

**To:** Audit and Corporate Governance Committee  
**Date:** 1 March 2016  
**Report of:** Head of Law and Governance  
**Title of Report:** Officer Executive Decisions published between 1 May 2015 and 20 February 2016

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To inform the committee of the Officer Executive Decisions taken in this municipal year.
<b>Corporate Priority:</b>	None.
<b>Policy Framework:</b>	None
<b>Recommendation: That the Committee note the report and the decisions taken.</b>	

<b>Appendices</b>	
Appendix 1	Officer Executive Decisions published 1 May 2015 to 20 February 2016

## **Introduction and background**

1. At the meeting in December 2015, the Committee asked for a list of officer executive decisions taken to be included in the agenda.
2. If an officer executive decision is a key decision; notice that it will be taken is included in the Council's forward plan, available on the website.
3. When Committee Services are notified that an officer executive decision has been taken, this is published separately 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 Board and to officers.

## **Decisions taken**

5. Appendix 1 lists the decisions taken showing the date from which the decision was effective.

## **Implications**

6. There are no financial, legal or other implications in this report.

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**Background Papers:** None

**Appendix 1 – Officer Executive Decisions published between 1 May 2015 and 20 February 2016**

<b>12 May 2015</b>	<b>APPROVAL TO PLACE A BUILDING CONTRACT TO PAINT THE TOWN HALL CEILING</b>	
The approval of works to paint the town hall ceiling for the sum of £158,455 including 10% contingency.		
<b>Decision taker</b>	Executive Director for Regeneration and Housing	
<b>Is this a Key Decision?</b>	No	
<b>Reason for decision</b>	The redecoration works on the main hall at Oxford Town Hall are about to commence. The contract has been setup and approved for the sum of £144,050 plus £14,405 contingency (10%).  Any unforeseen works which may arise will be closely managed by the Council's Contract Manager.	
<b>Alternative options considered:</b>	No other options were considered. The selection of the successful contractor was made after a full tender and evaluation process in line with OCC procedures	
<b>Wards affected</b>	Carfax	

<b>9 July 2015</b>	<b>SALE OF LAND TO THE REAR OF 165 WALTON STREET</b>	
<b>Decision taker</b>	Head of Housing and Property	
<b>Is this a Key Decision?</b>	No	
<b>Reason for decision</b>	Surplus to requirements	
<b>Alternative options considered:</b>	Not to sell the land.	
<b>Wards affected</b>	Carfax	
<b>Declared conflict of interest:</b>	None	

<b>2 October 2015</b>	<b>AWARD OF DRY RECYCLATE DISPOSAL CONTRACT</b>	
<b>Decision taker</b>	Executive Director for Community Services	
<b>Is this a Key Decision?</b>	Yes	
<b>Reason for decision</b>	The existing contractual arrangement ended on 5 October 2015. The background to this decision was set out in the report presented at CEB Meeting 10 September 2015.	
<b>Alternative options considered:</b>	Contract subject to a full OJEU open tender procurement process.	
<b>Wards affected</b>	All Wards	
<b>Declared conflict of interest:</b>	None	

<b>27 October 2015</b>	<b>AUTHORISATION TO USE A LIQUID FUEL CONTRACT</b>	
To purchase fuel for Council vehicles and plant via a 1 year Contract, let by Eastern Shires Purchasing Organisation (ESPO).		
<b>Decision taker</b>	Executive Director for Community Services	
<b>Is this a Key Decision?</b>	No	
<b>Reason for decision</b>	The Eastern Shires Purchasing Organisation (ESPO) has let a 1 year contract via a mini-competition, to bridge the gap between the next framework agreement required. The council was named on this mini competition and the procurement team are satisfied that it is fully compliant with procurement legislation and provides the best value for money for the Council.	
<b>Alternative options considered:</b>	To purchase fuel via other commercial avenues. These were rejected as they did not adhere to procurement legislation nor offer the Council best value for money.	
<b>Wards affected</b>	All Wards	
<b>Declared conflict of interest:</b>	None	

