



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>	Angela Taylor, Combined Authority Director of Corporate Services		
Title <i>(For a Key Decision, this should be the same as the subject or title provided on the Key Decision Notice)</i>	Corporate Technology Programme – Meeting Room Technology		
Date decision taken	28 August 2020		
Details of the decision (including any consultation carried out)	To approve that: <ul style="list-style-type: none"> • The change request to the Meeting Room Technology project to increase the budget by £120,000 is approved. This increases the Corporate Technology Programme by £120,000 to £4.035 million. 		
Reasons for the decision	To enable the Combined Authority to complete the procurement and installation of Meeting Room Systems and technology to the required standards. This comprising Audio-Visual equipment – screens and Video Conferencing equipment; and Meeting Room Booking panels and booking systems.		
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:	N/A
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)	N/A
		If yes, end of call-in period:	N/A

FORM WRoD1 (1 January 2019 v1)

<p>If the decision is not eligible for call-in by Scrutiny but is a Key Decision, state why the decision is urgent</p>	<p>N/A</p>
<p>Appendices attached to this written record <i>(List and identify any which contain confidential or exempt information)</i></p>	<p>None</p>
<p>Background documents to be published with the written record <i>(List and identify any which contain confidential or exempt information)</i></p>	<p>N/A</p>
<p>Name of any Member who declared a conflict of interest in relation to the decision</p>	<p>N/A</p>
<p>Contact Officer <i>(for members of the public)</i></p>	<p>Name: Bill Cookson</p>
	<p>Post-title: ICT Programme Manager</p>
	<p>Telephone number: 0113 348649</p>
	<p>E-mail bill.cookson@westyorks-ca.gov.uk</p>
<p>Authority for Decision</p>	
<p>The decision-maker was authorised to make the decision by:</p> <ul style="list-style-type: none"> • the Combined Authority or a committee resolution, OR • the Officer Delegation Scheme, OR • the Officer Sub-Delegation Scheme 	<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>