

DECISIONS DELEGATED TO OFFICERS

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| Decision title: | Award of contract to ODS to undertake repair work at 45 Queen Street for the value of £65,000. |
| Decision date: | 19 October 2021 |
| Source of delegation: | This decision is delegated to officers under Part 4.4 of the Council's Constitution: all executive functions except those in Parts 4.5, 4.6 and 4.7 are delegated to officers in the senior management structure. |
| What decision was made? | To make a direct contract award to ODS to the value of £65,000.00 in order to undertake the repair works to 45 Queen Street. This is in accordance with Part 19.11 of the Constitution: Commissioning Oxford Direct Services Limited for one off capital schemes. |
| Purpose: | The windows are in an unsafe condition and need repairs and replacements. The front bressumer is sagging, and cracking to the stonework has occurred. A Structural Engineer has recommended that support is necessary to prevent further damage to the structure and possible failure of the front wall to Queen Street. The chimney needs repair to prevent further deterioration and water penetration to the structural fabric of the building. |
| Reasons: | The repair works are needed in order to address health and safety issues. After the previous tenant vacated the building the windows were found to be in a very poor state of disrepair. Structural issues were identified to the front bressumer over the shopfront. The works are also needed for the prevention of further deterioration to the building fabric and avoidance of more costly works at a later date. |
| Decision made by: | Jane Winfield Head of Corporate Property |
| Other options considered: | Consideration was given to passing the building to the new tenant without undertaking the work. This was rejected due to the health and safety issues and risk to the existing structure. |
| Documents considered: | Photographs of the necessary works can be provided on request. |

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| 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 8 October 2021 |

Approval checklist

| Approver | Name and job title | Date |
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| Decision maker |  Jane Winfield Head of Corporate Property | 19.10.2021 |