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| To: | Audit and Governance Committee |
| Date: | 28 June 2017 |
| Report of: | Interim Head of Law and Governance |
| Title of Report: | Officer Executive Decisions published between 30 November 2016 – 31 May 2017 |

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| Summary and recommendations | |
| Purpose of report: | To inform the Committee of the Officer Executive Decisions taken since the last meeting of the Committee. |
| Corporate Priority: | None |
| Policy Framework: | None |
| Recommendation: That the Audit and Governance Committee note the report. | |

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| Appendices | |
| Appendix 1 | Officer Executive Decisions published between 30 November 2016 – 31 May 2017 |

# Introduction and background

1. In December 2015, the Committee asked for a list of officer executive decisions taken to be included in the agenda of future meetings.
2. If an officer executive decision is a key decision then notice that it will be taken is published in the Council’s Forward Plan.
3. When Committee Services are notified that an officer executive decision has been taken, this is published on the Council’s website and notification is sent by email to all councillors.
4. The Constitution sets out the scheme of delegation to the City Executive Board and to officers.

# Decisions taken

Appendix 1 lists the decisions taken since the last meeting of the Audit & Governance Committee and details the date from which the decision was effective.

# Implications

1. There are no financial, legal or other implications arising from this report.

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| Background Papers: None |

# Appendix 1

# Officer Executive Decisions published between 30 November 2016 - **31 May 2017**

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| **Award a Contract to Midland HR for the provision of Corporate Management Systems, Lot 2 Payroll Administration, Lot 3 Human Resources & Lot 4 Managed Services** | |
| **Date:** | Publication date: 7/03/2017  Date of decision: 12/09/2016 |
| **Decision maker** | Executive Director for Organisational Development and Corporate Services |
| **Purpose** | The Council requires a Payroll Administration, Human Resources and a Managed Services to accomplish the objectives of the organisation.  Midland HR demonstrated above the other potential providers their ability to manage the services operation and ensure that the Council receives best value for money, future proofing the Council by continuing to be of added value into the distant future. The value of the contract fell within the approval limits assigned to the Director within the Constitution. |
| **Decision** | Decision was given to award a contract for the provision of Lots 2, 3 and 4 Corporate Management Systems following a procurement process for a 5 year contract with an option to extend for a further period of 5 years (2y+2y+1y). Estimated contract value approx. £255,915  Lot 2 £ 50,772 Lot 3 £ 50,772 Lot 4 £ 154,371 |
| **Alternative options considered:** | Option 1 - Award Contract to Midland HR  Option 2 - Do not award the contract  Option 3 - Award the contract to another supplier |

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| **Award a Contract to Unit 4 for the provision of a Corporate Management System, Lot 1 Financial Management System (FMS)** | |
| **Date:** | Publication date: 7/03/2017  Date of decision: 12/09/2016 |
| **Decision maker** | Executive Director for Organisational Development and Corporate Services |
| **Purpose** | The Council requires a Financial Management Systems to accomplish the objectives of the organisation.  Unit 4 demonstrated above the other potential providers their ability to manage the services operation and ensure that the Council receives best value for money, future proofing the Council by continuing to be of added value into the distant future. The value of the contract fell within the approval limits assigned to the Director within the Constitution. |
| **Decision** | The decision was made to award a contract for the provision of Lot 1 Financial Management System (FMS) following a procurement process for a 5 year contract with an option to extend for a further period of 5 years (2y+2y+1y). The total contract value for the first 5 years for Lot 1 is £313,153. |
| **Alternative options considered:** | Option 1 - Award Unit 4 the contract  Option 2 - Do not award the contract  Option 3 - Award the contract to another supplier. |

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| **Award a contract to Allpay for the provision of an Electronic Payment Service** | |
| **Date:** | Publication date: 7/03/2017  Date of decision: 21/02/2017 |
| **Decision maker** | Executive Director for Organisational Development and Corporate Services |
| **Purpose** | The Council requires an Electronic Bill payment service to allow residents to pay certain Council bills via the Post Office and Paypoint networks.  The current contract for Electronic bill payment(through the Co-operative Bank) will expire March 2017. The Co-operative Bank is leaving the market for this service so an alternative supplier was required. The value of the contract fell within the approval limits assigned to the Director within the Constitution. |
| **Decision** | Decision was given to award a contract to Allpay for the provision of an Electronic Payment Service for a 2 year contract with an option to extend for a further period of 2 years (1y+1y). The total contract value for the first 2 years is £107,957 with an estimated further £51,691 per year for each extension. |
| **Alternative options considered:** | Option 1 - Award contract to Allpay to supply the electronic bill payment service - as they fitted the requirements of the Councils' procurement process.  Option 2 – Don’t award the contract.  Option 3 - Appoint another supplier that doesn't fit the requirements of the Council's procurement process. |

