**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Letting of Cadogan House, Wheatley to Vinci Construction UK Limited for a term of 12 months |
| **Decision date:** | 22 March 2024 |
| **Source of delegation:** | Cabinet, [on 15 November 2023](https://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=527&MId=7520&Ver=4), resolved to:   1. Delegate authority to the Executive Director (Development) in consultation with the Head of Financial Services / S151 Officer, the Head of Law & Governance and the Deputy Leader (Statutory) – Finance and Asset Management to agree final terms, negotiate the form of documents and then enter into leases and any ancillary documents required for the letting of Cadogan House, Wheatley subject to the requirements of s.123 Local Government Act 1972 being met. |
| **What decision was made?** | To approve the final terms, as set out in the confidential appendix, and enter into a lease to Vinci Construction UK Limited for a term of 12 months at £200,000. |
| **Purpose:** | Please refer to the report to Cabinet titled “[Commercial Property Lettings](https://mycouncil.oxford.gov.uk/documents/s75786/Commercial%20Property%20Lettings.pdf)” dated 15 November 2023. |
| **Reasons:** | Please refer to the report to Cabinet titled “[Commercial Property Lettings](https://mycouncil.oxford.gov.uk/documents/s75786/Commercial%20Property%20Lettings.pdf)” dated 15 November 2023. |
| **Decision made by:** | Tom Bridgman, Executive Director (Development) |
| **Other options considered:** | Please refer to the report to Cabinet titled “[Commercial Property Lettings](https://mycouncil.oxford.gov.uk/documents/s75786/Commercial%20Property%20Lettings.pdf)” dated 15 November 2023. |
| **Documents considered:** | Confidential Appendix 1 (exempt from publication by reason of commercial confidentiality). |
| **Key or Not Key:** | Key (Acquiring or disposing of leases with a rental value over £125,000 each year except statutory lease renewals under Part II of the Landlord and Tenant Act 1954) |
| **Wards significantly affected:** | None |
| **Declared conflict of interest:** | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Alex Miller  Transactions Manager  20/03/2024 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Tom Bridgman, Executive Director (Development) | 22 March 2024 |

**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 | 20 March 2024 |
| **Head of Financial Services** | Nigel Kennedy, Head of Financial Services | 22 March 2024 |
| **Head of Law and Governance** | Emma-Louise Jackman, Head of Law and Governance | 21 March 2024 |
| **Cabinet Member** | Councillor Ed Turner, Deputy Leader (Statutory) – Finance and Asset Management | 21 March 2024 |