

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:	Award of contract to Makespace to deliver operator services for the Meanwhile in Oxfordshire project.
Decision date:	29 January 2021
Sources 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?	The Cabinet meeting on 09 December 2020 delegated authority to the Executive Director – Development, in consultation with the Council's Section 151 Officer, the Head of Law and Governance and the Leader of the Council to enter into contract with an operator, subject to an appropriate procurement process. Further related decisions were made at the Cabinet meeting on 20 January 2021 and full Council meeting on 25 January 2021
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.	After an OJEU compliant procurement process, the decision was taken to appoint Makespace to deliver Operator services for the Meanwhile in Oxfordshire Project for a <u>total contract value of £1,692,488 (value exempt)</u> Oxford City Council has been allocated £1.875m to deliver a county-wide scheme to tackle the predicted significant increase in vacant units in Oxford (the city and its other neighbourhood centres) and Oxfordshire's market towns. The 'Meanwhile in Oxfordshire...' project is to be funded through the "Getting Building Fund" as part of a County-wide £8.4m programme, managed by OxLEP to accelerate the UK's economic revival through the delivery of capital projects by early 2022.
Purpose: What does the decision deliver or achieve?	To deliver the Meanwhile in Oxfordshire...Project in 2021/22.
Reasons: Please provide the reasons for	The decision was taken in order to progress the decision made at Cabinet on 09

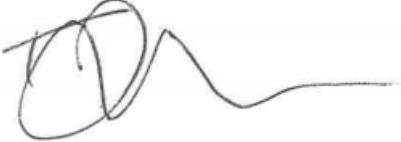
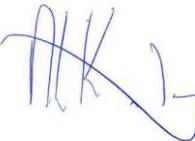
the decision.	December 2020.
Decision made by: Name and title of officer within the senior management structure	Tom Bridgman, Executive Director – Development in consultation with Cllr Susan Brown, Leader of the Council.
Other options considered: List any alternatives that were available to the decision taker and why they were rejected	Ahead of the procurement process, self-delivery through officers of the programme was considered. This was ruled out due to the specialist range of short-term roles required. Moreover, other appointable bidders under this procurement exercise came forward but were not selected as they did not meet the evaluation criteria as well. The do nothing option to choose not to deliver the programme was available, but was effectively ruled out after cabinet decided to deliver the programme. It was clear the Meanwhile programme could bring significant benefit for the county in recovering from the pandemic recession.
Documents considered: Please attach any new documents relevant to the decision and state if they are exempt	Cabinet reports from 09 December 2020 and 20 January 2021
Key or Not Key: (see notes below):	Key
Wards significantly affected: If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)	None
Declared conflict of interest: Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.	N/A
This form was completed by: Name & title: Date:	Clayton Lavallin, Principal Regeneration and Economic Development Officer 4.01.2021

Approval checklist

Approver	Name and job title	Date

Decision maker The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.	Tom Bridgman	29 January 2021
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Consultee checklist

Consultees	Name and job title	Date
Senior officer e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.	Tom Bridgman 	January 2021
Head of Financial Services required by the delegation / Constitution	Nigel Kennedy 	January 2021
Head of Law and Governance if required by the delegation / Constitution	Anita Bradley	January 2021
Cabinet Member(s) Some Cabinet delegations require consultation with the relevant Cabinet Member(s). For other decisions there is an expectation that Cabinet Members will be informed.	Cllr Susan Brown, Leader of the Council	January 2021