**DECISIONS DELEGATED TO OFFICERS**

|  |  |
| --- | --- |
| **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; and4. 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 MeedsRegeneration Project Manager22 March 2024 |

**Approval checklist**

|  |  |  |
| --- | --- | --- |
| ***Approver*** | ***Name and job title*** | ***Date***  |
| **Decision maker** | Tom Bridgman, Head of Regeneration and Economy | 28 March 2024 |

|  |  |  |
| --- | --- | --- |
| ***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 202428 March 2024 |