<b>25 November 2015</b>	<b>NORTHWAY AND MARSTON FLOOD ALLEVIATION SCHEME PROJECT</b>
Awarding the design services contract for the Northway and Marston Flood Alleviation Scheme	
<b>Decision taker</b>	Executive Director for Community Services
<b>Is this a Key Decision?</b>	Yes
<b>Reason for decision</b>	<p>The Northway and Marston Flood Alleviation Scheme is a project being undertaken by Oxford City Council to reduce the risk of flash flooding in the residential areas around Northway Community Field and Court Place Farm recreation area in the East of Oxford.</p> <p>As a result of the measures installed by this project, all 110 properties will received a benefit of reduced flood risk with 91 properties being completely removed from the risk of flooding.</p> <p>This project was granted project approval at CEB on 12th November 2015.</p> <p>The agreed procurement strategy that was taken for design services is as follows:-</p> <p>Atkins Ltd. be appointed as a direct award via Lot 16 of the Crown Commercial Services framework RM830 (Environment &amp; Sustainability Advice Support &amp; Delivery Services).</p> <p>The procurement strategy for design services for the project was signed off in September by the capital sub group and the board as part of Gateway 2.</p> <p>The CAMAC board has reviewed our procurement process and recommendation to appoint and granted gateway 3 approval on 13/11/15.</p>
<b>Alternative options considered:</b>	Not to award a design services contract for the Northway and Marston Flood Alleviation Scheme
<b>Wards affected</b>	
<b>Declared conflict of interest:</b>	None

<b>4 December 2015</b>	<b>LOWERING THE CITY FLAG ON THE TOWN HALL TO HALF-MAST ON THE 10 DECEMBER 2015</b>
To lower the City flag to half-mast on the 10 December 2015	
<b>Decision taker</b>	Leader of the Council/Board Member for Corporate Strategy and Economic Development
<b>Is this a Key Decision?</b>	No
<b>Reason for decision</b>	As a mark of respect to lower the City Flag on the day of the funeral of a member of staff who died in tragic circumstances.  The Leader of the Council has agreed to this in response to a request from staff.  This is an executive responsibility delegated to the Monitoring Officer in consultation with a Panel of Members. On this occasion the Leader of the Council revoked this delegation and decided to make the decision himself rather than refer it to the City Executive Board.
<b>Alternative options considered:</b>	Not to lower the flag.
<b>Wards affected</b>	None
<b>Declared conflict of interest:</b>	None

<b>11 December 2015</b>	<b>HOMELESSNESS PROPERTY INVESTMENT</b>
To enter into agreements to invest £5m in the National Homelessness Property Fund.	
<b>Decision taker</b>	Head of Housing and Property
<b>Is this a Key Decision?</b>	Yes
<b>Reason for decision</b>	A proposal for the Council to invest in a dedicated property fund in order to lever in additional funding to that provided by the Council, to procure accommodation that can be used to house homeless households in the private rented sector was approved by CEB in July 2015 and Council in September 2015.
<b>Alternative options considered:</b>	After the CEB and Council decision only the NHPF was being considered
<b>Wards affected</b>	All
<b>Declared conflict of interest:</b>	None

<b>31 December 2015 (effective 29 July 2015)</b>	<b>TOWER BLOCKS REFURBISHMENT PROJECT - LETTING OF CONTRACT AND APPOINTMENT OF CONTRACTOR</b>
Selection of the preferred contractor for the refurbishment of the five high rise residential tower blocks located across Oxford following a competitive tender process. The contractor's appointment constitutes an expenditure of £18,157,804 within an approved budget of £20,108,000.	
<b>Decision taker</b>	Executive Director for Regeneration and Housing
<b>Is this a Key Decision?</b>	Yes
<b>Reason for decision</b>	To select a preferred contractor to enable Leaseholder consultation and on the basis of no challenges, undertake works.
<b>Alternative options considered:</b>	Alternative options included not selecting the proposed contractor and not undertaking the works. The first option was rejected as the selection process was found to be robust and fair. The second option was rejected as works are necessary to maintain the property stock.
<b>Wards affected</b>	Blackbird Leys; Churchill; Cowley; Headington Hill and Northway;
<b>Declared conflict of interest:</b>	None

<b>4 January 2016</b>	<b>OCC EQUITY LOANS SCHEME: DEFINING ELIGIBILITY CRITERIA AND OPENING THE SCHEME TO SECONDARY SCHOOLS (£600,000).</b>
Approval was given to:	
<ol style="list-style-type: none"> <li>1. revised eligibility criteria to include teachers in eligible schools with a minimum of 2 years experience and who have been in permanent employment for 12 months in their current school; and</li> <li>2. extend the scheme to secondary schools serving deprived communities in the City.</li> </ol>	
<b>Decision taker</b>	Executive Director for Regeneration and Housing
<b>Is this a Key Decision?</b>	Yes
<b>Reason for decision</b>	CEB in July 2013 delegated operational matters to officers. The decision was needed to improve the operation of the scheme by setting up practical eligibility measures linked to the scheme objective of supporting leadership in schools in deprived communities in the City: in this case, teachers who have had additional teaching responsibility and demonstrated a

	commitment to develop their careers in Oxford. Secondary schools serving these communities have experienced the same high levels of staff turnover which undermines the drive to improve standards. Extending the scheme is line with the Council's scheme objective.
<b>Alternative options considered:</b>	None
<b>Wards affected</b>	All
<b>Declared conflict of interest:</b>	None

