

## 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>	Reusing infrastructure from “Broad Meadow”, temporary Broad Street scheme
<b>Decision date:</b>	24 <sup>th</sup> September 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?	<p>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.</p> <p>A Head of Service is delegated to dispose of assets up to the value of £10,000 where the Head of Financial Services agrees.</p>
<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.	<p>To donate elements of “Broad Meadow” to six local charities and organisations at the end of the temporary Broad Street scheme, which is anticipated to be 11<sup>th</sup> October 2021. (More information and public consultation on Broad Meadow at <a href="https://consultation.oxford.gov.uk/regeneration-economy/broad-street-summer-2021">https://consultation.oxford.gov.uk/regeneration-economy/broad-street-summer-2021</a>.) An appropriate process has been undertaken to ensure all the organisations are legitimate charities and community organisations and to ensure that they will use the donated infrastructure appropriately for ongoing public benefit.</p> <p>The items which are being donated are: moveable furniture, planters, plants, wooden planks, trees lawn turf and wildflower turf. Items which are being retained by the Council are: tree planters and soil, 8 small planters, 2 large planters for use as vehicle protection.</p> <p>The organisations which are receiving infrastructure are: Oxford Urban Wildlife Group, St Ebbe’s Primary School, Blackbird Leys Adventure Playground, Cowley Children’s Allotment, Marston Community Gardening, St Mary Magdalen Church.</p> <p>The cumulative value of donated assets is estimated to be £6,500.</p> <p>The Head of Financial Services (Section 151 Officer) has confirmed that the disposal process is appropriate.</p>

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<p><b>Purpose:</b> What does the decision deliver or achieve?</p>	<p>Reuse by local charities, schools and non-profit organisations will ensure ongoing public benefit from Broad Meadow. Expressions of interest have been assessed against several criteria (minimising waste, retaining as much accessibility as possible, capacity to receive, secure and maintain items) and third party organisations have committed to a code of conduct and a disclaimer - all to maximise the social and environmental impact of the scheme and achieve value for money for the Council.</p>
<p><b>Reasons:</b> Please provide the reasons for the decision.</p>	<p>Each of the six organisations have different strengths and they all have demonstrated a commitment to delivering ongoing public benefit from Broad Meadow. This decision avoids waste and avoids the Council incurring additional costs associated with disposal or storage or recycling of infrastructure. It also enables the impact of the temporary scheme to be noticeable for longer, across multiple locations within the city.</p>
<p><b>Decision made by:</b> Name and title of officer within the senior management structure</p>	<p>Carolyn Ploszynski Head of Regeneration &amp; Economy in consultation with the Leader of the Council and the Cabinet Member for Green Transport and Zero Carbon Oxford.</p>
<p><b>Other options considered:</b> List any alternatives that were available to the decision taker and why they were rejected</p>	<p>Selling as many assets as possible – this was rejected due to limited value of items after they have been dismantled and the lack of an established market or process for selling public realm assets.</p> <p>Removal to recycling and landfill – this was rejected as it would be extremely wasteful and not the best use of public assets.</p> <p>Storage by the Council for future use on Broad Street or other city centre streets – this was rejected due to the site-specific and inherently-temporary nature of the design and build of the infrastructure.</p> <p>Consulting all local charities was not an option because of the resource implications in managing the process. Inviting offers of interest was considered proportionate in the circumstances.</p>
<p><b>Documents considered:</b> Please attach any new documents relevant to the decision and state if they are exempt</p>	<p>&gt; Detailed Broad Meadow Reuse Proposal &gt; Third party agreement with Council (template)</p>
<p><b>Key or Not Key:</b> (see notes below):</p>	<p>Not key</p>
<p><b>Wards significantly affected:</b> If 2+ wards are significantly affected this</p>	<p>Carfax &amp; Jericho</p>

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will need to be 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.	No
<b>This form was completed by:</b> <b>Name &amp; title:</b> <b>Date:</b>	Ted Maxwell Regeneration Manager 24 <sup>th</sup> September 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.

<b>Approver</b>	<b>Name and job title</b>	<b>Date</b>
<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.		21/09/2021
<b>Head of Financial Services</b> if required by the delegation / Constitution	Nigel Kennedy Head of Financial Services	22/09/2021
<b>Head of Law and Governance</b> if required by the delegation / Constitution		24/09/2021
<b>Cabinet Member(s)</b> approval is required for all decisions	Cllr Susan Brown and Cllr Tom Hayes	27/09/2021
<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.	Cllr Alex Hollingsworth Cllr Lizzy Diggins	29/09/2021 03/10/2021

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

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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 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

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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 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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