**DECISIONS DELEGATED TO OFFICERS**

**Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to** [**forwardplan@oxford.gov.uk**](mailto:forwardplan@oxford.gov.uk)

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| **Decision title:** | Award of contract to complete the full capital works to convert the Floyds Row building into a Homeless Shelter and Assessment Hub |
| **Decision date:** | 06 November 2019 |
| **Source of delegation:** State how the decision was delegated. Was it an express delegation made at a meeting of Council / Cabinet or a general delegation under the Council’s Constitution? Please provide details. | Cabinet on 3 October 2019 delegated authority to the Assistant Chief Executive in consultation with the Head of Finance and Head of Law and Governance to enter into contracts to complete the full capital works to convert the building (phases 1 and 2), on the basis that in the opinion of the Head of Finance, that this continues to represent best value. |
| **What decision was made?** Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential. | As part of the Council’s service development strategy to prevent and reduce rough sleeping, to award a contract to Oxford Direct Services Limited for the phase 1 and phase 2 refurbishment of the Floyds Row site as a homeless shelter and assessment hub.  Exempt information: the value of the contract with ODSL |
| **Decision made by:** Name and title of officer within the senior management structure | Caroline Green, Assistant Chief Executive |
| **Other options considered:** List any alternatives that were available to the decision taker and why they were rejected | Doing nothing was considered however this option does not improve rough sleeping in Oxford.  Other locations have been considered but none have been appropriate or acceptable to partner service providers. |
| **Documents considered:**Please attach any new documents relevant to the decision | A full business case dated 5 August 2019 along with supporting documents. |
| **Key or Not Key:** (see notes overleaf): | Key |
| **Wards affected:** | Carfax |
| **Declared conflict of interest:** By any Cabinet member consulted over decision. | None declared |
| **This form was completed by:**  **Name & title:**  **Date:** | Andrew Brown  Committee and Member Services Manager  12 February 2020 |

This form must be completed and sent to Member and Committee Services **as soon as reasonably practicable** after the decision is made. Prompt notification is particularly important for **key decisions** which are subject to call-in, as the call-in deadline is within 2 working days of this decision notice being published. Before completing the form please refer to the notes overleaf.

**NOTES**

The law[[1]](#footnote-1) requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council’s website.

These requirements **apply**to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

* under a specific delegation granted at a meeting of Council or Cabinet
* under a general delegation (where responsibility is delegated in the Constitution) and the effect of the decision is to:
  + grant a permission or licence;
  + affect the rights of an individual;
  + award a contract or incur expenditure with a value in excess of £10,000;
  + award a contract with a value in excess of £10,000 but less than £1,000,000;
  + acquire or dispose of freeholds or leaseholds with a consideration or premium in excess of £10,000 but less than £500,000;
  + grant to new tenants or dispose of leases with a rental value in excess of £10,000 but less than £125,000 (this excludes assignments, holding over and rent reviews);
  + grant ‘project approval’ for projects in excess of £10,000 but less than £500,000;
  + make a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order;

These requirements **do not** apply to:

* planning and licencing matters where there are established arrangements for recording decisions: or
* decisions which are purely administrative or operational in nature

Officers making such decisions must complete a written statement containing details of the decision taken**.** A copy of this decision notice must be retained by the relevant service for at least 6 years and any background papers for 4 years.

**Exempt or Confidential information**

Information relating to a delegated officer decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council’s website.

**Key or Non Key Decision**

A key decision is an executive decision likely to have a significant effect on people living or working in at least two wards; or to incur spending or savings of £500,000 or more.

A key decision can only be taken and recorded here if notice of it has been published in the Forward Plan for at least 28 clear days. Key decisions taken by officers may be “called in” by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

1. the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7) [↑](#footnote-ref-1)