<b>1 February 2016</b>	<b>CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO)</b>
The implementation of a Public Space Protection Order to effectively deal with a number of City Centre related activities of a few people that affects the general public's freedom to use the City centre freely and safely.	
<b>Decision taker</b>	Executive Director for Community Services
<b>Is this a Key Decision?</b>	Yes
<b>Reason for decision</b>	<p>In October 2015 the City Executive Board agreed to make a Public Spaces Protection Order under S 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 9 'the Act') on the terms set out at Appendix One, for the area of the city centre defined on a the map within the order for the duration of three years from a date to be determined by the Executive Director Community Services by reference to the installation of adequate public signage and statutory notifications in accordance with the Act.</p> <p>The PSPO places restrictions on certain behaviours listed in the order from 1 February 2016 for a maximum of three years, unless amended, extended or removed.</p>
<b>Alternative options considered:</b>	
<b>Wards affected</b>	Carfax; Hinksey Park; Holywell; Jericho and Osney; North;
<b>Declared conflict of interest:</b>	None

<b>1 February 2016</b>	<b>NORTHWAY AND MARSTON FLOOD ALLEVIATION SCHEME PROJECT - TO ENTER INTO THE FUNDING AGREEMENT WITH OXLEP FOR LOCAL GROWTH FUND 1 GRANT ALLOCATION (£600,000).</b>
<p>To enter into the funding agreement enabling Oxford City Council to draw down the £600,000 allocated to them from the OxLEP Local Growth Fund 1 fund.</p> <p>The funding agreement will be listed on our contracts register and accessible via this link once signed:-  <a href="https://www.oxford.gov.uk/downloads/file/405/contracts_register">https://www.oxford.gov.uk/downloads/file/405/contracts_register</a></p> <p>Note: Oxfordshire County Council acting as the Accountable Body.</p> <p>Authority was delegated to Executive Director- Community Services at the CEB meeting held 12 November 2015 to be able to enter into any necessary funding agreements to secure the external funding for the scheme.</p> <p>The funding will enable Oxford City Council to deliver a flood alleviation project in the East of Oxford which will reduce the flood risk to 110 properties with 91 properties being completely removed from the known risk of flooding.</p> <p>Purpose:</p> <ul style="list-style-type: none"> <li>· To update Members on the Northway and Marston Flood Alleviation Scheme</li> <li>· To request CEB to agree delegated authority to Executive Director Community Services, in consultation with the Section 151 and Monitoring Officers, to be able to appoint and award to preferred principal contractor</li> <li>· To request Council approval to the revised project budget</li> </ul>	
<b>Decision taker</b>	Executive Director for Community Services
<b>Is this a Key Decision?</b>	Yes
<b>Reason for decision</b>	See earlier decision
<b>Alternative options considered:</b>	
<b>Wards affected</b>	
<b>Declared conflict of interest:</b>	None

<b>17 February 2016</b>	<b>ALLOCATION OF £20,000 FROM THE ADVICE &amp; MONEY MANAGEMENT COMMISSIONING THEME.</b>
<p>This decision involved the allocation of an unspent £20,000 from the Advice &amp; Money Management commissioning theme. It was allocated as follows:</p> <ul style="list-style-type: none"> <li>· Oxfordshire Credit Union - £12,500</li> <li>· Archway - £2,500</li> <li>· Community Emergency Foodbank - £2,500</li> <li>· Oxford Community Soup Kitchen - £2,500</li> </ul>	
<b>Decision taker</b>	Executive Director for Organisational Development and Corporate Services
<b>Is this a Key Decision?</b>	Yes
<b>Reason for decision</b>	<p>Decision taken by the Executive Director of Organisational Development &amp; Corporate Services in consultation with the Board Members for Customer and Corporate Services and Culture and Communities.</p> <p>Delegation was given by CEB on 12 February 2015. The decision was made to ensure that funding went to organisations that best supported the aims of the Council's Financial Inclusion Strategy.</p>
<b>Alternative options considered:</b>	<p>Consideration was given to funding other organisations already funded through other Council grant programs. The organisations who have received funding are those who best supported the objectives of the Council's Financial Inclusion Strategy.</p>
<b>Wards affected</b>	
<b>Declared conflict of interest:</b>	None