

DECISIONS DELEGATED TO OFFICERS

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| Decision title: | Award of a contract to ODS to complete works at Roken House |
| Decision date: | 24 March 2023 |
| Source of delegation: | <p>Cabinet on 10 November 2021 resolved to:</p> <ol style="list-style-type: none"> 1. Give project approval to the proposals to purchase and develop accommodation, as set out in the report, and within the allocated capital budgets, for the purpose of delivering more affordable housing in Oxford; and 5. Delegate authority to the Executive Director for Communities and People, in consultation with the Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless; the Head of Financial Services; and the Head of Law and Governance, to enter into agreement for the award of grant, contractual arrangement and/or spend, for the provision of additional affordable housing, using Retained Right to Buy Receipts, within this project approval. <p>Council on 29 November 2021 resolved to:</p> <p>Approve a capital budget in the General Fund for £1,650,000 of expenditure in 2021/22, subsidised using £660,000 of Retained Right to Buy Receipts, to enable the acquisition and refurbishment of Roken House.</p> <p>Delegated Decision - 17th March 2023: Increase to the Roken House Project Budget</p> <p>To increase the Roken House approved project budget by £200,000 in order to complete additional fire safety works and replace an existing traditional gas boiler system with a low carbon sustainable Air-Source Heat Pumps (ASHP) system. The increased expenditure is to be funded by virements from underspends in the capital programme.</p> |
| What decision was made? | To award a works contract to ODS - via the Council entering into a minor works JCT contract - for the completion of works at Roken House for a total value of £424,534.48. |

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| Purpose: | To appoint ODS through the tender award as main contractor by entering into a JCT Contract with the appointed principal designer to deliver the works programme for the project. The project includes sustainability improvements by replacing an existing gas boiler system with Air-Source Heat Pumps which will provide well insulated homes that have well managed and significantly reduce carbon emissions. |
| Reasons: | <p>The provisions of the Council's Constitution (Part 19.11) have been followed by use of an external independent quantity surveyor providing their tender return.</p> <p>The works are required in order to complete the project to deliver 8 self-contained flats and 1 office for the purpose social housing / supported housing (to include use as homelessness temporary accommodation), thereby delivering more affordable housing in Oxford.</p> |
| Decision made by: | Stephen Gabriel Executive Director of Communities and People |
| Other options considered: | Not to award the works contract. This option was rejected as it would not allow the Council to complete the project to deliver 8 self-contained flats and 1 office for the purpose social housing / supported housing (to include use as homelessness temporary accommodation), thereby delivering more affordable housing in Oxford. |
| Documents considered: | None |
| Key or Not Key: | Not Key |
| Wards significantly affected: | None |
| Declared conflict of interest: | None |
| This form was completed by: Name & title: Date: | Andrew Dorrington Affordable Housing Supply Programme Officer 17/03/2023 |

Approval checklist

| <i>Approver</i> | <i>Name and job title</i> | <i>Date</i> |
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| Decision maker | Stephen Gabriel, Executive Director (Communities and People) S.G.V | 24/03/2023 |
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Consultee checklist

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| Senior officer | Dave Scholes Affordable Housing Supply Corporate Lead | 17/03/2023 |
| Head of Law and Governance | Susan Sale, Head of Law and Governance Susan Sale | 23/03/2023 |
| Head of Financial Services | Nigel Kennedy, Head of Financial Services N.K. | 23/03/2023 |
| Cabinet Members | Councillor Ed Turner, Cabinet Member for Finance and Asset Management Councillor Linda Smith, Cabinet Member for Housing | 22/03/2023 22/03/2023 |