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| **Contract for the provision of the Supply and Maintenance of a Commercial and Domestic Recycling and Waste Management System** | |
| **Date:** | Publication date: 27/03/2017  Date of decision: 8/03/2017 |
| **Decision maker** | Executive Director for Community Services |
| **Purpose** | The current contract for a Recycling and Waste Management System will expire October 2017. The value of the contract fell within the approval limits assigned to the Director within the Constitution. |
| **Decision** | To award a contract for the provision of a Commercial and Domestic Recycling and Waste Management System for a 3 year contract with an option to extend for a further period of 4 years (2y+2y). The total contract value for the first 3 years is £184,600. |
| **Alternative options considered:** | Option 1 - Award contract to Bartec Audio ID Ltd to supply a Commercial and Domestic Recycling and Waste Management System - as they fitted the requirements of the Councils' procurement process.  Option 2 - Appoint another supplier that doesn't fit the requirements of the Council's procurement process.  Option 3 - Don't award the contract. |

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| **Decision to award contract for Delivery of Horspath Sports Park to Fusion Lifestyle.** | |
| **Date** | Publication date: 28/03/2017  Date of decision: 23/03/2017 |
| **Decision maker** | Executive Director for Community Services |
| **Purpose** | The decision was taken to progress the project to the point of delivery of the construction programme and on-going operation of the site |
| **Decision** | The decision is enter a contract for the delivery of Horspath Sports Park with Fusion Lifestyle on the basis that their tender meets the Council’s requirements for the delivery, maintenance and operation of the proposed new sports park and the commercial agreement and lease terms meet the Council’s requirements.  This recommendation is unanimously supported by the project team.  The contract will be based on a commercial agreement and a 25 year lease to Fusion |
| **Alternative options considered** | An internal comparator was compiled and reviewed against external offers from the market. This was fed into the overall evaluation process. It was deemed by the evaluation panel that there were greater potential benefits to the external offer from Fusion and the proposal was made from the evaluation panel to award the contract to Fusion. |

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| **Oxford City Council Equity Loans Scheme** | |
| **Date** | Publication date: 06/04/2017  Date of decision: 28/03/2017 |
| **Decision maker** | Assistant Chief Executive |
| **Purpose** | In July 2013, the City Executive Board delegated how the loans scheme would operate to officers. The decision was needed to improve the choice of open market properties available for loan applicants to buy. Previously, areas eligible for purchase were limited to Oxford and its immediate environs and this excluded a number of areas offering better value, particularly for first time buyers. |
| **Decision** | The decision was made to change the definition in the Equity Loans Scheme so that loan applicants can purchase property being located within a reasonable travelling distance of work. This is interpreted as being within a maximum travel time of an hour and a half from Oxford. |
| **Alternative options considered** | The other option was not to change the scheme's definition for where applicants could purchase a home. This would not improve the situation as many applicants cannot afford to purchase property in Oxford. |

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| **Disposal of Former WCs on St Giles** | |
| **Date** | Publication date: 07/04/2017  Date of decision: 24/02/2017 |
| **Decision maker** | Executive Director for Regeneration and Housing |
| **Purpose** | This was earmarked as a redundant property. It is part of the City Council’s Asset management plan to dispose of assets not in use. |
| **Decision** | This property has been let on a 125 year lease for £125,000. The property will be refurbished and turned into office accommodation.  The property was fully marketed by an external agent, received good interest, and the purchase price exceeded initial expectations and offered best consideration for the property. |
| **Alternative options considered** | Option 1 - Refurbish and re-let the WCs  Option 2 - Dispose of the property to the purchaser to be transformed into officer accommodation  Option 3 - Dispose of the property to another party to be transformed into houses |

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| **Purchase of Property for Temporary Accommodation** | |
| **Date** | Publication date: 07/04/2017  Date of decision: 27/03/2017 |
| **Decision maker** | Head of Housing Services |
| **Purpose** | This acquisition forms part of the project approved by CEB in December 2016 entitled Homeless Accommodation Property Investment and Retained Right to Buy Capital Receipts Qualifying Expenditure |
| **Decision** | A property was purchased in Bicester, OX26 4XN for a price of £233,000 to provide temporary housing for families in need. |
| **Alternative options considered** | Option 1 - Purchase the property  Option 2 - Do not purchase the property |