



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.	Officer Decision 259-2021
2. Decision Title	To accept the 2020-2021 EU Transition Business Readiness Growth Hub Grant Funding
3. Name of Officer/Mayor making the decision	Jon Alsop, Chief Financial Officer
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.	Jon Alsop
6. Form author and contact details:	Vanessa Ainsworth, vanessa.ainsworth@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	<div>Click or tap here to enter text.</div>
Date report published on the website	<div>Click or tap here to enter text.</div>
Implementation Date	<div>Click or tap to enter a date.</div>
Does the report have an annex that contains exempt information?	<div>Choose an item.</div>

<p>10. Description of decision/proposal</p> <p>Please consult with Legal prior to completing this section.</p>	<p>To accept the additional BEIS funding of £136,050 to deliver EU Transition Business Readiness</p>
<p>11. Authorisation</p> <p>Please consult with Legal Team prior to completing this section.</p>	<p>This decision has been taken under:</p> <p>1. Officer Scheme of Delegation and Proper Officers.</p> <p>Delegations to the Chief Finance Officer. Ch 17 paragraph 5.5 - "To accept grant offers on behalf of the Combined Authority subject to all terms and conditions set out by the grant awarding body."</p> <p><div>Click or tap here to enter text.</div></p>
<p>12. Background Information</p>	<p>The CPCA has previously been awarded funding to assist businesses with the EU Exit transition and has successfully delivered this programme with the funding provided. However, due to the delay in the EU Exit BEIS have provided additional funding to further assist business. This funding must be spent by 31st March 2021.</p>



13. Alternative options considered.	<i>Do not accept funding – this will not portray an image of an effective and proactive Growth Hub and may prevent BEIS from offering us future funding</i>	
14. Financial Implications	The Grant Offer is for the total sum of £136,050 and would be added to the already existing budget line of CX0132 – EU Exit Funding.	
15. Comments from Finance Team	This budget line is already in place within the MTFP and has had both income and expenditure during this financial year. Please note this funding is ringfenced for these activities only and cannot be repurposed.	
16. Comments from Legal Team	CPCA Legal Services have reviewed a Letter dated 27.11.2020 and subsequent email dated 16.12.2020 from BEIS detailing the EU Transition Business Readiness Funding for Growth Hubs the terms of which are satisfactory. This additional tranche of funding will be subject to BEIS standard terms and conditions of funding to CPCA which have been reviewed previously by CPCA legal services and are fit for CPCA's purpose.	
17. Consultation Please retain emails to show the relevant officers have approved the decision/proposal.		
	<i>Chief Executive</i>	
	<i>Responsible Director/Chief Officer</i>	
	<i>Lawyer</i>	<i>David Cox, 06/01/2021</i>
	<i>S73</i>	<i>Jon Alsop 05/01/2021</i>
	<i>Growth Hub Manager</i>	<i>Chris George, 05/01/2021</i>
	<i>Finance Manager</i>	<i>Vanessa Ainsworth, 05/01/2021</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	Schedule 1 BEIS 2020-2021 EU Transition Business Readiness Growth Hub Grant Funding Claim Form	
20. Officer/Mayor signature	Signature:  Name: Jon Alsop	Date 06/01/2021
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.		



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.