**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | City Centre Land Transaction: St Aldate’s Chambers |
| **Decision date:** | 2 November 2023 |
| **Source of delegation:** | Cabinet, [on 12 July 2023](https://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=527&MId=7516&Ver=4), resolved to:  1. Delegate authority to the Executive Director (Development), in consultation with Head of Financial Services / S151 Officer, Head of Law & Governance and the Deputy Leader (Statutory) – Finance and Asset Management to enter into lease(s) to let the whole or parts of St Aldate’s Chambers to any tenant on terms which fulfil the requirements of s.123 Local Government Act 1972. |
| **What decision was made?** | To enter into agreement for lease, lease and licence for alterations to let the whole of St Aldate’s Chambers in line with the terms set out in the Confidential Appendix 1. |
| **Purpose:** | Please refer to the report to Cabinet dated [12 July 2023](https://mycouncil.oxford.gov.uk/documents/s73997/City%20Centre%20Land%20Transaction%20St%20Aldates%20Chambers.pdf) titled “City Centre Land Transaction: St Aldate’s Chambers”. |
| **Reasons:** | Please refer to the report to Cabinet dated [12 July 2023](https://mycouncil.oxford.gov.uk/documents/s73997/City%20Centre%20Land%20Transaction%20St%20Aldates%20Chambers.pdf) titled “City Centre Land Transaction: St Aldate’s Chambers”. |
| **Decision made by:** | Tom Bridgman, Executive Director (Development) |
| **Other options considered:** | Please refer to the report to Cabinet dated [12 July 2023](https://mycouncil.oxford.gov.uk/documents/s73997/City%20Centre%20Land%20Transaction%20St%20Aldates%20Chambers.pdf) titled “City Centre Land Transaction: St Aldate’s Chambers”. |
| **Documents considered:** | Report to Cabinet dated [12 July 2023](https://mycouncil.oxford.gov.uk/documents/s73997/City%20Centre%20Land%20Transaction%20St%20Aldates%20Chambers.pdf) titled “City Centre Land Transaction: St Aldate’s Chambers” and Confidential Appendix 1. |
| **Key or Not Key:** | Key (expenditure or savings greater than £500k). |
| **Wards significantly affected:** | None |
| **Declared conflict of interest:** | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Alex Miller  Transactions Manager  01/11/2023 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Tom Bridgman, Executive Director (Development) | 02/11/2023 |

**Consultee Checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Senior officer** | Jane Winfield, Head of Corporate Property  C:\Users\jmitchell\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\JEVXX3BB\Jane's signature(4).jpg | 02/11/2023 |
| **Head of Financial Services** | Nigel Kennedy, Head of Financial Services | 02/11/2023 |
| **Head of Law and Governance** | Emma Griffiths, Interim Legal Services Manager (on behalf of the Head of Law and Governance) | 02/11/2023 |
| **Cabinet Member** | Councillor Ed Turner, Deputy Leader (Statutory) – Finance and Asset Management | 02/11/2023 |