

Officer Decision Notice

East Midlands Combined County Authority

Please forward this form to **Jodie Townsend, Interim Monitoring Officer** 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.**

Please refer to Article 6: Decision-Making and the Access to Information Rules within the Constitution for more information regarding what defines a Key Decision.

ODN Number:	ODN20240003		
Authorised Decision-Maker:	Mark Rogers Interim Chief Executive		
Decision:	The decision is to approve a pilot scheme that will allow Derbyshire students access free travel into Greater Manchester to access college education.		
Date decision taken:	05 August 2024		
Financial Impact:	Financial Year	Revenue £'000	Capital £'000
	2024/25	40,000	
	2025/26	-	
	2026/27	-	
	Total	40,000	
Decision detail:	<ul style="list-style-type: none"> ▪ A pilot free travel offer for students attending 16+ education providers in the Greater Manchester area. ▪ The offer will be limited to the five cross boundary services from Derbyshire into Greater Manchester, which are the 199/ 237/ 341/ 358 and 394. Any B line card holder regardless of where they live in Derbyshire would be able to travel for free on these services on presentation of a valid B line card and ID pass for the relevant further education institution in the Greater Manchester area. Travel on connecting bus services onto these 5 cross boundary routes from other parts of the High Peak and the rest of Derbyshire would not be covered by the free scheme. B line card holders would therefore have to pay a fare in the normal way on these connecting services. 		

	<ul style="list-style-type: none"> ▪ Agreement on reimbursement rates plus actual costs for the pilot will be negotiated and paid by EMCCA, direct to those companies. This includes additional bus company costs associated with the scheme. ▪ This is a pilot programme that we intend to run for the academic year 2024/25 but will review at the end of the first term (December 2024) to assess progress in terms of the specific offer, the status of the £2 national fare cap and its continuation/expiry, and whether to continue work on a broader EMCCA-wide offer. ▪ EMCCA will meet DCC's reasonable costs in relation to the pilot, including management time and technical support. ▪ EMCCA and DCC will work closely to manage risks associated with the pilot and will set up a collaborative process to do so.
Reason(s) for the Decision:	This decision implements the mayoral commitment to ease the cost of travel for students making use of 16+ further education in Greater Manchester. It does so in a controlled way, enabling EMCCA to pilot and test the potential and value for further development of the offer
Consultation required:	<p>This decision requires the decision-maker, in this case the Chief Executive, to obtain the consent of the Chair of the Overview and Scrutiny Committee (or in their absence the Chair of the CCA) in accordance with the Special Urgency procedure (Paragraph 7.9 of the Access to Information Rules in the Constitution).</p> <p>As EMCCA has not yet appointed a Chair of the Overview & Scrutiny Committee the Mayor, as Chair of the CCA, has been consulted and has provided consent for the decision to be taken under urgency provision.</p> <p>The Section 73 Officer and the Monitoring Officer have also been consulted in the making of this decision.</p>
Any alternative option(s)	An alternative model would have rolled out this approach to the whole of the region without pilot and test results. This option was rejected on the basis of developing an understanding of the most effective delivery model through a more prudent pilot targeted at areas of the region that face particular challenges relating to the cost of college travel.
YES	
NO	
X	

If the decision is a Key Decision complete the following section:

Is this a Key Decision?	This is a key decision as the pilot will likely have a significant effect on communities living or working in an area made up of two or more electoral divisions in the EMCCA area.	
YES	NO	
X		
Is the decision eligible for call-in by OSC?	This decision is NOT eligible for call-in as it is a key-decision that has been taken in accordance with urgency provision set out in the constitution under 14.2 of the Overview and Scrutiny Procedure Rules.	
YES	NO	N/A
	X	N/A
Is the decision an urgent key decision?	This decision has been taken under urgency provision in line with requirements set out in the Access to Information Procedures in the EMCCA Constitution and in compliance with the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 as amended 2024.	

The constitution states in 3.3 of the Scheme of Delegation that the Chief Executive is further authorised to take decisions which would have been taken by a committee and where, for exceptional circumstances, that committee has been unable to meet, and the decisions are of an urgent nature and cannot wait until the next scheduled meeting.

It is the responsibility of the ODN author to ensure the following section is completed before submission to the Approver.

