



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, Combined Authority Managing Director	
Title <i>(For a Key Decision, this should be the same as the subject or title provided on the Key Decision Notice)</i>	Adult Education Budget – procurement process and contract awards.	
Date decision taken	7 May 2021	
Details of the decision (including any consultation carried out)	<p>To:</p> <p>(i) approve the methodology for Grant allocations for Routes 1 and 2 (local authorities and colleges), and</p> <p>(ii) award grants to the suppliers detailed the report submitted to the decision maker.</p> <p>To:</p> <p>(i) approve the allocations agreed via the procurement process for contracts of services Route 3 (Procured provision for Lots 1 and 2), and</p> <p>(ii) enter into contracts with the suppliers listed in the report submitted to the decision maker.</p>	
Reasons for the decision	To enable the West Yorkshire Combined Authority to allocate funding to grant providers for routes 1 and 2, and to enter into contracts for the provision of training services via the procured route 3.	
Any alternative option(s) considered and rejected	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, provide details:

FORM WRoD1 (1 January 2019 v1)

Is this a Key Decision ?	<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 September 2021
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, start of call-in period (date of publication)	12 May 2021
		If yes, end of call-in period :	21 May 2021
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>	None		
Background documents to be published with the written record <i>(List and identify any which contain confidential or exempt information)</i>	N/A		
Name of any Member who declared a conflict of interest in relation to the decision	N/A		
Contact Officer <i>(for members of the public)</i>	Name: Craig Moffatt		
	Post-title: AEB Manager, Employment & Skills		
	Telephone number: 0113 3481014		
	E-mail: craig.moffatt@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 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		