

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 Engagement and Assessment contract to St Mungo's
Decision date:	20 October 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?	Cabinet (16 June 2021) – Report on County-Wide Transformation of Homelessness. Recommendation 5 was to: Approve the re-procurement of the Outreach, Engagement and Assessment hub contract at a value of £1,420,507 and delegate the responsibility for the award of contract to the Executive Director for Housing;
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.	To award a contract to St Mungo's Community Housing for £1,062,044 to provide a Housing First support service to the end of 2023/24. (Following procurement the bid came in lower than the available budget cited in the cabinet report)
Purpose: What does the decision deliver or achieve?	Continuation of existing services to support people who are tough sleeping, or recovering from rough sleeping, including the provision of "everyone in" accommodation.
Reasons: Please provide the reasons for the decision.	This service had been due to be recommissioned in 2020. The onset of the pandemic required this service to be completely reconfigured to support the government's "Everyone In" initiative and exemptions form procurement were sought. These expired in July 2021 requiring the service to be procured.
Decision made by: Name and title of officer within the senior management structure	Stephen Gabriel, Executive Director of Communities and People (this role has replaced the Executive Director of Housing) Decision taken in consultation with: <ul style="list-style-type: none"> • Caroline Green, Chief Executive • Nigel Kennedy, Head of Financial Services • Susan Sale, Head of Law and Governance • Cllr Diko Blackings, Cabinet Member for Affordable Housing and Housing the Homeless <p>The decision was notified on the Forward Plan for 28 clear days and the Chair of Scrutiny was informed under the "general exemption"</p>
Other options considered: List any	N/A

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alternatives that were available to the decision taker and why they were rejected	
Documents considered: Please attach any new documents relevant to the decision and state if they are exempt	Report on County-Wide Transformation of Homelessness – report to Cabinet on 16 June 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.	None
This form was completed by: Name & title: Date:	Paul Wilding: Rough Sleeping & Single Homelessness Manager 1 October August 2021

Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
Decision maker The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.	Stephen Gabriel, Director of Housing	20.10.21

Consultee checklist

<i>Consultees</i>	<i>Name and job title</i>	<i>Date</i>
Chief Executive	Caroline Green, Chief Executive	5.10.21
Head of Financial Services required by the delegation / Constitution	Nigel Kennedy, Head of Financial Services	5.10.21
Head of Law and Governance	Susan Sale, Head of Law and Governance	15.10.21

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if required by the delegation / Constitution		
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.	Councillor Diko Blackings, Cabinet Member for Affordable Housing and Housing the Homeless	16.10.21

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.

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:

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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- 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.