

## OFFICER DECISION RECORD 1 FORM - GUIDANCE

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

**Decision Reference No:** e.g. Directorate/Ref No/Year - CR/489/01/22

**BOX 1****DIRECTORATE:****DATE:** 29 October 2021**Contact Name:** Alison Jordan**Tel. No.:** 01302 862462**Subject Matter:** Doncaster City Status Bid**BOX 2****DECISION TAKEN**

To transfer funding of £28,224.00 to Doncaster Chamber to support the procurement of external marketing support for the Doncaster City Status bid preparation.

**BOX 3****REASON FOR THE DECISION**

To mark the Queens Platinum Jubilee, a competition is being held for a grant of City Status, with submissions invited by 8<sup>th</sup> December 2021. Doncaster Chamber, on behalf of Team Doncaster, is leading the Doncaster bid for City Status with support from Team Doncaster partners and the wider Doncaster community.

**BOX 4****ALTERNATIVE OPTIONS CONSIDERED AND REJECTED****N/A**

**BOX 5****LEGAL IMPLICATIONS**

Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do.

It is recommended that this arrangement with the Chamber be reflected in a funding agreement setting out the purpose of the monies and requiring the Chamber to undertake a procurement process compliant with Council procurement rules.

**Name: \_Scott Fawcus\_ Signature: \_S. R. Fawcus\_ Date: \_16.11.21\_**

Signature of Assistant Director of Legal and Democratic Services (or representative)

**BOX 6****FINANCIAL IMPLICATIONS:**

As stated above, the cost of supporting the Doncaster City Status bid is £28,224. This will be funded from corporately held contingency budget and transferred to Policy Insight and Change team.

This is a virement of budget between directorates. Financial Procedure Rule B.14 says that "Proposals for virement between Directorates must be approved by the CFO, up to £250,000" therefore, Faye Tyas, the council's Chief Financial Officer, needs to countersign this decision.

**Name: A Gosney Date: 23<sup>rd</sup> November 2021**

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

**BOX 7****OTHER RELEVANT IMPLICATIONS**

N/A

**Name: Alison Jordan Signature: A. Jordan Date: 22 December 2021**

Signature of Assistant Director (or representative)

**ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.**

**BOX 8****EQUALITY IMPLICATIONS:**

In taking this decision, the decision maker must be aware of their obligations under section 149 Equality Act 2010. This section contains the Public Sector Equality Duty (PSED). It obliges public authorities, when exercising their functions to have 'due regard' to the need to: a) Eliminate discrimination, harassment and victimization and other conduct which the Act prohibits b) Advance equality of opportunity; and c) Foster good relations between people who share relevant protected characteristics and those who do not.

**BOX 9****RISK IMPLICATIONS:**

There is a risk that without this decision Doncaster will not be in a position to put forward an entry to the City Status competition.

**BOX 10****CONSULTATION**

Discussions were held between Team Doncaster partners to agree an approach to submitting a City Status competition bid. It was agreed that Doncaster Council would contribute funding towards the cost of developing a bid. The project was led by a project board (chaired by Doncaster Chamber) made up of Team Doncaster partners and representatives from the wider Doncaster community, including local businesses, voluntary and community sector, faith leaders, members of the Youth Council and other young people. The Board met regularly to oversee the development of the bid and to coordinate consultation and engagement.

**BOX 11****INFORMATION NOT FOR PUBLICATION:**


It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full redacting signatures under section 40 of the Freedom of Information Act 2000, as the information is personal and sensitive and exempt from publication:

**Name: Lee Pawson Signature: Lee Pawson Date: 15/11/2021**  
Signature of FOI Lead Officer for service area where ODR originates

**BOX 12****BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR NO

**BOX 13  
AUTHORISATION**

**Name:** Lee Tillman **Signature**  **: Date:** 22.12.21

Assistant Director of Policy, Insight and Change

**Does this decision require authorisation by the Chief Financial Officer or other Officer**

**YES**

**If yes please authorise below:**

**Name:** Faye Tyas **Signature:**  **Date:** 05.01.22

Assistant Director of Finance and Section 151 Officer

**Consultation with Relevant Member(s)**

**Where an officer decision has been taken in consultation with the Mayor, Cabinet Member or Committee Chair this should be recorded on this ODR.**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Designation** \_\_\_\_\_

e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair.

**Declaration of Interest YES/NO**

**If YES please give details below:**

**Any Cabinet Member or Committee Member (where the decision has been delegated by a Council Committee) who has been consulted on an officer decision must declare any interest they have in respect of the decision, and this should be recorded on the ODR form. Where there is no interest this should also be recorded. This is not applicable for general Member consultation or consultation with ward Members.**

**PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.**

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at [Democratic.Services@doncaster.gov.uk](mailto:Democratic.Services@doncaster.gov.uk) who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.