

To: Audit and Governance Committee
Date: 14 December 2016
Report of: Interim Head of Law and Governance
Title of Report: Officer Executive Decisions published between 16 September – 30 November 2016

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

Appendices	
Appendix 1	Officer Executive Decisions published between 16 September – 30 November 2016

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 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 City Executive Board and to officers.

Decisions taken

5. 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

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 16 Sept – 30 November 2016

Appointment of Oxford City Council's Direct Services to provide Construction Services for the Northway and Marston Flood Alleviation Scheme	
Date:	Publication date: 20/09/16 Date of decision: 13/09/16
Decision maker	Executive Director Community Services
Purpose	To build and complete a flood alleviation project in the East of Oxford which will reduce the flood risk to 110 properties. Project approval was granted at CEB on 12/11/15.
Decision	To appoint Oxford City Council's Direct Services to provide Construction Services for the Northway and Marston Flood Alleviation Scheme.
Alternative options considered:	Following OCC Procurement Rules and as the work was above £100k, an external QS was commissioned to price the work specification as well as Direct Services. The two prices were compared. The Direct Services price was within +/- 10% and thus was awarded the commission at this fixed price. If the Direct Services price was beyond the +/- 10% limit then the work would have been subjected to an external tender process and benchmarked against the Direct Services price.

Award of contract to build artificial grass pitch at Blackbird leys leisure centre	
Date:	Publication date: 22/09/16 Date of decision: 22/09/16
Decision maker	Executive Director Community Services
Purpose	Following tender evaluation the tender from Support In Sport offered the best value for money.
Decision	To award to Support In Sport
Alternative options considered:	Option 1 - Award to another bidder

Tendering for External Works less Than £500K- Caravan Club UK, refurbishment works to campsite at Chipping Norton.	
Date:	Publication date: 18/10/16 Date of decision: 21/09/16
Decision maker	Executive Director Community Services
Purpose	<p>This tender is for the refurbishment of staff and customer facilities at the Chipping Norton campsite. The works are to refurbish the showers, toilets and laundry facilities and the reception area and associated works.</p> <p>Direct Services (DS) would be using a mix of DS staff and sub-contractors to deliver this project. There are some financial risks associated with this project which is a liquidated associated damages (LAD) late delivery penalty of £5000 per week if the project is not delivered on time. Any sub-contractor that DS used will be required to sign up to the LAD clause. DS would build in retention of this with the nominated sub-contractor.</p> <p>The project will be run in accordance with the CDM 2015 regulations and current health and safety regulations. The project will be overseen by the Building Services Operations Manager, DS Building Contracts Manager and the QS team.</p>
Decision	To tender for the work. The Council expects Direct Services to tender for commercial trade in line with the Council's trading strategy.
Alternative options considered:	Option 1 - Do not tender for the work

Award of Goods & Service contract: to deliver Asphalt and Aggregates	
Date	Publication date: 14/11/16 Date of decision: 25/10/16
Decision maker	Executive Director Community Services
Purpose	<p>An OJEU tender for the supply of asphalt received only one bid despite pro-actively canvassing the market both national and local.</p> <p>The bid for Lot One a weekly delivery to the Cowley Marsh Depot from an existing supplier, Tarmac Trading Ltd was judged by the evaluation panel to be competitive and the quality of service to the specified standard.</p> <p>The total contract value is estimated to be £665,600</p> <p>As the only bidder and incumbent supplier they submitted a response which was sufficient to reassure the panel that the quality of the asphalt and delivery service would continue to be delivered to the required standard, with the pricing comparable to the current market.</p>
Decision	To award the tender for the provision of Asphalt to Tarmac Trading Ltd.
Alternative options considered	No other options available