exporters based within the CPCA region, extensive knowledge of the local economy.

The services being provided by the Chamber are specifically around the future requirements of importing and exporting post Dec 2020 and V4 were all about planning for Brexit. The services provided by V4 and those being requested from the Chamber are similar, 121 coaching and support for businesses who may be affected by the split from the EU.



<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> <ol style="list-style-type: none"> <li>1. <i>Hold a full procurement exercise for the service, which over the Christmas period will need to extend into January – not chosen option as this would not ensure delivery of the support that companies will require post EU trade agreement</i></li> <li>2. <i>Deliver the service in house – this is not an option considered as we do not have the required information on the companies who import and export within the region</i></li> <li>3. <i>Award the contract directly to the Chamber of Commerce securing a service that will deliver the objectives required with staff already knowledgeable in the context and companies – preferred option</i></li> </ol>													
<p>14. Financial Implications</p>	<p>Please include as applicable:</p> <ul style="list-style-type: none"> <li>• The total costs and how the project will be funded.</li> <li>• Budget codes for your directorate.</li> <li>• Indicate the total cost and how it will be funded either from revenue or capital.</li> <li>• If revenue, indicate budget codes for your directorate.</li> <li>• If capital, give details including approvals from any previous capital budget approvals</li> </ul> <p>The contract will be a total of £110,000 for the 3 months. The funding is coming directly from BEIS</p>													
<p>15. Comments from Finance Team</p>	<p>Based on the short time scale between funding award and delivery start the case for the exemption seems reasonable. While direct award does not have the same safeguards supporting value for money as a competitive tender process, the cost for the award is fully funded by BEIS and will have no detrimental effect on the CPCA budget.</p>													
<p>16. Comments from Legal Team</p>	<p>The Contract between CPCA and the Cambridgeshire Chamber of Commerce will be drafted by Legal Services and will be fit for CPCA's purpose</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> <table border="1" data-bbox="533 1626 1501 1973"> <tr> <td><i>Chief Executive</i></td> <td>NA</td> </tr> <tr> <td><i>Responsible Director/Chief Officer</i></td> <td>R PARKIN MO, 04.01.21</td> </tr> <tr> <td><i>Monitoring Officer</i></td> <td>R PARKIN MO, 04.01.21</td> </tr> <tr> <td><i>S73</i></td> <td>J Alsop 06/01/21</td> </tr> <tr> <td><i>Finance</i></td> <td>Vanessa Ainsworth 21.12.2021</td> </tr> <tr> <td><i>Lawyer</i></td> <td>David Cox 21.12.2021</td> </tr> </table>	<i>Chief Executive</i>	NA	<i>Responsible Director/Chief Officer</i>	R PARKIN MO, 04.01.21	<i>Monitoring Officer</i>	R PARKIN MO, 04.01.21	<i>S73</i>	J Alsop 06/01/21	<i>Finance</i>	Vanessa Ainsworth 21.12.2021	<i>Lawyer</i>	David Cox 21.12.2021
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<p>18. Declarations/Conflicts of Interests (only if the decision falls under the 'Express authorisation' category)</p>	<p>Click or tap here to enter text.</p>													



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: John T Hill	<b>Date</b> <b>06.0</b> <b>1.21</b> Click or tap to enter a date.
<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,
- (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.