**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Feasibility design for St Michael’s Street public realm, including surface levelling |
| **Decision date:** | 3 August 2022 |
| **Source of delegation:** | This decision was delegated to officers  under Part 4.4 of the Council’s Constitution:  All executive functions except those in  Parts 4.5 and 4.6 are delegated to the  officers in the senior management structure. |
| **What decision was made?** | To commission LDA Design to lead a multidisciplinary team to undertake design development, engagement activities and full cost preparation for St Michael’s St public realm improvements, including surface levelling.  The commission budget is up to £30,000 and will be paid for from the Council’s strategic Community Infrastructure Levy pot. |
| **Purpose:** | This decision enables preparation work to be undertaken, which will establish the public realm opportunities for St Michael’s Street. The council will then understand the costs and other practical issues to address in implementation, with a view to implementing any approved scheme as soon as is practicable afterwards. |
| **Reasons:** | Undertaking this feasibility work in 2022 is aligned with the recently agreed City Centre Action Plan, as it looks to support hospitality sector recovery and improve the public realm. The Council ran an open tender process from 27 June 2022 until 19 July 2022. LDA Design’s proposal scored highest, based on price, their understanding of the brief, project team, proposed methodology and approach to social value. |
| **Decision made by:** | Carolyn Ploszynski  Head of Regeneration & Economy |
| **Other options considered:** | Not to procure feasibility design work – rejected due to the poor surface condition and restrictive layout of St Michael’s street and consequently the restrictions this places on accessibility and public realm improvements.  7 other bids were submitted. Proceeding with any of the other bids would not have achieved best value for money for the council. |
| **Documents considered:** | None |
| **Key or Not Key:** | Not key |
| **Wards significantly affected:** | Carfax and Jericho |
| **Declared conflict of interest:** | No |
| **This form was completed by:**  **Name & title:**  **Date:** | Mim Norvell  Principal Regeneration Officer  1 August 2022 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Carolyn Ploszynski Head of Regeneration and Economy  Signature Carolyn Ploszynski | 03/08/22 |

**Consultee checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Cabinet Member** | Cllr Imogen Thomas, Cabinet Member for Zero Carbon Oxford and Climate Justice | 02/08/22 |
| **Ward Members** | Cllr Alex Hollingsworth and Cllr Lizzy Diggins (Carfax & Jericho) | 03/08/22 |