CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY | JAMES PALMER CAMBRIDGESHIRE & PETERBOROUGH MAYOR

DECISION NOTICE - OFFICER/ MAYORAL

To grant a permission or a licence, affect the rights of individuals, to award a contract or incur expenditure over £250k, to amend budgets, or apply a Key Decision over £500k.

DECISION INFORMATION – to be completed by Project Owner for all Decisions	
1. DECISION TITLE	Change the Officer delegated authority under MDN28-2020
2. DECISION No.	MDN32-2021
3. DECISION DATE	
4. FORM AUTHOR	Steve Clarke steve.clarke@cambridgeshirepeterborough-ca.gov.uk
5. DESCRIPTION OF DECISION (please select the required decision and delete the rest)	Change the officer delegated authority under MDN28-2020. Section 10 of MDN31-2021 currently states that: The Mayor, in consultation with the Combined Authority Board, delegate authority to the Senior Responsible Officer (Deputy Chief Officer) for Business Growth Service, in consultation with the Lead Member for Finance, the CPCA's Section 73 Officer and Monitoring Officer, authorise the release of the balance of the £14,295,833 Getting Building Funds subject to the project producing the documents listed as terms and conditions in the external appraiser's report. A revision is sought to this delegation as detailed below: The Mayor, in consultation with the Combined Authority Board, delegate authority to the **Interim Programme Manager**, in consultation with the Lead Member for Finance, the CPCA's Section 73 Officer and Monitoring Officer, authorise the release of the balance of the £14,295,833 Getting Building Funds subject to the project producing the documents listed as terms and conditions in the external appraiser's report. The delegated authority would consequently sit with the **Interim Programme Manager**
6. AUTHORITY FOR DECISION (please select the required authorisation – this should be the same bullet number as for box 5 above - then delete the rest)	Chapter 3 Paragraph 1.5 – **General Power of Competence** by the Mayor
7. DECISION TYPE	Mayoral

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8. DECISION OWNER (please selected based on 6 above and delete the rest)	Mayor	
9. KEY DECISION INFORMATION (only complete where implementing the delegated authority of a Key Decision)	FORWARD PLAN DATE	N/A
	FORWARD PLAN NUMBER	
	DATE OF DECISION	
	DATE REPORT PUBLISHED	
	APPROVAL HYPERLINK	
	IMPLEMENTATION DATE	
	EXEMPT INFO/ ANNEX	
DECISION OVERVIEW – to be completed by Project Owner for all Decisions		
10. SUMMARY OF REQUIREMENTS	Change the officer delegated authority under MDN28-2020	
11. PROJECT BACKGROUND	See MDN28-2020	
12. FINANCE INFORMATION	VALUE OF DECISION	0
	BUDGET CODE(S)	0
	BUDGET DESCRIPTION(S)	0
	FUNDING TYPE	0
	FUNDING APPROVAL	0
	FUNDS AVAILABLE	0

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	OTHER COMMENTS	-
13. PROCUREMENT CONSIDERATIONS	DIRECT AWARD JUSTIFICATION	
	REGULATION RISKS	
	VFM JUSTIFICATION	
14. LEGAL CONSIDERATIONS	LEGAL RISKS	None
	CONTRACT/ GRANT INFORMATION	See MDN28-2020
15. CONFLICTS OF INTEREST/ MITIGATION	None	
16. SUPPORTING DOCUMENTATION	MDN28-2020 and supporting documents.	
17. CONFIDENTIAL INFORMATION	N/A	

DECISION APPROVAL/ CONSULTATION- to be completed by consulted officers for all Decisions		
PROCUREMENT	NAME	
	DATE	
	COMMENT	
FINANCE	NAME	Jon Alsop
	DATE	26.03.2021
	COMMENT & APPROVAL SIGNATURE	No financial implications as this is purely a name change for the delegated authority. [redacted]
LEGAL	NAME	Rochelle Tapping

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	DATE	18.03.2021
	COMMENT	The decision relates only to a change of officer delegated authority under MDN28-2020. There are no legal implications associated with this decision.
CHIEF OFFICER/ DIRECTOR	NAME	Robert Parkin
	DATE	26th March 2020
	COMMENT & APPROVAL SIGNATURE	The substantive decision made via MDN28-2020 remains. This decision seeks only to change the officer delegated authority under MDN28-2020 from Senior Responsible Officer (Deputy Chief Officer) to the Interim Programme Manager. There are no legal implications arising from the change of officer. The Mayor is advised to make this decision. R PARKIN 26.03.2021
OVERALL APPROVAL		
DECISION MAKER	NAME	James Palmer
	DATE	26.03.2021
	SIGNATURE	[redacted]

Please ensure all red guidance notes are removed before final sign off and adding to the ODN/ Contract Register

TO BE COMPLETED BY LEGAL/ PROCUREMENT POST APPROVAL

ACTION	DATE	COMPLETED BY
Reported to board		
Published on Website		
Contract award notice published on contracts finder		
Contract award notice published FTS		

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Notification to Framework Owner		
Decision added to Decision Register		
Contract signed		
Contract added to Contract Register		

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

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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.