



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

Officer Decision/Mayoral Decision No.:	ODN 115-2019
DECISION TITLE: Business Board training workshop	
NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS: John T Hill, Director Business & Skills	
DATE OF OFFICER/MAYORAL DECISION: 22/05/2019	

Responsible Director/Mayor:	<i>John T Hill, Director of Business and Skills</i>
Report Author and contact details:	<i>Steve Clarke Inward Investment Manager Cambridgeshire & Peterborough Combined Authority www.cambridgeshirepeterborough-ca.gov.uk E: steve.clarke@cambridgeshirepeterborough-ca.gov.uk M: +44 (0)7715 653901</i>
Is it a key decision?	NO
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	N/A
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?	

Decision taken	<i>Please provide the exact details of the decision taken.</i> John T Hill Director of Business & Skills formally agreed to award a one-off contract for provision of a half day workshop as part of training provision and induction support of the Business Board members.
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	The contract award is to: inspire training solutions ltd, Marshlands House, Marsh Lane, Shepley, Huddersfield, West Yorkshire, HD8 8AY	
Authorisation <i>(delete as appropriate)</i>	<p>This decision has been taken under: General authorisation <i>(those decisions delegated to officers as per the Constitution):</i></p> <p>Officer Scheme of Delegation and Proper Officers. (Ch 13 para 1.3 and Ch 13 Para 3.3)</p>	
Background Information	<p><i>Following a request from John Hill on the 8th May, Inspire Training supplied a proposal for a: facilitated workshop based upon the requirements on chair and board member roles, as recommended at the recent CPCA Business Board meeting.</i></p> <p><i>The Objectives</i></p> <ul style="list-style-type: none"> • <i>Identify a Core Purpose for the Business Board members</i> • <i>Define Individual 'Tasks & Roles' for the Business Board members</i> • <i>Define an Effective Culture for the Business Board</i> • <i>Develop a platform for 'next stage' growth of the Business Board</i> 	
Alternative options considered.	<p><i>List alternative options considered and rejected and the reasons for rejection. Do not leave this section blank or put 'None'. There is always an alternative even if it is to do nothing.</i></p> <p>Options:</p> <ol style="list-style-type: none"> 1. Award this short-term contract to professional delivery facilitator deliver this workshop 2. Do not any enter into a contract at this time and do not contract anyone to deliver any training. 3. Design and deliver an induction / roles workshop managed by CPCA Officers and wider stakeholders. 	
Financial Implications	<p><i>Please include the total costs and how the project will be funded. Please include budget codes for your directorate</i></p> <p>Delivery Rate - £ 1950.00 Development Costs - included Accommodation & Subsistence – at cost Mileage – 59p per mile – TBA</p> <p>The workshop will be funded out of BEIS Capacity funding.</p> <p>The Business & Skills Directorate budget code: CX0101</p>	
Consultation	<i>List any relevant consultation undertaken in relation to the decision.</i>	<i>Name and Date approved (or indicate if not applicable) –</i>



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	For example portfolio holders, other Chief Officers.	
	Chief Executive	N/A
	Responsible Director/Chief Officer	John T Hill, 23/05/2019
	Monitoring Officer	Howard Norris 23/05/2019
	S73	N/A
	Portfolio Holder	N/A
	Other - Procurement	Janet Warren 20/05/2019
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	List the names of any member who has been consulted on and declared an interest in relation to the decision. None to be noted	
Supporting documentation	List any supporting documentation available in relation to this decision (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). Quote email from Inspire Ltd Officer Decision Notice	

Officer/Mayor signature	 John T Hill Director Business & Skills	Date 23/05/2019
<p>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</p> <p>If a public report, pass to Democratic Services and we will arrange publication.</p>		