

## Delegated Decision Notification Form

<b>1. Subject</b>	<p>Manchester City Council to grant consent for Manchester Central Convention Complex Limited to enter into a licence with NHS England for use of the facility.</p>
<b>2. Decision</b> including: (a) details:        (b) reasons:   (c) alternatives considered and rejected:	<p>As per the conditions of the lease between Manchester City Council and Manchester Central Convention Complex Limited, MCC, as landlord, must provide written consent to allow MCCCL to enter into any licences and waive enforcement of any potential breaches of covenant in relation to such licences.</p> <p>Accompanying this decision, is a copy of the letter drafted by MCCCL's legal representatives, Pannone, which has been reviewed by the Head of Development, Head of Commercial and Strategic Development (Legal) and Head of PMO: Commercial Governance.</p> <p>The licence will be between MCCCL and NHS England for the use of Manchester Convention Centre as the temporary Sir William Coates Hospital to support the national response to COVID-19.</p> <p>There is no alternative option available; Manchester Central has been selected as the venue most appropriate for provision of the temporary hospital and therefore in order for this to proceed, the Council must grant the necessary consent.</p>
<b>3 Name of Executive Member / Committee Chair and Vice Chair consulted ( as appropriate)</b>	<p>Sir Richard Leese, The Leader of Manchester City Council, via email, Tuesday 31st March 2020.</p>
<b>4. Reports</b>	<p>Due to the special urgency of a decision being required within less than a full working day, due to the completion of a lease between MCCCL and NHS England to take place on 1<sup>st</sup> April 2020, approval was sought via email.</p>
<b>5. Background Papers</b>	<p>Copy of letter from Manchester City Council to Manchester Central Convention Complex Limited approving the granting of the licence to NHS England.</p>
<b>6. Declaration of Conflict of Interest by any Councillor</b>	<p>Not applicable</p>

## Delegated Decision Notification Form

<b>Consulted</b> (including Executive Members)		
<b>7 Contact Person</b>	Name: Sarah Narici	
	Telephone number (external): 07971 384491	Email: sarah.narici@manchester.gov.uk
<b>8. Decision Maker</b> / Authorised Signatory	Name: Joanne Roney	Role Title: Chief Executive
<b>9. Date Of Decision</b>	Tuesday 31 <sup>st</sup> March 2020	

(Please return by email from Decision Maker's email account to [gssu@manchester.gov.uk](mailto:gssu@manchester.gov.uk) cc Jacob Morris-Davies)

# Delegated Decision Notification Form

## Guidance

This form must be completed when a decision has been taken by an officer under delegated powers and relates to:

- All Executive decisions, meaning all decisions not specifically the responsibility of full Council or a Council committee (see note 1) but excluding operational and administrative decisions relating to day to day work and key decisions ( for which please use form D3 )
- Non-executive decisions (meaning all decisions specifically the responsibility of full Council or a Council Committee) excluding operational and administrative decisions relating to day to day work but including specific delegations and general delegations that have the effect of:
  - granting a permission or licence;
  - affecting the rights of an individual; or
  - awarding a contract or incurring expenditure which materially affects the Council's financial position (see note 2).

The completed form and the reports referred to in must be submitted to the Governance and Scrutiny Team ([gssu@Manchester.gov.uk](mailto:gssu@Manchester.gov.uk)) and will be published on the Council's website, the report and background papers will be made available for public inspection.

**Note 1** - For more details of executive/non executive decisions see Part 3 of the Council's Constitution.

**Note 2** - E.g. licensing/planning decisions.

## The Form

**1. Subject** - A brief title should be inserted here..

**2. Decision** - Care must be taken not to disclose confidential or exempt information. For more information regarding categories of confidential/exempt information see Part 4 Section B of the Council's Constitution.

**3. Report considered**-To ensure decisions are robust and can withstand challenge Reports should contain all relevant information to enable decision making to be made in accordance with the decision making principles in Article 13.2 of the Constitution ie

- (a) Proportionality (meaning the action must be proportionate to the results to be achieved);
- (b) Due consultation (including the taking of relevant professional advice);
- (c) Respect for human rights;
- (d) Presumption in favour of openness;

## Delegated Decision Notification Form

- (e) Clarity of aims and desired outcomes;
- (f) Due consideration to be given to alternative options;
- (g) Reasons for the decisions to be given provided there is no breach of confidentiality.

**3.** Insert the name of the Executive Member consulted (where the decision is an Executive Decision). If a non- executive decision insert the name of the Chair and Vice- Chair of the relevant Committee,

**4. Background Papers** - Background papers are documents, other than published works, that contain any facts or matters on which the decision or an important part of the decision was based and were relied on in making the decision.

**5. Declaration of Conflict** - This relates to any conflict of interest or disclosable pecuniary interest declared by a member of the Council consulted in relation to the decision.

**6. Contact Person** - This should be the officer dealing with the matter on a day to day basis.

**7. Decision Maker** - This should be the actual decision making officer and not the contact person unless they are the same person and not the Executive Member / other member who was consulted.