

## DECISIONS DELEGATED TO OFFICERS

Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to [forwardplan@oxford.gov.uk](mailto:forwardplan@oxford.gov.uk)

<b>Decision title:</b>	Infrastructure Place Study - Cowley Branch Line
<b>Decision date:</b>	20 <sup>th</sup> December 2023
<b>Source of delegation:</b> State how the decision was delegated. Was it an express delegation made at a meeting or a general delegation under the Council's Constitution?	At <a href="#">Cabinet on 14 December 2022, it was agreed</a> to "Delegate authority to the Executive Director (Development), in consultation with the Council's Section 151 Officer, the Head of Law and Governance, and the Cabinet Members for Planning and Healthier Communities and for Finance & Asset Management to agree financial contributions and terms, and then enter into all relevant funding agreements and contracts." On 29 March 2023, the Council <a href="#">entered into Collaboration Agreement</a> regarding the Design Phase of Cowley Branch Line (CBL), which included a funding allowance for "design-led studies to be procured which will relate to improving the connections to and the from the proposed two new stations, (termed the Infrastructure Place Study for this project)".
<b>What decision was made?</b> Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential.	<p>SLC Rail have been appointed using the Bloom Procurement Services Ltd framework to undertake Infrastructure Place Study work.</p> <p>Contract value for this commission is £498,799.</p> <p>This will support the successful strategy and implementation plan for a regionally significant transport scheme. It will enable Oxford City Council and other local parties to ensure the rail scheme contributes to the creation and improvement of the neighbourhoods around the proposed two new stations.</p> <p>The CBL budget is £4,560,000.</p> <ul style="list-style-type: none"> <li>• Committed spend for the delivery of the Full Business Case and project Management (including legal support) is £3,603,095.</li> <li>• Committed spend for the delivery of feasibility and design work cycle and footbridge near the proposed Oxford Cowley Station is £133,484</li> <li>• Remaining budget after this decision is £326,572.</li> </ul>
<b>Purpose:</b> What does the decision deliver or achieve?	The decision allows for the delivery of the required design work for the stations' approach and the wider connectivity framework. It allows for the provision of a finance and funding framework to support achieving agreement in principle for the underwriting of the local funding contribution for the delivery of the Cowley

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	Branch Line project.
<b>Reasons:</b> Please provide the reasons for the decision.	<p>This commission will support the successful strategy and implementation plan for a regionally significant transport scheme. Comprising a funding and finance solution for the project delivery stage of CBL, as well as a spatial framework for the area most affected by the CBL, it will enable Oxford City Council and other local parties to ensure the rail scheme contributes to the creation and improvement of the neighbourhoods around the proposed two new stations.</p> <p>It will rely on high quality work at pace during 2024, including stakeholder engagement, infographics, concept design and forming a successful working relationship with the Network Rail-led programme, as well as other supporting pieces of work coordinated by Oxford City Council.</p>
<b>Decision made by:</b> Name and title of officer within the senior management structure	Tom Bridgman, Executive Director for Development
<b>Other options considered:</b> List any alternatives that were available to the decision taker and why they were rejected	Not to proceed with the commission of the Infrastructure Place Study would prevent Network Rail from completing Full Business Case and we would be unable to meet the requirements for the planning applications for the stations.
<b>Documents considered:</b> Please attach any new documents relevant to the decision and state if they are exempt	
<b>Key or Not Key:</b> (see notes below):	Not Key
<b>Wards significantly affected:</b> If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)	
<b>Declared conflict of interest:</b> Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.	
<b>This form was completed by:</b> <b>Name &amp; title:</b> <b>Date:</b>	Rui Marcelino Regeneration Manager - Green Transport 21 <sup>st</sup> December 2023

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## Approval checklist

<b>Approver</b>	<b>Name and job title</b>	<b>Date</b>
<p><b>Decision maker</b></p> <p>The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.</p>	Tom Bridgman Executive Director for Development	21/12/2023

## Consultee checklist

<b>Consultees</b>	<b>Name and job title</b>	<b>Date</b>
<p><b>Senior officer</b></p> <p>e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.</p>	Carolyn Ploszynski Head of Regeneration & Economy	21/12/2023
<p><b>Head of Financial Services</b></p> <p>required by the delegation / Constitution</p>	Nigel Kennedy Head of Financial Services (Section 151 Officer)	22/12/2023
<p><b>Head of Law and Governance</b></p> <p>if required by the delegation / Constitution</p>	Emma-Louise Jackman Head of Law & Governance	21/12/2023
<p><b>Cabinet Member(s)</b></p> <p>Some Cabinet delegations require consultation with the relevant Cabinet Member(s). For other decisions there is an expectation that Cabinet Members will be informed.</p>	<p>Cllr Louise Upton Cabinet Member for Planning and Healthier Communities</p> <p>Cllr Ed Turner Deputy Leader (Statutory), and Cabinet Member for Finance and Asset Management</p>	<p>21/12/2023</p> <p>22/12/2023</p>
<p><b>Ward Members</b></p> <p>Ward Members should be told in advance about anything which particularly affects their ward and which is potentially controversial but</p>	<p>Cllr Rae Humberstone Cllr Diko Walcott Cllr Paula Dunne Cllr Dr Amar Latif Cllr Tiago Corais Cllr Dr Sandy Douglas</p>	22/12/2023

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please note that Cabinet Members must be consulted first		
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This form must be completed and sent to Committee and Member Services **as soon as reasonably practicable** after the decision is made. Prompt notification is particularly important for **key decisions** which are subject to call-in, as the call-in deadline is 2 working days from the decision notice being published. Before completing the form please refer to the notes below

## NOTES

The law<sup>1</sup> requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements **apply** to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- under a general delegation (where responsibility is delegated in the Constitution) and the effect of the decision is to:
  - grant a permission or licence;
  - affect the rights of an individual;
  - award a contract or incur expenditure with a value in excess of £10,000;
  - award a contract with a value in excess of £10,000 but less than £1,000,000;
  - acquire or dispose of freeholds or leaseholds with a consideration or premium in excess of £10,000 but less than £500,000;
  - grant to new tenants or dispose of leases with a rental value in excess of £10,000 but less than £125,000 (this excludes assignments, holding over and rent reviews);
  - grant 'project approval' for projects in excess of £10,000 but less than £500,000;
  - make a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order;

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

Officers making such decisions must complete a written statement containing details of the decision taken. A copy of this decision notice must be retained by the relevant service for at least 6 years and any background papers for 4 years.

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<sup>1</sup> the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

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## **Exempt or Confidential information**

Information relating to a delegated officer decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

## **Key or Non Key Decision**

A key decision is an executive decision likely to have a significant effect on people living or working in at least two wards; or to incur spending or savings of £500,000 or more.

A key decision can only be taken and recorded here if notice of it has been published in the Forward Plan for at least 28 clear days. Key decisions taken by officers may be "called in" by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

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