

## DECISIONS DELEGATED TO OFFICERS

Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to [forwardplan@oxford.gov.uk](mailto:forwardplan@oxford.gov.uk)

<b>Decision title:</b>	Decision to extend the scope of the Pre-Construction Services Agreement (PCSA), to account for client variations and to clarify increases in fee and extension of programme.
<b>Decision date:</b>	3 <sup>rd</sup> July 2024
<b>Source of delegation:</b> State how the decision was delegated. Was it an express delegation made at a meeting or a general delegation under the Council's Constitution?	At its meeting on 16 November 2022 the Cabinet resolved to: Delegate authority to the Executive Director (Development) in consultation with the Head of Financial Services/Section 151 Officer, the Head of Law and Governance and the Cabinet Member for Planning and Housing Delivery to enter into contractual terms with a contractor for the pre-contract stages of the Oxpens River Bridge by signing a PCSA for providing detailed design, programme and 100% market tested estimate for the bridge, subject to the Council's normal procurement procedures; Link to Cabinet report <a href="#">here</a> .
<b>What decision was made?</b> Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential.	<p>The Executive Director for Development subsequently made a decision to enter into a PCSA with Balfour Beatty under the terms of the SCAPE Framework to undertake works necessary to enable a value engineering (VE) exercise to be undertaken to bring the cost estimate to within the current budget (provided from Growth Deal funding) and to develop a construction programme that complies with the Growth deal requirements. The PCSA had a break clause so that if the VE target was not achieved the PCSA would be terminated.</p> <p>In March 2024 the scope of the PCSA was varied and the value increased to support the progression of the planning application and certain structural design elements were brought forward to satisfy ongoing technical review.</p> <p>As a result a decision was made at that time by the Executive Director of Development to increase the existing PCSA value of £1,193,858 to £1,428,787.07 (an increase of £234,929.07) and that extended the PCSA completion date extended to 20<sup>th</sup> June 2024.</p> <p>Following a delay in the submission of the planning application from 20<sup>th</sup> February to 19<sup>th</sup> March 2024, the decision to approve the application was called in for</p>

Please send the completed form to [forwardplan@oxford.gov.uk](mailto:forwardplan@oxford.gov.uk)

	<p>review by a Special Planning Review Committee on 18<sup>th</sup> April.</p> <p>Further, a number of additional changes to enable progression of the design have come forward that require new variation items to be agreed and in some cases incur costs in the sum of £184,498 (including a 5% contingency) to be drawn from the existing scheme budget.</p> <p>These items include:</p> <ul style="list-style-type: none"> <li>- Production of information and submissions to support progression of approvals to statutory approvers (e.g. FRAP, TTRO, s106(3) s38 etc...)</li> <li>- Action to progress production of information to satisfy planning conditions</li> <li>- Design changes to the bridge and footpath elements</li> </ul> <p>As noted above a number of factors such as action to progress elements of the approval of planning conditions were not included within the original PCSA and as such it is also proposed that the completion date of the agreement is further extended to 30<sup>th</sup> August 2024.</p> <p>The Executive Director for Development is satisfied that the increase in the value of the PCSA of £184,498 reflects the variations that are required and has decided to approve the additional spend on the PCSA and the extension of the completion date of the agreement to allow the works to continue.</p> <p>It is further noted that the full impact of the delay to planning approval on programme and resource is not yet established and will be subject to further negotiation with the Balfour Beatty delivery team.</p>
<p><b>Purpose:</b> What does the decision deliver or achieve?</p>	<p>The decision enables work to progress on the design, programme and cost for the delivery of the Oxpens River Bridge. The PCSA covers work necessary in advance of entering into a delivery contract.</p>
<p><b>Reasons:</b> Please provide the reasons for the decision.</p>	<p>It is necessary to make these changes to the PCSA now to maintain programme and to allow conclusion of the PCSA agreement by 30<sup>th</sup> August 2024.</p> <p>It is anticipated that the inclusion of the additional work on planning conditions and other external approvals within the PCSA rather than main contract will save time later on in the programme.</p>

Please send the completed form to [forwardplan@oxford.gov.uk](mailto:forwardplan@oxford.gov.uk)

