**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Appointment of Prior & Partners to provide planning advice for the Oxford Ice Rink |
| **Decision date:** | 12 April 2024 |
| **Source of delegation:** | This decision was delegated to officers under Part 4.4 of the Council’s Constitution: all executive functions except those in Part 4.5, 4.6 and 4.7 are delegated to the officers in the senior management structure. |
| **What decision was made?** | Following invitations to 3 firms and the receipt of 2 written quotes, the decision is to appoint Prior and Partners to undertake the work sought. The quote is within the budget set, with a spend of up to £15k. |
| **Purpose:** | The commission enables the Council to ensure that it receives the specialist advice it needs in dealing with an important asset. |
| **Reasons:** | The commission is sought to enable longer term planning with regard to the ice rink. |
| **Decision made by:** | Peter Matthew, Interim Executive Director (Communities and People) |
| **Other options considered:** | The other option considered was to continue without the advice. This option was rejected as it increases the risk around the planning for the future of the facility. |
| **Documents considered:** | Written quotes (exempt) |
| **Key or Not Key:** | Not Key |
| **Wards significantly affected:** | Although the planning advice may relate to two or more wards there is no direct impact on the wards from the work it is proposed to undertake at this time. |
| **Declared conflict of interest:** | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Jenny Barker  Regeneration Lead  11 April 2024 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Peter Matthew, Interim Executive Director (Communities and People) | 12 April 2024 |

**Consultee checklist**

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| ***Consultees*** | ***Name and job title*** | ***Date*** |
| **Cabinet Member** | Councillor Chewe Munkonge, Cabinet Member for Leisure and Parks | 12 April 2024 |