

Officer Delegated Decision Record

Decision Title:

Short-term office accommodation solution

Is this decision Key or Non-key?

Non-key

If the decision is Key, has the decision been published on the Forward Plan?

Not applicable

Is this decision subject to Call-in?

No

Decision:**Option 1: Non-confidential decision:****Option 2: Confidential decision:**

The Chief Executive has:

1. approved the licence terms attached to the confidential report at Appendix A, and summarised in the report at paragraph 2, for the North East MSA to occupy office space on a short-term basis;
2. authorised the Monitoring Officer to sign a licence on behalf of the North East MSA on said letting terms;
3. authorised the North East MSA to enter into a contract with a consultant to (1) project manage the fit-out of the short-term office space and proposed long-term office space and (2) undertake a schedule of condition of the short-term space prior to the North East MSA occupying the space; and
4. authorised the North East MSA to enter into a contract with a consultant to complete a concept design for the short-term office space and proposed long-term office space.

Delegation:**North East MSA Constitution - Part 2.7 – Scheme of Delegations**

HPS3 To discharge any function of the Authority which has not been specifically delegated to another officer, Committee or reserved to the Cabinet under Part 2.1 of this Constitution, and to direct any officer not to exercise a delegated function in special circumstances unless they are required to do so by law.

GD8(a) To authorise all stages of the procurement process for a contract for services up to a value of £1m.

Consultation:

Mayor:	Yes
Assistant Director Legal and Governance:	Yes
Director of Finance and Investment:	Yes

Name and Title of the Decision-Maker:

Dr Henry Kippin, Chief Executive

Contact Officer:

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Signature (Decision-Maker) 

Date of signing 2 July 2026