

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:	Structural repair works, crack repairs and redecorations to bungalows at 71 and 73 Leiden Road, Wood Farm
Decision date:	26 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?	All executive functions except the ones in Part 4.5 and 4.7 are delegated to the officers in the senior management structure (Council Constitution).
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.	Award of contract to Oxford Direct Services to undertake work at 71 and 73 Leiden Road, Wood Farm. The cost of the necessary works is estimated to be c.£12k for No. 71 and £63k for No. 73. a total of c.£75k (plus a contingency). Structural Budget: N6386
Purpose: What does the decision deliver or achieve?	These bungalows have been suffering from structural movement for many years. It appears that parts of No. 71 have been underpinned in the past. Raking shores were provided to the gable wall of No. 73 more than 15 years ago. The cause of the damage is primarily due to leakage from the drainage system Although there are trees nearby these predate the age of bungalows and are not considered to be implicated in the damage evident. Tree removal would likely cause further damage. The properties have cracked and tilted. The gable wall of No. 73 was deemed to be structurally unstable, hence the provision of the raking shores 15+ years ago. Both properties are currently occupied. The works to No. 71 can be undertaken while the tenant remains in residence. The work to No. 73 will require the tenant to be temporarily decanted. Undertaking the repairs and structural restraint will improve living conditions for the tenants. Removal of the raking shores will obviate the fear of structural failure.

Please send the completed form to forwardplan@oxford.gov.uk

<p>Reasons: Please provide the reasons for the decision.</p>	<p>Property Services identified the requirement for these works following condition surveys which listed a number of properties (houses and flats) which were suffering structural damage.</p> <p>The works will include:</p> <ul style="list-style-type: none"> • Locally dismantling and reconstruction of brickwork as designed by the appointed structural engineer. • Provision of restraint straps as designed by the appointed structural engineer. • Crack repairs to internal walls and ceilings and external walling • Internal redecorations to all affected rooms <p>Following repairs and strengthening, the raking shores will be able to be removed.</p> <p>The structural movement needs to be arrested by undertaking the works designed by the appointed structural engineer.</p> <p>All works are required for the prevention of further deterioration to the bungalows.</p>
<p>Decision made by: Name and title of officer within the senior management structure</p>	<p>Stephen Clarke, Head of Housing Services</p>
<p>Other options considered: List any alternatives that were available to the decision taker and why they were rejected</p>	<p>Consideration was given to demolition and reconstruction</p> <p>This was rejected due to financial viability</p>
<p>Documents considered: Please attach any new documents relevant to the decision and state if they are exempt</p>	<p>Photographs of the damage, structural engineer's reports and repair details can be provided on request</p>
<p>Key or Not Key: (see notes below):</p>	<p>Not key</p>
<p>Wards significantly affected: If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)</p>	<p>Churchill</p>

Please send the completed form to forwardplan@oxford.gov.uk

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 known
This form was completed by: Name & title: Date:	Katharine Gould Senior Building Surveyor, Property Services 26 October 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.

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
Senior officer(s) e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.		
Head of Financial Services if required by the delegation / Constitution		
Head of Law and Governance if required by the delegation / Constitution		
Cabinet Member(s) approval is required for all decisions		
Ward Member(s) – 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.		

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

Please send the completed form to forwardplan@oxford.gov.uk

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:

- 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.

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)

Please send the completed form to forwardplan@oxford.gov.uk

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.

Please send the completed form to forwardplan@oxford.gov.uk