



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.	ODN230-2020
2. Decision Title	Appointment of Pinsent Mason to provide legal advice and documentation for the University of Peterborough Phase 2 R&D project
3. Name of Officer/Mayor making the decision	Kim Sawyer
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:	Heidi Parker, Heidi.parker@cambridgeshirepeterborough-ca.gov.uk
7. Does your form include exempt or confidential information?	No
8. Is it a key decision?	No
9. KEY DECISIONS ONLY	Section 9 only needs to be completed if the decision is a key decision.
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>Please consult with Legal prior to completing this section.</p>	<p>Appointment of Pinsent Mason to provide legal advice and documentation to support the delivery of the University of Peterborough, Phase 2 project</p> <p>Direct Award from the CCS Framework</p>
<p>11. Authorisation</p> <p>Please consult with Legal prior to completing this section.</p>	<p>This decision has been taken under:</p> <p>1. Chapter 17, para 3.5 – contracts between EU threshold & £500,000 can be approved by the Monitoring Officer</p> <p><input type="text" value="Click or tap here to enter text."/></p>
<p>12. Background Information</p>	<p>The CPCA as part of the wider University of Peterborough Project have, in partnership with Photocentric, been successful in securing Getting Building Funding as an equity investment into the construction of the Phase 2 R&D building. This required the establishment of a second Propco which requires corporate and procurement legal advice including the provision of a shareholder agreement, the procurement of a commercial operator, property advice and construction contract support.</p>



13. Alternative options considered.	<i>Internal support was considered but cannot be resourced, and OJEU process was also considered but the time requirements would have been prohibitive of successful delivery.</i>		
14. Financial Implications	The capped cost of £265,000 is to be funded out of the project budget/GBF funds which has a line allocation of £300,000.		
15. Comments from finance team	<p>The GBF funding awarded will be £14.6m, with current additional funding of £1.6m from Photocentric. Whilst this project is not yet within the MTFP, the BB have agreed the acceptance of the funding and approved the project. Separate papers and/or ODN's will be written to facilitate the incorporation of a new Prop Co and other activities that are required.</p> <p>The above costs for legal services has been allocated from within the overall project budget and will therefore not have an impact on the wider CPCA financials.</p>		
16. Comments from legal team	Legal Service have reviewed the Call Off Order Form and Terms and Conditions and confirm they are fit for CPCA's purpose		
17. Consultation Please retain emails to show the relevant officers have approved the decision/proposal.		<i>Please insert the name of consultee and date of written approval or insert N/A</i>	
	<i>Chief Executive</i>	<i>Kim Sawyer 27/10/20</i> Name	
	<i>Responsible Director/Chief Officer</i>	<i>John T Hill 21/10/20</i>	
	<i>Monitoring Officer/ Legal</i>	<i>David Cox 21/10/20</i>	
	S73	<i>Name and Date or N/A Choose an item.</i>	
	<i>Portfolio Holder</i>	<i>Name and Date or N/A Choose an item.</i>	
18. Declarations/Conflicts of Interests (only if the decision falls under the 'Express authorisation' category)	Click or tap here to enter text.		



19. Supporting documentation - please include any relevant reports	Click or tap here to enter text. <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>	
20. Officer/Mayor signature	Signature:  Name: Kim Sawyer, Chief Executive	Date 27/10/2020
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.		



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.