



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

Officer Decision/Mayoral Decision No.:	ODN37-2018
OFFICER DECISION TITLE: Mayor's Office, 72 Market Street, Ely.	
NAME OF OFFICER EXERCISING DELEGATED POWERS: Martin Whiteley, Chief Executive	
DATE OF OFFICER/MAYORAL DECISION:	

Responsible Director:	<i>Martin Whiteley, Chief Executive</i>
Report Author and contact details:	<i>Enter your name, title and contact details</i>
Is it a key decision?	No Not a key decision as level of expenditure does not exceed £500K. The decision is for expenditure under £150,000.00
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	No.
KEY DECISIONS ONLY	This section only needs to be completed if the decision is a key decision.
Insert forward plan ref number	
Date when Mayor intend to make decision.	
Date report published on the website	
Implementation Date	
Does the report have any annex that contains exempt information?	No

Decision taken	<i>Please provide the exact details of the decision taken.</i> The Chief Executive has agreed to the sourcing of suitable offices within the Ely area to accommodate the Mayor and support staff. The Chief Executive to agree funding for the setup of the Mayor's office
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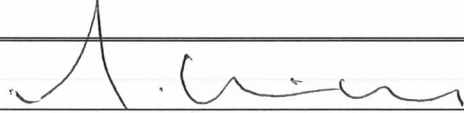


	<p>and the running costs during the Mayor's first term of office.</p> <p>The rental and start-up costs of the offices is to amount to no more than £120K for the 3 year period.</p>	
Authorisation (<i>delete as appropriate</i>)	<p>This decision has been taken under delegated authority of the Chief Executive. The Chief Executive is delegated authority to take decisions up to £500k, subject to any decisions being reported to the next Board meeting of the Combined Authority.</p>	
Background Information	<p><i>The costs of the lease agreement has been based on the Mayor's remaining term of office which stands at 3 years. The property lease is in line to cease at the end of the mayoral elections in 2021.</i></p> <p><i>The setting up of the office requires the purchase of additional furniture and IT equipment for the Mayor and his support staff.</i></p> <p><i>Existing furniture and IT equipment is to be moved to the new offices and any furniture which is no longer fit for purpose is to be sold and any income received is offset against the cost of purchasing new office furniture.</i></p>	
Alternative options considered.	<p><i>Three options were offered as potential alternative solutions:</i></p> <ol style="list-style-type: none"> <i>1) To remain in the current accommodation at East Cambs District Council</i> <i>2) To reside at Combined Authority Offices in Alconbury</i> <i>3) To look for accommodation in the Ely area.</i> <p><i>The first two options were ruled out at for the following reasons:</i></p> <p><i>The accommodation occupied at East Cambs District Council was originally a temporary solution whilst the Combined Authority became established and with the merger with the LEP meant that organisation was going to grow and the accommodation would no longer be suitable.</i></p> <p><i>The Mayor wished to remain in the Ely area and be accessible to both the business and local communities. The requirements for the accommodation requires a large meeting room, suitable for Board meetings and sufficient office space for his support team. The premises at 72 Market Street is on a main street within Ely and meets the criteria required.</i></p>	
Consultation	<p><i>List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.</i></p>	
	<p><i>Chief Executive</i></p>	



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	<i>Responsible Director/Chief Officer</i>	
	<i>Monitoring Officer</i>	
	<i>S151</i>	
	<i>Portfolio Holder</i>	
	<i>Other</i>	
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> <i>None</i>	
Supporting documentation	<i>Copy of email which details the Chief Executives approval to the purchase of new office furniture.</i> <i>Copy of the Budget Plan for the Mayor's office.</i>	

Officer/Mayor signature		Date 5/7/18
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.		

