**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Sub-division of Units 5 and 6 Covered Market, Oxford |
| **Decision date:** | 28 October 2021 |
| **Source of delegation:** | Part 4.4 of the Constitution: All executive functions except the ones in Part 4.5, 4.6, and 4.7 are delegated to  the officers in the senior management structure |
| **What decision was made?** | Award of contract to ODS to undertake repair work and sub division, to provide 2 separate units, at 5 – 6 Covered Market, for the value of circa £18k in accordance with Part 19.11 of the Constitution  The cost of the necessary works will be in the region of £18k. A preliminary quotation has been provided by Oxford Direct Services. This needs to be finalised once the Planning Conditions are discharged. |
| **Purpose:** | In the past, 5/6 have been let as a single unit. The emphasis now is for smaller units. Sub division will mean two smaller units will be provided, as originally. |
| **Reasons:** | Provide two smaller units for easier letting.  Corporate Assets identified the requirement for these works |
| **Decision made by:** | Jane Winfield, Head of Corporate Property |
| **Other options considered:** | Leave the double unit as currently – this size of unit is more difficult to let. |
| **Documents considered:** | Drawings of the works, copies of Planning Permission and Conservation Consent can be provided on request |
| **Key or Not Key:** | Not key |
| **Wards significantly affected:** | None |
| **Declared conflict of interest:** | None known |
| **This form was completed by:**  **Name & title:**  **Date:** | Katharine Gould  Senior Building Surveyor, Property Services  28 October 2021 |

**Approval checklist**

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| ***Decision maker*** | ***Name and job title*** | ***Date*** |
| **Senior officer(s)** | C:\Users\jmitchell\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\JEVXX3BB\Jane's signature(4).jpg  Jane Winfield, Head of Corporate Property | 28 October 2021 |