ODN Appendices:	None								
Background Documents:	<ul style="list-style-type: none"> ▪ Email approval from Chief Executive ▪ Email approval of taking of urgent decision from mayor Claire Ward as Chair of the Combined County Authority 								
Name of any Member who declared an interest in relation to the decision:	<p>No interests have been declared.</p> <p>It should be noted that provision of a free travel offer for students attending 16+ education providers in the Greater Manchester area was a manifesto commitment by the Mayor.</p>								
Contact Officer:	<table border="1"> <tr> <td>Name:</td> <td>Peter Mann</td> </tr> <tr> <td>Post/ Title:</td> <td>Interim Transport Programme Director</td> </tr> <tr> <td>Tel:</td> <td>07974 842974</td> </tr> <tr> <td>Email:</td> <td>peter.mann@eastmidsdevo.org.uk</td> </tr> </table>	Name:	Peter Mann	Post/ Title:	Interim Transport Programme Director	Tel:	07974 842974	Email:	peter.mann@eastmidsdevo.org.uk
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Financial Implications:	<p>The costs of the pilot scheme are estimated to be £40,000 and these costs can be met from within existing budgets. Should it be decided that the pilot should be extended following its review then this will need to be included as a proposal in the budget that will be considered in draft form by the EMCCA Board in December 2024 and finalised in February 2025.</p>								
Name and Date:	<p>Nick Bell, Interim Director of Finance and Section 73 Officer Implications provided on 5th August 2024</p>								
Legal Implications:	<p>This is a Key Decision and so is required to be undertaken through an Officer Decision Notice which shall be published in accordance with the constitution.</p> <p>This decision has been taken under EMCCA's urgency provisions by the Chief Executive. This further requires the decision to be recorded in an Officer Decision Record (Paragraph 8 of the Access to Information Rules in the Constitution). The constitution requires the decision notice to include the reasons for urgency.</p> <p>The reasons for urgency are that the decision is required to be taken and implemented before the start of the new college term in order to ensure that students are able to maximise the potential benefits of the pilot. This requires arrangements to be in place between EMCCA and relevant bus companies before the end of August. The next meeting of EMCCA Board that would make the decision will not take place until 16 September 2024.</p> <p>The decision also needs to be taken adhering to the statutory consents process; this requires that written consent for the decision has been provided by Derbyshire County Council. This written consent was requested on 2nd August and was provided on 5th August via email, with consent provided by Chris Henning, Executive Director, Place, DCC, deputising for DCC Chief Executive.</p>								
Name and Date:	<p>Jodie Townsend, Director of Law & Governance and Monitoring Officer Implications provided on 2nd August 2024</p>								

Procurement Implications:	The value of the pilot project is below threshold and therefore subject to the Authority's own financial regs which they can choose to waive where there is reasonable justification. This is the case with this project. This will need to be reviewed if the pilot project is successful and a decision is made to continue and extend.
Name and Date:	Lorraine Dennis, Procurement Manager Nottinghamshire County Council Implications provided on 5 th August 2024
Human Resource Implications:	The report makes it clear that any managerial and administrative time spent on the scheme in Derbyshire County Council will be reimbursed by EMCCA. As part of the review of the pilot an Equality Impact Assessment will be required. There are no other HR implications to note because of this pilot scheme.
Name and Date:	Amanda Mays, Interim Executive Director Resources Implications provided on 5 August 2024

Authority for decision

The decision-maker was authorised to make this decision through:	YES	NO	DATE
The Combined County Authority/ Committee/ Mayoral resolution:			
The officer scheme of delegation:	X		
The officer sub-delegation scheme:			
Other:	X		Urgency provision
Authorisation provided by (must be within an approved budget) (Name, Title and signature of officer with authority to approve)			
Below £500k <i>CEO/ Deputy CEO/ Executive Director/ Monitoring Officer/ S73 Officer</i>	Name:	Mark Rogers	
	Title/ Role/ Position:	Interim Chief Executive	
	Date:	5 th August 2024	
	Signature:	<i>Approved via email 5th August 2024</i>	
Between £500k - £1million <i>CEO/ S73 Officer</i>	Name:		
	Title/ Role/ Position:		
	Date:		
	Signature:		
Above £1million <i>CEO/ S73 Officer</i>	Name:		
	Title/ Role/ Position:		
	Date:		
	Signature:		