**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Appointment of Baily Garner to provide consultancy services for the Housing Smal Sites Project |
| **Decision date:** | 28 March 2024 |
| **Source of delegation:** | This decision was delegated to officers  under Part 4.4 of the Council’s Constitution:  All executive functions except the ones in  Part 4.5 and 4.6 are delegated to the  officers in the senior management structure. |
| **What decision was made?** | To appoint Baily Garner for a contract sum of £22,357 to provide the following services for the Housing Small Sites Project:   * Review ODS quote value for money confirmation * Producing and managing the JCT minor works demolition contract with ODS * Party Wall Assessments where required * Principal Designer under CDM * Employers Agent duties/ general project management * Cost Management   Two quotes were sought, one from Baily Garner and another from a different provider. That quote was incomplete and not provided on time and so the decision was made to award the contract to Baily Garner.  \*The Small Sites Project encompasses the demolition/ clearance of the following 5 sites in advance of development:  - A selection of garages at Blackbird Leys, Harebell Road, Pegasus Road & Underhill Circus  - Two vacant bungalows at Leiden Road. |
| **Purpose:** | The decision to appoint Baily Garner provides support to deliver this stage of the project and access the grant funding. |
| **Reasons:** | Grant funding from the Brownfield Land Release Fund has been awarded for these 5 sites to cover demolition and remediation works. OCC need to be in contract with ODS by the 31 March to access this funding. Baily Garner are managing this contract. |
| **Decision made by:** | Carolyn Ploszynski Head of Regeneration and Economy |
| **Other options considered:** | Not to award the contract. This option was rejected as it would not allow the project to be progressed and the grant funding to be accessed. |
| **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:** | Gary Meeds  Regeneration Project Manager  22 March 2024 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Carolyn Ploszynski, Head of Regeneration & Economy  Signature Carolyn Ploszynski | 28 March 2024 |

**Consultee checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Senior Officer** | Tom Bridgman, Executive Director (Development) | 28 March 2024 |
| **Head of Financial Services** | Nigel Kennedy  Head of Financial Services | 27 March 2024 |
| **Head of Law and Governance** | Emma Jackman, Head of Law & Governance | 26 March 2024 |
| **Cabinet Members** | Councillor Linda Smith, Cabinet Member for HousingCouncillor Ed Turner, Deputy Leader (Statutory), and Cabinet Member for Finance and Asset Management | 28 March 2024  28 March 2024 |