



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.	ODN263-2021
2. Decision Title	Service Level Agreement for the Provision of Democratic Services
3. Name of Officer/Mayor making the decision	Robert Parkin, Senior Legal Officer and Monitoring Officer
4. Date of decision	25/01/2021
5. Responsible Director, if applicable. Please leave blank if this is a decision to be made by the Mayor.	Robert Parkin
6. Form author and contact details:	Sue Hall
7. Does your form include exempt or confidential information?	No All completed forms will be published on the CA website. NOTE: Put any confidential/exempt information as an appendix and state this is not for publication.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.
8. Is it a key decision?	No If YES, please complete Question 9.
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. 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>Please consult with Legal prior to completing this section.</p>	<p>Service Level Agreement between CPCA and CCC for the provision of democratic services to the CPCA.</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. Quote chapter and paragraph in constitution Constitution page 146 Chapter 16 Contract Procedure Rules para.38.1 (b) For Goods & Services- Contracts must be executed by signature or as a Deed as follows-up to £100,000.00 - Finance. Page 154 Chapter 17 Officer Scheme of Delegation and Proper Officers para. 3.4 Contacts between £50,000.00 and EU Thresholds: a report to authorise the award for the contract must be sent to Legal Services and the Finance Officer for approval by the Chief Finance Officer or the Monitoring Officer. OR</p> <p>2.For delegated decisions, please reference the delegation given including meeting date and minute reference.</p> <p>Click or tap here to enter text.</p>

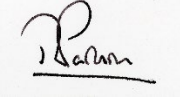


12. Background Information	Click or tap here to enter text.
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<p>13. Alternative options considered.</p>	<p>List alternative options considered and rejected including the reason for rejection. NOTE: Do not leave this section blank or put 'None'. There is always an alternative even if it is to do nothing.</p> <p>Click or tap here to enter text.</p>	
<p>14. Financial Implications</p>	<p>Agreement is for a year. From 1 September 2020 – annual costs of 2020/21 for the SLA are £91,712.28. From 1 April 2021 there will be an increase and costs will be £93,546.53. This is funded from the Democratic Services revenue budget. Cost centre is CX0008.</p>	
<p>15. Comments from Finance Team</p>	<p>'There is currently a Democratic Services revenue budget for 20/21 and a revised increased budget has been approved at board within the Medium Term Financial Plan for 21/22'</p>	
<p>16. Comments from Legal Team</p>	<p>The SLA has been reviewed by Legal Services which confirm it is fit for CPCA's purpose and fit to sign.</p>	
<p>17. Consultation</p> <p>Please retain emails to show the relevant officers have approved the decision/proposal.</p>		<p><i>Please insert the name of consultee and date of written approval or insert N/A</i></p>
	<p><i>Chief Executive</i></p>	<p><i>Name and Date or N/A Add date and name or N/A</i> Click or tap here to enter text.</p>
	<p><i>Responsible Director/Chief Officer</i></p>	<p><i>Name and Date or N/A</i> Click or tap here to enter text.</p>
	<p><i>Monitoring Officer</i></p>	<p><i>Robert Parkin – 17/2/21</i></p>
	<p><i>S73</i></p>	<p><i>Name and Date or N/A Add date and name or N/A</i> Click or tap here to enter text.</p>
	<p><i>Finance</i></p>	<p><i>Anya Hughes – 18/2/21</i></p>
	<p><i>Other - Legal</i></p>	<p><i>David Cox 4/2/21</i></p>
<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. <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>	
20. Officer/Mayor signature	Signature:  Name: Robert Parkin	Date 17/02/2021
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.