**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Appointment of ODS to provide services and works for the Housing Small Sites Project |
| **Decision date:** | 28 March 2024 |
| **Source of delegation:** | Cabinet, at its meeting [on 24 January 2024](https://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=527&MId=7522&Ver=4) (‘[Brownfield Land Release Fund: Development of Small Sites for Affordable Housing](https://mycouncil.oxford.gov.uk/documents/s77343/Brownfield%20Land%20Release%20Fund%20Development%20of%20Small%20Sites%20for%20Affordable%20Housing.pdf)’), resolved to:  2. Grant project approval to undertake the works on the basis of which BLRF 2 grant has been made available and for which budgetary provision is detailed below;  3. Recommend to Council the allocation of a £340,213 capital budget (which will be funded entirely by the BLRF2 grant) to carry out the demolition/ enabling works on each site as detailed within the BLRF2 application; and  4. Delegate authority to the Executive Director (Development) in consultation with the Cabinet Member for Housing; the Head of Financial Services/S151 Officer; and the Head of Law and Governance/Monitoring Officer to enter into agreements and contracts to facilitate the works specified within the BLRF2 application, within the allocated capital budget. |
| **What decision was made?** | To appoint ODS under Part 19.11 (d) of the Council’s Constitution to provide the following services at £317,371.27 for the Housing Small Sites Project\*:   * Providing site survey information at all sites as instructed * Building Control matters * Demolition works at 4 sites * Decontamination/ remediation works * Grubbing out foundations and site capping * Fulfilling the role of Principal Contractor * Site protection measures/ leaving sites safe & secure * Other minor works necessary to fulfil the contract.   The submitted offer was checked by an external Quantity Surveyor to assess the commercial price.  \*The Housing 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 ODS to deliver the works listed provides support to deliver this stage of the project and access grant funding. |
| **Reasons:** | Grant funding from the Brownfield Land Release Fund has been awarded for 5 small sites to cover demolition and remediation works. OCC need to be in contract with ODS by 31 March to access this funding. |
| **Decision made by:** | Tom Bridgman, Executive Director (Development) |
| **Other options considered:** | A more standard procurement process via an open tender or framework could have been adopted. However, this was rejected due to time constraints in the context of a tight funding deadline and in consideration of ODS’s track record on small sites and a commercially acceptable price offer. |
| **Documents considered:** | N/A |
| **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** | Tom Bridgman, Head of Regeneration and Economy | 28 March 2024 |

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Senior officer** | Carolyn Ploszynski, Head of Regeneration & Economy  Signature Carolyn Ploszynski | 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 Member** | 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 |