**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Social Housing Decarbonisation Fund - Award of Stock Condition Survey Contract |
| **Decision date:** | 11/05/2023 |
| **Source of delegation:** | Cabinet, [on 16 November 2022](https://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=527&MId=7378&Ver=4), resolved to:  4. Delegate authority to the Executive Director (Communities and People) in consultation with the Head of Financial Services / S151 Officer to spend the HRA funds together with the Social Housing Decarbonisation Fund grant funding for the purposes of the proposed retrofit scheme, including entering into contracts with contractors to deliver the works. |
| **What decision was made?** | To award a contract to Baily Garner LLP for stock condition surveys for the Social Housing Decarbonisation Fund (SHDF) wave 2.1. The value of the contract is up to £182,602.14. |
| **Purpose:** | Cabinet, on 16 November 2022, resolved to grant approval for Oxford City Council to submit a funding bid in the Social Housing Decarbonisation Fund (SHDF) 2.1 bidding round in November 2022, seeking a government funding contribution towards a retrofit programme for around 300 Council houses.  The Head of Corporate Strategy, [on 22 May 2023](https://mycouncil.oxford.gov.uk/ieDecisionDetails.aspx?ID=2407), took a decision to enter into a grant funding agreement to secure funds from the SHDF wave 2.1. |
| **Reasons:** | The stock condition surveys are required in order to confirm eligibility for the funding. The decision to award the contract allows this work to be progressed.  The contract has been called-off from a framework procured by the council in 2022, compliantly and in accordance with the framework requirements. |
| **Decision made by:** | Stephen Gabriel, Executive Director (Communities and People) |
| **Other options considered:** | Not to award a contract for the delivery of the stock condition surveys. This option was rejected due to the requirement for the surveys in order to confirm eligibility for funding. |
| **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:** | Juliet Nicholas  Energy and sustainability Manager  22/05/2023 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Stephen Gabriel  Executive Director (Communities and People) | 22/05/2023 |

**Consultee checklist**

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| ***Consultees*** | ***Name and job title*** | ***Date*** |
| **Senior officer** | Nerys Parry  Head of Housing Services | 11/05/2023 |
| **Head of Financial Services** | Nigel Kennedy, Head of Financial Services | 22/05/2023 |
| **Head of Law and Governance** | Rhian Davies, Interim Head of Law and Governance | 17/05/2023 |