**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Pre-construction Services Agreement (PCSA) with Oxford Direct Services (ODS) for the youth hub at the Leys Pools & Leisure Centre |
| **Decision date:** | 8 May 2024 |
| **Source of delegation:** | Cabinet, [on 13 September 2023](https://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=527&MId=7518&Ver=4), resolved to:   1. Grant project approval to create a Youth Hub at Leys Pools and Leisure Centre; 2. Recommend to Council the addition of £1,120,199 into the capital programme together with £223,907 in the revenue budget for delivery of the project; and 3. Delegate authority to the Executive Director (Communities and People) in consultation with the Head of Financial Services / Section 151 Officer, the Head of Law and Governance / Monitoring Officer and the Cabinet Member for Leisure and Parks to award the construction contract to Oxford Direct Services Ltd subject to it being within budget and value for money.   Council, [on 2 October 2023](https://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=157&MId=7528&Ver=4), resolved to:   1. Approve the addition of £1,120,199 into the capital programme together with £223,907 in the revenue budget for delivery of the project.   The decision to enter into the Pre-Construction Services Agreement falls under the authority granted to enter into the construction contract (resolution 3 above). |
| **What decision was made?** | To enter into a Pre-construction Services Agreement (PCSA) with Oxford Direct Services (ODS) to undertake works necessary to be in a position to enter into a construction contract to create a youth hub based in the Leys Pools & Leisure Centre.  This will include progressing the design up to RIBA Stage 4 and providing cost advice for the purposes of developing the design through to contract award.  The PCSA has a value of £78,048.56 and will be funded by the Youth Investment Fund. |
| **Purpose:** | The decision enables work to progress on the design and cost for the delivery of the Youth Hub. The PCSA covers work necessary in advance of entering into a construction contract. |
| **Reasons:** | This work is necessary to enable work to progress the creation of the Youth Investment Funded Youth Hub at the Leys Leisure Centre. By having a PCSA it enables work to take place prior to entering into the construction contract to ensure the deliverability of the scheme. |
| **Decision made by:** | Tom Bridgman, Executive Director (Development). |
| **Other options considered:** | Not to enter into a PCSA. This option was rejected as ensuring deliverability, buildability and cost certainty of the scheme is required in advance of entering into a construction contract. |
| **Documents considered:** | None |
| **Key or Not Key:** | Not Key |
| **Wards significantly affected:** | None |
| **Declared conflict of interest:** | None known |
| **This form was completed by:**  **Name & title:**  **Date:** | Rebecca Dedman  Principal Regeneration Officer  01/05/2024 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Tom Bridgman, Executive Director (Development) | 8 May 2024 |

**Consultee checklist**

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| ***Consultees*** | ***Name and job title*** | ***Date*** |
| **Senior officer** | Hagan Lewisman, Active Communities Manager (Community Services) | 5 April 2024 |
| **Head of Financial Services** | Nigel Kennedy, Head of Financial  Services | 8 May 2024 |
| **Head of Law and Governance** | Emma – Louise Jackman,  Head of Law and Governance | 8 May /2024 |
| **Cabinet Member** | Councillor Chewe Munkonge, Cabinet  Member for Leisure and Parks | 1 May 2024 |