



## 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.	ODN 236/2020
2. Decision Title	Approve interim funding for the Phase 2 Manufacturing & Materials R&D Centre and award the contract for delivery to Mace
3. Name of Officer/Mayor making the decision	Jon Alsop Chief Financial Officer
4. Date of decision	Click or tap to enter a date.
5. Responsible Director, if applicable. Please leave blank if this is a decision to be made by the Mayor.	John T Hill
6. Form author and contact details:	Alan Downton Alan.downton@cambridgeshirepeterborough-ca.gov.uk
7. Does your form include exempt or confidential information?	No  All completed forms will be published on the CA website. <b>NOTE: Put any confidential/exempt information as an appendix and state this is not for publication.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.</b>
8. Is it a key decision?	No  If YES, please complete Question 9.
<b>9. KEY DECISIONS ONLY</b>	<b>Section 9 only needs to be completed if the decision is a key decision.</b>
Insert forward plan ref number	Click or tap here to enter text.



Date of decision	<input type="text" value="Click or tap here to enter text."/>
Date report published on the website	<input type="text" value="Click or tap here to enter text."/>
Implementation Date	<input type="text" value="Click or tap to enter a date."/>
Does the report have an annex that contains exempt information?	<input type="text" value="Choose an item."/>

<p>10. Description of decision/proposal</p> <p><b>Please consult with Legal prior to completing this section.</b></p>	<p>The Chief Finance Officer agreed:</p> <p>(a) to instruct Mace to continue with the design, cost and programme management of the delivery of the Phase 2 Manufacturing &amp; Material s R&amp;D Centre</p> <p>(b) to approve to spend £494,000.00 of Getting Building Funds for the University of Peterborough Phase 2 project to complete the design and business case.-</p>
<p>11. Authorisation</p> <p><b>Please consult with Legal prior to completing this section.</b></p>	<p><b>This decision has been taken under:</b></p> <ol style="list-style-type: none"> <li>1. Chapter 17 paragraph 3.5 page 154 “Contracts within EU thresholds up to £500,000.00. The Chief Financial Officer or the Monitoring Officer can award a contract up to £500,000.00 in value upon receipt of a contract award report.”</li> <li>2. That decision being             <ol style="list-style-type: none"> <li>a. to set a budget and</li> <li>b. to award a contract</li> </ol> </li> </ol> <p>and</p> <ol style="list-style-type: none"> <li>3. Per MDN 28-2020 “<i>The Mayor, in consultation with the Combined Authority Board, to approve the allocation of the sums required to progress the Peterborough University Phase 2 Manufacturing and Materials Research &amp; Development Centre to complete the design and business case from the Getting Building Funding from Ministry of Housing, Communities and Local Government (MHCLG), subject to that sum being agreed by the CPCA’s Section 73 Officer;</i>”</li> </ol> <p><input type="text" value="Click or tap here to enter text."/></p> <p><input type="text" value="Click or tap here to enter text."/></p>



12. Background Information	<p>As part of the Mayoral priorities the CPCA is working to deliver a new University of Peterborough, which includes an R&amp;D building as the second Phase. The CPCA has, on behalf of the project, secured GBF funding of £14.6m to deliver the project and has already completed a contract for the design and management of the project and instructed an initial £154,564.90 against a total value of £855,000 to enable Mace to commence the design work. This being approved under the previous ODN 218/2020</p> <p>The £154,564.90 are now spent and to ensure the project remains on track, the next phase needs to be instructed in advance of the January 21 CA board paper.</p>
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<p>13. Alternative options considered.</p>	<p><b>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.</b></p> <ol style="list-style-type: none"> <li>1. Delay design progression until Jan 21 – this would put the funding and whole UoP project at risk</li> <li>2. Mace have been working at risk for a few weeks and this ODN must be signed by Friday, 27<sup>th</sup> November 20 to ensure unbroken continuity to the overall programme</li> </ol>															
<p>14. Financial Implications</p>	<p style="text-align: center;"><b>Costs up to 31.1.2021</b></p> <table border="1" data-bbox="534 607 1070 875"> <tr> <td>RIBA Design</td> <td>£ 249,000</td> </tr> <tr> <td>Procurement of Commercial operator</td> <td>£ 100,000</td> </tr> <tr> <td>Car Park Alterations</td> <td>£ 80,000</td> </tr> <tr> <td>Transport, Acoustic &amp; Fire</td> <td>£ 50,000</td> </tr> <tr> <td>Architect Costs</td> <td>£ 15,000</td> </tr> </table> <p style="text-align: center;"><b>£ 494,000</b></p> <p>These costs will ensure the programme gets to the end of Jan 21 and caters for RIBA stage 3 design sign off. Costs for the contractor, Bowmer &amp; Kirkland, which will take them up until end of Jan 21 will be in another ODN as these won't be available until later part of this week.</p>		RIBA Design	£ 249,000	Procurement of Commercial operator	£ 100,000	Car Park Alterations	£ 80,000	Transport, Acoustic & Fire	£ 50,000	Architect Costs	£ 15,000				
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<p>15. Comments from finance team</p>	<p>This project and its actions are now being undertaken at pace to ensure that the conditions of the GBF funding are met, in particular the delivery deadline of the building. To not undertake the actions in this ODN will delay the project and potentially cause its failure resulting in the potential return of funding to BEIS and reputational damage.</p> <p>The costs stated above should ensure programme continuity until the commercial viability of the project has been established to enable release of the balance of the £14.6m allocation within the CPCA's budget.</p> <p>£7.3m of the Getting Building Fund has already been received by the CPCA from BEIS and therefore there are no wider implications on the CPCA budget or finances.</p>															
<p>16. Comments from legal team</p>	<p>The Call Off Contract has been reviewed by Legal Services and a Notice of Extension in accordance with the terms and conditions has been drafted which is fit for CPCA's purpose</p>															
<p>17. Consultation</p> <p><b>Please retain emails to show the relevant officers have approved the decision/proposal.</b></p>	<table border="1"> <tr> <td></td> <td><i>Please insert the name of consultee and date of written approval or insert N/A</i></td> </tr> <tr> <td>Chief Executive</td> <td>Name and Date or N/A Choose an item.</td> </tr> <tr> <td>Responsible Director/Chief Officer</td> <td>John Hill 25.11.20/ Choose an item.</td> </tr> <tr> <td>Monitoring Officer</td> <td>Robert Parkin 25.11.20 Name</td> </tr> <tr> <td>S73</td> <td>Robert Emery 25.11.20 Choose an item.</td> </tr> <tr> <td>Lawyer</td> <td>David Cox 25.11.20 Choose an item.</td> </tr> <tr> <td></td> <td>Vanessa Ainsworth, Finance Manager 24.11.20</td> </tr> </table>		<i>Please insert the name of consultee and date of written approval or insert N/A</i>	Chief Executive	Name and Date or N/A Choose an item.	Responsible Director/Chief Officer	John Hill 25.11.20/ Choose an item.	Monitoring Officer	Robert Parkin 25.11.20 Name	S73	Robert Emery 25.11.20 Choose an item.	Lawyer	David Cox 25.11.20 Choose an item.		Vanessa Ainsworth, Finance Manager 24.11.20	
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<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>
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19. Supporting documentation - please include any relevant reports	Click or tap here to enter text.  <b><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></b>	
20. Officer/Mayor signature	Signature: <u>Jon Alsop</u>  Name: <a href="#">Jon Alsop</a>	<b>Date</b>  <u>25/11/2020</u>
<b>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.</b>		



### **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.