

DECISION NOTICE - OFFICER/ MAYORAL

To grant a permission or a licence, affect the rights of individuals, to award a contract or incur expenditure over £250k, to amend budgets, or apply a Key Decision over £500k.

DECISION INFORMATION		
1. DECISION TITLE	Increase of ICT external support budget	
2. DECISION No.	ODN 342-2022	
3. DECISION DATE	04.01.22	
4. FORM AUTHOR	Robert Emery Robert.emery@cambridgeshirepeterborough-ca.gov.uk	
5. DESCRIPTION OF DECISION	Allocation of additional revenue funds to meet increased cost of ICT support in order to deliver necessary service improvements	
6. AUTHORITY FOR DECISION	Chapter 17, Part 2, Paragraph 3.2 – take decision up to £500k, subject to any decisions being reported to the next Board meeting of the Combined Authority	
7. DECISION TYPE	Officer	
8. DECISION OWNER	Chief Finance Officer	
9. KEY DECISION INFORMATION	FORWARD PLAN DATE	N/A
	FORWARD PLAN NUMBER	N/A
	DATE OF DECISION	N/A
	DATE REPORT PUBLISHED	N/A
	APPROVAL HYPERLINK	N/A
	IMPLEMENTATION DATE	N/A
	EXEMPT INFO/ ANNEX	N/A
DECISION OVERVIEW		
10. SUMMARY OF REQUIREMENTS	Increase the ICT external support budget for 2021-22 by £202k to a total of £250k to provide sufficient funding for the level of support necessary to meet the Combined Authority's requirements.	

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11. PROJECT BACKGROUND	<p>In light of the minimal assurance provided from the internal audit report into the IT Control Framework management agreed to implement broad changes, and significant enhancement, to the Combined Authority's IT controls to ensure they are fit for purpose going forward.</p> <p>These actions included bringing in a new supplier to deliver short term improvements within the financial year, and significantly increasing the level of service and support.</p> <p>This essential increase in level of service and security has a higher cost than the level which was previously in place and budgeted for.</p> <p>The spend in this year is slightly higher than the forecast ongoing cost included in the draft budget of £221k p.a. as there are procurement support costs included this year for the procurement of the ongoing support contract.</p>	
12. FINANCE INFORMATION	VALUE OF DECISION	£202,000
	BUDGET CODE(S)	CX0042 - A56015
	BUDGET DESCRIPTION(S)	ICT External Support – 3 rd part payments, Contract
	FUNDING TYPE	Revenue
	FUNDING APPROVAL	N/A – this ODN is requesting funding approval
	FUNDS AVAILABLE	N/A – this ODN is requesting funding approval
	OTHER COMMENTS	
13. PROCUREMENT CONSIDERATIONS	DIRECT AWARD JUSTIFICATION	N/A
	REGULATION RISKS	N/A
	VFM JUSTIFICATION	N/A
14. LEGAL CONSIDERATIONS	LEGAL RISKS	
	CONTRACT/ GRANT INFORMATION	

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15. CONFLICTS OF INTEREST/ MITIGATION	N/A	
16. SUPPORTING DOCUMENTATION		
17. CONFIDENTIAL INFORMATION	Internal audit report on IT Control Framework	
DECISION APPROVAL/ CONSULTATION		
PROCUREMENT	NAME	
	DATE	
	COMMENT	
FINANCE	NAME	Anya Hughes
	DATE	24/12/21
	COMMENT	To increase the IT budget to include procurement costs expected to be within 21/22 & with the estimated forecast monthly figure supplied by the budget manager this should now cover the IT costs expected.
LEGAL	NAME	Konstantinos Vertsonis
	DATE	05/01/2022
	COMMENT	<p>This is an expansion of the existing budget for IT support above what has been approved by CA Board.</p> <p>In Chapter 7, para 7.1 of the CPCA constitution it is stated that <i>“Where advice is given (by the MO and/or CFO) that the decision would be not wholly in accordance with the Budget then that decision must be referred to the Combined Authority Board.”</i></p> <p>Also, under the Delegations scheme of the CPCA constitution all Chief Officers can control services within approved budgets (Chapter 17, Part 1, para 2.1.1). The same applies to the delegation to the CFO (Chapter 17, Part 1, para 5.18).</p> <p>However, there is also the option to the CFO to “take decisions up to £500k, subject to any decisions being reported to the next Board meeting of the Combined Authority” (Chapter 1, Part 2, 3.2) whereby the section</p>

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		<p>73 of the Local Government Act 1985 is referenced i.e. <i>“Proper Administration of the financial affairs of the Combined Authority”</i></p> <p><u>Given the above the budget expansion for IT support is approved from a legal/constitution point of view subject the approval by CFO and the reporting requirement to the next CA Board.</u></p>
CHIEF OFFICER/ DIRECTOR	NAME	Robert Parkin
	DATE	04.01.22
	COMMENT	
OVERALL APPROVAL		
DECISION MAKER	NAME	Jon Alsop
	DATE	21.12.21
	COMMENT	

Please ensure all red guidance notes are removed before final sign off and adding to the ODN/ Contract Register

TO BE COMPLETED BY LEGAL/ PROCUREMENT POST APPROVAL

ACTION	DATE	COMPLETED BY
Reported to board		
Published on Website		
Contract award notice published on contracts finder		
Contract award notice published FTS		
Notification to Framework Owner		
Decision added to Decision Register		
Contract signed		

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Contract added to Contract Register		
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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

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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.