



**Please read guidance note before completing**

Officer Decision/Mayoral Decision No.:	ODN210-2020
<b>DECISION TITLE:</b> <b>ERDF – Visitor Economy &amp; SME Restart &amp; Recovery Grant Scheme</b>	
<b>NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS:</b> <b>Jon Alsop, Chief Financial Officer</b>	
<b>DATE OF OFFICER/MAYORAL DECISION:</b> <b>xxx2020</b> Leave blank and fill in when the Officer/Mayor has made the decision	

Responsible Director/Mayor:	<i>John T Hill, Director of Business &amp; Skills</i>
Report Author and contact details:	<i>Steve Clarke Strategic Funds Manager Cambridgeshire &amp; Peterborough Combined Authority Steve.clarke@cambridgeshirepeterborough-ca.gov.uk</i>
Is it a key decision?	NO
All reports will be published on the CA website. Does your report include exempt or confidential information?	NO
<b>KEY DECISIONS ONLY</b>	<b>N/A</b>
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> <b>1) Accept the grant offers</b> <b>2) Agree to contract with Exemplas to qualify for the grant award and aid with delivery.</b>
Authorisation ( <i>delete as appropriate</i> )	This decision has been taken under: <b>General authorisation</b> ( <i>those decisions delegated to officers as per the Constitution</i> ):  1. Delegations to the Chief Financial Officer <i>To accept grant offers on behalf of the Combined Authority subject to all the</i>



	<p><i>terms and conditions set out by the grant awarding body</i></p> <p>Scheme of Delegation &amp; Proper Officers (Ch 17 and 5.5) This is new expenditure under £500k</p> <p><b>Specific delegation by Board</b> (<i>those decisions delegated to officers by the Board</i>)</p> <p>2. <b>N/A</b></p>
<p>Background Information</p>	<ul style="list-style-type: none"> <li>• <b>European Regional Development Fund (ERDF) announced the Grant Schemes via Central Government and it was published widely week commencing 10 August, the grants are revenue funds and between £1k and £3k with up to £5k being available in exceptional circumstances. In order to access the funds the delivery organisation had to be delivering an ERDF project already. There are 2 grant schemes:</b> <ul style="list-style-type: none"> <li>• <b>Kick-Starting Visitor Economy</b></li> <li>• <b>SME Restart &amp; Recovery</b></li> </ul> </li> <li>• <b>The CPCA do not deliver any ERDF projects and are therefore choosing to outsource delivery of these schemes. Exemplas were approached to partner with CPCA to apply for the funds and the administration of the grants would be split between the 2 organisations.</b></li> <li>• <b>CPCA have experience of delivering small grant schemes successfully, using HubSpot to manage the process. The grant schemes will be managed via HubSpot and using the team that have previously administered the COVID grant schemes in the LGF Team. Exemplas will manage all ERDF invoicing on behalf of CPCA and the CPCA will bank roll the grants.</b></li> <li>• <b>The forward funding of the grants has been agreed, this totals:</b> <ul style="list-style-type: none"> <li>• <b>£349,873.85</b></li> </ul> </li> <li>• <b>It has also been identified that there is a requirement for additional support in the Finance Team to manage the grants; this is being discussed with the Growth Hub who do have funds to support COVID linked work</b></li> </ul>
<p>Alternative options considered.</p>	<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> <ol style="list-style-type: none"> <li>1. <i>Do nothing and miss out on vital funding for local businesses and the vulnerable tourist industry</i></li> <li>2. <i>Approach other delivery partners – this would take too long and would mean the CPCA would miss out on the opportunity</i></li> </ol>
<p>Financial Implications</p>	<p><i>Please include the total costs and how the project will be funded. Please include budget codes for your directorate</i></p> <p><i>The costs for administration of the grants is included in the grant funds. It has been identified that there will be a requirement for additional support for the finance Team – this is being investigated with the Growth Hub who have funds available to support COVID related activity. Grants are between £1k - £3k</i></p> <p><i>The total of £349,873.85 is allocated as follows:</i></p> <ul style="list-style-type: none"> <li>• <i>Kick-Starting Visitor Economy – £129,967.98 Revenue Funding</i></li> <li>• <i>SME Restart &amp; Recovery – £178,585.18 Revenue Funding</i></li> </ul>



	<ul style="list-style-type: none"> <li>Administration of the grant funds sits with Exemphas - £41,320.69. The SLA is attached and has been reviewed by Legal Team</li> </ul> <p>Cashflow will mirror the Micro Grant Scheme, the scheme is to be up front funded by CPCA due to the way ERDF work, with claims being made on a regular basis. This will be closely monitored to ensure there is no overspend. Although the CPCA is cash flowing the scheme, the risk is minimal due the funding having been allocated from ERDF and the relatively small amount of the project.</p>	
Consultation	List any relevant consultation undertaken in relation to the decision. For example, portfolio holders, other Chief Officers.	Name and Date approved (or indicate if not applicable) – <b>retain emails to show that these officers have noted/commented on your report</b>
	Chief Executive	N/A
	Responsible Director/Chief Officer	John T Hill
	Monitoring Officer	Robert Parkin 16.09.20
	S73	Jon Alsop 30.09.20
	Portfolio Holder	
	Finance Manager	Vanessa Ainsworth
Lawyer	David Cox	
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.	
Supporting documentation	<ul style="list-style-type: none"> <li>Exemphas draft Service Level Agreement</li> <li>GCPC Area VE SME RR Nomination letter</li> <li>Decision making flowchart</li> </ul>	

<b>Officer/Mayor signature</b>		<b>Date</b> 30.09.20
<p><b>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</b></p> <p><b>If a public report, pass to Democratic Services and we will arrange publication.</b></p>		