



ORDINARY DECISION NOTICE (ODN) and MAYORAL DECISION NOTICE (MDN) FORM

NOTE: Please read process sequence and guide on pages 5-7 before completing

1. Officer Decision or Mayoral Decision No.	ODN227-2020
2. Decision Title	Supplemental Growth Hub Funding
3. Name of Officer/Mayor Exercising Delegated Powers:	Chief Officer – Jon Alsop Chief Financial Officer Director of Business and Skills – John T Hill
4. Date of Officer/Mayoral Decision:	30/11/20
5. Responsible Director/Mayor:	<i>Jon Alsop, and John T Hill</i>
6. Report Author and contact details:	Chris George chris.george@cambridgeshirepeterborough-ca.gov.uk 07712670417
7. Does your report include exempt for confidential information? *Delete as appropriate	NO All reports will be published on the CA website.
8. Is it a key decision? *Delete as appropriate	NO
9. KEY DECISIONS ONLY	This section only needs to be completed if the decision is a key decision.
Insert forward plan ref number	Key Decision No: xxxxxx
Date when Mayor intend to make decision.	xx/xx/xxx





Date report published on the website	xx/xx/xxx
Implementation Date	xx/xx/xxx
Does the report have any annex that contains exempt information?	YES / NO

10. Decision taken Please consult with Legal prior to completing this section.	<p>The Chief Finance Officer agreed to:</p> <ul style="list-style-type: none">• Accept the grant offered via BEIS of £290,000 <p>The Director of Business and Skills agreed to:</p> <ul style="list-style-type: none">• The Supplementary Grant spend commits to agreed Growth Hub delivery activities to ensure that businesses in every region have access to high quality free and impartial advice and guidance. In addition, in recognition of the short-term pressures faced by Growth Hubs as a result of COVID-19, an agreed percentage of the Supplementary Grant is available for spend on activities and solutions to alleviate immediate pressures on businesses caused by COVID -19.
11. Authorisation *Delete as appropriate	<p>This decision has been taken under:</p> <ol style="list-style-type: none">1. Delegations to the Chief Financial Officer To accept grant offers on behalf of the Combined Authority subject to all the terms and conditions set out by the grant awarding body Scheme of Delegation & Proper Officers (Ch 17 para. 5.5)2. The Director of Business and Skills (Ch 17 para 2.1)



<p>12. Background Information</p>	<p>BEIS awarded £290,000 to the CPCA Growth Hub to overcome the difficulties Growth Hubs were faced with in light of the COVID-19 pandemic.</p> <p>The aim being to ensure that businesses in every region have access to high quality free and impartial advice and guidance. In addition, in recognition of the short-term pressures faced by Growth Hubs as a result of COVID-19, an agreed percentage of the Supplementary Grant is available for spend on activities and solutions to alleviate immediate pressures on businesses caused by COVID -19.</p> <p>The CPCA are aiming to recruit additional advisors to assist local businesses in accessing advice both face to face and virtually, dependent on clients preferences. Additionally, there will a number of webinars open to all business leaders covering various topics.</p> <p>Furthermore, where required, the funding will be utilised to provide additional market research and the provision of additional necessary reports to BEIS and Business Board.</p>	
<p>13. Alternative options considered.</p>	<p>Option 1 – <i>accept the award – this is compliant and ensures local businesses receive the support necessary at this time</i></p> <p>Option 2 – <i>do not accept the grant – this would leave SMEs without support at a key time and would not be compliant</i></p>	
<p>14. Financial Implications</p>	<p>Grant funding of £290,000</p> <p>This funding will be utilised to deliver the above-mentioned services and expenditure will not exceed the amount awarded.</p> <p>A new cost centre will be created to ensure all income and expenditure is tracked accurately.</p> <p>There will be no wider impact on the overall CPCA budget.</p>	
<p>15. Comments from finance</p>	<p>This programme will be closely monitored to ensure there is no overspend. Additional staff will be employed on an interim basis as no long term commitment can be given.</p>	
<p>16. Comments from legal case holder where relevant</p>	<p>Legal Services have reviewed the Letter and terms of funding from BEIS dated 11.9.2020 and confirms they are fit for CPCA's purpose and fit to sign by way of the Acceptance at Annex A.</p>	
<p>17. Consultation</p> <p>Please retain emails to show that relevant officers have approved</p>	<p>* <i>Please tick relevant consultees on this decision.</i></p>	<p><i>Please insert the name of consultee and date of written approval</i></p>
	<p>Chief Executive*</p>	<p>N/A</p>



