

## 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)

<b>Decision title:</b>	Amendment to the Rent Support Protocol
<b>Decision date:</b>	25.03.2021
<b>Source of delegation:</b> State how the decision was delegated. Was it an express delegation made at a meeting or a general delegation under the Council's Constitution?	This decision was delegated to officers under Part 4.4 of the Council's Constitution: All executive functions except the ones in Part 4.5 and 4.6 are delegated to the officers in the senior management structure
<b>What decision was made?</b> Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential.	To approve the recommendation made within Exempt Appendix 1 to enable the Council to provide guidance and support to Commercial Tenants in regard to rent queries.
<b>Purpose:</b> What does the decision deliver or achieve?	Please refer to Exempt Appendix 1
<b>Reasons:</b> Please provide the reasons for the decision.	<ul style="list-style-type: none"> <li>• To support independent traders through a period of crisis and help protect jobs</li> <li>• To support the vitality and economic sustainability of the city, including our city centre and our local centres and parades</li> <li>• To ensure the offer for local residents, as well as returning students and visitors, is as wide as possible</li> </ul>
<b>Decision made by:</b> Name and title of officer within the senior management structure	Jane Winfield Head of Service Corporate Property
<b>Other options considered:</b> List any alternatives that were available to the decision taker and why they were rejected	Please see Exempt Appendix 1
<b>Documents considered:</b> Please attach any new documents relevant to the decision and state if they are exempt	Exempt Appendix 1
<b>Key or Not Key:</b> (see notes below):	Not Key
<b>Wards significantly affected:</b> If 2+ wards are significantly affected this will need to be	

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treated as a key decision (see notes below)	
<b>Declared conflict of interest:</b> Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.	
<b>This form was completed by:</b> <b>Name &amp; title:</b> <b>Date:</b>	Emma Gubbins Senior Estate Surveyor  25.03.2021

### Approval checklist

Delegations made at meetings and the Council's Finance Rules and Contract Rules (Parts 18 and 19 of the Constitution) stipulate who the decision maker must consult with before taking a decision. The table below should be used to record their approval. The relevant Cabinet Member(s) must be consulted on all decisions taken by officers.

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
<b>Senior officer(s)</b> e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.	Jane Winfield	31.03.2021
<b>Head of Financial Services</b> if required by the delegation / Constitution	Nigel Kennedy	24.03.2021
<b>Head of Law and Governance</b> if required by the delegation / Constitution	Susan Sale	01.04.2021
<b>Cabinet Member(s) approval is required for all decisions</b>	Cllr Ed Turner	12.04.2021
<b>Ward Member(s)</b> – Ward Members should be told in advance about anything which particularly affects their ward and which is potentially controversial but please note that Cabinet Members must be consulted first.		

This form must be completed and sent to Committee and Member 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 2

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working days from the decision notice being published. Before completing the form please refer to the notes below

## NOTES

The law<sup>1</sup> 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 an express delegation granted at a meeting of Cabinet, Council or a Committee.
- 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.

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<sup>1</sup> 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)

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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.

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