

## 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>	To award and enter into a Contract with Pinsent Masons LLP for the provision of Full Service Legal Advice to the Combined Authority.		
<b>Date Decision Taken</b>	9 April 2021		
<b>Details of the decision</b> <i>(including any consultation carried out)</i>	Approval to award and enter into a Contract with Pinsent Masons LLP for the provision of Full Service Legal Advice to the Combined Authority.		
<b>Reasons for the decision</b>	To enable the Combined Authority to enter into a Contract with Pinsent Masons LLP for the provision of Full Service Legal Advice to the Combined Authority.		
<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	
Is this a <b>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:	3 <sup>rd</sup> March 2021
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <b>start of call-in period</b> (date of publication)	12 April 2021
		If yes, <b>end of call-in period</b> :	21 April 2021
<b>If the decision is not eligible for call-in by Scrutiny but is a Key Decision, state why the decision is urgent</b>	N/A		

<b>Appendices</b> attached to this written record <i>(List and identify any which contain confidential or exempt information.)</i>	N/A
<b>Background documents to be published with the written record</b>	N/A
<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>Caroline Allen   Head of Legal &amp; Governance Services West Yorkshire Combined Authority   Leeds City Region Enterprise Partnership (the LEP)</b> Wellington House   40-50 Wellington Street   Leeds   LS1 2DE Tel: (+44) 0113 251 7262   Mob: (+44) 0797 3734683   <a href="mailto:caroline.allen@westyorks-ca.gov.uk">caroline.allen@westyorks-ca.gov.uk</a>
<b>Authority for Decision</b>	
The decision-maker was authorised to make the decision by: <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>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No