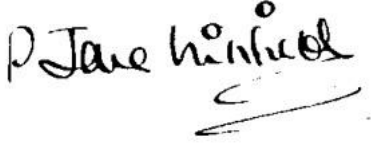


DECISIONS DELEGATED TO OFFICERS

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?	<p>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</p> <p>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.</p>
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:	<p>Provide two smaller units for easier letting.</p> <p>Corporate Assets identified the requirement for these works</p>
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

Decision maker	Name and job title	Date
Senior officer(s)	 Jane Winfield, Head of Corporate Property	28 October 2021