**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Amendment to lease terms for the letting of whole of St Aldate’s Chambers |
| **Decision date:** | 9 December 2022 |
| **Source of delegation:** | [Cabinet, on 14 September 2022](https://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=527&MId=7355&Ver=4), resolved to:  4. Delegate authority to the Executive Director (Development) in consultation with Head of Financial Services / S151 Officer, the Head of Law & Governance and the Deputy Leader (Statutory) – Finance and Asset Management to enter into lease(s) to let the whole of St Aldate’s Chambers in line with the strategy set out in the confidential Appendix 1 or on other terms which fulfil the requirements of S123 Local Government Act 1972. |
| **What decision was made?** | Following the authority from Cabinet, to enter into agreement for lease, lease, licence for alterations and rent deposit deed to let the whole of St Aldate’s Chambers in line with the strategy set out in the Confidential Appendix 1 or other terms that fulfil the requirements of S123 Local Government Act 1972.  Final agreed terms are at exempt Appendix 1 (see below). |
| **Purpose:** | Please refer to the Cabinet report titled ‘[Future Workplace – Relocation from St Aldate’s Chambers to Oxford Town Hall](https://mycouncil.oxford.gov.uk/documents/s69706/Future%20Workplace%20Relocation%20from%20St%20Aldates%20Chambers%20to%20Oxford%20Town%20Hall.pdf)’ dated 14 September 2022. |
| **Reasons:** | The decision enables the lease of the whole of St Aldate’s Chambers, which will permit more efficient use of the Council’s property estate. Further information is contained in the Cabinet report ‘[Future Workplace – Relocation from St Aldate’s Chambers to Oxford Town Hall](https://mycouncil.oxford.gov.uk/documents/s69706/Future%20Workplace%20Relocation%20from%20St%20Aldates%20Chambers%20to%20Oxford%20Town%20Hall.pdf)’ dated 14 September 2022. |
| **Decision made by:** | Tom Bridgman, Executive Director (Development) |
| **Other options considered:** | Please refer to the report titled ’Future Workplace – Relocation from St Aldate’s Chambers to Oxford Town Hall’ to Cabinet dated 14 September 2022.  The option not to amend the lease terms was rejected as it would not allow the Council to benefit from efficiencies within its property estate. |
| **Documents considered:** | Cabinet report titled ’Future Workplace – Relocation from St Aldate’s Chambers to Oxford Town Hall’ dated 14 September 2022 and Exempt Appendix.  [Officer decision by Executive Director (Development) dated 28 November 2022](https://mycouncil.oxford.gov.uk/ieDecisionDetails.aspx?ID=2347).  Confidential Appendix 1 (Exempt). |
| **Key or Not Key:** | Key |
| **Wards significantly affected:** | None |
| **Declared conflict of interest:** | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Alex Miller  Transactions Manager  07/12/2022 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Tom Bridgman  Executive Director (Development) | 9 December 2022 |
| **Head of Financial Services** | Nigel Kennedy  Head of Financial Services | 7 December 2022 |
| **Head of Law and Governance** | Marcia Ecclestone  Legal Services Manager  (on behalf of Susan Sale, Head of Law and Governance) | 9 December 2022 |
| **Cabinet Member** | Cllr Ed Turner  Deputy Leader (Statutory Finance and Asset Management | 7 December 2022 |