the intended decision.	<i>Responsible Director/Chief Officer*</i>	<i>John T. Hill 06/10/2020</i>
	<i>Monitoring Officer</i>	<i>Robert Parkin 26.11.20</i>
	<i>S73</i>	<i>Jon Alsop – 25/09/2020</i>
	<i>Procurement Manager</i>	
	<i>Finance Manager</i>	<i>Vanessa Ainsworth – 17.09.20</i>
	<i>Lawyer</i>	<i>David Cox -17.09.20</i>
18. Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)		
19. Supporting documentation	Appendix 1 – Grant Offer Letter	
20. Officer/Mayor signature	<p>Please Include email evidence</p> <p>Signature: </p> <p>Name: Jon Alsop Chief Financial Officer</p> <p>Signature: </p> <p>Name: John T Hill Director of Business & Skills</p>	<p>Date</p> <p>30 Nov 2020</p>
21. Please send a copy of the completed, signed form to Sue Hall so that the information can be recorded on the Decision Notice Register and for the ODN/MDN to be published on the website.		



Process Sequence

1. Email Sue Hall for ODN/MDN number. Include the Decision Title in the email.
2. Complete Q2-Q9 inclusive. Only complete Q9 if it is a key decision.
3. Speak to Legal prior to completing Q10 Decision Taken and Q11 Authorisation.
4. Complete Q12-Q14 inclusive.
5. Send form to Finance Officer to complete Q15.
6. Send form to Legal case holder/legal officer providing legal support to complete Q16.
7. On Q17, tick the relevant consultees on the decision, 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. If a contract exists, a copy needs to be attached to the ODN.
8. Complete Q18 and Q19.
9. When the decision notice is complete, it must be signed off by your Director/Chief Executive for final sign off.
10. Copy of final signed copy to be sent to Sue Hall for filing and adding to the website.



Officer Decision Notice (ODN) and Mayoral Decision Notice (MDN)

There are two types of decision notice (ODN and MDN). This template is used for both.

A Decision Notice **should only be used in exceptional circumstances**. Decisions should form part of project or programme planning and decisions presented to and agreed by the CA Board. **Note**, do not enter into agreements or implement the decision until it has been agreed.

1. A Decision Notice needs to be completed for the following reasons:

a. There is no approved budget for the project or it exceeds the current approved budget. A decision notice is used to seek an increase up to £50,000

Where there is no approved budget for your project or it exceeds the current approved budget, a decision notice can be used to seek an increase of up to £500,000. Increases above £500,000 will require a Board decision. You are required to record the decision under the CA's financial rules (Financial Rules – Chapter 15 of the Constitution) in advance of entering into any financial commitment, noting that it is the full value of the commitment that drives the decision e.g. a £50k contract for 4 years represents a £200k commitment.

b. Need to create a contractual commitment and authority is required to enter into a contract under contract standing orders

A contractual commitment needs to be created and authority is required to enter into a contract under contract standing orders (Contract Rules Chapter 16 of the Constitution).

Read contract standing orders as it states how to go about tendering for contracts or to seek quotes. For example:

- i. In certain circumstances you may need your Director, or the Chief Executive and Monitoring Officer and S73 Officer to enter into a contract depending on the value of the contract.
- ii. Exemptions from Standing Orders require the approval of the Chief Finance Officer or Monitoring Officer (Chapter 16, Part 5 para 2).
- iii. Other examples may to assigning and novating a contract or terminating a contract.

c. Required to record the decision under the constitution.

Matters delegated to Chief Officers are set out in the constitution Chapter 17 – Officer Scheme of Delegation and Proper Officers. (Chapter 17 para 1.3). Where other officers take decisions delegated to them, a decision notice is required as a record.

Relevant sections of the constitution

- Chapter 15 – Financial Management Procedure Rules
- Chapter 16 - Contract Procedure Rules
- Chapter 17 – Officer Scheme of Delegation and Proper Officers

Other relevant documents



Assurance Framework – Allocation of funding to projects must comply with the processes outline in the Assurance Framework