

## 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>	Managing Director		
<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>	Adult Digital Skills Pilot		
<b>Date Decision Taken</b>	9 October 2020		
<b>Details of the decision</b> <i>(including any consultation carried out)</i>	To approve acceptance of funding which has been awarded by the Department for Education (DfE) to deliver a pilot of digital and technical bootcamps across the Leeds City Region aimed at adults.		
<b>Reasons for the decision</b>	The Combined Authority have submitted a successful bid to the DfE for grant funding to deliver a pilot of digital and technical training and re-training initiatives for adults across the Leeds City Region. The pilot which will help to support and achieve the aims set out in the COVID-19 Recovery Plan will create an opportunity to develop innovative and responsive adult training that addresses the needs of unemployed adults and those who need additional skills to progress in their current employment.		
<b>Any alternative option(s) considered and rejected</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>If yes, provide details:</b> N/A	
<b>Is this a Key Decision?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date notice of the Key Decision was published / whether an exception was relied on:	4 November 2020
<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)	N/A
		If yes, <b>end of call-in period:</b>	N/A

<b>If the decision is not eligible for call-in by Scrutiny but is a Key Decision, state why the decision is urgent</b>	Because of the urgency to submit a bid to the Department for Education for the grant funding, it was not possible to publish a key decision within the 28 day statutory timeframe.
<b>Appendices</b> attached to this written record <i>(List and identify any which contain confidential or exempt information.)</i>	None
<b>Background documents to be published with the written record</b>	None
<b>Name of any Member who declared a conflict of interest in relation to the decision</b>	N/A
<b>Contact Officer</b> <i>(For members of the public)</i>	<b>Name:</b> Michelle Heaton <b>Post-title:</b> Service Manager, Careers <b>Telephone number:</b> 0113 3481049 <b>E-mail:</b> michelle.heaton@westyorks-ca.gov.uk
<b>Authority for Decision</b>	
<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> <li>• other</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>