

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

Decision title:	Enabling Works to facilitate the Decarbonisation project
Decision date:	1 July 2021
Source of delegation: State how the decision was delegated. Was it an express delegation made at a meeting or a general delegation under the Council's Constitution?	Part 9.3(b) of the Council's Constitution: The Head of Paid Service is authorised to take any urgent action necessary to protect the Council's interests and assets where time is of the essence and it is impracticable to secure authority to act where such authority would otherwise be required. The Head of Paid Service, in so acting, will be guided by budget and the policy framework, will consult the other Statutory Officers before acting and will report, in writing, as soon as practicable to the body which would otherwise have been required to give the necessary authority to act. Key decision procedures and call in procedures (Parts 15 & 17) will apply to any key decisions taken under this authorisation.
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.	1. Agree to instruct Faithful and Gould and Wilmott Dixon to undertake the enabling works required to facilitate the decarbonisation project. 2. Agree to allocate a capital budget in the Councils capital programme of £3.066million financed by budgeted capital resources set aside to finance works arising from the stock condition surveys, in the February 2021 refresh of the Medium Term Financial Plan project.
Purpose: What does the decision deliver or achieve?	To facilitate the decarbonisation project, a package of enabling works are to be instructed. These works consist of both repair of the existing mechanical and electrical plant where compatible, and upgrade of plant where compatibility would not be facilitated by repair.
Reasons: Please provide the reasons for the decision.	The programme for the decarbonisation works is challenging and it is recommended that both Faithful and Gould (F&G) and Wilmott Dixon are instructed on the enabling works in order to successfully manage the programme for both the decarbonisation

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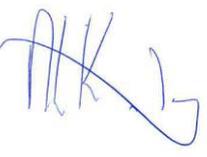
	<p>project and enabling works to completion to meet the Salix deadline of March 2022.</p> <p>The decarbonisation project cannot progress without the instruction of the enabling works package. In order to meet the Salix timelines for completion by 31st March 2022 the works must be instructed by 5th July 2021.</p>
<p>Decision made by: Name and title of officer within the senior management structure</p>	<p>Caroline Green, Head of Paid Service (Chief Executive).</p> <p>Decision taken in consultation with Cllr Susan Brown, Leader; Cllr Ed Turner, Cabinet Member for Finance and Asset Management; Cllr Tom Hayes, Cabinet Member for Green Transport and Zero Carbon Oxford; Nigel Kennedy, Head of Financial Services; and Susan Sale, Head of Law and Governance.</p>
<p>Other options considered: List any alternatives that were available to the decision taker and why they were rejected</p>	<p>The Council was allocated £10.9m from the public sector decarbonisation fund to finance the provision of heat pumps, thermal storage and battery storage at Oxford City Council sites and the development of renewable energy to reduce Council carbon emissions. To not proceed with the enabling works would put the delivery of that project at risk.</p>
<p>Documents considered: Please attach any new documents relevant to the decision and state if they are exempt</p>	<p>Enabling Works to facilitate the Decarbonisation project - Report of the Executive Director of Development</p>
<p>Key or Not Key: (see notes below):</p>	<p>Key</p> <p>The Chair of the Scrutiny Committee has been informed and the decision has been notified on the Forward Plan for 5 clear days under the "general exemption".</p>
<p>Wards significantly affected: If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)</p>	<p>None</p>
<p>Declared conflict of interest: Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.</p>	<p>None</p>
<p>This form was completed by: Name & title:</p>	<p>Andrew Brown Committee and Member Services Manager 29 June 2021</p>

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Date:	
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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.

Approver	Name and job title	Date
Senior officer(s) e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.	 Tom Bridgman, Executive Director of Development	28.06.2021
Head of Financial Services if required by the delegation / Constitution	 Nigel Kennedy Head of Financial Services	30.06.2021
Head of Law and Governance if required by the delegation / Constitution	 Susan Sale Head of Law & Governance	30.06.2021

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

NOTES

The law¹ 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.

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)

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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.

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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