



## 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.	ODN219-2020
---	-------------

2. Decision Title	Peer to Peer Support Programme
-------------------	--------------------------------

3. Name of Officer/Mayor Exercising Delegated Powers:	<p><b>Insert the name of the Officer/Mayor who is making the decision.</b></p> <p><i>Chief Officer – Jon Alsop</i> <i>Chief Financial Officer</i></p> <p><i>Director of Business and Skills – John T Hill</i></p>
---	---

4. Date of Officer/Mayoral Decision:	
--------------------------------------	--

5. Responsible Director/Mayor:	<p><b>Insert the name of the person making the decision</b> <i>Jon Alsop, and John T Hill</i></p>
--------------------------------	---

6. Report Author and contact details:	<p><b>Chris George</b></p> <p><a href="mailto:chris.george@cambridgeshirepeterborough-ca.gov.uk">chris.george@cambridgeshirepeterborough-ca.gov.uk</a></p> <p><b>07712670417</b></p>
---------------------------------------	--

7. Does your report include exempt for confidential information?  *Delete as appropriate	<p><b>NO</b></p> <p>All reports will be published on the CA website.</p> <p><b>NOTE:</b> <i>If any part of the report is confidential or exempt, put confidential/exempt information as an appendix and state this is not for publication. Include the exemption category on the appendix.</i></p>
--	--

8. Is it a key decision? *Delete as appropriate	<p><b>NO</b></p> <p>If YES, please complete Question 9.</p>
--	---

<b>9. KEY DECISIONS ONLY</b>	<b>This section only needs to be completed if the decision is a key decision.</b>
------------------------------	---

Insert forward plan ref number	<p>Key Decision No: xxxxxx</p> <p><b>The key decision must be on the forward plan for at least 28 days before the decision is made. Please insert reference number from the published forward plan. If it is not in the forward plan, please contact the Governance Team for advice. (Debbie Forde or Anne Gardiner)</b></p>
--------------------------------	--





Date when Mayor intend to make decision.	xx/xx/xxx <b>Insert date when the Mayor intends to make the decision. The date should be the date it is published on the website. It is your responsibility to ensure it is on the website. The decision cannot be implemented on the date of publication as it is subject to call in. Normally only the Mayor can make a key decision.</b>
Date report published on the website	xx/xx/xxx <b>Send copy of report to Scrutiny Manager for circulation to Overview and Scrutiny Committee.</b>
Implementation Date	xx/xx/xxx <b>Insert the proposed date for implementation. The decision cannot be implemented until 5 clear working days after the date the decision was taken and published on the website. The decision is subject to call in during that period, so you need to check with the Scrutiny Manager that it has not been called in at the end of the call in period.</b>
Does the report have any annex that contains exempt information?	YES / NO <b>If yes, specify number of exempt annex (eg Annex 1), the reason for exemption and explain the application of the public interest test. Keep the exempt information separately from this report on the shared drive.</b>

10. Decision taken  Please consult with Legal prior to completing this section.	<b>Please provide the exact details of the decision taken.</b>  The Chief Finance Officer agreed to: <ul style="list-style-type: none"> <li>Accept the grant offered via BEIS of £210,000</li> </ul> The Director of Business and Skills agreed to: <ul style="list-style-type: none"> <li>Proceed with the procurement of service delivery partners for Peer to Peer Support</li> <li>Contract with partner delivery organisation once procurement is complete</li> </ul>
11. Authorisation  *Delete as appropriate  <b>Please consult with Legal prior to completing this section.</b>	<b>This decision has been taken under:</b>  <b>*General authorisation</b> (those decisions delegated to officers as per the Constitution):  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>Give details of background information and more information about the proposed decision MHCLG via BEIS awarded £210,000 to the CPCA to deliver a series of Peer to Peer Support activities to support the Government’s economic response to COVID-19.</p> <p>The aim being to improve SME’s capability to adapt their business models to the “new normal”, position themselves for future success and drive longer term productivity gains through improved leadership and management skills and tech adoption.</p> <p>CPCA is seeking to appoint up to 2 providers to deliver key elements of the Peer Network Programme. This is expected to support the growth of at least a specified number of participants and SMEs, through the provisions of cohort groups, across the specified LEP/Growth Hub area. This has been broken down into 2 geographical lots,</p> <p>A procurement process has been established to procure geographical providers of the service and the tender documents will be issued shortly for the service.</p>
<p>13. Alternative options considered.</p>	<p><b>List alternative options considered and rejected and the reasons for rejection.</b></p> <p><b>Option 1</b> – <i>direct award the contract to known providers – this is not compliant</i></p> <p><b>Option 2</b> – <i>do not accept the grant – this would leave SMEs without support at a key time</i></p> <p><b>Option 3</b> – <i>correctly procure the service and accept the grant from BEIS – this is our preferred option</i></p>
<p>14. Financial Implications</p>	<ul style="list-style-type: none"> <li>• Grant funding of £210,000             <ul style="list-style-type: none"> <li>• Split 50/50 between the two areas North &amp; South</li> <li>• Funding includes all administrative costs for delivery</li> </ul> </li> <li>• Once approved, new budget codes will be created in the MTFP for:</li> <li>• the procured service providing the delivery</li> <li>• the administrative costs of running the programme.</li> </ul> <p>The service will be delivered utilising the awarded funding, and will therefore have no implications on the wider CPCA budget</p>
<p>15. Comments from finance</p>	<p><i>The administrative functions for procuring and delivering the service will be met by the funding awarded. This will be closely monitored to ensure there is no overspend. Payment is made to contractors on the successful delivery of their agreed contract, thereby providing no risk to the CPCA.</i></p>



16. Comments from legal case holder where relevant	The contract Terms and Conditions have been prepared by legal services and the client department has liaised with the procurement department to procure 2 providers to deliver key elements of the Peer Network Programme.	
17. Consultation  <b>Please retain emails to show that relevant officers have approved the intended decision.</b>	* <i>Please tick relevant consultees on this decision.</i>	<i>Please insert the name of consultee and date of written approval</i>
	Chief Executive*	N/A
	Responsible Director/Chief Officer*	John T Hill – 16.09.20
	Monitoring Officer*	Robert Parkin 16.09.20
	S73*	Jon Alsop 18.09.20
	Procurement Manager	Heidi Parker -16.09.20
	Finance Manager	Vanessa Ainsworth – 15.09.20
Lawyer	David Cox – 12.09.20	
18. Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<b>List the names of any member who has been consulted on and declared an interest in relation to the decision.</b>  N/A	
19. Supporting documentation	<b>List any supporting documentation available in relation to this decision</b> <b>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).</b>  <b>Appendix 1 – Tender specification</b> <b>Appendix 2 – Draft contract</b>	
20. Officer/Mayor signature	<p><b>Please include email evidence</b></p> <p>Signature: </p> <p>Name: Jon Alsop Chief Financial Officer</p> <p>Signature: </p> <p>Name: John T Hill Director of Business &amp; Skills</p>	<p><b>Date</b></p> <p><b>18 Sept 2020</b></p>
21. <b>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.</b>		



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

**JAMES PALMER**  
CAMBRIDGESHIRE &  
PETERBOROUGH MAYOR



## **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