



## 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 6<sup>th</sup> day after it has been published as a written record of officer decision.**

<b>Decision-maker</b> <i>(post title of the officer with authority to take the decision)</i>	Combined Authority Director of Corporate Services		
<b>Title</b> <i>(For a Key Decision, this should be the same as the subject or title provided on the Key Decision Notice)</i>	West Yorkshire Combined Authority Head Office Accommodation Project		
<b>Date decision taken</b>	16 August 2019		
<b>Details of the decision</b> (including any consultation carried out)	<p>To approve that the West Yorkshire Combined Authority Head Office Accommodation project proceeds through decision point 5 of the assurance process and work commences on activity 6 (delivery).</p> <p>To give approval to the total project cost of £7.488 million is given. This is funded entirely by the Combined Authority (from the approved budget for Corporate Projects).</p>		
<b>Reasons for the decision</b>	To give authority for work to commence on the refurbishment and modernization of the Combined Authority's head office building, Wellington House.		
<b>Any alternative option(s) considered and rejected</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>If yes, provide details:</b>	
<b>Is this a Key Decision?</b>	<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:	
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, <b>start of call-in period</b> (date of publication)	<i>(Governance Services to insert)</i>
		If yes, <b>end of call-in period:</b>	<i>(Governance Services to insert)</i>

**FORM WRoD1 (1 January 2019 v1)**

<p><b>If the decision is not eligible for call-in by Scrutiny but is a Key Decision, state why the decision is urgent</b></p>	<p>N/A</p>
<p><b>Appendices</b> attached to this written record <i>(List and identify any which contain confidential or exempt information)</i></p>	<p>None</p>
<p><b>Background documents to be published with the written record</b> <i>(List and identify any which contain confidential or exempt information)</i></p>	<p>None</p>
<p><b>Name of any Member who declared a conflict of interest in relation to the decision</b></p>	<p>N/A</p>
<p><b>Contact Officer</b> <i>(for members of the public)</i></p>	<p><b>Name:</b> Phil Davies</p>
	<p><b>Post-title:</b> Project Manager</p>
	<p><b>Telephone number:</b> 07711 600906</p>
	<p><b>E-mail:</b> phil.davies@westyorks-ca.gov.uk</p>
<p><b>Authority for Decision</b></p>	
<p>The decision-maker was authorised to make the decision by:</p> <ul style="list-style-type: none"> <li>• the <b>Combined Authority or a committee resolution</b>, OR</li> <li>• the <b>Officer Delegation Scheme</b>, OR</li> <li>• the <b>Officer Sub-Delegation Scheme</b></li> </ul>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>