<b>Decision made by:</b> Name and title of officer within the senior management structure	Tom Bridgman, Executive Director for Development
<b>Other options considered:</b> List any alternatives that were available to the decision taker and why they were rejected	Other options considered were; <ul style="list-style-type: none"> <li>To attempt to shorten other items of the programme, however, all options were interrogated, and this was the optimum option to keep to programme and budget.</li> <li>Not to proceed with the project. This was rejected as it would not have supported the Council's aim of supporting active travel by providing a pedestrian and cycle bridge over the river facilitating movement between Osney Mead and the city centre as well as wider north south links to the city centre and rail station.</li> </ul>
<b>Documents considered:</b> Please attach any new documents relevant to the decision and state if they are exempt	PCSA Document (05 CEN Pre Con Services Opt A - Oxpens River Footbridge - Rev6)  Exempt
<b>Key or Not Key:</b> (see notes below):	Not Key
<b>Wards significantly affected:</b> If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)	
<b>Declared conflict of interest:</b> Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.	None
<b>This form was completed by:</b> <b>Name &amp; title:</b> <b>Date:</b>	Gary Meeds Regeneration Project Manager 4th July 2024

### Approval checklist

<b>Approver</b>	<b>Name and job title</b>	<b>Date</b>
<b>Decision maker</b> The officer with authority	Tom Bridgman Executive Director for Development	03/07/24

Please send the completed form to [forwardplan@oxford.gov.uk](mailto:forwardplan@oxford.gov.uk)

to take the decision, either from a Cabinet delegation or in the Constitution.		
--	--	--

### Consultee checklist

<b>Consultees</b>	<b>Name and job title</b>	<b>Date</b>
<b>Senior officer</b> e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.	Carolyn Ploszynski Head of Regeneration & Economy	02/07/24
<b>Head of Financial Services</b> If required by the delegation / Constitution	Nigel Kennedy Head of Financial Services	02/07/24
<b>Head of Law and Governance</b> If required by the delegation / Constitution	Emma Jackman Head of Law & Governance	03/07/24
<b>Cabinet Member(s)</b> Some Cabinet delegations require consultation with the relevant Cabinet Member(s). For other decisions there is an expectation that Cabinet Members will be informed.	Councillor Alex Hollingsworth, Council Member for Business, Culture and Inclusive Economy.	02/07/24
<b>Ward Members</b> Ward Members should be told in advance about anything which particularly affects their ward and which is potentially controversial but please note that Cabinet Members must be consulted first	N/a	

This form must be completed and sent to Committee and Member Services **as soon as reasonably practicable** after the decision is made. Prompt notification is particularly important for **key decisions** which are subject to call-in, as the call-in deadline is 2

Please send the completed form to [forwardplan@oxford.gov.uk](mailto:forwardplan@oxford.gov.uk)

working days from the decision notice being published. Before completing the form please refer to the notes below

## NOTES

The law<sup>1</sup> requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements **apply** to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- under a general delegation (where responsibility is delegated in the Constitution) and the effect of the decision is to:
  - grant a permission or licence;
  - affect the rights of an individual;
  - award a contract or incur expenditure with a value in excess of £10,000;
  - award a contract with a value in excess of £10,000 but less than £1,000,000;
  - acquire or dispose of freeholds or leaseholds with a consideration or premium in excess of £10,000 but less than £500,000;
  - grant to new tenants or dispose of leases with a rental value in excess of £10,000 but less than £125,000 (this excludes assignments, holding over and rent reviews);
  - grant 'project approval' for projects in excess of £10,000 but less than £500,000;
  - make a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order;

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

Officers making such decisions must complete a written statement containing details of the decision taken. A copy of this decision notice must be retained by the relevant service for at least 6 years and any background papers for 4 years.

### Exempt or Confidential information

Information relating to a delegated officer decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

### Key or Non-Key Decision

---

<sup>1</sup> the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

Please send the completed form to [forwardplan@oxford.gov.uk](mailto:forwardplan@oxford.gov.uk)

A key decision is an executive decision likely to have a significant effect on people living or working in at least two wards; or involve spending or saving a significant amount. For this Council 'significant' in budgetary terms is:

- a. Expenditure or savings of £500,000 or greater in the context of the medium term financial strategy.
- b. Contract awards with a value of £1,000,000 or greater
- c. Acquiring or disposing of freeholds or leaseholds with a consideration or premium over £500,000 in the context of the medium-term financial strategy except for disposals pursuant to right to buy legislation
- d. Acquiring or disposing of leases with a rental value over £125,000 each year except statutory lease renewals under Part II of the Landlord and Tenant Act 1954.

A key decision can only be taken and recorded here if notice of it has been published in the Forward Plan for at least 28 clear days. Key decisions taken by officers may be "called in" by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

Please send the completed form to [forwardplan@oxford.gov.uk](mailto:forwardplan@oxford.gov.uk)