



West Yorkshire Combined Authority (the Authority) Written record of an officer decision

Please forward this form to **Angie Shearon, Governance Services Manager** when completed, as soon as possible, but at the latest:

- for **Key Decisions** which may be called-in, **to be received by midday on the second working day after the decision is made**, and
- for any **other decision**, **within 5 working days**.

Publish promptly - **you cannot implement any Key Decision open for call-in until midday on the 6th day after it has been published as a written record of officer decision.**

Decision-maker <i>(post title of the officer with authority to take the decision)</i>	Ben Still		
Title <i>(For a Key Decision, this should be the same as the subject or title provided on the Key Decision Notice)</i>	Award of contract for Investment Readiness Programme		
Date decision taken	3 May 2019		
Details of the decision (including any consultation carried out)	To approve the awarding of a £1.23 million contract to Winning Pitch Trading Limited		
Reasons for the decision	To enable the successful delivery of the Investment Readiness programme; an advice and guidance service to small and medium sized enterprises (SMEs) in Leeds City Region (except Barnsley).		
Any alternative option(s) considered and rejected	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, provide details:	
Is this a Key Decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, date notice of the Key Decision was published / whether an exception was relied on:	
Is the decision eligible for call-in by Scrutiny?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, start of call-in period (date of publication)	
		If yes, end of call-in period:	

FORM WRoD1 (1 January 2019 v1)

If the decision is not eligible for call-in by Scrutiny but is a Key Decision, state why the decision is urgent	N/A						
Appendices attached to this written record <i>(List and identify any which contain confidential or exempt information)</i>	N/A						
Background documents to be published with the written record <i>(List and identify any which contain confidential or exempt information)</i>	None						
Name of any Member who declared a conflict of interest in relation to the decision	None						
Contact Officer <i>(for members of the public)</i>	Name: Harriet Fern						
	Post-title: Project Manager						
	Telephone number: 07970 542 658						
	E-mail: harriet.fern@westyorks-ca.gov.uk						
Authority for Decision							
The decision-maker was authorised to make the decision by: <ul style="list-style-type: none"> • the Combined Authority or a committee resolution, OR • the Officer Delegation Scheme, OR • the Officer Sub-Delegation Scheme 	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input checked="" type="checkbox"/> Yes</td> <td style="width: 50%; border: none;"><input type="checkbox"/> No</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Yes</td> <td style="border: none;"><input type="checkbox"/> No</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Yes</td> <td style="border: none;"><input type="checkbox"/> No</td> </tr> </table>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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